



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE February 14, 2022 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, January 10, 2021
- 4. PRESENTATIONS**
 - (a) Regional Recreation Facility Update – Sierra Consulting
 - (b) Valley Regional Enterprise Network
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 1. Director's Report
 2. Projection Report
 3. General Insurance Quote
 4. Withdrawal from Town Capital Reserve
 5. Tax Exemption
 - (b) Planning and Development
 1. Director's Report
 2. Community Economic Development Coordinator's Report
 - (c) Parks and Recreation
 1. Director's Report
 - (d) Police
 1. Chief's Report
 - (e) Engineering and Public Works

1. Director's Report

(f) Administration

1. Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) None

7. CORRESPONDENCE

(a) Glooscap Curling Club

(b) Quest Grant Approval

8. NEW BUSINESS

(a) Request for Decision – G70 Meeting Policy

(b) Regional Sewer 2022-2023 Operating and Capital Budgets

(c) Kings County Region Climate Change and Opportunities for Adaptation

(d) Mentoring Plus Quarterly Report

(e) Property Assessed Community Energy (PACE) Program

(f) First Reading – Taxi Bylaw

(g) Street Naming

9. CORRESPONDENCE

10. IN-CAMERA

(a) Human Resources Matter

11. ADJOURNMENT

DRAFT



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE**

COVID-19 Protocol, online meeting
Meeting Minutes: January 10, 2022
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held online live on Facebook and was 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
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

Staff:

Guests:

- Steve Boles – AET Consulting

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

DRAFT

2. APPROVAL OF THE AGENDA

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That the agenda for the Council Advisory Committee meeting of January 10, 2022 be approved as presented.

- Request to add: Discussion on the conduct of council meetings.
Chair does not add the item to the agenda and refers to Roberts Rules of Order.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

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

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

MOTION CARRIED

4. PRESENTATION

(a) AET Consulting – Steve Boles

Steve Boles, Manager, GHG & Sustainability Services at AET Consulting, presented findings from the Kings County Regional Greenhouse Gas Emission Reduction Opportunity Study. The report found that there are a number of actions that municipalities can take in Kings County to meet a regional target of net zero emissions by 2050.

Presentation available for more information

- Discussion
 - Questions about apartment buildings as being residential or commercial. AET will confirm this information.
 - Are there other municipalities that have this reduction target? Some municipalities use 2030 and 2050 as a benchmark.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending December 31, 2021. To this date overall revenue exceeds the average at 89.8%. The overall expenditures are above the benchmark at 76.9%.

See report for more information.

DRAFT

(2) Projection Report

Director Deb Crowell submitted the projection report for the period ending December 31, 2021. In this report, the Town is projecting a surplus position of \$165,000.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman submitted her report for December 2021. Highlights included a building valuation of \$26,272,200 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.

(2) Community and Economic Development Report

CAO Troke submitted this report for December 2021. Highlights included centre square, Alan Syliboy mural, winter marketing, and winter events.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield submitted her report for December 2021. Some of the highlights included changes to COVID-19 restrictions, programs, and preparation for posting the facility manager job posting.

See report for more information.

(d) Police Report

(1) Chief's Report

The Police Commission has not met yet, there is no report for CAC.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for December 2021. Some of the highlights included water connections, road salt deliveries, and orientation of new engineer Ahmad El-Kadri.

See report for more information.

(f) Administration

CAC Minutes – January 10, 2022

Pending Approval

Page 3

DRAFT

(1) Chief Administrative Officer’s Report

CAO Troke submitted his report for December 2021. Some of the highlights included changing public health orders, budget reviews, intermunicipal service agreements and housing and homelessness discussions.

See report for more information.

• Discussion, All Staff Reports:

- Are there any impacts from the proposed land use bylaw change to short term rentals?
- Property valuation services made a change to the valuation of federal properties which resulted in less revenue.
- Regarding technical work starting on the Donald Hiltz connector. This includes topographical and survey work to update information and bring the new engineering staff up to speed.
- Regarding the perpetual fund, is it concerning that there were high capital losses and management fees compared to last year? Capital losses were related to retirement of a bond. The management fees lag behind by one month making it look like a loss this year.
- The Police Commission has been reviewing a bylaw around appointments and terms and will continue this discussion at future meetings.
- CAO Troke gave a review of legal fees and insurance claims. When legal counsel is engaged on a case, they are all captured in one area of the budget.
- Regarding detached auxiliary units, could there be wording to define or exclude a shipping container or other unusual structure? These types of structures are excluded from the land use bylaw and any other structures must adhere to the building code.
- Could tiny homes be built as an auxiliary unit? Yes some would be acceptable.

Withdrawal from Capital Reserves

Director Deb Crowell presented a request to withdraw funds from two of the town’s capital reserves to support the purchase of a loader vehicle.

See report for more information.

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

That Council Advisory Committee Recommend

DRAFT

That Council approve the withdrawal of \$125,000 from two town Capital Reserves to partially fund the purchase of transportation equipment.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That the reports from the directors be accepted as delivered.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Public Forum Change of Format

CAO Troke presented the staff report that outlined necessary changes to the Public Forum, scheduled for January 18. Due to public health restrictions, the meeting cannot be held in person but must be moved online, or moved to later in the year.

See report for more information.

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

That the CAC direct the CAO to proceed with planning a virtual meeting in support of the January 18 2022 public forum.

MOTION DEFEATED

Councillors who voted against this motion:

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

- Discussion
 - Would staff be able to use a platform like Bang the Table? This platform could be used but would require some preparation.
 - Concerns about holding the event online and a lack of participation, and a lack of personal connection.

DRAFT

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Revision to the Land Use Bylaw

Director Gentleman described the existing land use bylaw as it pertains to accessory dwelling units, and the need for changes to the maximum size of these buildings.

See report for more information.

- Discussion
 - Concerns about existing housing crisis and appreciation to the planning team for considering this amendment.
 - Does zoning affect this amendment? No it's only for single family homes.
 - Council might consider discussing grants to property owners to build these kinds of structures to help reduce the housing crisis.
 - Director Gentleman recommends having the public hearing prior to the February meeting of Council.

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

That Council Advisory Committee Recommend

That Council approve first reading of the land use bylaw amendment on the matter of auxiliary dwelling units to:

- **Align the maximum square footage for an auxiliary dwelling unit within a single-family dwelling with the National Building Code, which is 80% of the gross floor space area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms;**
- **Allow detached auxiliary dwelling units 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.**

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Request for Property Tax Exemption

DRAFT

CAO Troke described policy Statement G37F which offers property owners who have suffered a total loss by fire or other circumstance, to request to have their property tax waived. Residents of 16 Redden Avenue have lost their home to a fire and request that their tax be waived from March 2021.

See report for more information.

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

That Council Advisory Committee direct the CAO to seek a new valuation for the property at 16 Redden Avenue destroyed by fire with the PVSC.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. PUBLIC COMMENTS

(a) None

10. IN CAMERA

(a) None

11. ADJOURNMENT

It was moved by Councillor Cathy Maxwell

That Council Advisory Committee adjourn at 7:23 pm

MOTION CARRIED

Regional Recreation Facility Feasibility Study

Update to Municipal Councils
January + February, 2022

(Town of Kentville, February 14, 2022)



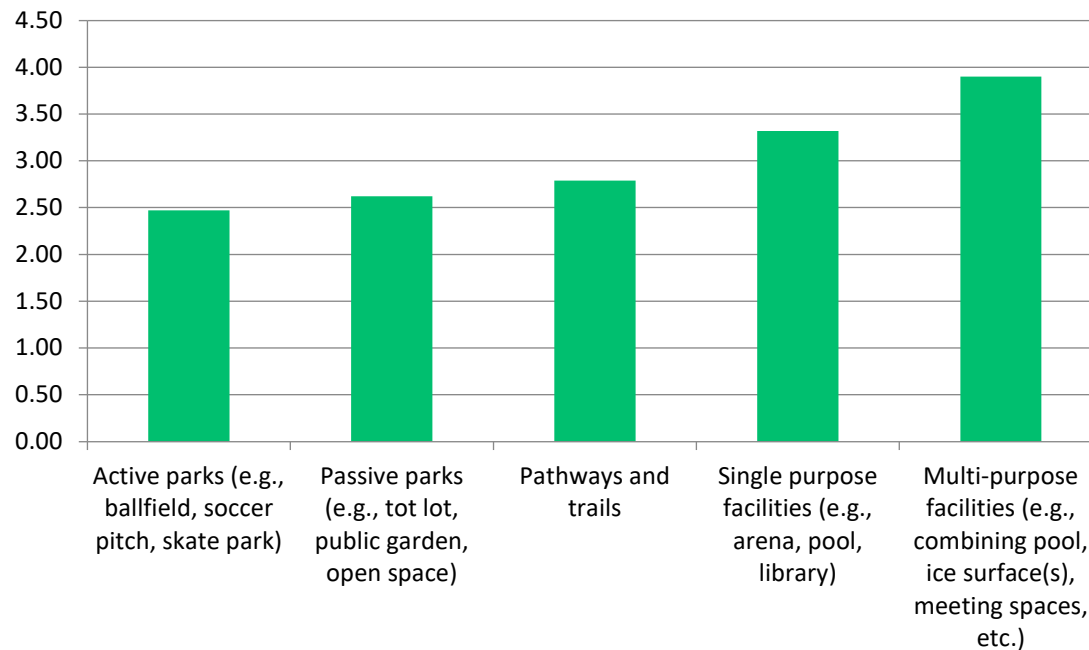
Where we Started

From Sierra Report on the Requirement for the Kings Regional Assessment to assess Multi-Use Facility (excerpted from our Acadia University Recreation Complex Business Plan)

“... based on our findings and recommendations we (Sierra) recommend that work now commence to provide a definitive position as to the location, form, viability of a regional pool either at Acadia or elsewhere” (2019)

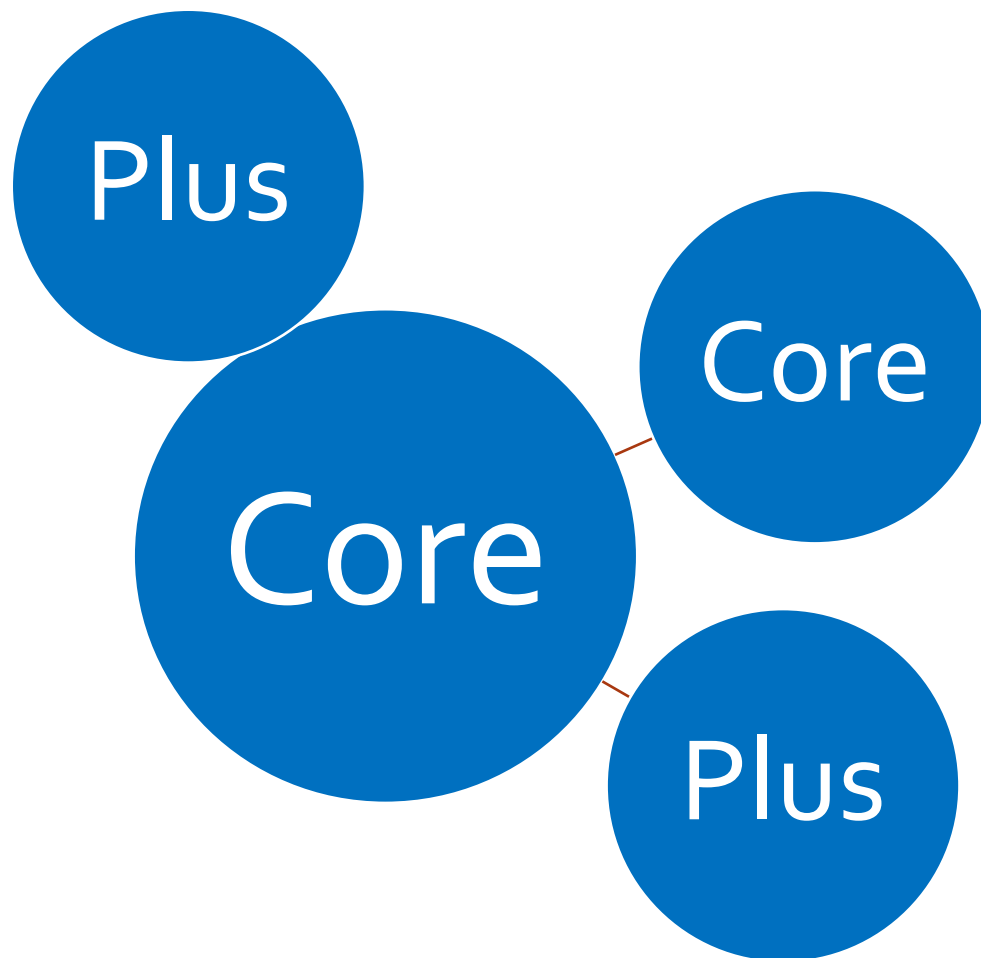
2019 Kings Regional Recreation Needs Assessment

Community Survey – Facility Priorities by Importance:
(Weighted Average Ranking)

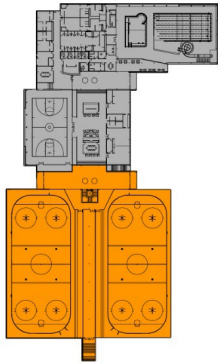


What Constitutes a Multi-Use Community Recreation Centre?

Multi-Use Community Recreation Facilities - Components

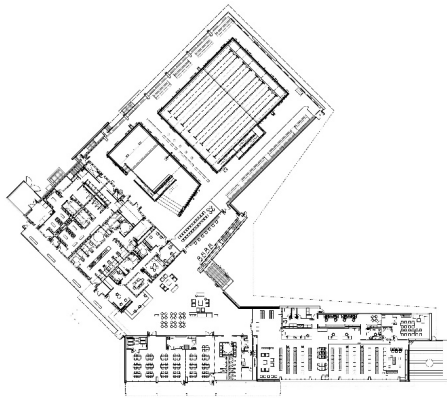


Examples of Core Uses, Phasing Aquatics , Gym with future Arena



Newcastle Recreation Centre

Aquatics , Library with future Gym

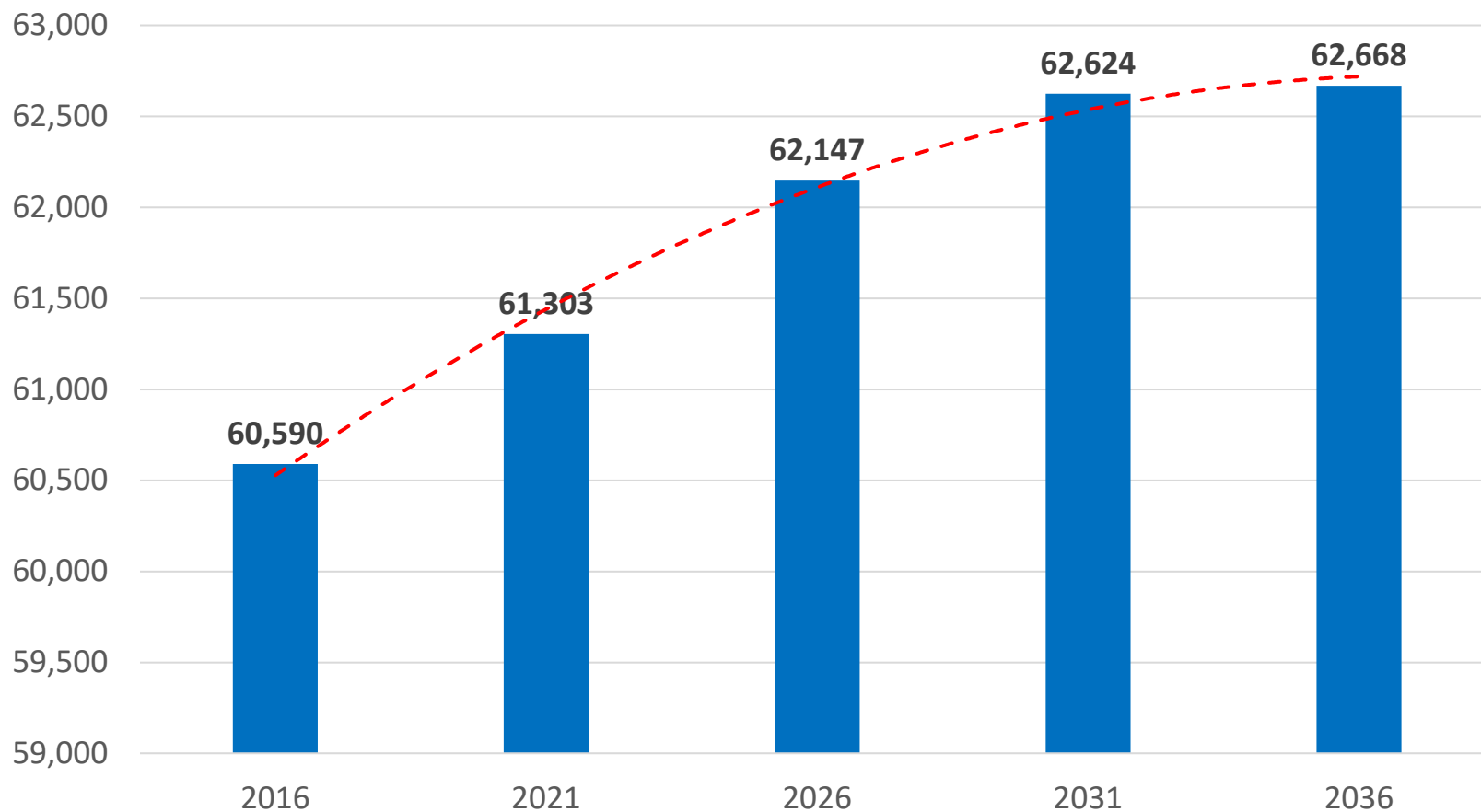


Kiwanis Aquatic Centre and Library

...and other combinations in different communities – all of which should reflect the achievement of meeting projected **need**, realising **potential synergies and efficiencies** between components, and **leveraging community and economic development value**

2.0 Growth and Change

Kings County Population Projections



Kings County Population Projections. Sierra Planning and Management, Data Source: Kings County

3.0 Core Needs

Ongoing work to establish core components of multi-use recreation complex

Indoor Pools and Demand

Demand at Acadia and Waterville suggests potentially high level of unrealized demand. In part due to the nature, ownership and perceptions associated with these facilities – no matter how well operated they may be.

Demand likely significant enough to support a multi-tank municipal class A pool

Rationale for development begins with the recognition of Acadia pool as being at or near end of useful life; New County pool would be a replacement.

Option of addition to Acadia pool – studied by Sierra/CBCL in 2019.

Aquatic Programming

Core Aquatic Program Considerations

- Flexible to appeal to wider range of demographics, cultures and capabilities
- Goal is to maximize participation
- Range, shape and size of pools determined by discussion on key goals and needs
- Decisions on aquatic program size is determined by expected number of users
- Change and viewing spaces should reflect and support key program goals.



Learning



Relaxation and Therapy



Recreation



Training and Competition

Indoor Pools and Demand

From our consultation: Strong Support

Leisure/Teach pool – warm water with beach or teaching step entry

Accessibility – comments were that existing pools do not address this need well.

From our consultation: Average Support

Dedicated Therapy or Whirlpool

Non-Gender / Universal change – there appears to be support for this approach. If the pool tanks can accommodate swim teams and competition, then the change room configuration will have to move towards a Hybrid model or add in gender specific/team change rooms.

For Further Discussion: Enabling Competition

A 25m lane pool is a must but 6 lane , 8 lane or 10 lane pool has implications – role of competition versus leisure should be further assessed in Phase 2; Phase 1 reporting can consider mid-point scale for feasibility assessment.

Dry-Floor Uses

Strong Demand

- Basketball – Nationwide and Province Wide
- Pickleball - ditto
- Other courts sport opportunities - many meet goals of equitable access to recreation
- Flex Space opportunities for niche programs (e.g. Karate), Seniors Fitness, Tae Kwon Do, Fencing, Archery, Box Lacrosse all identified
- Multi-purpose nature of gymnasium - significant potential

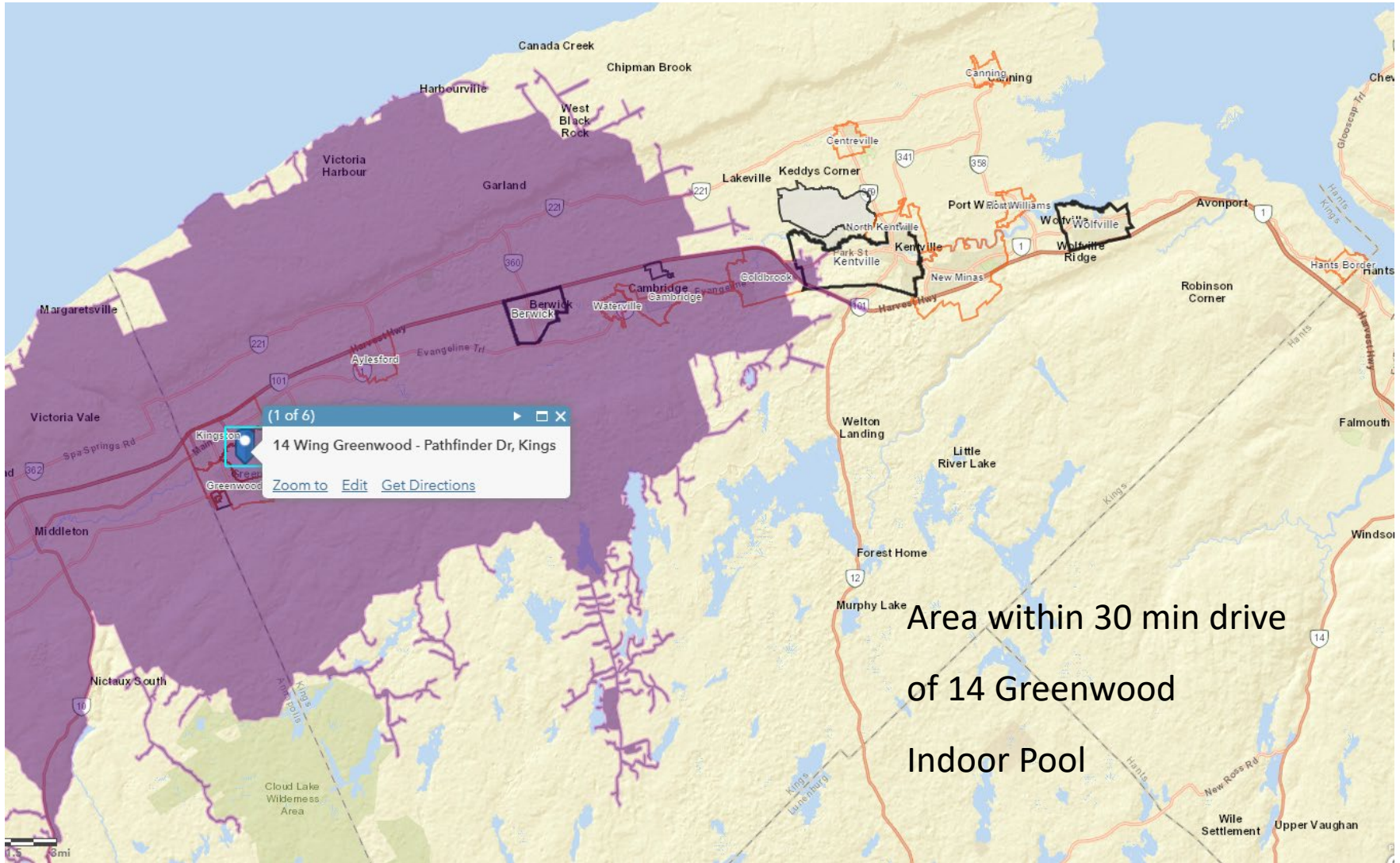


Field-house:

- A different animal; more akin to an arena in scale / volume.
- Windsor Sportsplex
- Flooring is key determinant of versatility
- Not likely part of the program

4.0

Principles of Location



Future State of Aquatics Service Area without Acadia or Waterville – There is currently no municipal ownership control of indoor aquatics in the County

**IDEALLY, LOCATION MUST BE
STRATEGIC, CAPABLE OF EXPANSION
IN-SITU AND PROMOTE REGIONAL
ACCESSIBILITY**

Important considerations:

Scale of building program will determine location options

Sustaining **Acadia** as a key economic driver (exporter of services) for the region

Connectivity: A regional facility does not have to ignore connectivity between communities and active transportation

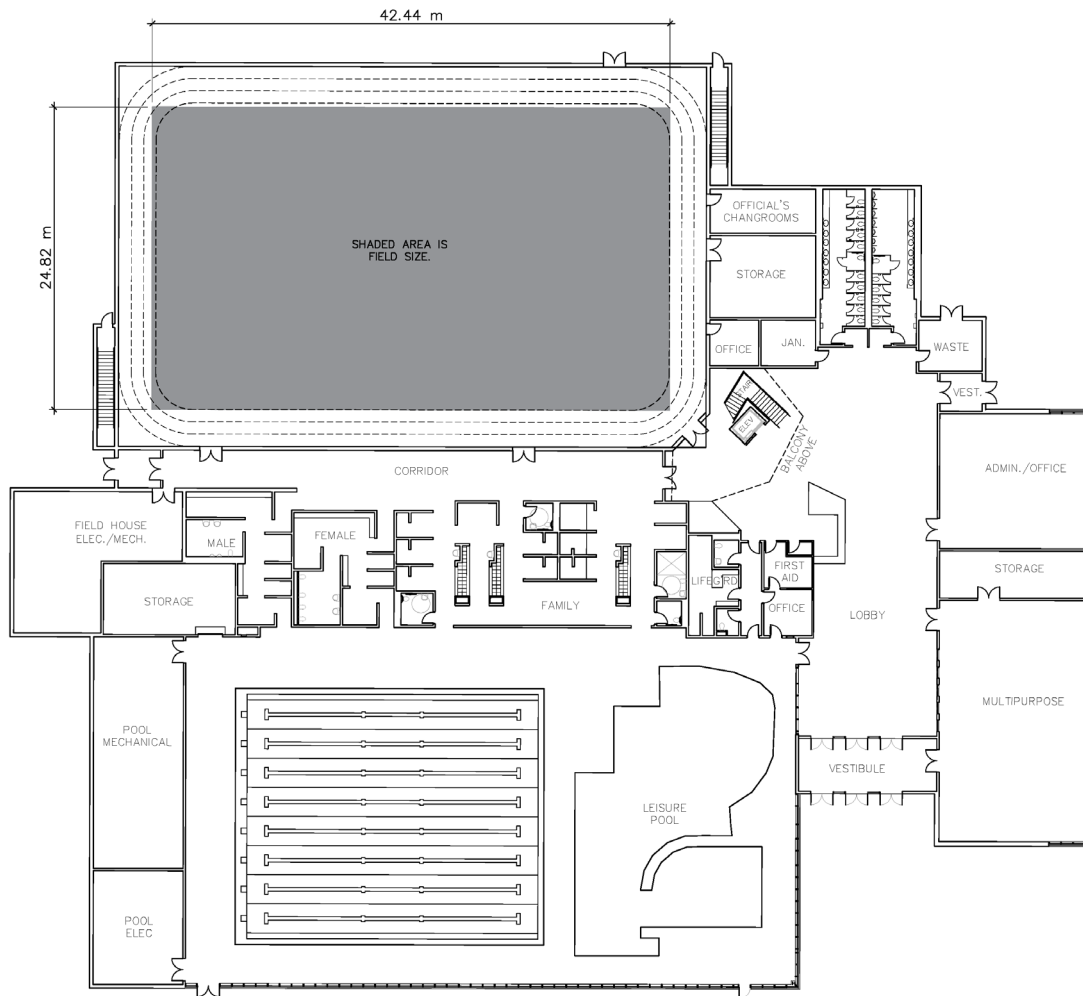
The Year is 2035 – Planning – including locational choice – should reflect the future state including emerging land use patterns

5.0

Examples of Cost

Construction Cost Escalation
impacting cost-feasibility

Town of Riverview Recreation Complex



Project Costs (2020)

\$39.1 M (with Contingency)

**GFA:
71,881 sq. ft.**

\$544 /sq.ft. (Class D)

Lane Pool
Leisure Pool
Large Double Gymnasium
Indoor Walking Track
Multi-Purpose room

Charlottetown – Simmons Sports Centre and Outdoor Pool Replacement

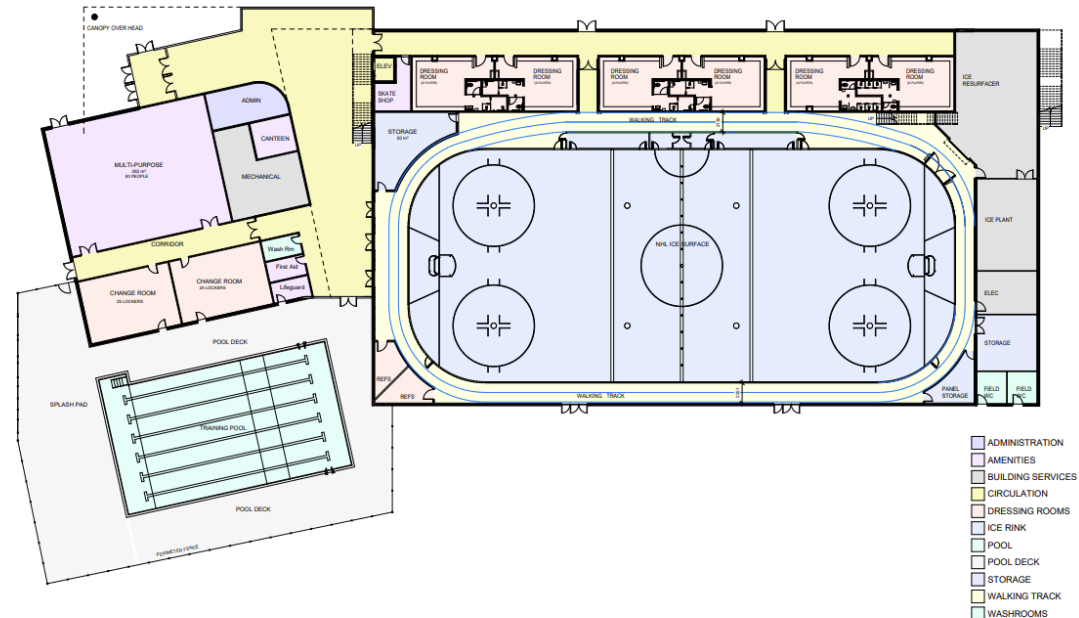
Cost: \$28 million

GFA:

70,406 sq.ft.

\$386 /sq.ft. (Q4 2021)
(Class D)

- Arena
- Outdoor Pool
- Multi-Purpose Room
- Elevated Track



SIMMONS SPORTS CENTRE-ARENA & POOL

North River Rd, Charlottetown, PE

FLOOR PLAN- LEVEL 1

CONCEPT DESIGN - July 6, 2021

DSRA
ARCHITECTURE

6.0 Process

Elements of Phase I Feasibility
Study Report

Needs (Level of Service); Demands; & Value Added

Program Development

Concept Options

Capital + Operating Cost

Preferred Site(s)

Capital (Cost)

Governance & Operations

Net Operating (Cost)

Economic & Social Impacts

Below the Line Benefits

Implementation via Phase 2

Site Confirmation/Acquisition, Design, Costing, Funding Strategy / Cost Share Formula /Governance, Delivery Model



Valley Regional Enterprise Network

Activity Update
February 14, 2022

Role of ALL RENs within the Province.

CONNECT. RETAIN. EXPAND.

RENs support local businesses and rural economic development. We do this by:

- ✓ Connecting local businesses, universities, First Nations and community leaders
- ✓ Supporting new business/industry and investments
- ✓ Attracting and retaining skilled newcomers
- ✓ Delivering leadership in regional economic development

Regional Enterprise Networks of NS

RENs act as a central spoke of a wheel: as navigators and connectors within their regions with varying levels of engagement; sometimes as leaders, partners, supporters and sometimes simply as an information source.



RENs are a network of networks linked not only to the ecosystem of supports within regions, but also linked provincially through the other NS RENs and the Province of Nova Scotia and its crown corporations and federally through entities such as ACOA.

Why RENs?

- ✓ Deliver **leadership** in regional economic development
- ✓ **Economic development outside of the HRM** is an enormous mandate and the success of the province depends on it
- ✓ **Boots on the ground** – teams working with businesses and sector groups
- ✓ Strong regional collaboration - within our zones (Chambers, NSCC, non-profits) and among RENs
- ✓ **Strong communication with municipal partners** - we are a shared service within communities

Strategic Plan Overview and Highlights

VISION STATEMENT

A thriving, regional economy, delivering the highest quality of life in Canada.

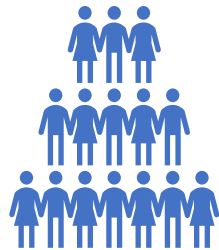
MISSION STATEMENT

The Valley REN is the catalyst for a thriving, sustainable and inclusive regional economy in the Annapolis Valley.

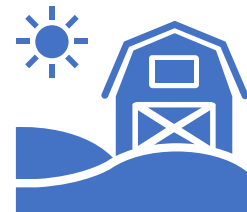
STRATEGIC PRIORITIES



Business
Development



Workforce
Development



Sector
Development



Regional
Development



Business Development

Provide support for new, emerging and existing businesses, and the enhancement of an entrepreneurial culture



Sector Development

Support the strengthening, diversification and interconnectedness of the economic sectors



Workforce Development

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers



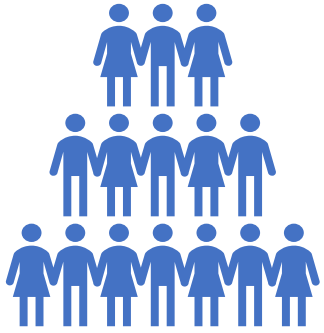
Regional Development

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage opportunities



Business Development

- ✓ **Supports for Business**
 - ✓ Customized supports to business
- ✓ **Investment Readiness**
 - ✓ Regional economic profile
 - ✓ Sector profiles
- ✓ **NS MIT Regional Entrepreneurship Acceleration Program (REAP)**
 - ✓ Project manager for Valley Team
 - ✓ Promotion of the region as an agricultural technology testing bed and demonstration site
 - ✓ Agricultural technology accelerator



Workforce Development

- ✓ **Regional Workforce Development Strategy**
 - ✓ Develop and implement strategy
 - ✓ Workforce Alliance
- ✓ **Population Readiness – Housing**
 - ✓ Needs assessment
 - ✓ Facilitate meetings with regional partners
- ✓ **Promote the Annapolis Valley**
 - ✓ Regional Marketing
 - ✓ www.haveitallav.ca
- ✓ **Welcoming Region**
 - ✓ Connector Program



Sector Development

- ✓ **STAR (Strategic Tourism for Areas and Regions) Program**
 - ✓ First region in Nova Scotia to complete program
 - ✓ Working Group
 - ✓ Regional strategic plan for tourism development
- ✓ **Manufacturing Taskforce**
 - ✓ Contemporary Leadership Training
 - ✓ Continuous Improvement Initiative
 - ✓ Supply Chain study
- ✓ **NS MIT Regional Entrepreneurship Acceleration Program (REAP)**
 - ✓ Agricultural technology focus



Regional Development

- ✓ **Communications**
 - ✓ Sharing information to stakeholders
- ✓ **COVID Recovery**
 - ✓ Regional Economic Recovery Taskforce
 - ✓ Over 100 meetings to date
 - ✓ 50 organizations part of Taskforce
 - ✓ Continue as mechanism to keep regional stakeholders and partners informed and updated

Leveraged Funding for Projects:

Project	Leveraged \$	In Kind	Valley REN
1. Contemporary Leadership in Manufacturing Training	ACOA - \$18,000	NSCC - \$5,400	\$5,000
2. Continuous Improvement Program (2 years)	ACOA - \$52,225 WIPSI - \$105,825	SMEs - \$20,000	\$20,000
3. Connector Program	NS - \$90,651		
4. STAR Program	ACOA - \$117,250		\$50,250
5. Winter Tourism Opportunities Study	ACOA - \$25,000		\$4,500
6. Supply Chain Analysis	ACOA - \$95,000	Manu - \$7,850	\$18,150
7. NS MIT REAP – Valley Team	ONLINE - \$25,000 ONLINE - \$100,000		\$30,000
8. Virtual Advisor Program (All REN initiative)	ACOA - \$45,000		
9. Regional Economic Recovery Taskforce	ACOA - \$69,250		
TOTAL	\$743,201	\$33,250	\$127,900
Additional Project: Taking Care of the Valley (Pier Labs)	WAGE - \$350,000		
TOTAL	\$1,093,201		



Thank You



Town of Kentville

Staff Report to Council Advisory Committee

Department of Finance

JANUARY 31, 2022

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended January 31, 2022.

- The Investment Advisory Committee met on February 9, 2022 to hear the details of the month ended January 31, 2022.
- The 3rd quarter utility billing was released mid-January 2022 with a due date of February 24, 2022.
- Work has begun on the budget process, as well as the year-end process.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended January 31, 2022.
- Schedule C (Outstanding Taxation) is attached for the month ended January 31, 2022.
- Schedule D (Sanitary Sewer Area Service) is included. This report encompasses the third quarter billing- December 31, 2021.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended January 31, 2022.
- 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, 83% of the budget would be recorded. To January 31, 2022, overall revenue exceeds the average at 93.4% recorded. Items worth noting are:

- **Taxes**- Total taxation is currently reporting at 100.5%. All assessment adjustments received to date are recorded.
- **Payments in Lieu**- The Federal PILT arrived in September- \$31,508 under budget. The Provincial PILT arrived end of January and met its budget.

- **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. Three quarters 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. Nine months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Ten months are recorded. Recreation bills KCA for grounds-keeping services on a quarterly basis. 100% has been invoiced for this service.
- **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 three quarters 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 100% invoicing to the Province for *the Additional Officer Programme*. 100% of the Active Living grant has been received. The Federal government forwarded \$16,313 for the Town's *Federal Summer Jobs* program. The Federal government also forwarded \$19,500 as part of the *Green Jobs Initiative* this past summer. 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 four 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 86.3% expended. Some segments have exceeded the 83% 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. **Public Transit** exceeds the guideline as 100% of the 21/22 funding has been forwarded to Kings Transit and Kings Point to Point. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.
- **Environmental Health Services- Solid waste collection** exceeds the benchmark as the fourth-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 100% funding was forwarded to the Valley REN and 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 at January 31, 2022 is \$(102,540) or 101.0% collected (last year-100%). Total property tax as at January 31, 2022 is \$(100,862) (last year- \$9,569). This equates to 101.0% collected in total (last year- 99.9%).

Sanitary Sewer Area Service (see Schedule D)

The report from the Sanitary Sewer Area Service is attached for the quarter ended December 31, 2021. If revenue and expenses were averaged equally, 75% of the budget would be consumed.

Revenue

- Overall, revenue falls slightly short of the benchmark reporting at 74.0%. Three quarters of 21/22 residential billings are recorded along with 9 months of Industrial charges. One sewer billing occurs annually and, therefore, skews the percentages.

Expenditures

- On the expenditure side of the ledger, total expenditures are slightly above the threshold at 77.8%. Administration exceeds the benchmark, as the transfer to the Depreciation Reserve has been made. "Pumping stations" exceeds the benchmark due to the cleaning of sewer lines earlier in the year. "Fiscal services" is reporting at 102.6% and accurately reflects the debt repayment schedule. The remaining segments fall under the benchmark.

The Sanitary Sewer Area Service reports a current operating deficit position of \$(48,964).

Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met (virtually) on February 9, 2022 to discuss the report for the month ended January 31, 2022.

The Statement of Financial Position (Schedule E) for January shows that investments total \$13.6 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,733,706	\$1,737,361
Fixed income securities	5,165,763	5,107,702
Common shares	<u>6,690,331</u>	<u>7,823,713</u>
Total investments	<u>\$13,589,800</u>	<u>\$14,668,476</u>

The *Statement of Reserves (Schedule F)* is also attached. At January 31, 2022, interest paid into the fund is \$118,928, dividends paid into the fund total \$188,939; capital losses are \$13,585 (last year loss-\$6,612). At January 31, management fees totaled \$31,265 (last year- \$26,266).

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, \$1,287,599 (56.6%) has been expended.

This concludes the monthly report from the Finance Department for January 31, 2022.

Respectfully Submitted,



Debra Crowell
Director of Finance

Town of Kentville Operating Fund

January 31, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	9,131,693	100.3%
Resource	45,400	45,252	99.7%
Economic development	113,800	113,637	99.9%
	<u>9,261,200</u>	<u>9,290,582</u>	100.3%
Area rates and frontages			
Area rates	666,300	687,227	103.1%
Special assessments	5,000	3,387	67.7%
	<u>671,300</u>	<u>690,614</u>	
Based on revenue			
Business property	38,500	36,725	95.4%
TOTAL TAXATION	<u>9,971,000</u>	<u>10,017,921</u>	100.5%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	417,800	386,292	92.5%
Provincial and agencies	182,100	182,079	100.0%
	<u>599,900</u>	<u>568,371</u>	94.7%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	120,000	107,631	89.7%
Local government	91,000	40,957	45.0%
	<u>211,000</u>	<u>148,587</u>	70.4%
SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>811,156</u>	79.5%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	25,952	68.7%
Rentals	397,500	245,606	61.8%
Interest	95,000	73,348	77.2%
Return on investments	630,000	-	0.0%
Other	44,300	45,595	102.9%
	<u>1,204,600</u>	<u>390,501</u>	32.4%
UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>347,950</u>	157.3%
CONDITIONAL TRANSFERS	<u>125,000</u>	<u>165,681</u>	132.5%
FINANCING AND TRANSFERS			
From reserves	317,000	317,000	100.0%
	<u>317,000</u>	<u>317,000</u>	100.0%
TOTAL REVENUE 2021/2022	<u>13,670,200</u>	<u>12,767,168</u>	93.4%

January 31, 2022

Town of Kentville Operating Fund

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
GENERAL ADMINISTRATION			
Legislative	257,000	194,911	75.8%
General administration	1,447,200	1,200,603	83.0%
	<u>1,704,200</u>	<u>1,395,513</u>	81.9%
PROTECTIVE SERVICES			
Police- core program	2,509,200	2,067,742	82.4%
Police-sales of service	153,000	89,247	58.3%
Law enforcement	196,500	141,649	72.1%
Fire fighting	860,100	865,567	100.6%
Protective service- debt charge	5,000	5,086	101.7%
Emergency measures and other	130,500	95,592	73.3%
	<u>3,854,300</u>	<u>3,264,882</u>	84.7%
TRANSPORTATION SERVICES			
Common services	1,012,900	877,437	86.6%
Road transportation	762,800	633,656	83.1%
Public transit	285,900	265,787	93.0%
Transportation- debt charge	51,300	51,013	99.4%
Other	94,000	77,543	82.5%
	<u>2,206,900</u>	<u>1,905,436</u>	86.3%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	665,344	100.2%
PUBLIC HEALTH			
Public health and housing	96,500	7,264	7.5%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	213,343	92.3%
Other community development	389,200	335,897	86.3%
	<u>620,300</u>	<u>549,240</u>	88.5%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	452,167	83.9%
-Programmes (net)	141,800	86,124	60.7%
-Facilities	611,000	546,066	89.4%
-Debt charge	26,300	28,542	108.5%
Cultural	133,700	115,485	86.4%
	<u>1,451,600</u>	<u>1,228,384</u>	84.6%
EDUCATION			
	<u>1,610,000</u>	<u>1,341,570</u>	83.3%
FINANCING AND TRANSFERS			
Debt charge- principal	829,500	829,460	100.0%
Transfers to allowances and reserves	632,900	608,426	96.1%
	<u>1,462,400</u>	<u>1,437,886</u>	98.3%
TOTAL EXPENDITURE 2021/2022	13,670,200	11,795,519	86.3%

Town of Kentville Operating Fund

SCHEDULE C

January 31, 2022

Summary of Taxes Collected & Outstanding				
This report provides information for Council's perusal concerning outstanding taxes.				
	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2021	(234,483)	66,686	8,059	(159,738)
Billed 2021	10,027,316	0	0	10,027,316
21/22 net adjustments	<u>(12,885)</u>	<u>0</u>	<u>0</u>	<u>(12,885)</u>
Total collectible	9,779,948	66,686	8,059	9,854,693
Total collected	<u>9,882,488</u>	<u>66,059</u>	<u>7,008</u>	<u>9,955,555</u>
Outstanding	<u>(102,540)</u>	<u>627</u>	<u>1,051</u>	<u>(100,862)</u>
Percentage collected 21/22	101.0%	99.1%	87.0%	101.0%
Percentage collected 20/21	100.0%	87.7%	0.0%	99.9%

Town of Kentville Operating Fund

Quarter ended December 31, 2021

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,300,000	915,318	70.4%
Interest	4,000	2,157	53.9%
Permits- sewer connections	2,000	3,350	167.5%
Miscellaneous revenue	-	44,968	0.0%
TOTAL REVENUE	1,306,000	965,792	74.0%
EXPENDITURES			
Administration			
Administration	93,400	69,316	74.2%
Legal	0	9,141	0.0%
Audit	2,300	0	0.0%
Office	2,300	2,103	91.5%
Common service charge	30,000	30,000	100.0%
Vehicle expense	1,000	619	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	714	71.4%
Interest on customers' deposits	100	64	63.8%
Professional studies	0	769	0.0%
Dues & fees	100	370	0.0%
Training	1,000	247	0.0%
Depreciation	142,600	142,600	100.0%
	273,900	255,943	93.4%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	27,000	20,783	77.0%
Domestic sewer-mat & supplies	38,000	22,415	59.0%
	65,000	43,198	66.5%
Pumping Stations			
Pumping stations-wages	15,000	11,896	79.3%
Pumping stations-insurance	14,600	12,878	88.2%
Pumping stations-operating	19,000	21,581	113.6%
Pumping stations-mtnc	12,000	3,288	27.4%
	60,600	49,642	81.9%
Treatment & Disposal			
Agreement-Co. of Kings	815,300	600,000	73.6%
Fiscal Services			
Interest - S/T & L/T	4,400	5,633	128.0%
Principal	45,300	45,340	100.1%
Discount		0	
	49,700	50,973	102.6%
Capital from Revenue	40,000	15,000	37.5%
Transfer to Reserve	0	0	0.0%
TOTAL EXPENSE	1,304,500	1,014,756	77.8%
SURPLUS (DEFICIT)	1,500	(48,964)	

Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2022

Statement of Financial Position	2021 Actual \$	2020 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,737,361)	1,733,706	1,608,357
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	660	3,296
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$5,107,702)	5,165,763	6,875,628
Equities (at market- \$7,823,713)	6,690,331	5,178,607
Total assets	<u>13,590,460</u>	<u>13,665,888</u>
Fund Balance		
Due to Town Operating Reserve		
Reserve	<u>13,590,460</u>	<u>13,665,888</u>
Total fund balance	<u>13,590,460</u>	<u>13,665,888</u>

Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2022

Statement of Reserves	2021 Actual \$	2020 Actual \$
Balance, beginning of year	<u>13,327,443</u>	<u>13,354,167</u>
Add:		
Interest	118,928	170,257
Dividends	186,837	182,777
Capital dividend	2,102	
Accrued interest and dividends		
Capital gains		
Equities		(437)
Fixed income securities	(13,585)	(6,175)
	<u>294,282</u>	<u>346,422</u>
	<u>13,621,725</u>	<u>13,700,589</u>
Less:		
Management fees (net)	31,265	26,266
Return of capital		8,435
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>31,265</u>	<u>34,701</u>
Balance, end of year	<u>13,590,460</u>	<u>13,665,888</u>

March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	132,520	29.4%
Green Infrastructure Fund	154,000	22,725	14.8%
General Administration	20,000	10,877	54.4%
Protection	118,200	49,423	41.8%
Transportation	920,000	632,561	68.8%
Development	54,500	43,480	79.8%
Recreation	559,500	396,013	70.8%
	2,276,200	1,287,599	56.6%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	9,090	0.0%
Provincial- Green Infrastructure Funds	51,300	7,574	14.8%
Province of Nova Scotia		73,000	0.0%
	112,900	89,664	79.4%
Capital Contributions			
Betterments			
Sale of surplus equipment	0	5,000	0.0%
	0	5,000	0.0%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	444,300	132,520	29.8%
Own Sources			
Equipment Capital	100,000	100,000	100.0%
Town Capital			
General allocation	441,400	184,624	41.8%
Recreation	63,500	40,576	63.9%
	1,049,200	325,200	31.0%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING			
	1,064,100	709,689	66.7%
	2,276,200	1,287,599	56.6%

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	GREEN INFRASTRUCTURE GRANT		
#	Description	Budget	Actual
	West Main Street Pathway	40,000	0
05-35-71-300	Aldershot Rail Trail/Bridge refurbishment	50,000	12,817
05-35-71-330	Signs, line painting (13 locations) Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	64,000	1,564
05-35-71-560	Green Infrastructure Planning		8,344
	PROJECTS	154,000	22,725
	FUNDING		
	Green Infrastructure Fund (Federal)	61,600	9,090
	Green Infrastructure Fund (Provincial)	51,300	7,574
	Borrowing	41,100	6,061
	TOTAL	154,000	22,725

Town of Kentville Capital Fund

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

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2022

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	78,100	30,526
	Equipment		
05-35-75-700	Speed signs, carbines, utility trailer	21,500	11,055
	Building		
05-35-75-600	Security upgrades, sign	18,600	7,843
	PROJECTS	118,200	49,423
	FUNDING		
	Cash		
	Capital from revenue	50,000	25,526
	Proceeds on sale		5,000
	Capital contribution		
	Reserves	68,200	18,897
	Borrowing		
	TOTAL	118,200	49,423

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER #	TRANSPORTATION SERVICES Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	325,000	311,819
05-35-71-450	Public Works building	50,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	18,293
	Flood mitigation		
05-35-71-400	River Street dyke	40,000	19,814
	Streets		
	Parking lots		
	Sidewalks		
05-35-71-490	Park Street -\$60,000	60,000	0
05-35-71-500	Prospect Avenue- \$40,000	40,000	0
	Storm sewer		
05-35-71-550	Burke subdivision	220,000	153,288
05-35-71-570	Palmer subdivision	110,000	127,798
05-35-71-540	Kentville Business Park	-	1,549
05-35-71-580	Study- Asset Management Storm Sewer	25,000	0
	PROJECTS	920,000	632,561
	FUNDING		
	CASH		
	Equipment capital reserve	100,000	100,000
	Capital reserve- general allocation	140,000	44,814
	Borrowing	680,000	487,747
	TOTAL	920,000	632,561

Town of Kentville Capital Fund

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

March 31, 2022

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	6,576
05-35-72-350	Green Places		
	Arena		
05-35-72-500	Steps, drain, water heater	41,500	48,994
	Parks/Playgrounds		
05-35-72-550	Oakdene Park- Trail/Dipping station	28,000	0
05-35-72-600	Memorial Park- Gazebo	10,000	0
05-35-73-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	240,433
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	10,448
05-35-73-400	Memorial Park- Staff lunchroom	15,000	15,440
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	14,958
05-35-73-150	Dog park- east end (CWIP)	55,000	34,603
05-35-74-700	Equipment	87,000	24,561
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	396,013
	FUNDING		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	66,555
	Capital reserve- Recreation	63,500	40,576
	Borrowing	343,000	215,882
	TOTAL	559,500	396,013



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: February 9, 2022

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

The fifth projection report to March 31, 2022 (as at January 31, 2022) is attached to this memo.

In this fifth report, the Town of Kentville is projecting a surplus position of **\$170,000** (last month- surplus \$165,000).

Everything known to date is captured in this report.



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

REVENUE

Overall, actual revenue is projected to end the year over budget **\$244,100**. 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**.
- Provincial Payment in Lieu arrived in January at 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 4th 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 \$190,700; **OVER BUDGET \$65,700**)

This section will be over budget by 52.6%.

- 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 \$4,500** 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 **\$2,000** for Recreation program re: Cross County skis
- Other- TIANIS 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 \$74,100**. The Town Operating Fund is projecting **a surplus of \$170,000**. The particulars are as follows:

9 LEGISLATIVE (budget \$257,000; projected \$246,200; **UNDER BUDGET \$10,800**)

This segment is expected to fall under budget 4.2%.

- Council expenses will provide \$10,800 in savings due to limited travel and conferences.

10 GENERAL ADMINISTRATION (budget \$1,447,200; projected \$1,476,500; **OVER BUDGET \$29,300**)

This department is projected to end the year over budget by 2.0%.

- Office expenses are projecting **over budget by \$32,800**, 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 \$1,800** due to a decrease in Reduced taxes Section 69 of \$1,300 and a reduction in Grants (in total) of \$500.

11 12 13 PROTECTIVE SERVICES (budget \$3,854,300; projected \$3,845,800; **UNDER BUDGET \$8,500**)

Police Protection- core program is projecting to be **under budget \$600**.

- Office expenditures fall under budget by \$4,300. General insurance premium for 21/22 exceeded its budget but is now offset by reductions in Commission, Expenses Chief and Deputy and Office supplies.
- 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 \$6,600 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 \$5,000**.

- Debt charges exceed budget \$700 in *Term loan interest* as the Fall 2020 debenture was not received until fiscal 21/22.
- Emergency measures will exceed budget by \$300 in EMO Communications re: billings for phone and satellite service.
- Other protective services will provide net savings of \$6,000. 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 by \$ 5,000 due to OHS assessments.

14, 15 TRANSPORTATION SERVICES (budget \$2,206,900; projected \$2,271,400; **OVER BUDGET \$64,500**)

Transportation Services is projecting to end the year over budget 2.9%.

- **Common Services** is projecting to be **over budget \$37,900**. Remuneration will exceed budget \$20,000 due to foreman stand by remuneration. Office expenditures will exceed budget \$12,900 in total due Legal, Training and General insurance

expenditures exceeding budget offset by savings in Professional studies expenditure. Operations- Building will exceed its budget by \$6,300, due to increased heating costs. 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 \$46,700.** Street repairs will exceed budget by \$7,600 (patch paving and cold patch). Storm sewer maintenance exceeds budget \$9,100 while Street cleaning exceeds budget by \$6,900. 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. Traffic services will exceed its budget by \$2,200 due to line marking and street signage throughout the year.
- **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 \$670,300; **OVER BUDGET \$6,300**)

This section is projected to exceed its budget by 0.9%.

- Transfer to Valley Region Solid Waste-Resource Management Authority will exceed budget due to the payment of our share of legal costs shared jointly by the partners.

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 \$648,500; **OVER BUDGET \$28,200**)

Environmental Development expects to exceed its budget by 4.5%.

- **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 overall will exceed budget by \$ 7,000.** Transfer to Valley REN provides savings of \$600, while other community development accounts exceed budget \$7,600, due to expenditures related to Town-owned lands.
- **Natural Resources- Shade tree** currently provides **savings of \$3,500.**
- **Economic development** expects to meet its budget.

20, 21, 22 RECREATION & CULTURAL (budget \$1,451,600; projected \$1,416,000; **UNDER BUDGET \$35,600**)

This department is projected to be under budget by 2.5%.

- Administration- Office expenditure is projecting to be **under budget \$17,500.** 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- The vehicles segment will exceed budget by **\$3,500.** The fuel account will exceed budget as will the maintenance account offset by savings in the vehicle insurance account.
- “Programmes” are projected to **fall short of budget by \$4,100.** Savings are found in Grants, Swimming pool, Multi-sport camp and Canada Cup event accounts offset by an increase in Day camp and Other programmes.
- “Other- Parks Division” will provide **savings of \$46,000** as the horticulturalist position was not filled and there were no “Tree plantings” expenditures this year.
- “Recreation Facilities” (overall) are projected **over budget by \$30,500.** 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)
2 TAXES			
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%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	417,800	386,300	-7.5%
Provincial and Agencies	182,100	182,100	0.0%
	<u>599,900</u>	<u>568,400</u>	-5.3%
4 SERVICES PROVIDED			
To other governments			
Provincial government	120,000	120,000	0.0%
Local government	91,000	91,000	0.0%
	<u>211,000</u>	<u>211,000</u>	0.0%
5 SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>1,022,100</u>	0.2%
6 OTHER REVENUE-OWN SOURCES			
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%
7 UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>389,900</u>	76.3%
8 CONDITIONAL TRANSFERS			
Other governments	<u>125,000</u>	<u>190,700</u>	52.6%
FINANCING AND TRANSFERS			
24 From reserves	317,000	317,000	0.0%
	<u>317,000</u>	<u>317,000</u>	0.0%
TOTAL REVENUE	<u>13,670,200</u>	<u>13,914,300</u>	1.8%

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	257,000	246,200	-4.2%
10	General Administration	1,447,200	1,476,500	2.0%
		<u>1,704,200</u>	<u>1,722,700</u>	1.1%
PROTECTIVE SERVICES				
11	Police- Core program	2,509,200	2,508,600	0.0%
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	124,800	-4.4%
		<u>3,854,300</u>	<u>3,845,800</u>	-0.2%
TRANSPORTATION SERVICES				
14	Common services	1,012,900	1,050,800	3.7%
15	Road transportation	762,800	809,500	6.1%
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>2,271,400</u>	2.9%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	664,000	670,300	0.9%
PUBLIC HEALTH				
17	Public health and housing	96,500	97,300	0.8%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	231,100	255,800	10.7%
19	Other community development	389,200	392,700	0.9%
		<u>620,300</u>	<u>648,500</u>	4.5%
RECREATION AND CULTURAL				
20	Recreation-Administration	538,800	524,800	-2.6%
21	-Programmes & other	141,800	91,700	-35.3%
22	-Facilities	611,000	641,500	5.0%
22	-Recreation- Debt charges	26,300	26,300	0.0%
22	Cultural	133,700	131,700	-1.5%
		<u>1,451,600</u>	<u>1,416,000</u>	-2.5%
23	EDUCATION	<u>1,610,000</u>	<u>1,609,900</u>	0.0%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	829,500	829,500	0.0%
24	Transfers to allowances and reserves	632,900	632,900	0.0%
		<u>1,462,400</u>	<u>1,462,400</u>	0.0%
TOTAL EXPENDITURE		<u>13,670,200</u>	<u>13,744,300</u>	0.5%
PROJECTED SURPLUS (DEFICIT)			<u>170,000</u>	1.2%

Town of Kentville Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	129,900	129,900
General Administration- Finance	38,700	38,700
Protection-Police	480,000	480,000
Public works- Administration	142,500	142,500
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	75,000	75,000
- Capital	5,000	5,000
- Street Sweeper	-	1,600
Recreation- capital	-	-
Recreation- sales	4,400	4,400
	1,020,500	1,022,100
OVER BUDGET (UNDER BUDGET)		1,600

Town of Kentville Operating
Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	8,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	1,000	1,700
	<u>37,800</u>	<u>38,500</u>
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	14,000	16,200
Rental- VIA Rail building	1,500	1,500
Rental- Calkin building	-	-
Rental-Lions Club building	6,000	6,100
Recreation		
Fields	10,000	14,000
Recreation Centre	10,000	10,000
Pool	-	800
HUB building	-	-
Arena	333,000	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>
OVER BUDGET (UNDER BUDGET)		<u>100</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	335,700
NS Power Inc. (HST rebate)	45,000	46,000
NS Power Inc. grant	8,400	8,200
	<hr/>	<hr/>
	221,200	389,900
OVER BUDGET (UNDER BUDGET)		168,700

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	16,300
Canadian Parks & Recreation Assoc.	-	19,500
	-	35,800
Province		
Province- Safe Restart Municipal 20-21		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		7,400
Province- Efficiency Nova Scotia		9,000
Province- Safe Restart Transit 20-21		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		4,500
Province- After the Bell		
Other		
Trans Canada Trail		1,000
Sport Nova Scotia		4,500
TIANS (re VIC)		3,500
	125,000	154,900
	125,000	190,700
OVER BUDGET (UNDER BUDGET)		65,700

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	48,100	48,100
Expenses	7,000	7,000
Legislative benefits		
CPP	9,800	9,800
Group insurance	6,700	6,700
Council		
Remuneration	159,100	159,100
Expenses	6,300	3,000
Expenses- Gerrard	3,000	1,500
Expenses- Maxwell	3,000	1,500
Expenses- Savage	3,000	1,500
Expenses-Huntley	3,000	3,000
Expenses-Yorke	3,000	1,500
Expenses- Zebian	3,000	1,500
Other		
Other meeting expenditures	2,000	2,000
Election		
	257,000	246,200
OVER BUDGET (UNDER BUDGET)		(10,800)

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	606,300	606,300
Benefits 121-22-02X	98,900	98,900
Office Expenditures		
Legal and audit	30,000	60,000
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	196,800
Information Technology		
Administration	88,200	88,200
Operations	106,000	106,000
Special projects	20,000	20,000
	214,200	214,200

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	122,600	122,600
Various building 121-26..27-0XX	4,800	4,800
	127,400	127,400
Debt Charges		
Debenture interest	4,300	4,400
Term loan interest	300	200
Debenture discount	8,600	6,900
	13,200	11,500
Programmes		
Reduced taxes- Section 69/69A	12,000	10,700
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	158,400
Valuation Allowances		
Accrued sick leave	60,000	60,000
Other doubtful A/R	3,000	3,000
	63,000	63,000
TOTAL GENERAL ADMINISTRATION	1,447,200	1,476,500
OVER BUDGET (UNDER BUDGET)		29,300

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	351,900	351,900
Remuneration- Sergeant	403,400	403,400
Remuneration-Constable	817,700	817,700
"Stat" pay	40,000	40,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	40,000	40,000
Secondment	107,100	107,100
	1,781,100	1,781,100
Benefits 122-12-02X	314,900	314,900
Internal allocation 122-13-010	-	-
Office Expenditures		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	500
Chief's expenses	7,000	4,500
Deputy Chief's expenses	3,000	2,000
Training	20,000	20,000
Auxiliary program	4,500	4,500
Insurance-liability/E&O	31,900	34,600
Office expense & supplies	10,000	8,000
Telephone	26,000	26,000
Equipment rental	3,000	3,000
Other expenditure	17,000	17,000
	125,600	121,300
Occupancy-Police Building		
Insurance	2,000	2,200
Heat	6,500	6,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	28,000	32,000
	50,700	54,900
Operations-Communication		
Communications	88,400	88,400
Radio license	3,600	3,600
Maintenance	3,000	3,000
	95,000	95,000

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	23,500	23,500
Operations-Vehicle		
Insurance	10,900	7,000
Gasoline	28,000	28,000
Operations & maintenance	20,000	30,000
	58,900	65,000
Operations-Programmes		
Special projects	22,000	6,000
Crime prevention/community relations	2,500	2,800
Custody and detention of prisoners	35,000	44,100
	59,500	52,900
TOTAL POLICE PROTECTION	2,509,200	2,508,600
OVER BUDGET (UNDER BUDGET)		(600)
	-	
TOTAL POLICE PROTECTION (carried forward)	2,509,200	2,508,600
POLICE PROTECTION REVENUE		
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
TOTAL POLICE PROTECTION REVENUE	245,000	263,700
NET POLICE PROTECTION	2,264,200	2,244,900
SALES OF SERVICE EXPENSE		
Remuneration	83,300	83,300
Remuneration Part time	48,000	48,000
Benefits	21,700	21,700
Internal allocation		(600)
	153,000	152,400
NET SALES OF SERVICES		(600)
SALES OF SERVICE REVENUE		
Sales of service- Police	480,000	480,000
NET SALES OF SERVICES		(327,600)

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debenture interest	4,800	4,800
Term loan interest	200	900
	5,000	5,700
TOTAL DEBT CHARGES	5,000	5,700
OVER BUDGET (UNDER BUDGET)		700
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,300
Emergency control-wages	300	300
Emergency control-M & S	100	100
911 System	18,500	18,500
	32,800	33,100
TOTAL EMERGENCY MEASURES AND OTHER	32,800	33,100
OTHER PROTECTIVE SERVICES		
Animal control	12,000	6,000
Building inspection	32,700	27,100
Occupational Health & Safety	10,000	15,000
Fire inspection	43,000	43,600
	97,700	91,700
TOTAL EMERGENCY MEASURES AND OTHER	97,700	91,700
TOTAL EMERGENCY MEASURES AND OTHER	130,500	124,800
OVER BUDGET (UNDER BUDGET)		(5,700)

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	239,000	259,000
Work crew	521,800	521,800
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>872,800</u>	<u>892,800</u>
Benefits 123-12-02X	<u>240,100</u>	<u>240,100</u>
Internal allocation 123-13-010	<u>(504,300)</u>	<u>(504,300)</u>
Office Expenditures		
Professional/engineering	-	7,400
Professional studies	5,000	4,000
Director's Expenditure	3,600	3,600
Training	10,000	13,800
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
	<u>63,700</u>	<u>76,600</u>
Occupancy-Public Works building 123-15-0XX	<u>38,700</u>	<u>45,000</u>
Operations-Communications		
Communication	<u>4,000</u>	<u>4,000</u>
Operations-Vehicles and equipment		
Wages-repairs	62,000	62,000
Insurance	14,000	12,700
Lease of equipment	26,400	26,400
Gasoline/diesel	55,000	55,000
External equipment repairs	40,000	40,000
Equipment parts	70,000	70,000
Equipment supplies	22,000	22,000
Small tools and equipment	8,500	8,500
	<u>297,900</u>	<u>296,600</u>
TOTAL COMMON SERVICES	<u>1,012,900</u>	<u>1,050,800</u>
OVER BUDGET (UNDER BUDGET)		<u>37,900</u>

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	115,000	122,600
Sidewalk repairs	5,000	5,000
Storm sewer maintenance	65,000	74,100
Street cleaning	26,000	32,900
Snow and ice removal	285,000	285,000
Street lighting	160,000	180,900
Traffic services	60,000	62,200
Parking and other	46,800	46,800
TOTAL ROAD TRANSPORTATION	762,800	809,500
OVER BUDGET (UNDER BUDGET)		46,700
PUBLIC TRANSIT		
Kings Transit Authority	270,400	253,500
Kings Point to Point	15,500	12,300
TOTAL PUBLIC TRANSIT	285,900	265,800
OVER BUDGET (UNDER BUDGET)		(20,100)
DEBT CHARGES		
	51,300	51,300
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
TOTAL OTHER TRANSPORT	94,000	94,000
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,000	30,000
Tipping fees	6,000	6,000
Material and supplies	1,000	1,000
	37,000	37,000
Landfill		
Landfill contract-Kings Co.	5,600	5,600
Valley Region Solid Waste-Resource Management Authority	621,400	627,700
TOTAL GARBAGE AND WASTE COLLECTION	664,000	670,300
OTHER AIR POLLUTION		
Other air pollution	-	-
TOTAL	664,000	670,300
OVER BUDGET (UNDER BUDGET)		6,300

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration Administrative	165,000	165,000
Benefits 126-12-02X	26,600	26,600
Office Expenditures		
Legal	10,000	10,000
Committee honoraria	-	-
Committee meeting expenditure	100	100
Advertising and promotion	2,000	2,000
Expenditures-Director	4,500	4,500
Training and development	2,500	2,500
Insurance	8,400	32,100
Office supplies	3,000	2,400
Telephone	2,500	3,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	4,000	5,000
Registration legal documents	500	100
Miscellaneous	1,000	1,000
	39,500	64,200
TOTAL PLANNING AND ZONING	231,100	255,800
OVER BUDGET (UNDER BUDGET)		24,700

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	29,000	28,400
Transfer for economic development	88,800	88,800
Community economic development	4,300	2,200
Development studies	-	3,700
Survey costs	1,000	-
Climate change action plan	10,000	10,000
Kentville Futures & Lions Club operating costs	13,000	20,000
	28,300	35,900
	146,100	153,100
OVER BUDGET (UNDER BUDGET)		7,000
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	3,000
DEBT CHARGES	31,200	31,200
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	78,000	78,000
CED Office	5,500	5,500
	83,500	83,500
Tourism		
Tourism	15,400	15,400
Promotions		
Promotions	106,500	106,500
Other		
Apple Blossom Festival	-	-
TOTAL OTHER ECONOMIC DEVELOPMENT	205,400	205,400
OVER BUDGET (UNDER BUDGET)		(3,500)

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	372,100	372,100
Benefits 127-12-02X	86,200	86,200
Internal allocation 127-13-010	(49,800)	(49,800)
Office Expenditures		
Legal fees	1,000	500
Professional fees	21,000	2,000
Committee meeting expenditure	3,000	1,000
Promotion and publicity	3,000	3,000
Expenses-Director	5,000	5,000
Training	6,500	6,800
Insurance	14,700	16,100
Office supplies	3,000	2,500
Materials and supplies	2,500	2,000
Communication	12,000	12,000
Equipment lease	2,000	2,700
Other	7,500	10,100
	81,200	63,700
Vehicles and equipment		
Insurance	8,100	7,400
Lease of equipment	15,700	15,700
Gasoline	8,300	9,500
Operations and maintenance	17,000	20,000
	49,100	52,600
TOTAL ADMINISTRATION-RECREATION	538,800	524,800
OVER BUDGET (UNDER BUDGET)		(14,000)

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	8,500	6,000
Swimming pool 127-22-0XX	16,500	14,000
Day camp 127-23-0XX	16,500	22,700
Multi-sport camp 127-24-0XX	6,300	5,600
Other programmes 127-25-0XX	10,000	10,400
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	-
Spike fund 127-28-0XX	-	-
TOTAL RECREATION PROGRAMMES	75,800	71,700
OTHER		
Parks division and trees 127-43-0XX	66,000	20,000
TOTAL OTHER RECREATION	141,800	91,700
OVER BUDGET (UNDER BUDGET)		(50,100)

Town of Kentville Operating Fund -11/12

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	43,500	43,500
Swimming pool 127-42-0XX	16,500	19,000
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	45,000
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	2,000
TOTAL RECREATION FACILITIES	611,000	641,500
OVER BUDGET (UNDER BUDGET)		30,500
TOTAL DEBT CHARGES	26,300	26,300
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	86,900	86,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	-
TOTAL CULTURAL	133,700	131,700
OVER BUDGET (UNDER BUDGET)		(2,000)

Town of Kentville Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

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



Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: February 2, 2022

Re: TOWN OF KENTVILLE GENERAL INSURANCE & RISK MANAGEMENT SERVICES- APRIL 1, 2022

BACKGROUND

At the November 30, 2020 Council meeting, Kentville Town Council ratified a recommendation for a one-year extension of ***General Insurance & Risk Management Services*** provided by **BFL Canada Risk and Insurance Inc.**

DISCUSSION

Our current provider cited that, universally, insurance buyers continue to face pricing pressures across most lines of business due to a range of hazards such as wildfires, flooding, catastrophic windstorms, as well as the increasing occurrence of class action lawsuits. Recent natural-disaster losses have been at historic highs for insurers.

Nationally, we have witnessed increased weather-related losses due to unpredictable and volatile weather patterns. Municipalities are seeing more adverse claim trends with increasing damage awards and class-action lawsuits. The Town's liability premiums have increased because of not only increased costs of claims settlement for Canadian municipalities but also adverse claim developments for the Town itself. (Presently, the Town has outstanding liability claims with our current provider, which would be part of disclosure in the RFP process.)

Insurance companies for all sectors have put stricter rules in place regarding the amount and breadth of coverage they will provide and to which clients. In 2020, the overall supply of insurance supply decreased as several insurance carriers disappeared from the market. Because of this, the demand for insurer capacity increased, as did pricing.

In less volatile times, the Town would release a ***Request for Proposals*** (RFP) document for General Insurance & Risk Management Services in early January for coverage

beginning April. Because of possible supply uncertainty, uncertainty around the fallout from the COVID-19 pandemic and our outstanding liability claims currently being managed by **BFL Canada**, I asked for a quote for the next fiscal year.

BFL Canada is open to a continued relationship with the Town in 2022 and it does not anticipate issues as to the choice of limits values and types of coverage. It offers the Town two options: **Option 1** – Status Quo and **Option 2**- Municipal Liability Deductible increase from \$ 25,000 to \$50,000. (The increased deductible would affect General Liability, Errors & Omissions and Environmental Liability.) I attach a spreadsheet which maps out the cost for 2021 and **BFL’s** best 2022 estimate for both options. It also estimates the breakdown between the Town’s funds.

Adding the estimated pricing to the Town’s 2021/22 premium, the net increase by fund could be as follows:

	Option 1	Option 2
Town operating	\$30,882	\$4,513
Sanitary Sewer operating	2,037	84
Water Utility operating	4,599	367
Total increase	\$37,518	\$4,964

Which option to choose poses a slight quandary. Option 1 increases insurance expense overall by 17.8%, however; Option 2 may end up costing more overall if new liability issues arise over the next year. Either option is workable for the Town and its funds.

RECOMMENDATION

I recommend to Council Advisory Committee that the Town of Kentville extend its relationship with **BFL Canada** for General Insurance and Risk Management Services for one year- **April 1, 2022 to March 31, 2023**.

I also recommend that the Town select Option One (status quo deductible).

2/2/2022

**Town of Kentville
BFL Premium Breakdown 2021 and Estimate 2022
February 2, 2022**

Line of Coverage	<u>2021</u>	<u>2022 Estimate</u>	<u>2022 Estimate</u>
	\$	\$	\$
		Option 1	Option 2
		Deductible Liability- \$25,000	Deductible increase -Liability \$50,000
BFL			
General Liability	127,800	150,804	118,750
Environmental Impairment Liability	6,500	7,000	6,500
Excess Liability	11,000	13,000	13,000
Automobile	29,421	32,081	32,081
Property/Crime/Equip breakdown	27,152	36,000	36,000
Municipal Officers' Accident	2,184	2,200	2,200
	<u>204,057</u>	<u>241,085</u>	<u>208,531</u>
Chubb EIL (U/G tanks)	<u>7,010</u>	<u>7,500</u>	<u>7,500</u>
	<u>211,067</u>	<u>248,585</u>	<u>216,031</u>
		17.8%	2.4%
Fund breakdown			
Town	170,472	201,354	174,985
Sanitary Sewer	12,878	14,915	12,962
Water	27,717	32,316	28,084
	<u>211,067</u>	<u>248,585</u>	<u>216,031</u>
	actual	estimate	estimate



Memo

To: Dan Troke, CAO
 From: Debra Crowell, Director of Finance
 Date: January 24, 2022

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1

The 2021/2022 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<u>PROJECT</u>	<u>BUDGET</u> <u>(from reserve)</u>	<u>Draw</u> <u>#1</u>
		\$	\$
Gas Tax Infrastructure	Burke subdivison paving	5,700	-
Administration	21/22 IT Projects	20,000	10,876.91
Protective Services	Equipment	21,500	11,054.72
	Vehicles	28,100	-
	Police Building	18,600	-
Transportation	Equipment	25,000	25,000.00
	Study-Asset management	25,000	-
	Flood mitigation	40,000	19,814.15
	Public Works building	50,000	-
Recreation	Arena	41,500	48,994.21
	Dog Park	16,000	16,000.00
	Study- Ravine Trail	15,000	-
	MP-Soccer	8,000	6,575.69
	MP- Gazebo	10,000	-
	MP- Skatepark bowl	1,000	1,000.00
	KCA Accessible feature	10,000	10,000.00
	Oakdene Park- Gazebo/dipping station	28,000	-
	Equipment	87,000	24,561.19
Economic development	Downtown betterments	17,500	8,490.87
	Public Art Displays	20,000	17,534.88
	Kentville Business Park- benches	5,000	6,368.15
	Centre Square beautification	12,000	819.95
Total		504,900	207,090.72
PROJECTS ADDED	Kentville Futures	0	1,175.33
	Gateway signage	0	9,090.52
Total additions		0	10,265.85
TOTAL DRAW # 1		504,900	217,356.57

The Town of Kentville Capital Reserve- General Allocation contains **\$1,849,611** and after the withdrawal, it will contain **\$1,672,730**.

The Town of Kentville Capital Reserve- Recreation contains **\$108,315** and after withdrawal, it will contain **\$67,739**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$217,356.57** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$176,780.88
- Town of Kentville Capital Reserve Recreation-\$40,575.69

These transfers will partially fund several capital acquisitions during the year 2021/2022. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2021/2022 CAPITAL PROJECTS

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

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$217,356.57** to partially fund budgeted capital acquisitions and additions for the 2021/2022 capital program.

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



Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: January 26, 2022

Re: **TAX EXEMPTION – SECTION 69- 2022/2023**

BACKGROUND

Every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements. Council must pass the necessary resolution annually setting out the maximum exemption and the income ceiling. As a guideline, the Town sets the income ceiling at a level equal to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple.

AUTHORITY

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled "***Low income tax exemption policy***". This section states:

That "**income**" includes a person's total income from all sources for the calendar year preceding the Town's fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans' Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))

That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

ANALYSIS

For 2021, a single Old Age Pensioner, eligible for OAS and GIS received \$18,669, while a married couple both eligible for OAS and maximum GIS received \$28,436.

The following table cites the comparative information for a five-year period.

<u>TAXATION YEAR</u>	<u>INCOME CEILING</u>	<u>EXEMPTION AMOUNT</u>	<u># OF PERSONS</u>	<u>TOTAL OF EXEMPTIONS</u>
	\$	\$		\$
2017/18*	26,127	244 to 519	42	12,468
2018/19*	26,507	246 to 524	36	11,650
2019/20*	27,048	253 to 539	44	13,052
2020/21*	27,619	256 to 544	37	11,334
2021/22*	27,971	257 to 546	30	8,773

*In 2014, the Town moved to a sliding income/exemption scale. The exemption is increased annually by the cost-of-living figure used for the assessment CAP by Property Valuation Services Corporation. For 2022, the CAP rate is 5.4%.

All participants of the program in 2021 will be sent an application for the exemption in 2022. As well, notice will appear on the Town's website and other means of social media detailing the particulars of the program.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2022/23 year be approved and forwarded to Town Council for ratification.

Exemption amount: \$271 to \$575

Income ceiling: \$28,436

Deadline for applications: June 30, 2022

RESOLUTION

LOW INCOME TAX EXEMPTION-TOWN OF KENTVILLE

BE IT RESOLVED by Council of the Town of Kentville

THAT an exemption from taxes for the period **April 1, 2022 to March 31, 2023** be granted pursuant to Section 69 of the MGA, as follows:

Income Range (per annum)	Exemption Amount 2022/2023
< \$12,000	\$575
\$12,001-\$16,000	\$456
\$16,001- \$18,000	\$345
\$18,001- income ceiling	\$271

THAT the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2021 is equal to or less than **\$28,436**. (An allowance paid pursuant to the War Veterans’ Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

THAT the property must be occupied by the applicant ratepayer.

THAT where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person’s share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

THAT no application for an exemption will be considered unless made on or before the 30th day of June 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
February 14, 2022 for January 2022.**

Activity Report and Permits Report, attached

Programs and Operations

- 8 Permits Issued: Building valuation of \$8,727,825.
- 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.
- Proposed amendments to the LUB to increase the maximum size of ancillary dwelling units (ADU's) – Ads have been placed in the local paper and social media of the Public Hearing schedule for February 28, 2022, at 5PM.
- Nissan – Staff are working with Nissan and their engineers on some small changes to their site plan relating to the landscaping elements for their new dealership schedule to begin construction in the spring.
- Kirsten Duncan completed, and passed, her final project, a virtual rating of the NSCC Akerley Campus for the Rick Hansen designation. The final step is a written, which upon completion will give her the RHFAC Professional designation.
- **Public Engagement**
- Ongoing

Meetings and Events

- CAC
- Senior Management

- Training Committee
- Internal Active Transportation/Accessibility Committee
- Homeward Bound properties – Land Development

Respectfully Submitted,

Beverly Gentleman, Director of Planning and Development.

Activity Report

Planning & Development

January 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> JANUARY 2022		<i>PERMITS ISSUED</i> JANUARY 2021	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	8	8	8	8
Total Building Value (\$)	8,727,825	8,727,825	3,160,100	3,160,100
Permit Revenue (\$)	6,292.79	6,292.79	5,283.04	5,283.04

Permits Report

Planning & Development

January 2022



Permit #: 3976	Permit Date: 01/04/2022
Value of Construction: \$1,500,000.00	Fee: \$1,175.00
New Residential Construction – Constructing a 6 Unit, 2-Level Townhouse. Total residential space is 10,500 sq ft (1,750 sq ft per unit).	

Permit #: 3977	Permit Date: 01/04/2022
Value of Construction: \$1,500,000.00	Fee: \$1,154.54
New Residential Construction – Constructing a 6 Unit, 3-Level Townhouse. Total residential space is 9,714 sq ft (1,619 sq ft per unit) and total garage space is 1,500 sq ft (250 sq ft per unit).	

Permit #: 3978	Permit Date: 01/07/2022
Value of Construction: \$0.00	Fee: \$0.00
Change of Tenant – Changing the use from tractor dealership to retail use with accessory track space.	

Permit #: 3979	Permit Date: 01/07/2022
Value of Construction: \$5,000.00	Fee: \$50.00
Signage – Wall sign measuring 6.75' x 14.75' (99.5 sq ft)	

Permit #: 3980	Permit Date: 01/04/2022
Value of Construction: \$722,225.00	Fee: \$851.60
New Commercial/Industrial Construction – Constructing a new 5,400 sq ft Automobile Repair shop	

Permit #: 3982	Permit Date: 01/14/2022
Value of Construction: \$5,000,000.00	Fee: \$3,061.65
New Commercial/Industrial Construction – Constructing a new 19,751 sq ft Automobile Sales Establishment	

Permit #: 3983	Permit Date: 01/14/2022
Value of Construction: \$600.00	Fee: \$0.00
Signage – Installing a 2' x 3' Blade Sign * façade program applicant *	

Permit #: 3984	Permit Date: 01/24/2022
Value of Construction: \$0.00	Fee: \$0.00
Change of Use – Single Family Dwelling being utilized for a Provincial Small Options Home	

Total Value of Construction:	\$8,727,825	Total Permit Fees:	\$6,292.79
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Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

February 2022

Programs and Operations

- The CEDC is working with MediaPlanet on a business recruitment feature that will appear in the Globe and Mail on March 23rd. The Kentville campaign called, "Grow your business, enjoy your life" will also appear digitally online across multiple websites targeting business audiences and entrepreneurs. The national campaign will also be shared directly with the audiences of the Canadian Federation of Independent Business and StartUp Canada.
- The working documents used for retention and attraction efforts in Kentville have been updated, and the economic development landing page section of the website has also undergone some changes. The "move to Kentville" section has been completely overhauled and new media has been added. The "start a business" page will be updated over the next two weeks to compliment and match the content of the Globe and Mail campaign which will drive traffic specifically to that section of the website.

Tourism /events

- Kentville is ready for the 2nd (modified) Fire and Ice Winter Carnival. The events committee was limited by restrictions again this year, and the weather has also been a bit of a barrier. The committee was able to put together a list of activities, contests, give-aways and more. That information is available online on KBC platforms and TOK platforms as well.

Projects & Beautification

- Fire and Ice beautification and décor is minimal but visible downtown, and we hope folks will take advantage and spend some time in downtown Kentville over the Fire and Ice weekend.

- Budget Planning for new capital projects is still underway. Quotes are being gathered for projects at the VIC, Heritage Centre and Gateway locations. We are also looking into removeable bollards and a flagpole for Centre Square. Operational budget requests for Economic Development have already been submitted.

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of January 2022
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON FEBRUARY 14, 2022

Facilities and Operations

- Operations
 - The competition for the position of Manager of Recreation Facilities continues to stay open. This competition closes February 21st and has been advertised Nationally.
 - We recently advertised and awarded the position of PT Arena Attendant to add to our arena staff. This non-unionized position will help cover any vacation or sick leaves, as required.
- Parks and Trails
 - Our partnership with Scotia XC Ski Club continues to help provide additional opportunities for residents and visitors to ski in our community. The club has entered into an agreement with a private property owner to groom their land (located across from the skatepark) for both skate skiing and classic skiing. Members have access to this space, along with anyone who uses the Town's equipment ski loan program. This facility can see upwards of 60 visitors in one day.
 - As the temperature continues to fluctuate, 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.
 - The Hemlock Woolly Adelgid has been confirmed as being in the Kentville Ravine. The Ravine Advisory Committee continues to meet and recently performed a quick assessment of the hemlock trees that are found in the Kentville Ravine. The group recently met to review a short term and long term three (3) part action plan to help save the hemlocks in both the Ravine and the Gorge (attached). We are very fortunate to have such a knowledgeable group of individuals around the table.
 - Trail heads and park entrance, much like everywhere else, have received a lot of snow recently which has led to a huge effort by our one park staff to keep the areas clean and safe so that residents can access our sledding hills and other winter

venues. This year has been a particular struggle with equipment failures and dated equipment. This has led to a higher-than-normal expenditure of our repairs and maintenance budget.

- Kentville Arena
 - The arena remains open, and we continue to work within the public health guidelines. As restrictions slowly lift, we are seeing a return to play and a confirmation of ice usage by community groups.

Programs and Operations

- Programs
 - Indoor Walking at the Credit Union Recreation Complex continues. We have distributed over 150 walking passes and continue to give our 3-7 passes/week. Passes are free and require a proof of vaccination.
 - This winter season the Equipment Loan Program (ELP) has had the most successful season of equipment loan lending to date. With the addition of 21 sets of cross-country skis, boots, and poles, along with more snowshoes in all sizes, it has been hard to keep up with the demand. In January alone we had 48 individual pick-ups, most of whom borrowed multiple pieces of equipment at one time.
 - The *Hike with Us Program* is a 4-part outdoor program for youth aged 12-15 that is happening in partnership with Canning Recreation, MOK Recreation, and Maritime Dog First Aid and Hiking Safety group. This program began January 22nd.
 - Our fitness programs continue. This includes Pilates with Nate, Older Adult Fitness with Suzie, Pickleball, and SHAFT (Super Happy Active Fun Time).
 - *The Kentville Hookers*, the Kentville rug hooking group, continues to meet in the lower recreation center weekly.
 - The *GOAL* program is an eight-week program, for girls ages 13-16
- Operations
 - Summer Program Staff positions have been advertised with a closing date of February 28th. We have added opportunities this year that target 15-17 year old specifically as part of our junior leadership training series.

Community Outreach

- **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 ran until January 10th.

- **Community workshops**

- Cross Country Skiing Try It workshop takes place February 13th. Extra sessions have been added because of the demand.
- Nature for Newcomers: Ice safety, XC skiing and sledding party is a new opportunity in partnership with the YMCA Center for Immigrant Programs, Valley Community Learning Community and Flying Squirrel Adventures.
- Ice Safety Workshop: Part one was in classroom; theory and review. To accommodate this workshop was being offered both in person and as a recording. Part two is in person at Miner's Marsh on February 12th after being postponed due to weather.
- The Seven sacred teachings workshop was led by community Knowledge Keeper Carolyn Landry. This workshop reviewed, discussed and reflected upon the 7 sacred teachings of the Mi'Kmaq people. Due to popularity, another workshop will be offered starting Feb 22.
- Little Riders Snowboarding: This workshop was delayed because of weather. The first session took place at Oakdene Park with the second session taking place at Martock Ski Hill.

Capital Projects

- We received our order of 60 additional hanging baskets to spread throughout the streets in the downtown core who haven't had them previously. In addition, we received 10 street planters that will replace those that have rotted.
- We received an accessible swing to add to the Memorial Park playground.
- We have been unable to secure a truck to add to our fleet.

Council Related

- Priorities/Plans
 - *Kentville Access and Advisory Committee (KIAAC)*: This committee met January 14th via zoom. All committee members were present. Topics discussed focused on transportation, emotion intelligence training, promotion and education of the work that the committee and Town are doing to support inclusion and access in Kentville. February's meeting will have us welcoming our first guest speaker. The committee has committed to having the last 30 minutes of each meeting open to the public to encourage dialogue, questions and the telling of personal stories about accessibility in Kentville. We will also be working to record the speaker series and upload them on to our website for everyone to have access. The committee has also selected two of its members to sit as committee representatives on a special task team focused on updating the

town's Street Naming by-law. This is in response to Council's request for the KIAAC to offer alternatives names for Cornwallis Street.

- *Kentville Active Transportation Action Plan*: The new Public Work's employee, Ahmad El-kadri has taken over as project manager. I continue to work with Ahmad on this file. We will begin to bring regular updates to council as we move forward with the approved projects. Currently Ahmad is working on filling the necessary provincial and federal paperwork, designing, and tendering signage, pulling together the documents and renderings for proposed projects in the 2022/23 capital budget. This project has been delayed this year because of the federal requirement for Aboriginal consultation. Because of this, we will not be able to complete all approved projects during this capital season.
- *Regional Recreation Complex*: This work continues, and the hired consultant is in the final stages of community and stakeholder engagement and site selection criterium.
- Grants
 - Our department applies for several grants every year to support the operations of our department and help keep costs low for the community. We will continue to update council as we hear back from our potential funders.
- Save the Date!
 - Kentville Play Day taking place on Heritage Day (February 21st) at Oakdene Park, In partnership with MOK Recreation.
 - Below Zero Workshops with Jenna – starting the week of Feb 22

Respectfully Submitted,



Rachel Bedingfield
Director of Parks and Recreation

Hemlock Woolly Adelgid in the Kentville Ravine - Outline for Action

- 1. Promote chemical treatments as a short-term mitigation method, within the confines of funding limitations** - *Includes promotion of both ongoing research and public awareness/education.*
- 2. Encourage the Kentville Ravine as ground zero for biocontrol efforts and research** - *Requires living trees, which underscores importance of #1; also facilitated by federal land tenure and proximity to a research station.*
- 3. Encourage research and/or development of genetically resistant hemlock trees for NS** - *Chemicals are expensive and efficacy of biocontrol is unpredictable. Long-term solutions to conserving Hemlock require thinking beyond #1 and 2.*

Develop monitoring linkages with non-treatment stands - *Nature will take its course with HWA on 99% of the landscape, including Hemlock in and around the Kentville Ravine.*

Alain Belliveau
Ken Harrison
Tom Herman
Peter Hicklenton
2022.02.08

Town of Kentville

Office of the Chief of Police

January 26th, 2022



Administration	Time	November 2021	December 2021
	Plate queries	2526	2703
	Training hours	304	368
	Veh. Cks 38's	154	162
	Warning tickets	9	63
	SOT Tickets	54	43
	Foot Patrol Hours	133.5	84.5
	CC Charges	20	2
	Calls for service	255	274
Training	<ul style="list-style-type: none"> All members on Crisis Intervention De-escalation training, Use of Force training 		
Meetings	<ul style="list-style-type: none"> Active Transportation/Accessibility CAC DOJ Minister Directive Street Checks AV Police Liaison meeting DOJ/RCMP meeting SOCO meeting Emergency Housing CPIC/Backcheck meeting Regional Multiple In-house meetings Holly-Days parade/ Tree lighting BOLO Wrap demo CISNS PEC-Dartmouth Transfer of Sexual Assaults- Ministers Directive 		

Staffing	<ul style="list-style-type: none">• Injuries of officers- NA• CISNS staffing update• WCB update- RTW



Kentville Police Service Board of Police Commission **Calls for Service Report November/December 2021**

Traffic Accidents	27
Traffic Related Offences	134
Impaired Driving	9
Provincial Statutes	79
Municipal ByLaw	53
Quarantine Act	11
Criminal Code-Other (1)	31
Criminal Code- Weapons	3
Criminal Code- Against Morals (2)	2
Drugs	1
Crimes Against Persons (3)	38
Property Crime (4)	57

Common Police Activities (5) 105

Assist General Public (6) 23

Mental Health 29

- 1- Disturbing the Peace, Trespass at Night, Fail to Comply with Order, Breach of Order
- 2- Child Pornography
- 3- Robbery, Extortion, Harassment, Threats, Assault
- 4- Theft Under \$5000, Theft Over \$5000, Possession of Stolen Goods, Mischief, Fraud, Break and Enter
- 5- Offender Mgt., Abandoned Vehicles, Suspicious Persons/Vehicle/Property, False Alarms, found/Lost Items , Breach of the Peace
- 6- Assistance to General Public, Peace Bonds, Well Being check

Kentville Police Service
At January 31, 2022
"Other" account 01-22-14-058

	<u>\$</u>
Tax payments	1,073.59
Breathalyzer supplies	915.62
Annual inspection	134.53
Accessories	351.64
Guth machine calibration	134.53
Radio install	316.62
Axon annual fees & maintenance	5,916.27
Bike tune up	141.70
Bike Jacket	235.25
Gas adapter	362.34
AED charge pads	133.48
DNA billing	4,774.28
Miscellaneous	292.36
	<u>14,782.21</u>



TOWN OF KENTVILLE
2021/2022 OPERATING EXPENDITURE
POLICE PROTECTION

		2021/2022	January 31	%	OVER (UNDER)
		BUDGET	2022	CONSUMED	BUDGET
			ACTUAL		
Remuneration					
122-11-011	Remuneration- Administration	351,900	306,044	87.0%	-13.0%
122-11-012	Remuneration- Sergeant	403,400	334,499	82.9%	-17.1%
122-11-013	Remuneration-Constable	817,700	664,977	81.3%	-18.7%
122-11-014	"Stat" pay	40,000	31,716	79.3%	-20.7%
122-11-015	Overtime-Sergeant	16,000	11,772	73.6%	-26.4%
122-11-016	Overtime-Constable	40,000	42,934	107.3%	7.3%
122-11-017	Secondment	107,100	103,164	96.3%	-3.7%
122-11-018	M time	5,000	705	14.1%	-85.9%
		<u>1,781,100</u>	<u>1,495,811</u>	84.0%	-16.0%
Benefits 122-12-02X		<u>314,900</u>	<u>256,526</u>	81.5%	-18.5%
Internal Allocation 122-13-010		<u>-</u>	<u>-</u>	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	600	50.0%	-50.0%
122-14-034	Meeting-Commission	2,000	106	5.3%	-94.7%
122-14-036	Director's expense	7,000	3,761	53.7%	-46.3%
122-14-037	Inspector's expense	3,000	1,348	44.9%	-55.1%
122-14-039	Training	20,000	15,106	75.5%	-24.5%
122-14-041	Auxiliary program	4,500	1,756	39.0%	-61.0%
122-14-042	Insurance-liability/E&O	31,900	34,629	108.6%	8.6%
122-14-045	Office expense & supplies	10,000	5,586	55.9%	-44.1%
122-14-048	Telephone	26,000	22,913	88.1%	-11.9%
122-14-051	Equipment rental	3,000	2,357	78.6%	-21.4%
122-14-058	Other expense	17,000	14,963	88.0%	-12.0%
		<u>125,600</u>	<u>103,126</u>	82.1%	-17.9%
Occupancy-Police Building					
122-15-042	Insurance	2,000	2,205	110.3%	10.3%
122-15-060	Heat	6,500	3,808	58.6%	-41.4%
122-15-061	Electricity	12,000	7,851	65.4%	-34.6%
122-15-062	Water/sewer	2,200	2,340	106.4%	6.4%
122-15-068	Maintenance- Other costs	28,000	32,310	115.4%	15.4%
		<u>50,700</u>	<u>48,514</u>	95.7%	-4.3%
Operations-Communication					
122-16-048	Communications	88,400	60,462	68.4%	-31.6%
122-16-051	Radio license	3,600	1,995	55.4%	-44.6%
122-16-053	Maintenance	3,000	300	10.0%	-90.0%
		<u>95,000</u>	<u>62,758</u>	66.1%	-33.9%



TOWN OF KENTVILLE
2021/2022 OPERATING EXPENDITURE
POLICE PROTECTION

	2021/2022 BUDGET	January 31 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)	<u>23,500</u>	<u>15,729</u>	66.9%	-33.1%
Operations-Vehicle				
122-17-042 Insurance	10,900	6,968	63.9%	-36.1%
122-17-070 Gasoline	28,000	21,700	77.5%	-22.5%
122-17-071 Operations & maintenance	20,000	24,524	122.6%	22.6%
	<u>58,900</u>	<u>53,192</u>	90.3%	-9.7%
Operations-Programmes				
122-18-080 Special projects	22,000	1,177	5.3%	-94.7%
122-18-082 Crime prevention/community relations	2,500	2,831	113.3%	13.3%
122-18-085 Custody and detention of prisoners	35,000	26,683	76.2%	-23.8%
	<u>59,500</u>	<u>30,691</u>	51.6%	-48.4%
TOTAL POLICE PROTECTION	<u>2,509,200</u>	<u>2,066,347</u>	82.4%	-17.6%
VARIANCE		<u>442,853</u>		
TOTAL POLICE PROTECTION (carried forward)	<u>2,509,200</u>	<u>2,066,347</u>		
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	120,000	107,631	89.7%	-10.3%
Fines and fees- Province	25,000	14,529	58.1%	-41.9%
Police Miscellaneous		2,336	0.0%	0.0%
Department of Justice		7,363	0.0%	
Efficiency Nova Scotia		9,005	0.0%	
Law enforcement- Province	100,000	100,000	100.0%	0.0%
TOTAL POLICE PROTECTION REVENUE	<u>245,000</u>	<u>240,864</u>	98.3%	-1.7%
NET POLICE PROTECTION	<u>2,264,200</u>	<u>1,825,483</u>	80.6%	-19.4%
SALES OF SERVICE EXPENDITURE				
Remuneration	131,300	78,066	59.5%	-40.5%
Benefits	21,700	11,180	51.5%	-48.5%
TOTAL SALES OF SERVICE	<u>153,000</u>	<u>89,247</u>	58.3%	-41.7%
LESS: SALES OF SERVICE REVENUE				
Sales of service- Police	480,000	383,232	79.8%	-20.2%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)	<u>(327,000)</u>	<u>(293,985)</u>		



TOWN OF KENTVILLE
2021/2022 OPERATING EXPENDITURE
POLICE PROTECTION

		2021/2022 BUDGET	January 31 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	84,900	64,950	76.5%	-23.5%
OTHER					
122-31-080	Prosecution	10,200	3,413	33.5%	-66.5%
122-31-082	Legal	10,000	3,109	31.1%	-68.9%
122-31-084	Other-Crossing guards	27,100	15,610	57.6%	-42.4%
122-31-085	Parking/By law enforcement officer	58,900	49,936	84.8%	-15.2%
122-31-086	Benefits	5,400	4,632	0.0%	0.0%
		111,600	76,699	68.7%	-31.3%
TOTAL LAW ENFORCEMENT		196,500	141,649	72.1%	-27.9%
VARIANCE			(54,851)		
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	2,000	1,456	72.8%	-27.2%
	Parking Tickets	8,000	6,837	85.5%	-14.5%
TOTAL LAW ENFORCEMENT REVENUE		10,000	8,293	82.9%	-17.1%
NET LAW ENFORCEMENT		186,500	133,356	71.5%	-28.5%



Kentville Police Service Bylaw Report November & December 2021

Municipal Bylaw Investigations	8
Loitering -Warnings	21
Assist Police	26
Taxi Inspections	1
Animal Control	1
Smoking-Charges	26
Smoking-Warnings	16
Parking-Charges	112
Parking- Warnings	239



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

February 14, 2022

Programs and Operations

- **Kentville Water Commission:** As usual with this time of year, January saw two more watermain breaks. Otherwise, the month of January 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. We have had several Regional Sewer Committee meetings to discuss the 2022/23 Operating and Capital budgets. A separate report and recommendation will be presented during this Council Advisory Committee.
- **Public Works:** With major snowstorms happening 4 of the last 5 weekends, both public works and our snow clearing budget have seen enough snow. We continue to be forced to purchase our winter salt from the Port of Halifax and it appears that will continue for the duration of the winter season. Unfortunately, the quality is lower and the price is higher.
- **Traffic Authority:** Nothing to report.
- **Engineering Tech Position:** Ahmad El-Kadri, EIT began working with the Kentville Engineering & Public Works Department on January 4th 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
- January 13th Asset Management Facilities Tour with the AIM Network
- January 14th Kings Regional Sewer Tech Sub-Committee
- January 20th CUPE Labour Management Meeting
- January 27th Kings Regional Sewer Committee

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville CAO to Council Advisory Committee

FEBRUARY 14, 2022

Provincial Health Order: Updated February 1st, restrictions in place.

Budget: Draft budgets for 2022-23 are with Directors. Provincial notice of Investment in Canada Infrastructure Program (ICIP) applications are now being received by the Province. The Town is preparing a application for the Donald Hiltz connector.

Inter Municipal Service Agreements (IMSA): Meetings with the CAO's are ongoing. Climate change and diversity work moving forward. Initial briefing material for the Regional Enterprise Network (REN) being created.

Regional Recreation Facility Feasibility Study: Presentation to committee of council tonight.

Meetings: Multiple Regional Sewer Meetings, Property Assessed Clean Energy (PACE), Occupational Health and Safety, CUPE, Internal Active Transportation and Accessibility Planning, Inter municipal Service Agreement CAO meetings, Community Services/ Department of Health Case Conference Meetings and Regional Emergency Preparedness meeting.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

Glooscap Curling Club 2022 RFD Application

Detailed Project Description

Strategic Plan

In 2015 the Glooscap Curling Club (Club) developed a 5-year Strategic Plan. The Plan articulated a long-term vision to ensure the viability and sustainability of the Club into the future. One of the strategic goals identified in the Plan was the opportunity to ensure year-round use of the facility for its members and the community at large. Traditionally, curling clubs only operate during the 5 to 6 months of the curling season. During the off season, many clubs effectively shut down until the beginning of the next season. While this approach works for curling, it results in an underutilized facility that does not generate any revenue in the shoulder season. Therefore, the Club developed a Capital Improvement Plan to carry out numerous upgrades to ensure the long-term viability of the facility, as well as enabling year around use. With the disruption of activities and the inability to conduct the kind of in-depth consultation needed for a new strategic plan because of the pandemic situation, our facility has operated with an extension of our former plan until we are able to properly consult all present and future stakeholders.

Capital Improvement Plan Update

As part of the Capital Improvement Plan, new heat pumps were installed in 2017 on the first and second floors to augment the oil double broiler heat source. This step was the first in a series of steps the Club will undertake to improve energy efficiency and reduce its carbon footprint. Our next effort to improve efficiency was the purchase of equipment to assist in monitoring and improving ice conditions during the curling season. The 'Ice Makers Mistress' improves the playing surface by reducing temperature fluctuations at the ice surface and reduces operating costs. This continues to enhance our objective of sustainability and good fiscal management.

In 2018 the second floor of the facility was renovated to address fire and safety concerns, improve lighting and create a multi-use area. Renovations continued in 2019 to address similar fire and safety concerns, as well as significant upgrades to the club's kitchen facility. A modern, industrial kitchen was installed to address identified food safety concerns. Ceiling tiles have been replaced on the first and second floors with new fire-retardant materials and lighting systems have been replaced with new energy efficient LED fixtures.

In 2020 we completed several projects with the help of municipal, provincial and federal governments. The main floor was upgraded to address further fire and safety concerns, as well as health and accessibility challenges, by upgrading flooring, painting and drywall.

The main entrance to the facility now meets accessibility standards. Upgrades included the installation of a ramp and automatic, push button door system. As well, to improve the overall security of the Club, the outdated key entry system is being replaced with an electronic controlled key fob system. Washrooms on the first and second floor of the facility are now barrier free. Renovations included upgrades to all washrooms (first and second floor) to address accessibility challenges. A small office was built on the first floor to replace the existing office on the second floor. This was necessary in preparation for the planned installation of a wheelchair lift to the second floor. In order to accommodate an accessible washroom on

the main floor a closet housing Junior equipment (ie, brooms, helmets, shoes etc) was relocated on another area of the lower level.

Proposed Project Details

Our current request involves several projects. The first will improve the safety of our outdoor entry and parking area by installing a trench on the south side of our building to improve drainage and control runoff. The second is the application of insulation on the south wall which will serve to reduce our environmental footprint and be a long-term economic saving for our organization. The third part of our project will be to replace unsafe seating in our upstairs gathering space which will contribute to our being able to provide a safe and attractive rental venue which in turn contributes to ongoing financial security.

Currently the last phase of the Club's Capital Improvement Plan includes installation of a lift to provide accessibility to the second floor as well upgrades to the facility's parking lot. Our roof will be next on the list for replacement, and we will investigate the installation of solar panels on our south facing roof. It is estimated the total cost of these renovations will be in excess of \$500,000. The Club will complete these renovations on a priority and funding available basis.

The completion of these renovations will result in a year-round facility that is attractive to community groups and community organizations requiring a modern, clean, aesthetically pleasing and functional space for regular meetings, gatherings or special events. The addition of some accessibility features later will allow for a broader range of physical abilities to access both floors. We also hope to significantly lower our environmental footprint.

These investments in recreation will contribute to much broader successes in the larger community.



February 8, 2022

**President
Présidente**

Joanne Vanderheyden
Mayor
Municipality of
Strathroy-Caradoc, ON

Omar Bhimji
QUEST

350 Albert Street, Suite 1220
Ottawa, ON
K1R 1A4

**First Vice-President
Première vice-présidente**

Taneen Rudyk
Councillor
Town of Vegreville, AB

**Second Vice-President
Deuxième vice-président**

Scott Pearce
Maire
Municipalité de
Canton de Gore, QC

Project Title: Establishing new energy monitoring and analysis systems in
three municipalities within the County of Kings, Nova Scotia

Application Number: GMF 18114

**Third Vice-President
Troisième vice-président**

Geoff Stewart
Deputy Mayor
Municipality of the
County of Colchester, NS

Dear Omar Bhimji:

On behalf of the Green Municipal Fund (GMF) Council and FCM's Executive
Committee, I would like to congratulate QUEST on its successful funding application
for the above-noted initiative.

**Past President
Président sortant**

Garth Frizzell
Councillor
City of Prince George, BC

It is my pleasure to confirm that QUEST has been approved for a grant in the amount
of up to \$25,000.

**Chief Executive Officer
Cheffe de la direction**

Carole Saab
Ottawa, ON

In the near future, Jasmine Bradet will contact QUEST to finalize the agreement for
this funding. FCM's obligation to fund the above-noted initiative will only become
binding once the agreement is signed.

FCM, in partnership with the Government of Canada, oversees public
announcements regarding GMF-funded initiatives. In the coming weeks, our media
relations team will contact QUEST to discuss the process for a public
announcement. Until that time, before making any public statements related to the
status of the application process for GMF funding (with the exception of reporting to
Council), please contact the FCM media team at 613-907-6395 or by email at
media@fcm.ca.

.../2

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

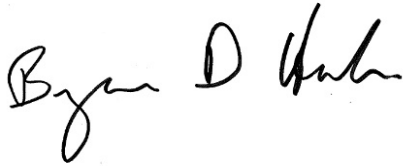
T. 613-241-5221
F. 613-241-7440

www.fcm.ca



Thank you for your interest in GMF. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Henderson". The signature is written in a cursive style with a large initial "B".

Ben Henderson
Chair, Green Municipal Fund Council

BH/JB:ej

cc: Mayor Sandra Snow, Town of Kentville
Jennifer West, Executive Assistant, Town of Kentville

APPENDIX B: REQUEST FOR DECISION FORM

Name:	Deputy Mayor Savage		
Date:	February 8, 2022	Date Submitted to CAO:	February 8, 2022

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

Detail	Synopsis				
Decision Requested:	Policy Review / Discussion / additions and or deletions – Council Meeting Policy – G70 – to occur over the next 2-3 CAC meetings.				
Background: What? Who? How? When?	Property	Public Opinion	Environment	Social	Economic
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>A policy review of council’s meeting policy is an exercise that can both educate council and ensure proper decorum in our meetings as we further the business of the town.</p>				
Strategic Implication: with Dashboard	Current X		Short Term X		Long Term X
Budget:	Yes <input type="checkbox"/> No X		Policy: G70		Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	That a thorough review be completed such that there is a clear understanding of the said policy and that all members of council concur as to how meetings are to be conducted.				
Recommendation:	Report/Document: Attached X Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis				
Department: select all that apply	Governance/Legislative X Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>				
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required X				
	Policy Change <input type="checkbox"/> Other <input type="checkbox"/>				
Background:	That council approve the policy review of Policy G70 – Council Meeting Policy				
	Every council member is to consider the well being and interest of the TOK always – every council member is to contribute to the development and evaluation of the town polices – every council member is to				

Town of Kentville, Policy G69: Council Reports Policy

	participate wholly in all meetings to which they are appointed. Lastly, TOK Council has adopted Robert Rules of Order for conducting it's meetings. I feel that it would be in the best interest of this council to do a deep dive into this policy so that we can all agree on how we wish to conduct our meetings. These meetings are the meetings of this council and they the means to get the business done.
Budget:	N/A
Staff Workload:	N/A
Policy:	G70
Response Options:	
Preferred Strategy:	
CAO Comments:	



TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY

1.0 PURPOSE

The purpose of this policy is to provide direction to municipal staff and council members on conducting council and council committee meetings. Meetings of other municipal bodies, such as boards, commissions, or committees whose membership includes persons other than members of council are not directly referenced by this policy.

2.0 DEFINITIONS

3.0 SCOPE

3.1 This policy applies to all of the Town of Kentville meetings. The procedures used to conduct council business are drawn from three sources:

- 3.1.1 provincial statutes specifically the Municipal Government Act (MGA);
- 3.1.2 parliamentary procedures which are commonly accepted rules for conducting meetings; and
- 3.1.3 procedural policies and bylaws enacted by the council.

3.2 This policy draws on the information contained in the MGA as it pertains to legal requirements that the council must fulfill in conducting its council and council committee meetings to include:

- 3.2.1 The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
- 3.2.2 As well, guidelines for preparing agendas, minutes and procedural bylaws are explained.
- 3.2.3 The appendices include resources such as sample agendas, minutes, and motion forms.

4.0 PROCEDURES

4.1 Responsibilities: Every Council member is responsible:

- 4.1.1 to consider the well-being and interests of the town of Kentville;
- 4.1.2 to contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities;
- 4.1.3 to participate in Council meetings, CAC meetings, committee meetings and meetings of other bodies to which the member is appointed; and
- 4.1.4 to carry out other duties assigned by the Council.

4.2 Duty to Respect Confidentiality: A Council member or former Council member must, unless specifically authorized otherwise by Council:

- 4.2.1 keep in confidence any record held in confidence by the Town of Kentville, until the record is released to the public as lawfully authorized or required; and
- 4.2.2 keep in confidence information considered in any part of a closed Council, CAC or committee meeting, until the Council, or committee discusses the information at a meeting that is open to the public or releases the information to the public.

4.3 Parliamentary Procedures: The Town of Kentville Council adopts the Robert's Rules of Order for conducting meetings.

4.4 Chair or Presiding Officer: The mayor of the Town of Kentville shall preside at all Town of Kentville council meetings. During the temporary absence of the mayor, the deputy mayor shall preside and, if neither is present, the council may appoint a person to preside from among the council members present. The Chair is responsible for:

- 4.4.1 providing leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Town;
- 4.4.2 communicating information to the Council;
- 4.4.3 providing, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- 4.4.4 reflecting the will of Council and to carry out other duties on behalf of the Council;

- 4.4.5 preserving order at meetings;
- 4.4.6 enforcing any rules of procedure council have adopted;
- 4.4.7 deciding all questions of order;
- 4.4.8 stating and putting to vote all motions; and
- 4.4.9 expelling and excluding any person, including a council member, who is disrupting the proceedings of the council.

4.5 Deputy Mayor: The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.

4.6 Meeting Attendance: The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of council and assigned committees.

- 4.6.1 When the mayor, deputy mayor, or councillor who, without leave of the council, is absent from three (3) consecutive regular meetings of the council, the councillor shall thereby vacate the office, and the office shall be declared vacant by the council. Municipal Elections Act 18(6)
- 4.6.2 When the mayor, deputy mayor, councillor or citizen appointee misses more than three (3) council or committee meetings in a year, (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. MGA Part 1 Section 23(1)d.(v).
- 4.6.3 Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions on a monthly basis.

4.7 Regrets: When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the council or committee meeting chair in a timely manner and acknowledgement of receipt of absence notice. The member may carbon copy the CAO on matters of council or the Deputy Chair of a committee. Failure to follow procedure may result in the member being absent without leave and subject to further action.

- 4.8 Meeting Conduct: All council meetings and meetings of committees appointed by council are open to the public. In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting. Notice of regular council meetings is not required.
- 4.9 The council may meet without notice if the mayor determines that there is an emergency. The clerk shall call a meeting of the council when required to do so by the mayor giving at least two days public notice of the meeting.
- 4.10 A meeting of the council is not an illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy or a notice of meeting.
- 4.11 The Town of Kentville meetings are live-streamed using Facebook (FB) Live Streaming facility. There is no option for audience participation in the meeting, but audience may leave FB messages. Citizens do not require a FB account to watch the meetings. The recorded video is available on the Town of Kentville website.
- 4.12 The Town of Kentville meetings may be conducted by electronic means such as telephone or internet conferencing. The following conditions must be met:
- 4.12.1 provide notice to the public of the meeting including how the meeting will be conducted;
 - 4.12.2 the facilities must enable the public to hear all meeting participants at the place specified in the notice and the administrator must be present at that place; and
 - 4.12.3 the facilities must permit all participants to communicate adequately with each other during the meeting.
- 4.13 A member of council may participate by electronic means to a regular meeting of council, or if the meeting is not a regular meeting of Council and notice is given to the public of a meeting, if:
- 4.13.1 The member has made a request to Council based on planned unavailability;
 - 4.13.2 The member of council is out of Town due to work or family commitments;
 - 4.13.3 There is inclement weather and business cannot be postponed;

4.13.4 The member is not on extended vacation or unexcused leave of absence; and

4.13.5 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

4.13.5.1 a technology problem prevents participation; and

4.13.5.2 communication is lost and cannot be reconnected.

4.14 Closed Meetings: All council meetings and meetings of committees appointed by council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matters relating to:

4.14.1 acquisition, sale, lease and security of municipal property;

4.14.2 setting a minimum price to be accepted by the municipality at a tax sale;

4.14.3 personnel matters;

4.14.4 labour relations;

4.14.5 contract negotiations;

4.14.6 litigation or potential litigation;

4.14.7 legal advice eligible for solicitor-client privilege; and

4.14.8 public security.

4.15 The MGA restricts the ability of council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.

4.16 A councillor of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.

4.17 Meeting Schedule: Normally the Town of Kentville council will adopt an annual meeting calendar at the November Council Meeting. The calendar will be posted on-line at the Town website. Meetings will be advertised via social media, local newspaper and other media available to the Town Communication Team.

- 4.17.1 The Town of Kentville council normally conducts the Council Advisory Committee (CAC) Meeting on the second Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the second Tuesday.
 - 4.17.2 The Town of Kentville council normally conducts the Council Meeting on the last Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the last Tuesday.
 - 4.17.3 The Town of Kentville council does not hold meetings during the month of August, to permit a summer break. The Council Meeting in December is cancelled in observance of the Christmas Holiday.
- 4.18 Voting: all questions arising at a council meeting shall be decided by a majority of votes. Robert's Rules of Order Section 38.
- 4.18.1 The administrative matter votes may be called through either a show of hands or by indicating "yea" or "nay", or by ballot system.
 - 4.18.2 The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
 - 4.18.2.1 to sell or lease property referred at less than market value.
 - 4.18.2.2 to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
 - 4.18.2.2.1 first holds a public hearing respecting the withdrawal; and
 - 4.18.2.2.2 advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
 - 4.18.3 A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots, the members write their vote. The votes are collected, and counted, blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.

- 4.18.4 A member of the council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
 - 4.18.5 In the event of a tie in a vote on a question, the question is determined in the negative.
 - 4.18.6 The Recording Secretary records, the individual vote of each participant which is listed in the meeting minutes.
 - 4.18.7 The Chair shall vote on all matters before council.
- 4.19 Quorum: The majority of the maximum number (seven (7)) of persons that may be elected to the council is a quorum for every meeting of the council. The Quorum for the Town of Kentville Council is four (4).
- 4.19.1 Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
 - 4.19.2 The Town of Kentville council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.
 - 4.19.3 If the number of council members is reduced below three, due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- 4.20 Conflict of Interest: A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
- 4.20.1 Pecuniary (monetary) Interest – direct financial benefit as the result of a decision of council;
 - 4.20.2 Indirect pecuniary interest - an organization that a member of council invests in, works for, governs or is otherwise involved in benefits financially from a decision of council;
 - 4.20.3 Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
 - 4.20.4 Intent to obtain interest - making a decision which will benefit a member of council in the future.

4.21 At the beginning of every meeting, the chair shall query the members of council, "Are there any Conflict of Interest Issues we should be aware of before the meeting commences?" Members of Council should:

4.21.1 Disclose the interest immediately;

4.21.2 Withdraw from the meeting:

4.21.2.1 Public meeting: leave the table; and

4.21.2.2 Private meeting: leave the room.

4.21.3 Do not participate in consideration, debate and do not vote;

4.21.4 Do not try to influence the decision in any way; and

4.21.5 If the member of council is not present at a meeting, but has an interest in a topic discussed, it must disclosed it at the next meeting.

4.22 Agendas: The meeting's agenda is a list of items for consideration done during the meeting. The agenda contributes to effective meetings as members consider matters in an orderly and expedient manner. The agenda shall be provided to all members of council five (5) days prior to the scheduled meeting. The draft agenda shall be posted to the Town of Kentville website with the meeting package by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided at Annex A - Meeting Agenda.

4.23 Committee Recommendations: As required, recommendations from council Standing Committee, shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form from Council Report Policy. The Chair (if a councillor) shall make the presentation to CAC under new business. If the committee chair is not a member of council the representative council member shall make the presentation. The report shall include the committee name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.24 Councillor Recommendations: As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form as per the Council Report Policy.

- 4.25 Information to Council: There are times when the RFD form is not appropriate to relay information to council, in which case the councillor should use the Annex D memorandum form, with their details and signature. The memo should outline all the necessary information for council and should be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.
- 4.26 Meeting Minutes: Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. The recording of minutes is the duty of the administrator. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided at Annex B - Meeting Minutes.
- 4.27 In-Camera meeting minutes: Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.
- 4.28 Public Presentations: The public shall be provided with an opportunity to ask questions, make requests, and/or present information to Council for consideration. To promote the opportunity for such public presentations:
- 4.28.1 Any persons wishing to make a presentation at a meeting of Council or CAC, shall request to be included on the meeting agenda through the Executive Assistant;
 - 4.28.1.1 All presenter shall provide all electronic presentations and written documentation relating to the issue to the Executive Assistant, five (5) days prior to the meeting; and
 - 4.28.1.2 The presenter shall be allocated 10 minutes for the presentation, followed by questions and discussion from Council.
 - 4.28.2 Council shall allow a 10 minute comment period prior to the adjournment of the Council meeting, for citizen input.
 - 4.28.3 Council has the right to restrict the number of presentations at each meeting, to ensure regular business may be conducted;

4.28.4 Council has the right to restrict the number of presentations on a particular issue, although it may waive this right if new information is being proposed; and

4.28.5 Council has the right to refuse a presentation, should the subject of the presentation be outside the purview of municipal government.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Municipal Government Act
- 5.2 Robert's Rules of Order
- 5.3 Municipal Elections Act
- 5.4 Municipal Conflict of Interest Act
- 5.5 Policy Statement G69 Council Report
- 5.6 Policy Statement G57 Committees of Council
- 5.7 Appendix A - Meeting Agenda
- 5.8 Appendix B – Meeting Minutes
- 5.9 Appendix C – Motions
- 5.10 Appendix D – Memorandum

6.0 POLICY REVISION HISTORY

Date Created: July 30, 2018
Revisions: February 25, 2019
June 24, 2019



Chief Administrative Officer, Mark Phillips

COUNCIL ADVISORY COMMITTEE

Month Xth, 2018

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a)**
- 4. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - (1) Director's Report**
 - (2) 2016/17 Budget Projections**
 - (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**
 - (2) Sanitary Sewer Budgets**
 - (f) Administration**
 - (1) Communications Report**
 - (2) Chief Administrative Officer's Report**
- 5. PRESENTATIONS**
 - (a)**
 - (b)**
- 6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

(a)

7. CORRESPONDENCE

(a)

(b)

(c)

8. NEW BUSINESS

(a)

(b)

9. PUBLIC COMMENTS

10. IN-CAMERA

11. ADJOURNMENT

DRAFT

KENTVILLE TOWN COUNCIL

April 30th, 2018

AGENDA

7:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
 - (a) Dashboard and Action Items
- 3. PRESENTATION**
 - (a)
- 4. APPROVAL OF THE MINUTES**
 - (a)
- 5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**
 - (a)
 - (b)
- 6. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – **Councillor ____**
 - (1)
 - (2)
 - (b) Councillor's Reports
 - (1) Councillor Andrew
 - a. Kings Transit Authority
 - (2) Councillor Savage
 - a. Investment (Perpetual Fund)
 - b. Kings Regional Sewer Committee
 - c. Coalition of Canadian Municipalities Against Racism & Discrimination
 - (3) Councillor Bolland
 - a. ECO Kings Action Team
 - b. Valley Waste Resource Management Authority
 - (4) Councillor Maxwell
 - a. Annapolis Valley Trails Coalition
 - (5) Deputy Mayor Pulsifer
 - a. Annapolis Valley Regional Library
 - b. Kings Point-to-Point

- c. Friends of the Library
- (6) Councillor Gerrard
 - a. KCA/PTA
 - b. Board of Police Commissioners
 - c. Joint Fire Services Committee

- (c) Mayor's Report
 - (1)

7. CORRESPONDENCE

- (a)

8. NEW BUSINESS

- (a)

9. PUBLIC COMMENTS

10. IN CAMERA

11. ADJOURNMENT

TOWN OF KENTVILLE POLICY STATEMENT G70

COUNCIL MEETINGS POLICY

ANNEX B – Meeting Minutes

1. **Meeting Minutes:** Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions.
2. The minutes of all meetings should:
 - a. focus on the key points and decisions, not on every word spoken, unless verbatim minutes are required for legal reasons;
 - b. focus on the business at hand and exclude any extracurricular exchange of information or hearsay;
 - c. focus on the group as a whole, not on individual opinions. Comments should not be attributed to any individual;
 - d. be objective and free of offensive or inappropriate language, subjective interpretations of mood or the tone in which comments were made;
 - e. be written in past tense as this is an historical record;
 - f. be consistent throughout all departments, sharing the same general look and style, and complying with content and format standards;
 - g. reflect the professionalism of the Town, by being free of typographical, grammatical or technical errors;
 - h. be readable - clearly laid out, visually appealing and easy to read, with concise, point-form summaries, when applicable;
 - i. flow logically (relate to the approved agenda) even if the meeting itself had been fragmented and confusing;
3. The minutes of each Town meeting must contain:
 - a. a header on each page with the meeting name, date, and status of the minutes (i.e. draft or approved);
 - b. a footer on each page with the page number and other notations, as applicable;
 - c. in addition to new business, the name of the meeting and of those members present (include late arrival or early departure times), the date and time of the meeting, the presiding chairperson, any changes to the agenda, any changes to the previous minutes, public comments and the time of adjournment;
 - d. the name of the recording secretary, and if different, also the name of the transcribing secretary;
 - e. a supplementary list of names of those members present in the audience (if required);
 - f. a brief introduction (where applicable) to each agenda item, to provide background information and/or to outline the key points;

- g. (where applicable) Points from Discussion, to support the full scope of debate and to capture the thought process that led to decisions. (Varying points should be included, with repetition avoided);
 - h. declarations noting any conflict of interest of any participant, along with the time that member left and later returned to the meeting. (To indicate no discussion nor vote on the issue in conflict);
 - i. any direction given or action to be taken;
 - j. motions, resolutions and decisions with unanimous consent, as per the following standards;
 - k. the motions are written clearly, highlight them by using features (font), and include enough content to allow them to “stand alone” from the minutes; and
 - l. the following information for nominations and elections - names of nominees, method of vote (i.e. secret ballot, show of hands, etc.), results of the count, and a declaration of the elected individual. (A motion to destroy the ballots would be in order if voting took place by secret ballot.
4. **Recording Decisions:** The minutes contain all resolutions of the council showing decisions made at a meeting, not recording individual opinions. Minutes should not include detailed discussions, such as who said what. Minutes reflect the attendance of a delegation, indicating the name of the representative, applicable organization, and a short description of the public issue the delegation brought forward.
5. Resolutions, including those processing and adopting bylaws, reflect the decisions made by Council. Council considers all matters by way of motion, and council decides all matters by voting. A majority of the votes decides each question; however, legislation requires unanimous approval to certain items such as consent to provide three readings to a bylaw at a single meeting. Procedure bylaws may increase the requirements to more than a majority. The following additional information is provided:
- a. meeting participants should prepare and distribute lengthy or complex motions in advance. (for correct wording and to allow for prepared discussion and possible amendments);
 - b. formal resolutions should be clearly written, with the “resolved clause” having enough content to “stand alone,” without the inclusion of all the “whereas clauses”. Ensure the motion is worded correctly and is not a negative motion;
 - c. ask the chairperson to restate the motion if it is ambiguous;
 - d. record substantive (contentious) amendments separately, it is not necessary to record housekeeping or friendly (non-controversial) amendments separately, as the final wording of the motion is all that is necessary. Record both the fate of the amendment and the main motion;
 - e. record the fate of motions (i.e. approved, amended, defeated, tabled, etc.);
 - f. record individual votes in the minutes, when requested. (Authority - Policy G7-Recorded Votes).
6. **Recording Names:** Legislation requires the administrator to record the names of council and council committee members present at the meeting. Aside from the legislative requirement, recording the names of members present proves the existence of a quorum. Another reason is for purpose of calculating the remuneration of council members if meeting attendance is the basis of council's remuneration. Identifying members not in attendance confirms the absence of

their name was not an oversight. Using members' full names rather than the surname only, at least for purposes of attendance, clearly identifies participants for historical purposes.

7. **Approving of Minutes:** The administrator shall ensure council approves previous minutes at the next regular council meeting. Approval of the Minutes relates to the accuracy of their content, not the approval of the decisions previously made.

8. **Correcting the Minutes:** Revise the draft minutes, as many times as necessary until satisfied they are error free. Make no further revisions to the minutes after presenting them to council for approval. The motion to approve the minutes where there are no errors or omissions is: "Moved by Councillor ____ that the minutes of the regular/special meeting held on (date) be approved." Despite best efforts, council may discover errors or omissions during the approval process. Council authorizes corrections to the minutes by way of motion. For example: "Moved by Councillor ____ that the minutes of the previous meeting be corrected as follows: ..."

9. Correct minor errors by striking out the error, writing in the correction and having the presiding officer and administrator initial the change. If the municipality retains electronic copies of the minutes, consider distinctively noting the amendments – use strikeout font to delete text, different colour to add new text, or use the comment feature to detail the changes. If a substantial change to the minutes is required, note the revision in an appendix to the corrected minutes. Reference the appended correction at the point of inaccuracy, in writing, initialed by the administrator and the presiding officer. After noting corrections to the minutes, council approves the minutes by way of motion, such as: "Moved by Councillor ____ that the minutes of the (type of) meeting held (date) be approved as corrected."

10. **Retention and Storage of Minutes:** In accordance with Part 2 – Administration, Section 34(2) of the Municipal Government Act, minutes (and supporting documentation) of all Town meetings must be archived indefinitely and carefully preserved in a secure and safe environment (i.e. Town vault) as follows:

- a. Printed copies of the agenda, minutes and supporting documents for the meeting, must be stored in the Town's vault, in a binder specifically for that purpose and filed chronologically, following approval of the minutes;
- b. Electronic copies of the agenda, minutes and supporting documents for the meeting must also be coded with logical code names and saved in appropriate folders on the network drive;
- c. Electronic copies of the agenda and minutes are posted on the Town's webpage; and
- d. The audio recording of the meeting must be coded and archived in an electronic file. Audio records of council meetings must be kept for 2 years, while records of all other meetings may be deleted after 6 months, following approval of the minutes.

11. **Closed Meeting Minutes:** Minutes must be kept of all council meetings, including closed meetings held. There are no generally adopted procedures for recording closed meeting minutes. Town of Kentville closed meeting minutes will follow the same standards as minutes of regular meetings of council. It is important to note that minutes of in camera meetings have evidentiary value and should never be destroyed.

12. **Public Disclosure:** The Town of Kentville is also required to produce a public record which states: council met in a closed meeting, the reason for the meeting, the date the meeting

was held and no other information. The creation of the public record does not excuse the municipality from producing minutes of in camera meetings.

13. **Disclosure of Closed Meeting Minutes:** Minutes from a closed meeting are protected from disclosure for ten years at which point the minutes become public. Background information, such as staff reports, become public:

- a. after a decision has been implemented; or
- b. if five years have passed since the decision has been made or considered (unless this information is protected from disclosure under Part XX of the MGA).

TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY

ANNEX C – Motions

General Procedures for Motions

1. The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue; a resolution is a motion that Council has voted on. Council may use a formal or informal process in their meetings.
2. In a formal setting, a motion introduces an item of business. Town of Kentville Council meetings procedures require seconds for motions. If a motion is lengthy it should be submitted in a written format. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point. It is customary for each member, other than the mover, to speak only once to each motion. Members vote on the motion following full discussion of the matter. This process leads to amendments to main motions and sometimes amendments to amendments.
3. The informal process permits discussion in advance of introducing the motion. The presiding officer states the issue, which members of council debate until they develop a consensus or a majority view emerges. A member proposes a motion addressing the matter. Members vote on the motion before proceeding to the next item of business.

Proposing a Motion

4. The Town of Kentville Council procedures require a seconder to bring a motion before council. The presiding officer is entitled to propose a motion without relinquishing the chair. If no member seconds the motion, the motion fails. Council will not vote on the question. The minutes contain the motion with the notation it was lost for want of a seconder.

Negative Motions

5. Common thought prohibits the use of “negative motions” or motions to take no action. The presiding officer shall ask for rephrasing a negative motion to make it read in a positive manner.

Types of Motions

6. The types of motions which may be encountered during a typical council or committee meeting may be sorted into four classifications:
 - a. Main motion – reflects the initial proposed decision or action;
 - b. Subsidiary motion – facilitates or modifies the main motion;
 - c. Incidental motion – a motion not related to the main motion; and
 - d. Privileged motion – a motion which takes immediate priority.

Main Motion

7. A main motion is a proposed course of action to be taken by council or a committee. The first motion proposed regarding a matter is the main motion. Members debate the motion, and may amend the motion during the discussion. There are a limited number of instances where unanimous consent is required to adopt a main motion. Examples of main motions include:

- a. “that the minutes of the meeting held [date] be approved as circulated”; or
- b. “that Council agrees to provide a grant in the amount of [amount] to [organization].”

8. Main motions may be subdivided into Incidental Main Motions, or motions which relate to previous or future business or actions. Incidental main motions are treated as main motions, even though they may appear otherwise. Common examples of incidental main motions include:

- a. accepting or adopting a report;
- b. adjourning at a future specified time; or
- c. rescinding a previous decision.

Motion to Reconsider

9. A motion to reconsider is a main motion enabling council to revisit a resolution previously decided. Most rules indicate this motion typically may arise during the current meeting and further, the mover is limited to someone who previously voted with the majority. Council cannot entertain a motion to reconsider if the municipality has already acted on the original resolution.

10. The effect of passing a motion to reconsider is to resume debate on the original motion as though council had not disposed of it. The presiding officer reintroduces the resolution referred to and the council resumes debate on the motion. Potential outcomes from this debate are rescinding the original motion, amending it, or leaving it unchanged.

11. The motion to reconsider is debatable only if the original resolution was debatable.

Motion to Adjourn

12. The meeting ends by passing a motion to adjourn, which may be either a main motion or a privileged motion depending on circumstances. If council concludes all business included on the agenda, the motion to adjourn is a main motion. On the other hand, the majority of council wants to terminate debate on a particular matter, the motion to adjourn holds privileged status as it interrupts the debate on that issue, but not while someone is speaking. Include the date, time, and location of the next meeting in this resolution unless a regular schedule or an earlier resolution addresses those items.

Subsidiary Motion

13. Subsidiary motions are a means to appropriately dispose of a main motion. Subsidiary motions enable the original motion to be amended or clarified, postponed, or referred to a committee or other party for further consideration. Subsidiary motions take priority over main motions, and must be dealt with before the main motion is decided. Roberts Rules of Order recognizes seven subsidiary motions. In order of precedence, the first having the highest rank, these are:

- a. **Lay on the Table:** This motion, if passed, results in the suspension of considering the main motion and any unresolved subsidiary motions to allow the meeting to consider other, more urgent business. It is not in order to table until some specified date or time. In that case, use a motion to postpone. This motion is not debatable.
- b. **The Previous Question:** This motion, if passed, closes debate and disallows any further amendments to the main motion and any pending subsidiary motions. If passed, members subsequently vote on the subsidiary motions, and then the main motion. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- c. **Limit or Extend Limits of Debate:** This motion, if passed, alters the municipality's rules or practices regarding the amount of time the meeting will permit to debate a particular item. If a municipality has a procedural bylaw limiting debate on an individual matter, members may move a motion to extend the limits of debate if they feel the matter has not been thoroughly discussed. Alternatively, in situations where municipalities do not have rules addressing this item, and members feel there has been enough discussion enabling members to make an informed choice, a member may move to limit further debate on the matter. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- d. **Postpone to a Certain Time:** The motion to postpone to a certain time delays consideration of the main motion and any pending subsidiary motions. The motion to postpone indicates if the matter is being postponed to later in the current meeting or to a specific date or event, such as the acquisition of additional information. If there is no intent to actually revisit the item, voting on the question and defeating it provides more clarity.
- e. **Commit or Refer:** The motion to commit or refer a matter results in delegating the main motion and any pending subsidiary motions to a committee for further research and consideration. The motion to commit or refer typically identifies which committee is responsible to further consider the matter and it may include a time by which the committee reports back to council. The meeting may set out the committee's mandate, which may be limited to developing options and recommendations, or the committee may be provided authority to take action. The committee may be a standing committee, or the meeting may create a special or ad hoc committee for this purpose. A standing committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis. Budget and finance committees generally are standing committees. An ad hoc or special committee is a committee formed for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective. Most committees, other than the standing committees, are ad hoc type or special committees

- f. **Amend:** The intent of a motion to amend is to alter or clarify the main motion; however the amendment cannot alter the intent of the original motion. For example, a main motion proposing the purchase of wooden benches for a facility may be altered by clarifying they are to be oak benches. An amendment to install new flooring in the facility rather than purchase benches would conflict with the main motion. A motion may be amended at any time before members vote on it. A motion to amend can also be amended and therefore, there may be a maximum of three questions before the meeting at one time:
 - i. the main motion,
 - ii. an amendment to the main motion, and
 - iii. an amendment to the amendment.
 - g. Amendments may:
 - i. strike or remove parts of the main motion or resolution
 - ii. add information to the main motion or resolution; or
 - iii. delete and replace text or numbers.
 - h. A motion to amend may also be a main motion. This situation arises if the objective is to amend a resolution, whether that motion was previously decided at the current meeting, or at a previous meeting.
14. **Postpone Indefinitely:** The intent of a motion to postpone indefinitely is not to postpone, but to reject the main motion without risking a direct vote on the matter. This strategy may be employed by opponents to the motion who are unsure if there is sufficient support to defeat the motion.

Incidental Motions

15. Incidental motions are motions or questions developing out of a main motion. These questions impact the main motion, and therefore they take priority and must be dealt with before voting on the main motion. Typical incidental motions may involve the following, in no order of priority:
- a. questions of order or appeal;
 - b. suspension of the rules;
 - c. objections to considering the main motion; or
 - d. division of the question.

Questions of Order or Appeal

16. Occasionally, a person, a motion, or a remark is out of order and does not follow acceptable practices or rules of procedure. The presiding officer, or another member, may direct the meeting's attention to the infraction. The presiding officer is responsible to return the meeting to the correct course.
17. In some situations, the presiding officer may have doubts as to the ruling, and before deciding on the matter, they may request advice from a person with more expertise, usually the solicitor. If the presiding officer still has doubts, they may submit the question to the meeting. The statement and question might be structured as follows:

“Councillor Bravo has raised a point of order that the amendment currently before the meeting is not relevant to the motion. I am in doubt, and the question is put to the meeting. The question is, ‘Is the amendment germane to the resolution?’” For clarity, the presiding officer may restate the amendment. If members vote in favour of the presiding officer’s question, debate respecting the amendment resumes. If the majority of members vote against the question, debate respecting the main motion resumes.

18. A member may appeal a decision of the presiding officer if the member feels the ruling is incorrect. Members will vote on a motion such as, “the [council] sustains the decision of the presiding officer, namely [provide details].”

Suspension of the Rules

19. A motion to suspend the rules is in order if the meeting wants to do something that cannot be done without contravening its procedural rules. A prerequisite will be the existence of formal procedures. A motion to suspend the rules may enable a business item to be discussed earlier than proposed in the agenda or allowing members to speak more than once to a motion. Moving into a committee of the whole to discuss a particular item is an example of a suspension of the rules.

20. Rather than a formal motion, a member or the presiding officer may ask for general consent to suspend the rules. Upon receiving or initiating the request, the presiding officer asks if there are any objections. If there are none, the presiding officer would direct the meeting to proceed as if the rules had been suspended by a formal vote.

Objection to Considering the Main Motion

21. If a member wishes to prevent the consideration of a main motion, the member may interrupt another speaker to determine if the question should be considered. The motion must be made before there is any debate on the question or before a subsidiary motion is offered. The object of the motion is to avoid consideration of questions which may be irrelevant, unproductive, or contentious; it is not intended to cut off debate. The motion objecting to considering a question may be useful if, for example, there are repeated attempts to have council reconsider resolutions or policies.

Division of the Question

22. At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer or a member may suggest splitting the motion into two or more motions. After the main motion is split, each divided motion should be complete on its own.

Privileged Motions

23. Privileged motions do not relate to a pending question; however, their nature demands immediate attention and therefore they take priority to any other matter. Privileged motions are

not debatable, and generally are not subject to any subsidiary motion. Privileged motions include fixing a time to adjourn, or taking a recess.

Voting on a Motion

24. When the discussion has been sufficient and all those who wish to speak have been encouraged to do so, the presiding officer may ask the administrator to read the motion before asking for a vote. This step ensures all members are fully aware of the motion before them, particularly if there has been significant debate on the question. A simple majority vote of members present decides a matter. There are some exceptional situations the following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:

- a. to sell or lease property referred at less than market value;
- b. to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
 - i. first holds a public hearing respecting the withdrawal; and
 - ii. advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.



Councillor
Name

354 Main Street
Kentville, NS
B4N 1K6

902-599-xxxx (C)
name@kentville.ca

Date

RE: Topic

Submitted to council for consideration or information.

Name, Councillor
Town of Kentville



TO: Council Advisory Committee

SUBMITTED BY: Dave Bell, Director of Engineering & Public Works

DATE: February 14, 2022

SUBJECT: Kings Regional Sewer 2022-2023 Budget Approval

ORIGIN

The Kings Regional Sewer Committee exists to provide governance and oversight for the operation of the County of Kings Sanitary Sewer System situated in New Minas. Three Municipal and one private partner in this committee review operating and capital budgets annually.

BACKGROUND

The committee consists of party members from the County of Kings, Town of Kentville, Village of New Minas and PepsiCo (Frito Lay) who receive a budget from staff, review it and then approve it to be forwarded to each party for their approval. The budgets before you today have been approved by the committee and is before Council for your consideration.

DISCUSSION

Annually the Technical Sub-committee of the Regional Sewer Committee meets to review the Operating and Capital budgets and to recommend them to the Regional Sewer Committee for review and approval. The proposed budgets were presented to the Committee and after some changes were suggested and made, a subsequent meeting was held presenting a more manageable budget with a year-to-year increase \$49,100 or 3.1%.

The Operating and Capital budgets were voted on and approved unanimously by all four parties. The Town of Kentville will see a total increase (Operating + Capital contributions) of \$42,400 over last year or approximately 5.3%

POLICY IMPLICATIONS

n/a

BUDGET IMPLICATION

2022/23 Regional Sewer Operating Budget	\$1,642,600	(\$1,004,800 Operating, \$637,800 Capital)
Town of Kentville Funding requirement	\$ 841,800	(\$565,100 Operating, \$276,700 Capital)
Other Partners Funding requirement	\$ 800,800	(\$439,700 Operating, \$361,100 Capital)

2022/23 Capital Budget: \$2,557,500 – which includes proposed upgrades to a section of the aging forcemain from the large pumping station (RG5) behind the Justice Centre to the Glooscap Curling Club (\$857,500) and the second phase of aeration and desludging at the treatment plant (\$1,700,000).

ATTACHMENTS

2022-2023 Kings Regional Sewer Budgets



RECOMMENDATIONS

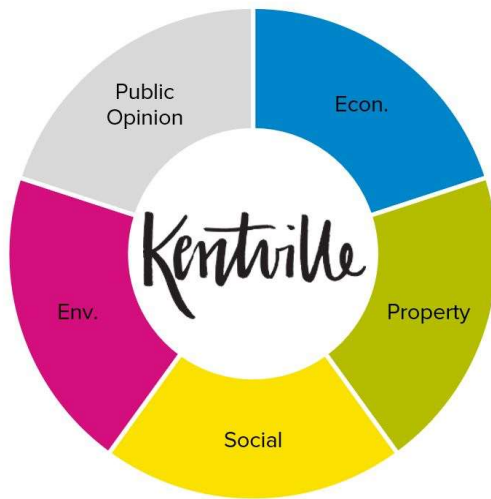
1. Operational Budget

A motion to recommend to Kentville Town Council that the approval of the Kings Regional Sewer 2022-2023 Operating budget as presented at \$1,642,600 of which \$841,800 is assigned to the Town of Kentville and billed in quarterly installments.

2. Capital budget

A Motion to recommend to Kentville Town Council that the approval of the Kings Regional Sewer 2022-2023 Capital budget be approved as presented at \$2,557,500.

Town of Kentville Decision Wheel:



Regional Sewer Proposed Operating Budget

(in thousands) (,000)	2022/23 Budget Breakdown			2022/23	2021/22	2021/22	2022/23 Budget		2022/23 Budget	
	Capital Total	Operating Collection	Operating Treatment	Draft Budget	2021/22 Forecast	Approved Budget	\$	%	\$	%
Revenue										
Operating										
Town of Kentville	276.7	137.0	428.1	841.8	799.4	799.4	42.4	5.3%	42.4	5.3%
Village of New Minas	149.1	61.9	132.7	343.7	335.2	335.2	8.5	2.5%	8.5	2.5%
PepsiCo Canada	74.2	14.6	118.4	207.1	213.0	213.0	(5.9)	(2.8)%	(5.9)	(2.8)%
County of Kings	137.9	32.9	79.2	250.0	245.9	245.9	4.1	1.7%	4.1	1.7%
Total Operating	637.8	246.3	758.5	1,642.6	1,593.5	1,593.5	49.1	3.1%	49.1	3.1%
Non-operating										
Transfer from operating reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Interest on operating reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Total non-operating	-	-	-	-	-	-	-	0.0%	-	0.0%
Total Revenue	637.8	246.3	758.5	1,642.6	1,593.5	1,593.5	49.1	3.1%	49.1	3.1%
Expenditures										
Operating										
Support Services	-	26.3	52.5	78.8	79.9	79.9	(1.1)	(1.4)%	(1.1)	(1.4)%
Insurance	-	6.6	13.3	19.9	17.2	12.0	2.7	15.7%	7.9	65.8%
Monitoring	-	1.8	0.9	2.7	5.0	2.4	(2.3)	(46.0)%	0.3	12.5%
Wages	-	61.2	122.4	183.6	168.0	153.2	15.6	9.3%	30.4	19.8%
Benefits	-	14.9	29.8	44.7	32.0	29.2	12.7	39.7%	15.5	53.1%
Power - Pumping	-	62.8	-	62.8	61.2	56.4	1.6	2.6%	6.4	11.3%
Treatment	-	-	79.8	79.8	78.8	78.8	1.0	1.3%	1.0	1.3%
Power - Treatment	-	-	340.9	340.9	332.0	393.0	8.9	2.7%	(52.1)	(13.3)%
Vehicle Expense	-	17.7	8.9	26.6	25.3	25.3	1.3	5.1%	1.3	5.1%
Maintenance	-	55.0	110.0	165.0	200.0	150.0	(35.0)	(17.5)%	15.0	10.0%
Total Operating	-	246.3	758.5	1,004.8	999.4	980.2	5.4	0.5%	24.6	2.5%
Non-operating										
Debenture - Interest	36.0	29.8	6.2	36.0	19.8	19.8	16.2	81.8%	16.2	81.8%
Debenture - Principal	280.3	71.0	209.3	280.3	263.3	263.3	17.0	6.5%	17.0	6.5%
Transfer to Operating Reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Transfer to Depreciation Reserves	321.5	93.2	228.3	321.5	330.2	330.2	(8.7)	(2.6)%	(8.7)	(2.6)%
Total non-operating	637.8	194.0	443.8	637.8	613.3	613.3	24.5	4.0%	24.5	4.0%
Total Expenditures	637.8	440.3	1,202.3	1,642.6	1,612.7	1,593.5	29.9	1.9%	49.1	3.1%
Surplus (Deficit)				-	(19.2)	-				

Regional Sewer Draft 5 Year Capital Forecast

Forecast Borrowing Rate	1.92%	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Projects								
Regional Headworks								
Regional Sewerlines		144,435	67,500	857,500	1,050,000			
Regional STP Desludging & Aeration		849,985	2,208,460	1,700,000				
Regional STP Drum Screens								
Total		994,419	2,275,960	2,557,500	1,050,000	-	-	-
Project funding								
Capital Reserves		244,419	1,025,960	7,500	850,000			
Long-term Debt		750,000	1,250,000	2,550,000	200,000			
Total		994,419	2,275,960	2,557,500	1,050,000	-	-	-
<i>(balance check)</i>		-	-	-	-	-	-	-
Reserve Continuity								
Capital contributions from partners		589,700	613,300	637,800	663,300	689,800	689,800	689,800
Increase			4%	4%	4%	4%	0%	0%
Debt service requirement (round)		206,900	206,500	316,300	586,200	558,600	555,900	552,600
Balance to reserve		382,800	406,800	321,500	77,100	131,200	133,900	137,200
Opening reserve balance		994,990	1,133,371	514,211	828,211	55,311	186,511	320,411
Contributions		382,800	406,800	321,500	77,100	131,200	133,900	137,200
Reserve utilization		(244,419)	(1,025,960)	(7,500)	(850,000)	-	-	-
Closing balance		1,133,371	514,211	828,211	55,311	186,511	320,411	457,611



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: February 14, 2022

SUBJECT: Climate Change Projections

ORIGIN

Potential actions associated with climate change generally fall into two categories. Mitigation is reducing the amount of emissions that causes climate change (reducing climate change). Adaptation involves adapting to known climate changes already taking place (reducing the impacts of climate change).

BACKGROUND

Over the past two years Kentville has been part of a regional project that will identify opportunities to reduce greenhouse gas emissions (mitigation). This report is waiting for final approval by the main funder.

The report presented to Council today touches on known climate changes projected for the Annapolis valley. These fall into 5 general categories:

1. It's getting warmer
2. Precipitation patterns are changing
3. There are more frequent and intense storms
4. Sea levels are rising
5. Our oceans are changing.

The attached report describes each of these statements in detail. It was completed by staff at CLIMAtlantic, using data from ClimateData.ca.

DISCUSSION

Currently, regional municipalities are considering a regional approach to climate change mitigation through the opportunities identified in the "Greenhouse Gas Reduction Opportunities Study". In addition to the actions identified in that study, it is recommended that some analysis of opportunities for adaptation be considered as well.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

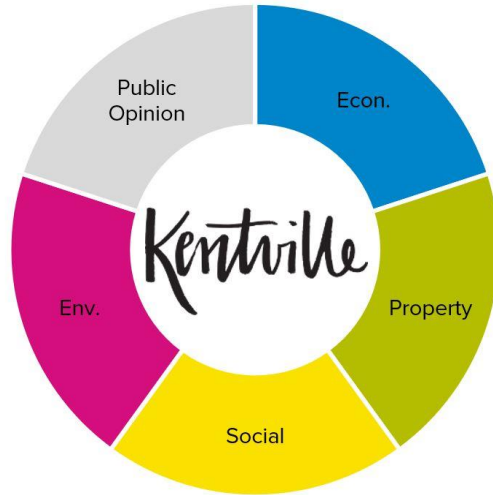
None.

ATTACHMENTS

Climate Change Projections for Kings County



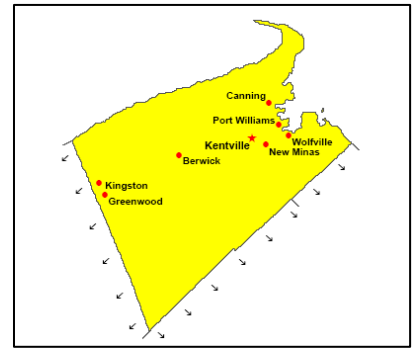
Town of Kentville Decision Wheel:



February 2022

Climate Change Projections

Kings County



Alex Cadel, Climate Services Specialist



CLIMAtlantic

Introduction

This report contains localized climate projections for Kings County, Nova Scotia, presented in a brief and accessible format. The information covered here represents the highlights and key findings from updated climate projections prepared through the ongoing provincial climate change risk assessment being conducted by Nova Scotia Environment & Climate Change. Data for additional indices, scenarios, and time periods are available upon request, and will be made publicly accessible through the Government of Nova Scotia in the coming months.

This scientifically sound, locally relevant information is a starting point for understanding how climate change is expected to impact infrastructure, ecosystems, public health, the economy, and ways of life in the region. Ultimately this data reinforces the need for both climate change mitigation and adaptation in order to reduce climate risks and take advantage of potential opportunities.

Background: Projecting Future Climate

An ensemble of complex climate models is used to simulate the physical, chemical, and biological processes in Earth's land, atmosphere, and oceans. The outputs from these models – climate projections – help us to understand the long-term patterns and averages of the climate system. It is important to note that climate models don't attempt to forecast conditions at a specific point in time, but rather to help us understand what the average conditions in a future period of time might be.

Due to computational limitations of global models, the results are often downscaled to better represent local areas. The data presented here is derived from an ensemble of 27 climate models, with the results statistically downscaled and interpolated to an approximately 10 km x 10 km grid bounded to the borders of Kings County – that is to say, the information presented here is locally relevant and scientifically sound.

It should be acknowledged that there are sources of uncertainty in climate projections, which stem from the chaotic nature of the climate system, limitations of computer models, and the actions that humans will take to mitigate greenhouse gas emissions. However, after decades of research and observation, the consensus is absolutely that we have enough information to effectively take action.

One way climate models address uncertainty is through using climate change scenarios, which represent plausible descriptions of how the future may develop. The projections in this report use the RCP8.5 scenario, which is a business-as-usual, carbon-intensive scenario that most closely matches the increasing trajectory of global emissions to date. However, it should be noted that projected climate change over the coming decades is relatively similar even under very optimistic emissions scenarios – this is the legacy of our climate system adjusting to the greenhouse gases that have already been emitted (*Figure 1*). Our actions to reduce emissions today do still have a significant impact further into the century, but we have locked in our path for the next several decades and have a good understanding of the climatic changes to expect over that timeframe. The rate of warming we are already experiencing will result in very different climate conditions by mid-century, which is problematic because many built and natural systems are designed for, and adapted to, the range of historical climate conditions.

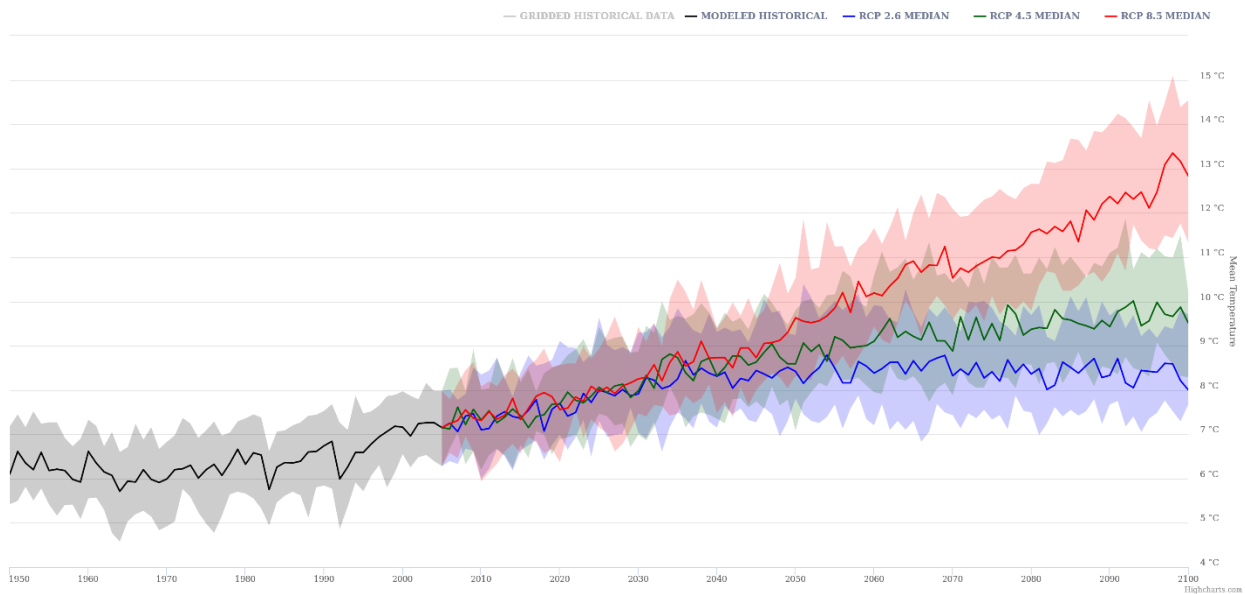


Figure 1: Mean annual temperature projections for Kentville, NS over the period 1950-2100 (from ClimateData.ca). Solid lines show the median value of the multi-model ensemble, with the shaded envelopes depicting the model range. The grey envelope represents gridded historical observations, with the red representing the carbon-intensive RCP8.5 scenario. Note that projections for the next several decades are consistent across all scenarios (including RCP4.5 in green and RCP2.6 in blue). By mid-century, an average year will be significantly warmer than the range of historical climate.

Note on AR5 and AR6 climate projections:

The Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR6) is the latest set of IPCC reports that document and assess the scientific knowledge on climate change, including our past, present, and future climate. As of early 2022, most climate projections for Canada, including those for Nova Scotia presented here, are still based on AR5 data – the IPCC Fifth Assessment Report released in 2013. AR6 was released in 2021, and updated local climate projections will be based on AR6 as that information becomes more accessible to scientists and practitioners.

Local Climate Projections: Key Themes

In analyzing the climate change projections and literature for Nova Scotia, five key themes emerged. These themes are listed below, with projections and hazards for each provided in the following sections.

- 1) It's getting warmer
- 2) Precipitation patterns are changing
- 3) More frequent and intense storms
- 4) Sea levels are rising
- 5) Our oceans are changing

1) It's Getting Warmer

The following chart shows the median values of the multi-model ensemble for Kings County across several different temperature indices. Results are presented for three different 30-year time periods. The baseline period (1981-2010) shows what the typical climate in Kings County used to be, and is aligned with historical observations. The 2050s period (2035-2065) shows the changes we are on track for in the coming decades, with these results being consistent across emissions scenarios. The results for the 2080s period (2065-2095) shows the future we are currently on track for if we do not see relatively drastic and immediate reductions in global emissions.

	Baseline (1981-2010)	2050s (2035-2065)	2080s (2065-2095)
Mean annual temperature	6.9°C	9.5°C	11.5°C
Annual hottest day	31.3°C	34.2°C	36.5°C
Average summer maximum temp	23.6°C	26.3°C	28.3°C
# Days > 29°C	5	26	49
# Nights > 18°C	3	20	42
Annual coldest day	-22.0°C	-17.1°C	-13.1°C
# Days < -15°C	16	3	0
Average winter temp	-4.2°C	-1.2°C	1.1°C
# Freeze-thaw cycles	44	40	35
Growing season length	203 days	230 days	252 days
Heating degree days	4197	3433	2904
Cooling degree days	126	320	526

Mean annual temperature increases 2.6°C by the 2050s and 4.6°C by the 2080s, aligning with the fact that Canada is warming faster than the global average. The temperature of the hottest day and average maximum temperatures in summer will increase by a similar magnitude. The number of days that exceed 29°C, which aligns with the typical criteria for issuing a heat warning in Nova Scotia, will increase from an average of 5 days per year in the baseline period to 49 days per year by the 2080s, representing an average of 7 weeks each year that would be under a heat warning in Kings County. Winter temperatures are warming the most rapidly of any season, with the coldest air temperature in an average year increasing from -22.0°C in the baseline period to -13.1°C by the 2080s, and days where the temperature falls below -15°C will become increasingly rare. Average winter temperatures increase from well below zero (-4.2°C) to above freezing (1.1°C). The total number of freeze-thaw cycles decreases from 44 to 35, with a seasonal shift that sees less freeze-thaw taking place in spring and fall and the majority occurring during the winter months. A longer growing season presents an opportunity for producing more food or growing different crops, but also brings potential risks of new pests, diseases

and invasive species moving into the region. Trends in heating and cooling degree days indicate that higher temperatures will reduce the climatological demand for heating homes, businesses, and institutions in the cooler months, and increase the demand for cooling in the warmer months.

Communities should prepare for increases in the frequency, severity, and duration of extreme heat events. Extreme heat poses a risk to public health, outdoor work and recreation, and many important species that are not adapted to cope with extreme heat. The increased likelihood of hot, dry conditions should also lead to an increased incidence of drought and wildfire. Cold weather hazards like extreme cold, snowstorms, and freezing rain will be less common, but will still occur often enough that municipalities should continue to be prepared.

2) Precipitation Patterns are Changing

Analysis of climate projections shows three main trends in precipitation patterns over the coming decades. First, more precipitation will fall as rain rather than as snow due to warmer temperatures. The total number of days where precipitation falls each year is not expected to change, but historically Kings County has received approximately 25% of precipitation as snow and 75% of precipitation as rain on an annual basis; by the end of the century, we can expect 10% snow and 90% rain. Snow will fall less frequently and will tend to melt more quickly, altering the characteristics of our winter season.

Second, there is a trend towards more intense rainfall events. We can see increases in the average annual number of days with >10 mm and >20 mm of precipitation, along with increases in the average maximum one-day and maximum five-day precipitation totals. Intense precipitation events can stress drainage infrastructure and swell river volumes, increasing the risk of flooding.

Third, there will be a slight increase in total annual precipitation – on average, Kings County will receive approximately 7% more precipitation by the 2050s and 11% more precipitation by the 2080s. This is sometimes framed as a “wetter” future, but more precipitation doesn’t necessarily result in more available water – higher temperatures also drive increased water loss due to evaporation and transpiration, and higher intensity rainfall typically results in higher rates of runoff.

	Baseline (1981-2010)	2050s (2035-2065)	2080s (2065-2095)
Total annual precipitation	1227 mm	1313 mm	1363 mm
# Days with rain	107	119	127
# Days with snow	39	26	18
# Days with > 1 mm	146	145	145
# Days with > 10 mm	41	43	45
# Days with > 20 mm	15	17	19
Average max 1-day precipitation	51 mm	57 mm	60 mm
Average max 5-day precipitation	86 mm	95 mm	100 mm

3) More Frequent and Intense Storms

Nova Scotia can expect changes to the frequency, intensity, duration, and timing of tropical storms that impact the province. This is largely driven by warming oceans which enable tropical storms to travel further north before weakening. Peak wind speeds associated with tropical storms are projected to increase by 3.7-7.0 km/hr by 2100 (though annual average wind speeds may decrease slightly). Wave heights have also been increasing at a rate of 2 cm per decade in the summer and 20 cm per decade in the winter. These changes mean that it is more likely for larger storms to hit Nova Scotia, and to be more impactful when they do. There are several key hazards associated with large storm events, including flooding, high winds, storm surge, erosion, and landslides. Adequate preparation for these increasing hazards will be important.

4) Sea Levels are Rising

The following table presents projections for relative sea level change in the coastal areas of Kings County. These results are based on a new dataset developed by Natural Resources Canada that includes the combined effects of several factors that influence relative sea level rise, including thermal expansion of the ocean, melting land ice, vertical land motion, and changes in absolute sea surface elevation driven by changing ocean physics and chemistry. Data is derived from the RCP8.5 high emissions scenario, with results for 2050 and 2100. Results are shown for the median of the full ensemble of climate models, the 95th percentile of the ensemble, and an enhanced scenario for 2100 that reflects a potential additional contribution from the Antarctic ice sheet. For long-term decisions that may be influenced by sea-level changes, precaution would suggest using the 95th percentile or enhanced scenario values if there is a low tolerance to risk.

	2050	2100
Median (50 th percentile)	32 cm	77 cm
Maximum (95 th percentile)	47 cm	115 cm
Enhanced Antarctic melting		152 cm

It should be noted that actual water levels will still be influenced by storm surge (storm surges of up to 1.6 metres have been measured in Nova Scotia in recent years), high tides, and coastal geomorphology, as well as sea level rise. Planning and risk mapping for coastal areas should consider the impacts of a large storm event occurring at high tide, with the added component of sea level rise. Hazards associated with sea level rise include coastal flooding and storm surge impacts on coastal infrastructure, saltwater intrusion into freshwater aquifers, and impacts to coastal ecosystems like salt marshes and dunes.

5) Our Oceans are Changing

Climate change is causing several notable changes in physical and chemical ocean conditions that are already being observed. Ocean temperatures are increasing, both at the surface and in deep water, which has consequences for physical oceanic processes, habitats, and species. Marine heatwaves are becoming longer and more frequent. The ocean's uptake of carbon dioxide is driving ocean acidification

which can corrode molluscs, crustaceans, and corals, and may diminish the productivity of ocean waters. Ocean acidification may also to an increased likelihood of algal blooms, which have the potential to harm or kill fish. Higher ocean temperatures, among other factors, are reducing the solubility of oxygen in the upper ocean. Decreased marine oxygen levels can reduce species growth, reproduction, distribution, and survivorship, as well as lead to the decline of important habitats like eelgrass beds that filter water, stabilize sediment, and provide habitat for several economically and recreationally important fish species.

Conclusion

Climate change is already impacting the wellbeing of Nova Scotians, with these impacts projected to increase in the coming decades. Understanding local climate change trends helps us to address risks and take advantage of any new opportunities. The projections outlined here represent a starting point for discussion on how climate change will impact infrastructure, ecosystems, public health, the economy, and ways of life in Kings County. Effectively addressing climate change will require ongoing action in two areas: mitigation of greenhouse gas emissions will be crucial to avoid the most severe impacts, and adaptation will be necessary to adjust to the changing climate.

References

All information presented here is derived from the draft version of Nova Scotia's new provincial climate change risk assessment prepared by NS Environment & Climate Change (forthcoming in 2022).

Pacific Climate Impacts Consortium, University of Victoria, (Feb. 2019). Statistically Downscaled Climate Scenarios. Downloaded from https://data.pacificclimate.org/portal/downscaled_gcms/map/. Downscaled scenarios were constructed from 27 Global Climate Models (GCMs) and 2 Representative Concentration Pathways (RCPs) (van Vuuren et al., 2011) from CMIP5 (Taylor et al., 2012) using the BCCAQv2 downscaling method.

We wish to thank ClimateData.ca for providing the climate information used in this paper. ClimateData.ca was created through a collaboration between the Pacific Climate Impacts Consortium (PCIC), Ouranos Inc., the Prairie Climate Centre (PCC), Environment and Climate Change Canada (ECCC) Centre de Recherche Informatique de Montréal (CRIM) and Habitat7.



The Mentoring Plus Strategy Quarterly Report – January 2022

Executive Director Report:

The Mentoring Plus Strategy (TMPS) began operations on November 1, 2019. Four months later COVID 19 became part of our lives. This challenge provided us an opportunity to reassess how we would develop our vision for the strategy. It became apparent that bringing our retired populations together in face-to-face situations was not possible. This resulted in the implementation of a virtual delivery approach to complement the face-to-face model. This report outlines the activity over the past two years.

System Developments:

- Development of a High School Strategy in partnership with local high schools, Provincial Career Pathways, NS Works Agencies, and local Mentors has resulted in a regular schedule of mentoring sessions for the school year.
- Building upon our developments, TMPS is also enhancing our relations with several organizations, for example:
 - MOU's have been signed with the following organizations to provide mentors for their clients. CBDC- NOBL New Glasgow and Truro (discussions planned with the Kentville office), Ignite Atlantic and The Pictou County Chamber of Commerce.
 - Meetings are scheduled with NSCC to develop opportunities, for their students to take advantage of the TMPS.
 - A planning committee is being developed including, Nova Institution of Women in Truro, John Howard Society, Elizabeth Fry, and the Truro Police Dept. This committee will explore ways mentors can play a role with the clients they serve.
 - Mentoring Sessions have started with post-secondary institutions (St. F. X.).
 - Health & Wellness Mentors have partnered with Healthy Pictou County on common goals in a MOU and discussions are planned in the other 2 regions.
- TMPS has developed an Evaluation Framework with input from a cross section of the communities we serve. Data collection will be taking place over the next few months.
- As we reach out to mentors across our regions, we are also developing a system to approach the many provincial retired associations and unions and will invite them to become involved with TMPS.
- Joint Planning and Implementation Round Tables are being developed in each of the three regions. The purpose is to bring together community organizations and others providing services to retirees or would like to identify ways they can become involved.
- TMPS is a four-year project, with the present funding ending on October 31, 2023. Discussion has begun on a sustainability plan.

Strategy Statistics: (summary of 3 collaborating regions; New Glasgow, Kentville and Truro)

Activity	Quarterly	YTD Since 2020
# of Seniors Reached		167
# of Mentors Engaged		61
# of Mentees Engaged		225
# of Agencies/Organizations Reached		19
# of Agencies/Organizations Engaged		13
# of Mentoring Sessions		58
# of Mentor Orientation Sessions		10
# of Mentor Social Events		2
# of Mentor Regular Meetings (weekly, monthly)		18

If you would like more information or would like to provide input, please contact any of our MP Coordinators, Manager of Operations, or the Executive Director.

Thank You,

Gordon Michael
Executive Director
902 – 580 – 4588
gordon.michael@dal.ca

***Mentoring Plus Strategy - Kentville & Kings County
Statistics Summary***

<i>Activity</i>	<i>Quarterly</i>	<i>Year to Date Since 2020</i>
# of Seniors Reached	13	13
# of Mentors Engaged	5	5
# of Mentees Engaged	60	60
# of Agencies/Organizations Reached	21	21
# of Agencies/Organizations Engaged	24	24
# of Mentoring Sessions (knowledge exchange)	7	7
# of Orientation Sessions held for Mentors	2	2
# of Mentor Social Events	2	2
# of Mentors Regular Meetings (weekly, monthly)	5	5

**Mentoring Plus Strategy - Kentville & Kings County
Ongoing & Planned Activity**

Timeframe	Event/Activity	Mentoring Stream	Stream Category	Partners	Event/Activity Description (2 sentences max)
Sept - Dec	Retiree Recruitment	Personal Growth	Mentoring Mindset	Town of Kentville	public presentations and promotions to share MPS updates and recruit mentors
Sept - Dec	Mentor Meet and Greet	Entrepreneurial Spirit	Mentoring Mindset	Valley Community Learning Ass	VCLA hosts weekly Life Lounge - informal intergenerational introduction to MPS
Sept - Dec	Mentor Orientation	Career Exploration	Life Long Learning		Online onboarding sessions for new mentors
Sept - Dec	Mentor Development	Personal Growth	Life Long Learning	YREACH	Open Book Club - guests share community initiatives with established group of mentors
Sept - Dec	Mentor Appreciation	Personal Growth	Collective Impact	Kentville Lions Club	Mentor appreciation table at Lions club Community Breakfast
Sept - Dec	Group Mentoring	Business Advisory	Business	Valley Community Learning Ass	Agency poses mentee case senario to group of mentors who provide interdisciplinary input for creative solutions
Sept - Dec	Group Mentoring	Career Exploration	High School	Central Kings Rural High School	Mentoring mixer with wide range of career paths showcased for high school students exploring options
Sept - Dec	Group Mentoring	Career Exploration	High School	Horton High School	Mentoring pannel with Q+A showcasing wide range of career paths and lived experience at grade 12 LAUNCH day
Sept - Dec	Group Mentoring	Entrepreneurial Spirit	High School	North Kings Education Centre (N	Mentoring presense integrated into high school community to create accessibility and intergenerational knowledge exchange opportunities
Sept - Dec	One-on-One Mentoring	Career Exploration	Employment Related Agency	Valley Community Learning Ass	Mentors provide one-one support to mentees attending VCLA programming
Sept - Dec	One-on-One Mentoring	Career Exploration	Employment Related Agency	Connector Program - Valley REN	Mentors are called on to provide extended support to mentees participating in the Connector Program
Sept - Dec	Mentoring Minute - social	Personal Growth	Life Long Learning	NSCC - Kingstec Campus - Kentv	NSCC work placement student developed social media materials to promote engagement with a mentoring moments campaign
Sept - Dec	Mentors with a Cause - ch	Entrepreneurial Spirit	Collective Impact	Provincial Career Pathways	A mentor initiated working group: Priority - Financial Literacy education for youth
Sept - Dec	Networks of Collective Im	Business Advisory	Collective Impact	Valley Regional Enterprise Netw	MPS is an active member of Valley REN Workforce Supports Response Team. Meeting regularly with the local network of employment support agencies
Sept - Dec	Networks of Collective Im	Business Advisory	Collective Impact	Community Links	MPS is an engaged coalition member of Community Links - Aging well together. Working collaboratively with district coordinator on mutually re-enforcing activities
Jan - Jun	Networks of Collective Im	Business Advisory	Collective Impact	Community Health Board	MPS is an active participant in CHB bi-monthly community networking conversations to connect and collaborate with others on community wellness initiatives
Jan - Jun	Identifying collaborators	Career Exploration	Joint Planning	Kentville Lions Club	MPS invited to facilitate a "mentoring minded" discussion with seniors group - collaobratve initiatives to be further explored
Jan - Jun	Identifying collaborators	Career Exploration	Joint Planning	Harbourville Coffee Klutch Club	MPS invited to facilitate a "mentoring minded" discussion with seniors group - collaobratve initiatives to be further explored
Oct - Dec	Joint Planning Initiative	Entrepreneurial Spirit	Joint Planning	Redefining Retirement - Third S	in collaboration to plan and deliver a 5 moduel personal development workshop series. MPS to subsidise participation fee for Active Mentors
Jan - Jun	Joint Planning Initiative	Entrepreneurial Spirit	Joint Planning	Physician Community Navigator	in collaboration with Connector program and MPS to plan a intergenerational social: Mentoring at the Movies supported by Valley Chamber and Doctors NS
Jan - Jun	Joint Planning Initiative	Entrepreneurial Spirit	Joint Planning	Department of Community Serv	in discussions to identify current project and programs within DCS where MPS Mentoring fits for mutually re-enforcing activity
Jan - Jun	Joint Planning Initiative	Entrepreneurial Spirit	Joint Planning	TOK Recreation	in discussions to identify current project and programs within TOK REC where MPS Mentoring fits for mutually re-enforcing activity
Jan - Jun	Partner/MOU Meetings	Business Advisory	Joint Planning	Burlington Park Society	MPS submitted a letter of support for Burlington Park Society New Horizons funding application - project proposal: intergenerational nature walks
Jan - Jun	Partner/MOU Meetings	Business Advisory	Joint Planning	Valley Community Learning Ass	MPS submitted a letter of support for Community Learning collective impact funding application - project proposal: intergenerational community meals and learning sessions
Jan - Jun	JPIRT	Business Advisory	Collective Impact		Cross section of community partners and mentors participated in brainstorming session for Valley Joint planning and implementatation
Jan - Jun	TMPS Summit	Business Advisory	Collective Impact		Representation from Valley mentors, partners, and metees participated in 2 day evaluation planning session with cross province deligates

Mentoring Plus Strategy - Kentville & Kings County Partner Organizations

High School

Central Kings Rural High School (CK)
North Kings Education Centre (NKEC)
Horton High School
~Avonview

Post Secondary

NSCC - Kingstec Campus - Kentville
~NSCC - Annapolis Valley Campus - Middleton
^Acadia University

Community Education

Valley Community Learning Association (VCLA)
Valley Regional Library
~Annapolis Valley Work Centre - PeopleWorx
^Continuing Care Program - PeopleWorx
~Acadia Life Long Learning
Redefining Retirement - Third Sector Enhancement

Business Related Agencies

~CBDC
~Annapolis Valley Chamber of Commerce
Valley Regional Enterprise Network (Valley REN)
Doctors Nova Scotia
Acadia Entrepreneurship Centre
^Womens Business Network
Kentville Business Community (KBC)
Immigrant Services Association of Nova Scotia (ISANS)
Physician Community Navigator

Employment Related Agencies (Workforce Development)

Department of Community Services (DCS)
~PeopleWorx
~Community Inc
~EDGE Program
Vally African Nova Scotia Development Association (VANSDA)
~The Portal
NS Works School Liason
YMCA Recognizing Enhancing Aligning Community Horizons (YREA)
^Excellence in Manufacturing Consortium (EMC)
Connector Program - Valley REN

Health & Wellness (Collective Impact)

Community Links
TOK Recreation
Workforce Support Response Team - Valley REN
Community Health Board

^Seniors Safty
^Centre of Rural Aging and Health NSCC (CORAH)
^Save Our Ugly Produce (SOUP) - Farm to Feast Cafe
^Military Family Resource Centre (MFRC)
~Community Health Clinics -Social Worker
~VON

Social Services for families/Youth

~SchoolsPlus Central and West Kings
~Kings County Family Resource Centre
~Kids Action Program

Other - Provincial players

Provincial Career Pathways
~Labour and Advanced Education and Immigration
~Service Canada - Community regional navigators

Service Clubs & Social Seniors

~Kentville Lions Club
~Kentville New Horizons Club for Seniors
Harbourville Coffee Klutch Club
Burlington Park Society

Joint Planning - supports for Grant Applications VCLA - student grant - application spring 2021
Kids Action Plan - community meals - application winter 2021
Burlington Park Society - nature walks - application winter 2021
NSCC Kingstec - Student work placement - hosted winter 2021



TO: Committee of Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: February 14, 2021

SUBJECT: Property Assessed Community Energy Program (PACE)

ORIGIN

In 2016, the Property Assessed Clean Energy program (PACE) was first brought to Council through the Planning Department and the Environmental Advisory Committee. The program was presented as a municipal financing model for residents to invest in their homes by purchasing heat pumps and other energy efficient technology. A bylaw was created that supported the implementation of a PACE program at some time in the future. The Federation of Canadian Municipalities (FCM) indicated that grants would become available to municipal units to implement the PACE program. At this time, staff recommended that the Town of Kentville participate in the PACE program at an appropriate time when Federal funding (or other funding) becomes available.

In 2019 the Green Municipal Fund (GMF) was launched with \$300M being made available from the Federal Government for municipalities to implement energy upgrade programs. Of the \$100M deployed in the first round of funding 30 % was allocated to municipalities in Eastern Canada. There remains \$200M in the GMF but time is running out with the full amount anticipated to be allocated in 12 to 18 months.

PACE Atlantic has also changed over time, growing as a third-party administrator of the programs with staff who help municipal units receive applications and provide pre approved contractors for home owners typically for retro fits up to \$40,000. Loans are advanced and repayable to municipal units directly with security for the loan being placed against the property.

To date Stratford PEI, Wolfville and Charlottetown are participating with PACE. PACE plans on making application to FCM for the next municipal units who wish to participate. From a timing perspective PACE is planning to align municipal units wishing to move forward in February with the plan of securing approvals for municipal units participating by July. To participate each municipal unit would be required to make a one time \$10,000 application fee.

DISCUSSION

Several members of council identified an interest in their priorities for 2022 in looking at PACE for consideration. Council should consider a presentation from PACE to discuss three considerations:

1. Make an application to participate in the upcoming PACE application to FCM,
2. Over the past few years, some municipalities have found ways to proceed with the PACE program without federal funding, including using their own reserve funds. Should funding from FCM not be available the Town consider utilizing borrowing or reserves to proceed with a limited PACE opportunity,
3. Do not participate at this time.

POLICY IMPLICATIONS

None.

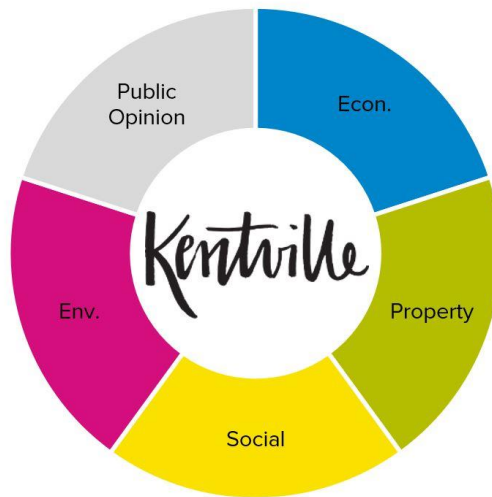
BUDGET IMPLICATION

Application fee of \$10,000

ATTACHMENTS

Web site: <https://pace-atlantic.org/>

Town of Kentville Decision Wheel:





TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: February 14, 2022

SUBJECT: Taxi Bylaw First Reading

ORIGIN

The purpose of the Taxi Bylaw is to regulate the licensing of taxi drivers and cars within the Town of Kentville. Rates for taxi registration services were updated and approved by Council in March of 2021. The fee changes from the existing bylaw reflect rates charged by Access Nova Scotia for taxi licensing.

BACKGROUND

Some changes to the fee structure were approved by Council in March of 2021, however a small error was identified on page 3:

- b. **Ten** dollars (\$ 20.00) for every Taxi-Cab Driver’s License, and,
- c. **Three** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

Should read:

- b. **Twenty** dollars (\$ 20.00) for every Taxi-Cab Driver’s License, and,
- c. **Fifteen** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

Proposed Bylaw

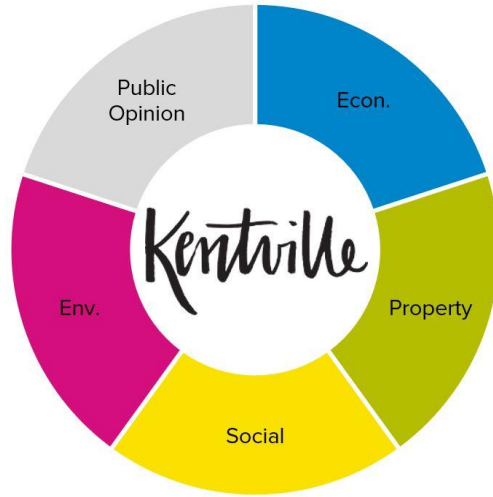
RECOMMENDATIONS

That Council approve the proposed changes to the Taxi Bylaw and give First Reading to this bylaw on February 28, 2022.

Town of Kentville Decision Wheel:

Kentville

A BREATH OF FRESH AIR





TOWN OF KENTVILLE BY-LAW CHAPTER 103 TAXI BY-LAW

1. The transport by vehicle of passengers or goods within the boundaries of the Town of Kentville for a fee shall be deemed to be transport by Taxi-Cab. Where such transport is by a vehicle that is a public utility as defined in the Public Utilities Act or a motor carrier who is required to be licensed under the Motor Carrier Act, this By-law shall not apply to that vehicle.
2. It shall be an offence for any person to charge a fee for the transport by vehicle of passengers or goods within the boundaries of the Town of Kentville unless such person is the holder of a valid Taxi-Cab License issued by the Town of Kentville.
3. Before any person operates a Taxi-Cab within the Town of Kentville, such person must make Application for and be issued a Taxi-Cab License. Applications shall be made in writing on a form provided therefor by the Town.
4. Information required of the Applicant by the Town shall include, but may not necessarily be limited to:
 - a. The full name and address of the Applicant;
 - b. A description of the Taxi-Cab to be used, giving the registration or other number sufficient, in the opinion of the Town, to identify it;
 - c. The age of the Applicant;
 - d. The number of years during which the Applicant has been licensed to operate a motor vehicle;
 - e. The number of the Applicant's chauffeur's license then in force;
 - f. The amount of the insurance in force on the Taxi-Cab with the name and contact information of the insurance company, the name and contact information of the insurance agent, and the number of the policy of insurance;
 - g. A statement of any convictions under any Act or By Law against the Applicant or person in the employ of the Applicant and a consent to allow the Town to inquire of Police and regulatory authorities as to the driving and criminal record of the Applicant.
5. It shall be an offence under this By Law for a person to make a false statement of fact in the Application.
6. Every driver of a Taxi-Cab to be licensed under this By Law must:
 - a. Be the holder of a valid chauffeur's license issued under the provisions of the Nova Scotia Motor Vehicle Act;

Town of Kentville, By Law Chapter 103: Taxi By-Law

- b. Have and maintain at all times in force on the Taxi-Cab public liability, property damage and cargo or passenger hazard insurance in the full minimum amounts of:
 - i. Public Liability \$1,000,000.00
 - ii. Property Damage \$ 500,000.00
 - iii. Passenger and Cargo Insurance \$1,000,000.00
- c. Keep the Taxi-Cab in a clean condition, both inside and outside;
- d. Keep the Taxi-Cab in good mechanical repair.
- 7. No person shall operate a Taxi-Cab unless he has applied to the Town for and the Town has issued to him a valid license, herein referred to as a Taxi-Cab Driver's License.
- 8. Every Application for a Taxi-Cab Driver's License shall be made in writing to the Town in the same manner as an Application for a Taxi-Cab License and shall contain the same information as an Application for a Taxi-Cab License.
- 9. Every Application under this By Law shall be filed with the Town and shall be accompanied by the license fee required by the Town.
- 10. The Town may designate an official or employee of the Town as its delegate to administer and enforce this By-Law. In the absence of a formal designation, the person to whom the function is designated shall be deemed to be the Town's By-Law Enforcement Officer.
- 11. In the case of an Application for a Taxi-Cab License, the Applicant shall cause the Taxi-Cab to be inspected by a licensed garage and shall produce to the Town a vehicle inspection certification.
- 12. The Town shall make such enquiries as it deems appropriate to determine that the Applicant, whether the Applicant for a Taxi-Cab License or a Taxi-Cab Driver's License qualifies, under the provisions of this By-Law, to have a license and the Town may deny a license to those persons who do not so qualify.
- 13. A license shall not be issued or continued unless:
 - a. The Taxi-Cab carries a valid inspection certificate;
 - b. The amount of the license fee has been paid to the Town;
 - c. The Application has been completed in full;
 - d. The amount of the insurance required is in effect;
 - e. The Applicant is in possession of a valid chauffeur's license.
 - f. The Applicant has not been convicted of any offence against the Criminal Code of Canada or The Excise Act of Canada;and the Applicant's Application may be rejected or a Taxi-Cab license and/or Taxi-Cab Drivers license revoked by the Town if the person has been convicted of an offence under the Motor Vehicle Act of Nova Scotia, the Liquor Control Act of Nova Scotia, or under any other Act or By Law.
- 14. A person shall be guilty of an offence and the Town, in addition to such other penalty as is herein provided, may suspend any license for any period, subject to review in one (1) year where:

Town of Kentville, By Law Chapter 103: Taxi By-Law

- a. The Taxi-Cab operated under the license is not kept clean and in good mechanical condition, or
- b. The licensee has, since the date of issue of the license, been convicted of any offence under any Act of the Province of Nova Scotia or under any Town By Law;
- c. The owner of the Taxi-Cab has failed to maintain insurance as required by this By Law.

and shall suspend, without the right of review, the licensee where he has been convicted of any offence against the Criminal Code of Canada since the date of issue of his license.

15. A person whose license has been suspended or revoked or whose Application for a license has been refused, may appeal such action to the Chief Administrative Officer of the Town who may;
 - i. Approve the action;
 - ii. Vary the action; or
 - iii. Allow the appeal and set aside the action;
 16. Every Taxi-Cab shall have prominently displayed on its roof a sign bearing the word "Taxi", which sign and word shall be lighted after dark and be clearly visible at all times from a distance of two hundred (200) feet.
 17. The amount of the license application fee payable under this By Law shall be:
 - a. Twenty five dollars (\$25.00) per Taxi-Cab License;
 - b. ~~Ten~~ Twenty dollars (\$ 20.00) for every Taxi-Cab Driver's License, and,
 - c. ~~Three~~ Fifteen dollars (\$ 15.00) for the transfer of a Taxi-Cab License.
 - d. Thirty dollars (\$30.00) for a criminal record check.
 - e. Twenty dollars (\$20.00) for a drivers abstract.
 18. No license to drive a Taxi-Cab may be transferred from one person to another.
 19. A Taxi-Cab License shall be issued for one Taxi-Cab only, and a description of the Taxi-Cab shall be given on the license. If the owner wishes to discontinue the use of that Taxi-Cab and/or replace it with another Taxi-Cab, the substituted Taxi-Cab shall be subject to and comply with the regulations as to licensing under this By Law at the time of transfer. Such transfers shall not be made without the approval in writing of the Town.
 20. All licenses shall be for a period of one (1) year, from the 1st day of April to the 31st day of March of each year. The Town, where a license is issued during the twelve month period, may charge a pro-rated application fee.
 21. Any person who contravenes a section of this By-Law punishable by a fine and who is given notice of the option to do so, may pay to the Town at the place specified in the notice, the sum of \$15.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
-

Town of Kentville, By Law Chapter 103: Taxi By-Law

22. Any person who violates any of the provisions of this By Law, in addition to being liable to have his license refused, suspended or cancelled, is guilty of an offence and shall be liable:
- a. for the first offence to a penalty of not less than fifty dollars (\$ 50.00) and in default of payment, to imprisonment for a term of not more than thirty (30) days, and
 - b. for a second offence, to a penalty of not less than one hundred dollars (\$ 100) and in default of payment, to imprisonment for a term of not less than thirty (30) days and no more than sixty (60) days, and
 - c. for a third offence or any subsequent offence, to a penalty of not less than one hundred and fifty (\$ 150.00) and in default of payment, to imprisonment for a term of not less than thirty (30) days and not more than sixty (60) days.
23. The owner of a Taxi-Cab shall be liable, jointly with the driver thereof, for any violation of this By Law by a driver.
24. The Town may specify, by written notice to licensees, places within the Town to be used as Taxi Stands. If Taxi Stands have been specified, no owner or driver of any Taxi-Cab shall permit the same, when not engaged, to stand on any public street or highway, except at a specified Taxi Stand.
25. Repeal: Any previous Taxi Bylaws and amendments thereto are repealed upon coming into force of this Bylaw.

Date of first reading:	February 22, 2021
Date of advertisement of Notice of Intent to Consider:	March 2, 2021
Date of second reading:	March 29, 2021
*Date of advertisement of Passage of By-Law:	April 6, 2021
Date of mailing to Minister a certified copy of By-Law:	March 30, 2021

I certify that this Taxi Bylaw – Chapter 103 was adopted by Council and published as indicated above.

Town Clerk, Dan Troke

Date

*Effective Date of the By-Law unless otherwise specified in the By-Law



TO: Council Advisory Committee

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development

DATE: Monday February 14, 2022

SUBJECT: Approval of Street Name – Homeward Bound Mee Road

BACKGROUND

According to Policy Statement G-67 – Recognition of Community Contributions, Council will receive and consider submissions for street names from Developers.

Travis Mills and Ian Synnott of Homeward Bound Properties purchased a 7-acre parcel of land on Mee Road. They are building 48 Townhouses. The developers would like to name the street as shown on the attached map:

- Hibou’s Court

The planning department has determined there is no duplication in names

RECOMMENDATION

I recommend that CAC recommend Council approved the proposed street name.

Respectively Submitted

Beverly Gentleman, Director of Planning and Development

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

Beverly Gentleman

From: ian homewardboundproperties.ca <ian@homewardboundproperties.ca>
Sent: January 19, 2022 10:18 AM
To: Kirsten Duncan; travis mills
Cc: Beverly Gentleman
Subject: Re: Road Name
Attachments: Hibou Townhomes Logo_Colours-28.PNG

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

Hi Kirsten,

Please provide council with the following thought process for the street name.

Proposed street name:

"Hibou's Court" (Attached is an initial draft of the logo.)

Hibou is the french word for "owl". Knoll represents curve, green, viewpoint, nature and Hilltop

(Old English cnoll "hilltop, small hill, clod, ball," related to Old Norse knollr "hilltop")

Target market

-We are mostly looking to attract young families as well as all other ages, overall, a clientele that will be open to the younger people therefore we want a street name and logo that reflects youth and feminine aspects.

Nature

-We wish to work in line with the branding of the town of Kentville as a place of openness, health, nature, hills, connectedness etc...We will be building a park on the land and wish to promote active/outdoor fun and neighborhood feel. Other exterior gathering spaces will be built in time and of course proximity to Oakdene park is perfect.

Culture

-The name uses both french and english. It is also a symbol that transcends cultural backgrounds. We want all cultural backgrounds to be able to identify with the name. It is also an important first nations symbol.

A new kind of Community spirit

The surrounding neighborhood is starting to be reborn with new families with small children. Our project will be helping that process and is in line with the trend.

We estimate that over half of our buyers will be from out of province, and they need to decide which community to choose from. We want our clients to not only buy a house, but a home and a connection to land, space, to the town of Kentville and everything it has to offer.

These days, this is what people need and why they are selling their homes in the bigger cities and wanting to move here.

This is why they will choose Kentville and Hibou's Knoll.

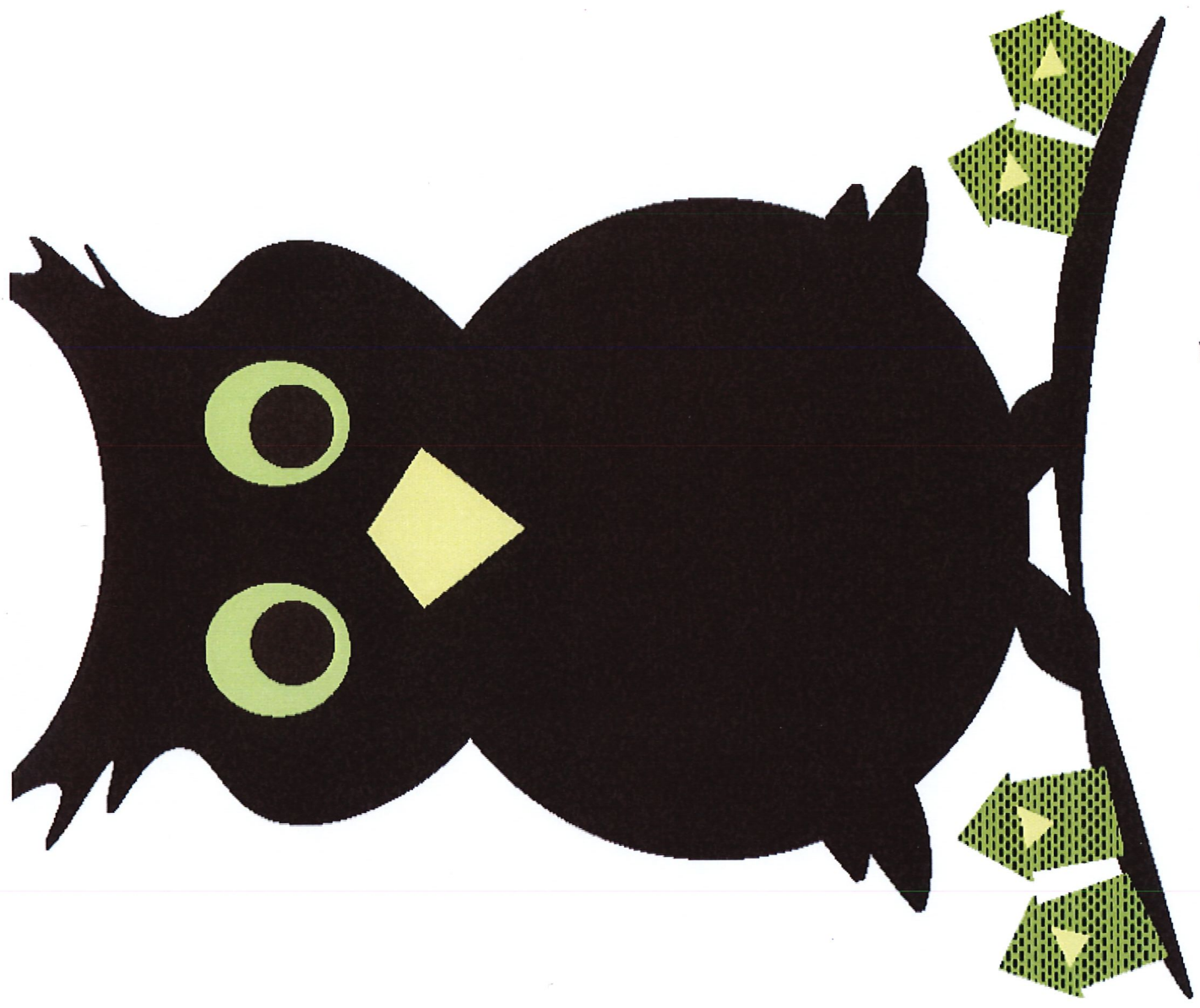
Ian Synnott

Cell: 902-802-1358

*Mills and Synnott Homes Inc. (Hibou's Knoll, Townhome Development, Kentville, N.S.)
Homeward Bound Properties (New Glasgow, N.S. apartment rentals)*



www.homewardboundproperties.ca



Hibou's Knoll

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

NOV. 25 2021

