



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE March 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, February 14, 2021
- 4. PRESENTATIONS**
 - (a) Kentville Business Community Annual Report –
Genevieve Allen Hearn and Paul Dixon
 - (b) Property Assessed Community Energy (PACE) Program –
Brendan Kilfoil and Julian Boyle
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 1. Director's Report
 2. Projection Report
 3. Debenture Pre-Approvals
 4. Withdrawal from Capital Reserve
 5. Withdrawal from Operating Reserve
 - (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) Policy Statement G70 Meetings policy

(b) Council workshops and meetings update

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Code of Conduct

(b) Valley Waste Surplus

(c) Centre Square Parking

(d) Request for Extension – Development Covenant

(e) Federation of Canadian Municipalities – Council Member Attendance

(f) Request for Decision – Noise Bylaw Amendment

9. PUBLIC COMMENTS

10. IN-CAMERA

(a) Property Matter

(b) Personnel Matter

11. ADJOURNMENT

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**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE**

COVID-19 Protocol, online meeting
Meeting Minutes: February 14, 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

Staff:

- Dan Troke, Chief Administrative Officer
- James Butler, Kentville Police Service
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

Guests:

- Jon Hack – Sierra Consulting
- Jennifer Tufts – Valley Regional Enterprise Network

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That the agenda for the Council Advisory Committee meeting of February 14, 2022 be approved as presented.

- (Councillor Zebian) Discussion of moving to in person meetings
- (Councillor Zebian) Concerns of ability for the Mayor to chair effectively

Not added to the agenda.

The Chair states that Councillor Zebian is out of order.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 10, 2021.

It was moved that the minutes from the Council Advisory Committee meeting held on January 10, 2021 be approved as presented.

- Add to the minutes that Councillor Andrew Zebian was the Councillor who tried to add the chair’s performance to the agenda last month.

MOTION CARRIED

4. PRESENTATION

(a) Sierra Consulting – Jon Hack

John Hack, Sierra Consulting, presented findings from review for a regional recreation complex.

Presentation available for more information

- Discussion
 - Who decides what lines will go on the court and what colours will be on the walls? In Phase 1, the consultant is looking at the very broad ideas and needs. If this proceeds to Phase 2, the consultant and public engagement will determine the finer details.
 - What are some of the major things that Councils should know about pertaining to operating and maintaining the building? Each municipality has Councils, Staff and recreation departments that make these decisions very complex. Thorough communication at every stage is how to keep moving things forward.

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- When will locations start to be put forward? It is likely that the facility should be placed in the New Minas or Kentville area. The consultant may provide several potential sites for Council to consider very deeply.
- Can the new building have minimal or zero greenhouse gas emissions? When the project is at a feasibility stage, the terms of reference dictates that the consultant CBCL will be contracted to explore low energy options.

(b) Jennifer Tufts – Valley Regional Enterprise Network

Jennifer Tufts, Director of the Valley Regional Enterprise Network, presented her activity update from the REN around economic development.

Presentation available for more information

- Discussion
 - Discussion about municipal contributions
 - Valley REN is about to launch the implementation of their strategy
 - Discussion about the value of the task force meetings.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending January 31, 2021. To this date overall revenue exceeds the average at 93.4%. The overall expenditures are above the benchmark at 86.3%.

See report for more information.

(2) Projection Report

Director Deb Crowell submitted the projection report for the period ending January 31, 2021. In this report, the Town is projecting a surplus position of \$170,000.

See report for more information.

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman submitted her report for January 2022. Highlights included a building valuation of \$8,727,825 for the year. The report also included project updates about the Ryan’s Park, Affordable Housing Funding, and Miners Landing.

See report for more information.

(2) Community and Economic Development Report

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CAO Troke submitted this report for January 2022. Highlights included a national recruitment campaign, Fire and Ice Winter Carnival, and budget planning for future projects.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

Director Rachel Bedingfield submitted her report for January 2022. Some of the highlights included changes to COVID-19 restrictions, programs, and hiring for a part time arena attendant.

See report for more information.

(d) Police Report

(1) Chief’s Report

The Police Commission shared their report with Council with a listing of calls for service, activities, training and meetings.

See report for more information.

(e) Engineering and Public Works

(1) Director’s Report

Director Dave Bell submitted his report for January 2022. Some of the highlights included water main breaks, sanitary sewer budget reviews, responding to major snowstorms, and planning for Capital Works projects.

See report for more information.

(f) Administration

(1) Chief Administrative Officer’s Report

CAO Troke submitted his report for January 2022. Some of the highlights included budget reviews with directors, intermunicipal service agreements, and regional recreation facility discussions.

See report for more information.

- **Discussion, All Staff Reports:**
 - At night when the loaders are removing snow, some residents are complaining about the beeping from trucks. The only time that the Town can remove snow is at night and the beepers are required by law.
 - Suggestion of using high gates for plowing. Director Bell has explored this equipment, but it was not feasible.
 - There is an icy snowbank near The Golden Thread. Business owners have the responsibility to push the remaining snow off the sidewalk.

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- Congratulations to Kirsten Duncan for completing the Rick Hansen Foundation Certification.

General Insurance Contract

Director Deb Crowell presented a request to extend the contract of the Town’s insurance provider, BFL Canada.

See report for more information.

- **Discussion**

- Clarification of the liability claim amount and process.
- Investigations often occur between a claimant and the Town, and often these are not publicly disclosed in most municipalities.
- Question about the Town supporting a Councillor’s legal action.
- Why is there such a large gap between option 1 and option 2? It is a matter of how much risk anyone is willing to take, the Director of Finance would prefer a higher amount with option 1 which would be cost effective if the Town had several lawsuits. Some years there are few claims and other years there are multiple.

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

That Council Advisory Committee Recommend

That Council approve the extension of the Town’s relationship with BFL Canada for General Insurance and Risk Management Services for one year from April 1, 2022 to March 31, 2023

And further that the Town opt to maintain status quo coverage.

To be brought forward at the February 28, 2021 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Withdrawal from Capital Reserves

Director Deb Crowell presented a request to withdraw funds from the town’s capital reserves to support a number of items and activities.

See report for more information.

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

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That Council Advisory Committee Recommend

That Council approve the withdrawal of \$217,356.57 from two Town of Kentville Capital Reserves to partially fund the budgeted 2021-2022 projects as detailed in the attached report.

To be brought forward at the February 28, 2021 meeting of Council

MOTION CARRIED

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

Tax Exemption

Director Deb Crowell described the annual review of the limits set out in the Low Income Tax Exemption Policy.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the Low Income Tax Exemption resolution for the year 2022-2023 as detailed in the attached report.

To be brought forward at the February 28, 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 Councillor Paula Huntley 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) None.

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7. CORRESPONDENCE

(a) Glooscap Curling Club

CAO Troke described a request from the curling club to provide a letter of support for grants that will support their capital campaign.

(b) Quest Grant Approval

CAO Troke described the grant for the building energy project and a new grant which will be added to this project.

8. NEW BUSINESS

(a) Request for Decision – Meetings Policy

Deputy Mayor Savage described the existing Council meeting policy and its importance to decorum and organized debate during public meetings.

See report for more information.

- Discussion
 - Members of Council are encouraged to review the policy and make red line changes, and submit them to the Deputy Clerk by March 8, 2022.
 - Concerns are not about the policy but they are about the chair and not muting council members.
 - Suggestion that there be some communications to the public about how Roberts Rules works.
 - It is noted that 4.24 states that new items are to bring new items to the agenda through a Request for Decisions. This was an initiative by the past Council as led by leadership coach Gordon McIntosh.
 - What will be the format for reviewing this document? The policy will be reviewed by each Councillor and discussed at the next meeting, possibly with additional time to discussion and review line by line.
 - Concerns about last minute agenda items being added to the agenda.

The Chair states that Councillor Zebian is out of order.

- Solicitor Muttart brings up the challenge of reviewing a policy when members aren't happy with a process. Encourage the Chair to discuss how to approach meetings and then craft rules to support that.

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

Director Bell described the activities and priorities at the Regional Sewer Committee and reviewed the operation budget and capital budgets for Council to review.

See report for more information.

- Discussion

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- Why is the capital budget included in the operating budget? Part of the capital budget is funded by the operating budget.
- What is the value of sustaining this plan over building an entirely new plant including biodigesters? One of the values of these ponds is being able to control broad variations in water levels such as tides and storms.
- Is the sewer metered? It is flow plus straight calculation.

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

That Council Advisory Committee Recommend

That Council approve 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.

To be brought forward at the February 28, 2022 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 Councillor Craig Gerrard and seconded by Deputy Mayor Cate Savage

That Council Advisory Committee Recommend

That Council approve the Kings Regional Sewer 2022-2023 Capital Budget as presented at \$2,557,500.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

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

(c) Climate Projections Report

CAO Troke reviewed the CLIMAtlantic report with projections for a changing climate in Kings County in the coming decades and century.

See report for more information.

Pause for break at 8:17pm.

Back to meeting at 8:22pm

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(d) Mentoring Plus Update Report

CAO Troke presented the update report from Mentoring Plus.

See report for more information.

(e) Property Assessed Community Energy (PACE) Update

CAO Troke reviewed the past discussion about the PACE program, and the opportunities associated with participating in this program in the next fiscal year.

See report for more information.

- Discussion
 - Questions about how the financial model of PACE works. It is dependent on the uptake by residents, and the model of funding through internal or external sources. A presentation would include the models used by other municipalities and options for Kentville.
 - Is it cheaper for a Kentville resident to use the PACE program or to use the Nova Scotia power program? It depends on the interest rate that the Town implements.
 - Who in staff would administer the program? In the past, municipalities did a lot of the work, but now there is a better distribution of tasks.
 - At a PACE Atlantic briefing, it was noted that Wolfville’s program has been very successful. By comparison, Wolfville’s uptake has been higher than the City of Toronto.

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

That Council direct the CAO to set up a presentation by PACE to provide Council with decision making information.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

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

(f) Taxi Bylaw First Reading

Mayor Snow reviewed the changes required in the Taxi Bylaw to remove minor written errors.

See report for more information.

DRAFT

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

That Council Advisory Committee Recommend

That Council approve the proposed changes to fix the typographical errors and give first reading to the amended Taxi bylaw on February 28, 2022.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(g) Approval of Street Name

CAO Troke presented the proposed name for a new street near Mee Road – Hibou Court.

See report for more information.

- Discussion
 - Concerns about the grammar of this proposed name, and the possessive “s”.
 - Request that staff ask the developer consider Hibou Court, or Hiboux Court.

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

That Council Advisory Committee Recommend

That Council approve the proposed street name.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. IN CAMERA

(a) Human Resources Matter

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

That Council move into a closed session at 8:44 pm to discuss confidential matters relating to human resources.

DRAFT

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 8:51 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That Council Advisory Committee adjourn at 8:52 pm

MOTION CARRIED

KENTVILLE BUSINESS COMMUNITY

Presentation for Council

March 14, 2022



Kentville **Business** COMMUNITY



Mission

- KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.

Strategic Pillars



- Engagement & Communication



- Marketing & Promotion



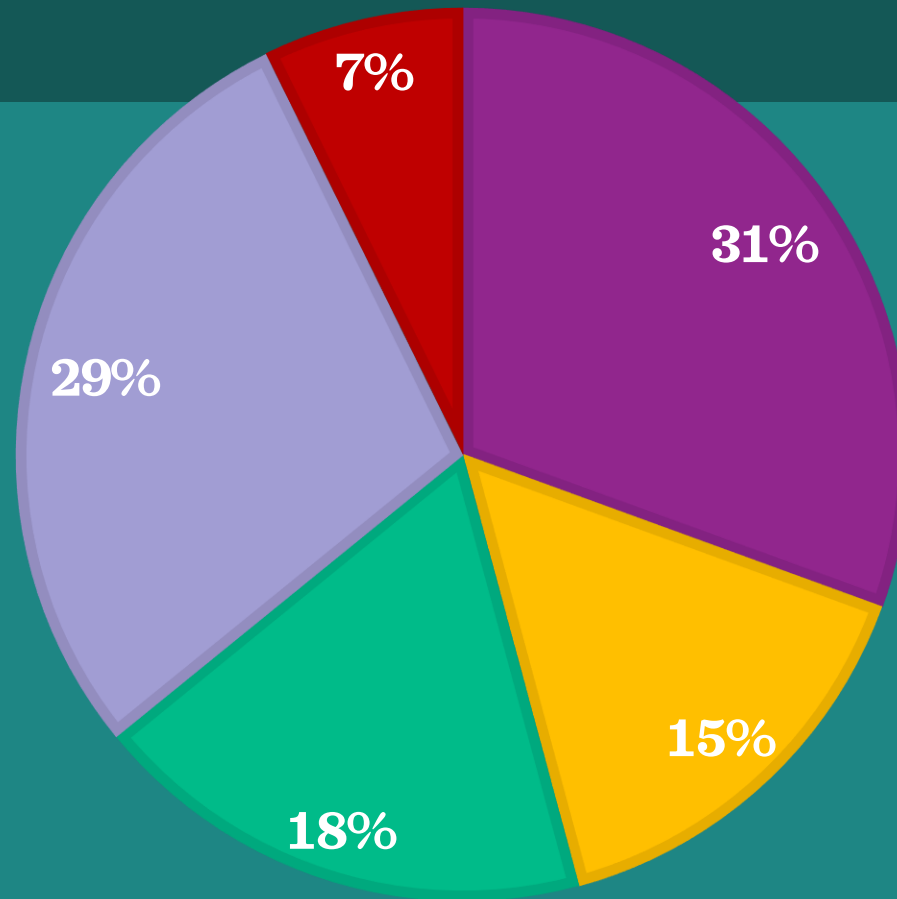
- Infrastructure & Investment



- Support & Recognition

KBC EXPENSES

- Façade & Décor Grants
- Marketing
- Promotions & Events
- Personnel
- Operations



Façade Improvement Program: New Business Incentive Stream



Seasonal Décor Grants

Holly Days, Fire & Ice, Festival of Flowers



Valley In the Alley



#weartkentville Mural Festival



Special Events



Shopping Promotions

GOLDEN TICKET!

CONGRATULATIONS - YOU HAVE FOUND A GOLDEN TICKET!

This ticket can be redeemed for \$50 KBC Dollars

Contact info@kentvillebusiness.ca to redeem your ticket

Your KBC Dollars will be mailed to your address

Then.... treat yourself! KBC Dollars can be used like cash at any participating Kentville businesses (list of businesses is included on the back of the coupon)



FIRE & ICE

Valentine's Give-Away

Over \$200 worth of gift certificates!

Step #1: Shop in Kentville **February 7th-13th**

Step #2: Take a photo of your receipt

Step #3: Send photo to communications@kentvillebusiness.ca or Kentville Business Community's Facebook page

Step #4: Tune in to KBC's Facebook page on Feb 14th to find out if you won!

Receipt must be from a business located in the Kentville town boundaries
Proof of purchase must be received by 8pm on Sunday, Feb 13th



REVIEW MOB!

On Monday, December 20th take a moment to give a good review to a Kentville business you love.



Community Engagement



Welcome Packages



Comfort Station





Town of Kentville

Staff Report to Council Advisory Committee

Department of Finance

FEBRUARY 28, 2022

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended February 28, 2022.

- The Investment Advisory Committee met on March 9, 2022 to hear the details of the month ended February 28, 2022.
- The 3rd quarter utility billing was due 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 February 28, 2022.
- Schedule C (Outstanding Taxation) is attached for the month ended February 28, 2022.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will encompass the fourth quarter billing- March 31, 2022.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended February 28, 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, 92% of the budget would be recorded. To February 28, 2022, overall revenue exceeds the average at 95.3% 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. Ten months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Eleven 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 92.7% expended. Some segments have exceeded the 92% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **Protective Services- Firefighting** 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. **Road Transport** exceeds the guideline due to Street repairs, Storm sewer repairs and Snow removal. At date of writing, snow removal exceeds its budget by 4.9% (\$13,900), with one month remaining. **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.
- **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 February 28, 2022 is \$(191,272) or 102.0% collected (last year- 100.6%). Total property tax as at February 28, 2022 is \$(189,628) (last year- \$(52,660)). This equates to 101.9% collected in total (last year- 100.5%).

Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met (virtually) on March 9, 2022 to discuss the report for the month ended February 28, 2022.

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

	COST	MARKET
Cash and short-term	\$1,713,267	\$1,714,162
Fixed income securities	6,665,763	6,532,030
Common shares	5,228,044	6,388,140
Total investments	<u>\$13,607,074</u>	<u>\$14,634,332</u>

The *Statement of Reserves (Schedule F)* is also attached. At February 28, 2022, interest paid into the fund is \$123,248, dividends paid into the fund total \$202,225; capital losses

are \$13,917 (last year loss-\$6,612). At February 28, management fees totaled \$31,265 (last year- \$29,426).

The revised ***Special Perpetual Reserve Fund Investment Policy*** was approved by the Minister for Municipal Affairs & Housing on February 3, 2022.

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, \$1,494,934 (65.7%) has been expended.

This concludes the monthly report from the Finance Department for February 28, 2022.

Respectfully Submitted,



Debra Crowell
Director of Finance

Town of Kentville Operating Fund

February 28, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	9,132,220	100.3%
Resource	45,400	45,252	99.7%
Economic development	113,800	113,654	99.9%
	<u>9,261,200</u>	<u>9,291,126</u>	100.3%
Area rates and frontages			
Area rates	666,300	687,235	103.1%
Special assessments	5,000	3,387	67.7%
	<u>671,300</u>	<u>690,622</u>	
Based on revenue			
Business property	<u>38,500</u>	<u>36,725</u>	95.4%
TOTAL TAXATION	<u>9,971,000</u>	<u>10,018,474</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>926,559</u>	90.8%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	27,177	71.9%
Rentals	397,500	288,072	72.5%
Interest	95,000	79,216	83.4%
Return on investments	630,000	100,000	15.9%
Other	44,300	47,319	106.8%
	<u>1,204,600</u>	<u>541,784</u>	45.0%
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	<u>317,000</u>	<u>317,000</u>	100.0%
	<u>317,000</u>	<u>317,000</u>	100.0%
TOTAL REVENUE 2021/2022	13,670,200	13,034,407	95.3%

Town of Kentville Operating Fund

February 28, 2022

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
GENERAL ADMINISTRATION			
Legislative	257,000	212,166	82.6%
General administration	1,447,200	1,311,086	90.6%
	<u>1,704,200</u>	<u>1,523,252</u>	89.4%
PROTECTIVE SERVICES			
Police- core program	2,509,200	2,258,876	90.0%
Police-sales of service	153,000	95,987	62.7%
Law enforcement	196,500	148,984	75.8%
Fire fighting	860,100	865,567	100.6%
Protective service- debt charge	5,000	5,086	101.7%
Emergency measures and other	130,500	97,472	74.7%
	<u>3,854,300</u>	<u>3,471,972</u>	90.1%
TRANSPORTATION SERVICES			
Common services	1,012,900	1,019,437	100.6%
Road transportation	762,800	781,295	102.4%
Public transit	285,900	270,005	94.4%
Transportation- debt charge	51,300	51,013	99.4%
Other	94,000	82,630	87.9%
	<u>2,206,900</u>	<u>2,204,380</u>	99.9%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	666,384	100.4%
PUBLIC HEALTH			
Public health and housing	96,500	7,264	7.5%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	229,446	99.3%
Other community development	389,200	352,498	90.6%
	<u>620,300</u>	<u>581,944</u>	93.8%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	477,165	88.6%
-Programmes (net)	141,800	86,420	60.9%
-Facilities	611,000	589,832	96.5%
-Debt charge	26,300	28,542	108.5%
Cultural	133,700	122,430	91.6%
	<u>1,451,600</u>	<u>1,304,389</u>	89.9%
EDUCATION			
	<u>1,610,000</u>	<u>1,475,727</u>	91.7%
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	12,673,198	92.7%

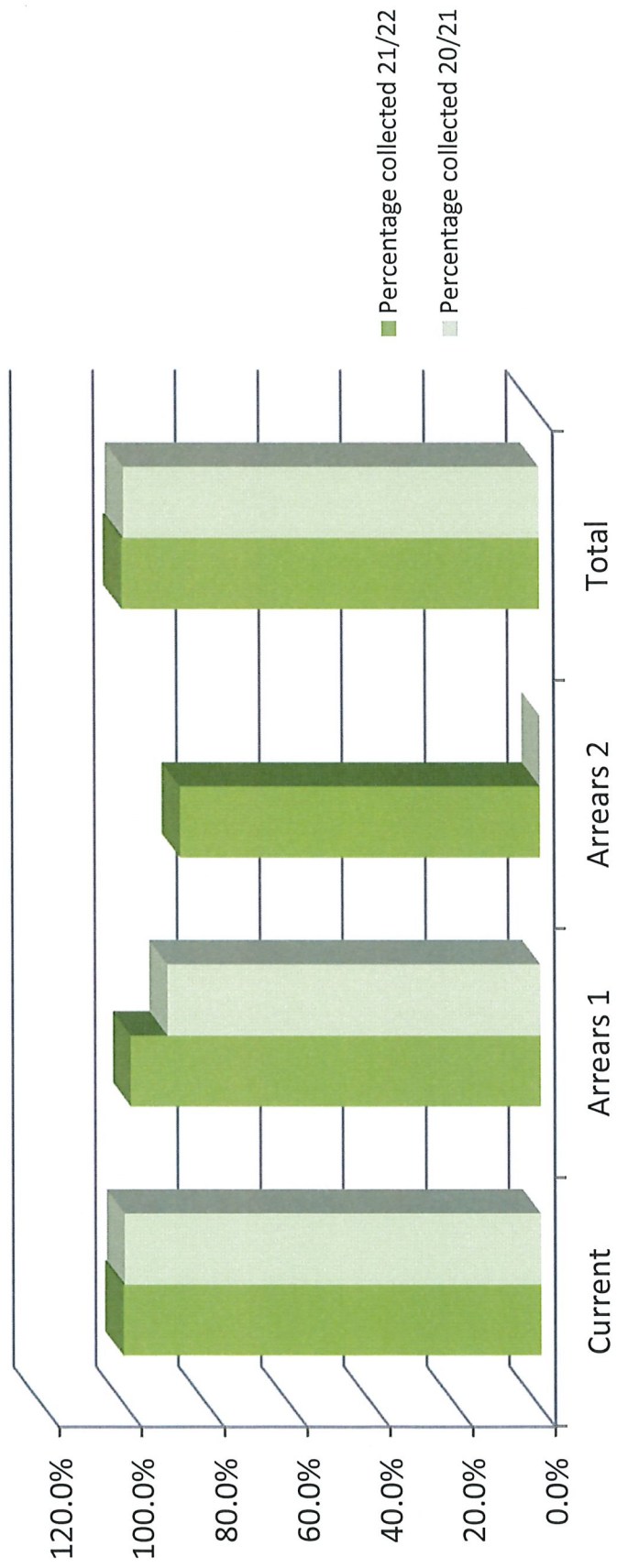
Town of Kentville Operating Fund

SCHEDULE C

February 28, 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</u>
	\$	\$	\$	OUTSTANDING
	\$	\$	\$	\$
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>(12,333)</u>	<u>0</u>	<u>0</u>	<u>(12,333)</u>
Total collectible	9,780,500	66,686	8,059	9,855,245
Total collected	<u>9,971,772</u>	<u>66,093</u>	<u>7,008</u>	<u>10,044,873</u>
Outstanding	<u>(191,272)</u>	<u>593</u>	<u>1,051</u>	<u>(189,628)</u>
Percentage collected 21/22	102.0%	99.1%	87.0%	101.9%
Percentage collected 20/21	100.6%	90.1%	0.0%	100.5%

Town of Kentville Outstanding Taxes as at February 28, 2022



Town of Kentville Perpetual Reserve Fund

Month ended February 28, 2022

Statement of Financial Position	2021 Actual \$	2020 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,714,162)	1,713,267	1,605,643
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	660	643
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$6,532,030)	6,665,763	6,875,628
Equities (at market- \$6,388,140)	5,228,044	5,205,218
Total assets	13,607,734	13,687,132
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,607,734	13,687,132
Total fund balance	13,607,734	13,687,132

Town of Kentville Perpetual Reserve Fund

Month ended February 28, 2022

Statement of Reserves	2021 Actual \$	2020 Actual \$
Balance, beginning of year	<u>13,327,443</u>	<u>13,354,167</u>
Add:		
Interest	123,248	178,978
Dividends	200,123	198,460
Capital dividend	2,102	
Accrued interest and dividends		
Capital gains		
Equities	(332)	(437)
Fixed income securities	(13,585)	(6,175)
	<u>311,556</u>	<u>370,826</u>
	<u>13,638,999</u>	<u>13,724,993</u>
Less:		
Management fees (net)	31,265	29,426
Return of capital		8,435
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>31,265</u>	<u>37,861</u>
Balance, end of year	<u>13,607,734</u>	<u>13,687,132</u>

March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	306,609	68.1%
Green Infrastructure Fund	154,000	22,733	14.8%
General Administration	20,000	10,877	54.4%
Protection	118,200	60,241	51.0%
Transportation	920,000	642,471	69.8%
Development	54,500	43,564	79.9%
Recreation	559,500	408,439	73.0%
	2,276,200	1,494,934	65.7%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	9,084	0.0%
Provincial- Green Infrastructure Funds	51,300	7,569	14.8%
Province of Nova Scotia		73,000	0.0%
	112,900	89,653	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	306,609	69.0%
Own Sources			
Equipment Capital	100,000	100,000	100.0%
Town Capital			
General allocation	441,400	206,092	46.7%
Recreation	63,500	40,576	63.9%
	1,049,200	346,668	33.0%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING			
	1,064,100	721,479	67.8%
	2,276,200	1,494,934	65.7%

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	12,822
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	1,565
05-35-71-560	Green Infrastructure Planning		8,347
	PROJECTS	154,000	22,733
	FUNDING		
	Green Infrastructure Fund (Federal)	61,600	9,084
	Green Infrastructure Fund (Provincial)	51,300	7,569
	Borrowing	41,100	6,080
	TOTAL	154,000	22,733

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

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	18,661
	PROJECTS	118,200	60,241
	FUNDING		
	Cash		
	Capital from revenue	50,000	25,526
	Proceeds on sale		5,000
	Capital contribution		
	Reserves	68,200	29,716
	Borrowing		
	TOTAL	118,200	60,241

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER #	TRANSPORTATION SERVICES Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	325,000	321,338
05-35-71-450	Public Works building	50,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	18,317
	Flood mitigation		
05-35-71-400	River Street dyke	40,000	19,814
	Streets-BRIDGE- Approaches (ADDED)		
	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	153,487
05-35-71-570	Palmer subdivision	110,000	127,964
05-35-71-540	Kentville Business Park	-	1,551
05-35-71-580	Study- Asset Management Storm Sewer	25,000	0
	PROJECTS	920,000	642,471
	FUNDING		
	CASH		
	Equipment capital reserve	100,000	100,000
	Capital reserve- general allocation	140,000	44,814
	Borrowing	680,000	497,657
	TOTAL	920,000	642,471

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		10,350
	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	0
	PROJECTS	54,500	43,564
	FUNDING		
	Capital Reserve- Town General	54,500	43,564
	Capital contribution- Province		
	Borrowing		
	TOTAL	54,500	43,564

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 Spaces		
	Gorge survey/trails (ADDED)		
	Arena		
05-35-72-500	Steps, drain, water heater	41,500	48,994
05-35-72-550	Arena canteen upgrades (ADDED)		983
	Parks/Playgrounds		
	Oakdene Park Trail/Dipping station	28,000	
05-35-72-600	Memorial Park Gazebo	10,000	0
05-35-73-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	242,688
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	10,462
05-35-73-400	Memorial Park- Staff lunchroom	15,000	15,877
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	14,964
05-35-73-150	Dog park- east end (CWIP)	55,000	34,628
05-35-74-700	Equipment	87,000	33,268
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	408,439
	FUNDING		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	77,121
	Capital reserve- Recreation	63,500	40,576
	Borrowing	343,000	217,742
	TOTAL	559,500	408,439



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: March 8, 2022

Re: **PROJECTION REPORT- March 31, 2022 as at February 28, 2022**

The sixth projection report to March 31, 2022 (as at February 28, 2022) is attached to this memo.

In this sixth report, the Town of Kentville is projecting a surplus position of **\$29,900** (last month- surplus \$170,000).

Everything known to date is captured in this report.



**TOWN OF KENTVILLE OPERATING FUND
PROJECTIONS TO MARCH 31, 2022
As at February 28, 2022**

REVENUE

Overall, actual revenue is projected to end the year over budget **\$91,600**. The particulars are as follows:

2 TAXES (budget \$9,971,000; projected \$10,009,600; **OVER BUDGET \$38,600**)

- Taxation is **over budget \$30,100**. 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- Special Assessment falls **under budget \$1,600** due to actual curb frontage interest recorded.
- 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 \$216,000; **OVER BUDGET \$5,000**)

This section is expected to exceed its budget by 2.4%.

- Province- Protective services-secondment will **exceed its budget by \$5,000**, as all remuneration and expenses are billed to the Province.

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 \$1,048,100; **UNDER BUDGET \$156,500**)

Own source revenue is projected to fall short of its budget.

- Permits- **fall under budget by \$7,300**, mainly due to Provincial court fines.
- 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 \$ 83,000** due to new restrictions in place due to the 4th wave of COVID-19.
- Interest revenue will end the year **under budget by \$ 6,400**, mainly due to tax interest.
- Return on investments has been **reduced \$ 70,000**, as the supplementary withdrawal is not required.
- Miscellaneous revenues in total **exceed budget by \$3,100** and mainly 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- TIANS will provide **\$3,500** for the Visitor Information Center.

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

This section is projected to meet its budget.

EXPENDITURES

Overall, expenditures are projected to be over **budget by \$61,700**. The Town Operating Fund is projecting **a surplus of \$29,900**. The particulars are as follows:

9 LEGISLATIVE (budget \$257,000; projected \$235,500; **UNDER BUDGET \$21,500**)

This segment is expected to fall under budget 8.4%.

- Remuneration Mayor & Council will provide **savings of \$ 2,200**.
- Mayor & Council expenses will provide **\$19,300 in savings** due to limited travel and conferences.

10 GENERAL ADMINISTRATION (budget \$1,447,200; projected \$1,464,000; **OVER BUDGET \$16,800**)

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

- Remuneration will **exceed budget \$7,500**, due to changes in complement as well as increases in CRA deductions.
- Office expenses are projecting **over budget by \$27,800**, due to legal expenses and the annual insurance premium for Administration, offset by savings in Other administration.
- Debt charges fall **under budget \$1,700**, as the Spring 2021 debenture discount expenditure fell under budget.
- Programmes **provides savings of \$6,300** due to a decrease in Reduced taxes Section 69 of \$1,300 and a reduction in Grants (in total) of \$5,000.

- Valuation allowances will fall **under budget \$10,500**, due to a decrease in accrued sick leave expenditure offset by an increase in the allowance for doubtful accounts.

11 12 13 PROTECTIVE SERVICES (budget \$3,854,300; projected \$3,788,400; **UNDER BUDGET \$65,900**)

Police Protection- core program is projecting to be **under budget \$1,900**.

- Remuneration will exceed budget by \$ 1,000 overall.
- 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 \$8,400 partially due to the changeover 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). Other expenditures include the purchase of a chair, stripping and waxing floors and invoicing from Public Works.
- Operations- Technology provides savings of \$2,500.
- Operations- Vehicle exceeds budget by \$ 6,100. Savings are found in general insurance (\$3,900) offset by an increase in Operations & maintenance of vehicles \$10,000. KPS has not been able to obtain its budgeted vehicle and, therefore, fleet repairs have increased.
- Operations- Programmes provide savings of \$10,600 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 fall **below budget \$47,600** (-31.1%).

- Remuneration Full time and Part time provides savings of \$47,000, due to changes in the staff complement.
- Reallocation of BackCheck staff to Administration provides \$600 savings in this segment.

Law Enforcement

This section is projected to provide **savings of \$ 11,100**.

- Savings of \$5,000 will be found in Legal as there are no outstanding grievances or collective bargaining issues.
- Other- Crossing guards will provide savings of \$6,100 due to school closures re: the pandemic.

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 \$8,000.**

- 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 \$9,000. Animal control has no expenditures and therefore the budget is reduced by \$ 9,000. 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 \$2,370,600; **OVER BUDGET \$163,700**)

Transportation Services is projecting to end the year over budget 7.4%.

- **Common Services** is projecting to be **over budget \$57,500.** Remuneration will fall under budget \$16,600, as reallocation to other cost centres offsets the increase in remuneration. Office expenditures will exceed budget \$11,400 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 \$8,300, due to increased heating costs. Operations- Communication will provide savings of \$900. Operations-vehicles will exceed budget by \$55,300, due to vehicle repairs & maintenance over the winter months offset by savings for the general insurance premium for 21/22.
- **Road transport programmes will exceed budget by \$122,100.** Street repairs will exceed budget by \$19,300 (patch paving and cold patch). Storm sewer maintenance exceeds budget \$12,100 while Street cleaning exceeds budget by \$6,900. Snow and ice removal will exceed budget 59,500, due to the constant weekend storms over the winter months. 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 \$3,400 due to line marking and street signage throughout the year.
- **Public transit will fall short of budget by \$15,900,** due to receipt of our share of the 20/21 Kings Transit Authority surplus- \$12,700. 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 \$669,800; **OVER BUDGET \$5,800**)

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

- Solid Waste Collection- Materials & Supplies will provide **savings of \$ 500.**
- Transfer to Valley Region Solid Waste-Resource Management Authority will **exceed budget \$6,300** due to the payment of our share of legal costs shared jointly by the partners.

17 PUBLIC HEALTH AND HOUSING (budget \$96,500; projected \$87,300; **UNDER BUDGET \$9,200**)

This section is projected to end the year **under budget -9.5%.**

- Deficit of Housing Nova Scotia falls **under budget \$14,200** due to a combination of reversing last year's Housing NS accrual and setting up the estimate of this year's accrued expenditure. (Billings from Housing NS for the prior year typically arrive in late May or June).
- Other Public Health- Grants **exceed budget by \$5,000.** A new grant was released to Open Arms Society while increases were afforded to Kings Volunteer Resource Centre and Kings County Seniors Safety Council offset by a reduction in the grant to New Horizons Seniors Club.

18, 19 ENVIRONMENTAL DEVELOPMENT (budget \$620,300; projected \$645,100; **OVER BUDGET \$24,800**)

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

- **Planning & zoning is increased \$21,500.** Remuneration provides savings of \$900. Office expenditures exceed budget \$22,400 due to payment of an insurance deductible. The Director anticipates that Research drafting and mapping will exceed budget but savings are found in several office supply accounts.
- **Community development overall will exceed budget by \$ 10,400.** Transfer to Valley REN provides savings of \$600, while other community development accounts exceed budget \$10,000, due to expenditures related to Town-owned lands.
- **Natural Resources- Shade tree** currently provides **savings of \$500.**
- **Economic development** overall provides **savings of \$6,600.** CED remuneration and office will fall under budget \$1,400 and Tourism provides savings of \$5,200.

20, 21, 22 RECREATION & CULTURAL (budget \$1,451,600; projected \$1,398,900; **UNDER BUDGET \$52,700**)

This department is projected to be under budget by **-3.6%.**

- Administration (overall) is projecting to be **under budget \$29,400.** Remuneration will end the year under budget by \$16,800 due to changes in staffing complement. Office expenditures will provide savings of \$16,800. Legal expenditures, Professional fees, Committee meeting expenditure and Office supplies offset by increases in Training, General insurance and Other. Vehicles & equipment will

exceed budget by \$4,200. 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 \$5,000**. Savings are found in Grants, Swimming pool, Multi-sport camp, Community events and Canada Cup event accounts offset by an increase in Day camp and Other programmes.
- “Other- Parks Division” will provide **savings of \$49,000** 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 Swimming pool and Parks & playgrounds-general.
- Debt charges exceed **budget by \$ 2,200**, but reflect the debt repayment schedule.
- 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	9,969,500	0.4%
Special Assessments	5,000	3,400	-32.0%
Business Property	38,500	36,700	-4.7%
Other	-	-	0.0%
	<u>9,971,000</u>	<u>10,009,600</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	125,000	4.2%
Local government	91,000	91,000	0.0%
	<u>211,000</u>	<u>216,000</u>	2.4%
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	30,500	-19.3%
Rentals	397,500	321,600	-19.1%
Interest	95,000	88,600	-6.7%
Return on investment	630,000	560,000	-11.1%
Other	44,300	47,400	7.0%
	<u>1,204,600</u>	<u>1,048,100</u>	-13.0%
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>13,761,800</u>	0.7%

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures	Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION			
9 Legislative	257,000	235,500	-8.4%
10 General Administration	1,447,200	1,464,000	1.2%
	1,704,200	1,699,500	-0.3%
PROTECTIVE SERVICES			
11 Police- Core program	2,509,200	2,507,300	-0.1%
11-1 Police- Sales of service	153,000	105,400	-31.1%
11-2 Law enforcement	196,500	185,400	-5.6%
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	121,800	-6.7%
	3,854,300	3,788,400	-1.7%
TRANSPORTATION SERVICES			
14 Common services	1,012,900	1,070,400	5.7%
15 Road transportation	762,800	884,900	16.0%
15 Public transit	285,900	270,000	-5.6%
15 Transport- debt charges	51,300	51,300	0.0%
15 Other transportation	94,000	94,000	0.0%
	2,206,900	2,370,600	7.4%
ENVIRONMENTAL HEALTH SERVICES			
16 Solid waste collection and recycling	664,000	669,800	0.9%
PUBLIC HEALTH			
17 Public health and housing	96,500	87,300	-9.5%
ENVIRONMENTAL DEVELOPMENT			
18 Planning and zoning	231,100	252,600	9.3%
19 Other community development	389,200	392,500	0.8%
	620,300	645,100	4.0%
RECREATION AND CULTURAL			
20 Recreation-Administration	538,800	509,400	-5.5%
21 -Programmes & other	141,800	87,800	-38.1%
22 -Facilities	611,000	641,500	5.0%
22 -Recreation- Debt charges	26,300	28,500	8.4%
22 Cultural	133,700	131,700	-1.5%
	1,451,600	1,398,900	-3.6%
23 EDUCATION	1,610,000	1,609,900	0.0%
FINANCING AND TRANSFERS			
24 Debt charges (principal)	829,500	829,500	0.0%
24 Transfers to allowances and reserves	632,900	632,900	0.0%
	1,462,400	1,462,400	0.0%
TOTAL EXPENDITURE	13,670,200	13,731,900	0.5%
PROJECTED SURPLUS (DEFICIT)		29,900	0.2%

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	751,900
Resource-Taxable assessments	45,400	45,200
Resource-Forest under 50,000 acres	100	100
	<u>9,147,400</u>	<u>9,177,500</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>9,969,500</u>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	5,000	3,400
	<u>5,000</u>	<u>3,400</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>10,009,600</u>
OVER BUDGET (UNDER BUDGET)		<u>38,600</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

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

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	<u>120,000</u>	<u>125,000</u>
Local government		
Kings County- Recreation	50,000	50,000
Kings County-Cultural	<u>41,000</u>	<u>41,000</u>
	<u>91,000</u>	<u>91,000</u>
	<u>211,000</u>	<u>216,000</u>
OVER BUDGET (UNDER BUDGET)		<u>5,000</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	129,900	129,900
General Administration- Finance	38,700	38,700
Protection-Police	480,000	480,000
Public works- Administration	142,500	142,500
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	75,000	75,000
- Capital	5,000	5,000
- Street Sweeper	-	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	17,000
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
	37,800	30,500
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	250,000
	397,500	321,600
Interest	95,000	88,600
Return on investments	630,000	560,000
Miscellaneous-General	44,300	45,100
Miscellaneous-Police	-	2,300
Miscellaneous- Recreation	-	-
	1,204,600	1,048,100
OVER BUDGET (UNDER BUDGET)		(156,500)

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	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)		<hr/> 168,700 <hr/>

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
	<u>-</u>	<u>35,800</u>
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
	<u>125,000</u>	<u>154,900</u>
	<u>125,000</u>	<u>190,700</u>
OVER BUDGET (UNDER BUDGET)		<u>65,700</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	48,100	47,600
Expenses	7,000	4,000
Legislative benefits		
CPP	9,800	9,800
Group insurance	6,700	6,700
Council		
Remuneration	159,100	157,400
Expenses	6,300	1,000
Expenses- Gerrard	3,000	1,000
Expenses- Maxwell	3,000	1,000
Expenses- Savage	3,000	1,000
Expenses-Huntley	3,000	2,000
Expenses-Yorke	3,000	1,000
Expenses- Zebian	3,000	1,000
Other		
Other meeting expenditures	2,000	2,000
Election		
	257,000	235,500
OVER BUDGET (UNDER BUDGET)		(21,500)

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	606,300	596,600
Benefits 121-22-02X	98,900	116,100
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	4,500
External collection expenditure	700	200
Other administration	20,000	15,000
Bank charges	9,500	9,500
	164,000	191,800
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	-
Grant-Kentville Lions Club		2,000
Assessment Services	90,900	90,900
	160,200	153,900
Valuation Allowances		
Accrued sick leave	60,000	30,000
Other doubtful A/R	3,000	22,500
	63,000	52,500
TOTAL GENERAL ADMINISTRATION	1,447,200	1,464,000
OVER BUDGET (UNDER BUDGET)		16,800

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	351,900	358,700
Remuneration- Sergeant	403,400	395,600
Remuneration-Constable	817,700	789,900
"Stat" pay	40,000	45,100
"M" time pay	5,000	1,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	40,000	42,700
Secondment	107,100	122,500
	1,781,100	1,771,500
Benefits 122-12-02X	314,900	325,500
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	36,200
	50,700	59,100
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	21,000
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	2,000
Crime prevention/community relations	2,500	2,800
Custody and detention of prisoners	35,000	44,100
	59,500	48,900
TOTAL POLICE PROTECTION	2,509,200	2,507,300
OVER BUDGET (UNDER BUDGET)		(1,900)
TOTAL POLICE PROTECTION (carried forward)	2,509,200	2,507,300
POLICE PROTECTION REVENUE		
Secondment- Province	120,000	125,000
Fines and fees- Province	25,000	17,000
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	260,700
NET POLICE PROTECTION	2,264,200	2,246,600
SALES OF SERVICE EXPENSE		
Remuneration	83,300	55,000
Remuneration Part time	48,000	38,000
Benefits	21,700	13,000
Internal allocation		(600)
	153,000	105,400
NET SALES OF SERVICES		(47,600)
SALES OF SERVICE REVENUE		
Sales of service- Police	480,000	480,000
NET SALES OF SERVICES		(374,600)

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	21,000
Parking enforcement officer	64,300	64,300
	111,600	100,500
TOTAL LAW ENFORCEMENT	196,500	185,400
OVER BUDGET (UNDER BUDGET)		(11,100)
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	175,400

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	32,800	33,100
OTHER PROTECTIVE SERVICES		
Animal control	12,000	3,000
Building inspection	32,700	27,100
Occupational Health & Safety	10,000	15,000
Fire inspection	43,000	43,600
	97,700	88,700
TOTAL OTHER PROTECTIVE SERVICES	97,700	88,700
TOTAL EMERGENCY MEASURES AND OTHER	130,500	121,800
OVER BUDGET (UNDER BUDGET)		(8,700)

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	239,000	263,000
Work crew	521,800	501,000
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	86,000
	872,800	882,000
Benefits 123-12-02X	240,100	260,000
Internal allocation 123-13-010	(504,300)	(550,000)
Office Expenditures		
Professional/engineering	-	7,400
Professional studies	5,000	2,000
Director's Expenditure	3,600	3,600
Training	10,000	14,300
Insurance-liability/ E & O	33,400	36,100
Office supplies	3,000	3,000
Telephone	7,000	7,000
Other administration	1,700	1,700
	63,700	75,100
Occupancy-Public Works building 123-15-0XX	38,700	47,000
Operations-Communications		
Communication	4,000	3,100
Operations-Vehicles and equipment		
Wages-repairs	62,000	74,000
Insurance	14,000	12,700
Lease of equipment	26,400	27,300
Gasoline/diesel	55,000	55,000
External equipment repairs	40,000	68,000
Equipment parts	70,000	89,000
Equipment supplies	22,000	23,200
Small tools and equipment	8,500	4,000
	297,900	353,200
TOTAL COMMON SERVICES	1,012,900	1,070,400
OVER BUDGET (UNDER BUDGET)		57,500

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	115,000	134,300
Sidewalk repairs	5,000	5,000
Storm sewer maintenance	65,000	77,100
Street cleaning	26,000	32,900
Snow and ice removal	285,000	344,500
Street lighting	160,000	180,900
Traffic services	60,000	63,400
Parking and other	46,800	46,800
TOTAL ROAD TRANSPORTATION	762,800	884,900
OVER BUDGET (UNDER BUDGET)		122,100
PUBLIC TRANSIT		
Kings Transit Authority	270,400	257,700
Kings Point to Point	15,500	12,300
TOTAL PUBLIC TRANSIT	285,900	270,000
OVER BUDGET (UNDER BUDGET)		(15,900)
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	500
	<u>37,000</u>	<u>36,500</u>
Landfill		
Landfill contract-Kings Co.	<u>5,600</u>	<u>5,600</u>
Valley Region Solid Waste-Resource Management Authority	<u>621,400</u>	<u>627,700</u>
TOTAL GARBAGE AND WASTE COLLECTION	<u>664,000</u>	<u>669,800</u>
OTHER AIR POLLUTION		
Other air pollution	<u>-</u>	<u>-</u>
TOTAL	<u>664,000</u>	<u>669,800</u>
OVER BUDGET (UNDER BUDGET)		<u>5,800</u>

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	75,800
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	87,300
OVER BUDGET (UNDER BUDGET)		(9,200)

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration Administrative	165,000	162,500
Benefits 126-12-02X	26,600	28,200
Office Expenditures		
Legal	10,000	10,000
Committee honoraria		-
Committee meeting expenditure	100	-
Advertising and promotion	2,000	2,000
Expenditures-Director	4,500	4,000
Training and development	2,500	2,000
Insurance	8,400	32,100
Office supplies	3,000	2,000
Telephone	2,500	3,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	4,000	5,000
Registration legal documents	500	300
Miscellaneous	1,000	-
	39,500	61,900
TOTAL PLANNING AND ZONING	231,100	252,600
OVER BUDGET (UNDER BUDGET)		21,500

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	23,400
	28,300	39,300
	146,100	156,500
OVER BUDGET (UNDER BUDGET)		10,400
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	6,000
DEBT CHARGES	31,200	31,200
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	78,000	79,600
CED Office	5,500	2,500
	83,500	82,100
Tourism		
Tourism	15,400	10,200
Promotions		
Promotions	106,500	106,500
Other		
Apple Blossom Festival	-	-
TOTAL OTHER ECONOMIC DEVELOPMENT	205,400	198,800
OVER BUDGET (UNDER BUDGET)		(7,100)

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	372,100	365,000
Benefits 127-12-02X	86,200	76,500
Internal allocation 127-13-010	(49,800)	(49,800)
Office Expenditures		
Legal fees	1,000	100
Professional fees	21,000	200
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	12,800
Equipment lease	2,000	2,700
Other	7,500	12,200
	81,200	64,400
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	20,700
	49,100	53,300
TOTAL ADMINISTRATION-RECREATION	538,800	509,400
OVER BUDGET (UNDER BUDGET)		(29,400)

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	13,600
Day camp 127-23-0XX	16,500	23,300
Multi-sport camp 127-24-0XX	6,300	5,200
Other programmes 127-25-0XX	10,000	10,800
Community events 127-26-0XX	13,000	11,900
Canada Cup event 127-26-XXX	5,000	-
Spike fund 127-28-0XX	-	-
TOTAL RECREATION PROGRAMMES	75,800	70,800
OTHER		
Parks division and trees 127-43-0XX	66,000	17,000
TOTAL OTHER RECREATION	141,800	87,800
OVER BUDGET (UNDER BUDGET)		(54,000)

Town of Kentville Operating Fund -11/12

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	43,500	43,500
Swimming pool 127-42-0XX	16,500	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	49,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	30,000	21,000
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	28,500
OVER BUDGET (UNDER BUDGET)		2,200
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	86,900	86,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	-
TOTAL CULTURAL	133,700	131,700
OVER BUDGET (UNDER BUDGET)		(2,000)

Town of Kentville
Operating Fund -21/22

March 31, 2022

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

Town of Kentville Operating Fund -21/22

March 31, 2022

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



Memo

To: Dan Troke, CAO
From: Debra Crowell, Director of Finance
Date: March 8, 2022
Re: **DEBENTURE FUNDING- Spring 2022**

Paul Wills, Chief Executive Officer of Nova Scotia Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring.

The Town of Kentville requires debenture funding for the following.

Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR-21/22-01	Various	\$1,064,100	\$728,400
TBR-21/22-02	Sanitary Sewer	<u>235,000</u>	<u>235,000</u>
TOTAL		<u>\$1,299,100</u>	\$963,400

The Municipal Government Act provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. Nova Scotia Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to Nova Scotia Municipal Finance Corporation.

You will find the required pre-approval resolutions attached along with a copy of the duly approved temporary borrowing resolutions (TBR).

A **Letter of Commitment** for the debenture issue will be sent to the NSMFC, along with a copy of the Temporary Borrowing Resolutions. The Preapproval Resolutions will be forwarded to the Minister once they are ratified by Council. The **deadline** for submission is **Friday April 22, 2022**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolutions for ***Pre-approval of Debenture Issuance*** be approved and forwarded to Town Council for ratification. After ratification, they will be forwarded to Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2022.

Resolution #	Purpose	Funding Requested
TBR-21/22-01	Various	\$728,400
TBR-21/22-02	Sanitary Sewer	<u>235,000</u>
Total		<u>\$963,400</u>

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister");

AND WHEREAS the resolution of council to borrow **FOR CAPITAL BUDGET PROJECTS (TBR-21/22-01)** was approved by the municipal council on September 27, 2021;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$1,064,100** for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2022.

GIVEN under the hands of the Mayor and the Clerk of the **Town of Kentville** this day of 2022.

Mayor

Clerk

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister");

AND WHEREAS the resolution of council to borrow money **FOR SANITARY SEWER BURKE SUBDIVISION (TBR-21/22-02)** was approved by the municipal council on September 27, 2021;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$235,000** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2022.

GIVEN under the hands of the Mayor and the Clerk of the Town of Kentville this day of 2022.

Mayor

Clerk

**MUNICIPAL COUNCIL OF THE
TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,064,100

Purpose: Capital Budget Projects

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Kentville borrow a sum or sums not exceeding One Million Sixty-Four Thousand and One Hundred Dollars (\$ 1,064,100) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Kentville to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding One Million Sixty-Four Thousand and One Hundred Dollars (\$ 1,064,100) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the 27 day of Sept, 2021.

GIVEN under the hands of the Clerk and under the seal of the Town of Kentville this 29 day of Sept, 2021.



Clerk

**MUNICIPAL COUNCIL OF THE
TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,064,100

Purpose: Capital Budget Projects

SCHEDULE "A"

		\$
Heading: Green Infrastructure Grant - AT Plan		
Item	West Main Street Pathway	10,700
Item	Aldershot Rail Trail/Bridge	13,300
Item	Bike Lanes Signs/Marking (13 locations)	17,100
Item		
Heading Sub Total:		41,100
Heading: Transportation		
Item	Equipment - Loader	200,000
Item	Downtown ornamental lights	50,000
Item	Sidewalk - Prospect Ave and Park Street	100,000
Item	Storm Sewer - Palmeto and Burke Subdivision	330,000
Heading Sub Total:		680,000
Heading: Recreation (Memorial Park Specific)		
Item	Memorial Park - Skatepark Bowl	219,000
Item	Memorial Park - Irrigation system	40,000
Item	Memorial Park - Staff lunchroom upgrades	15,000
Item		
Heading Sub Total:		274,000
Heading: Recreation (Other)		
Item	KCA Playground - accessible feature	30,000
Item	Dog Park	39,000
Item		
Item		
Heading Sub Total:		69,000
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		1,064,100

Certificate

TEMPORARY BORROWING RESOLUTION

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 27 of September, 2021 with a request to borrow a sum or sums not exceeding One Million Sixty-Four Thousand One Hundred Dollars (\$ 1,064,100) for purposes of capital borrowing related to Capital Budget and under the terms and conditions as set out within the resolution, is hereby approved.

DATED this 5TH day of NOVEMBER, 2021.



Honourable John Lohr
Minister of Municipal Affairs and Housing

**MUNICIPAL COUNCIL OF THE
TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 235,000

Purpose: Sanitary Sewer, Burke Subdivision - Colonial/Pleasant

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Kentville has determined to borrow for the purposes of Sanitary Sewer, Burke Subdivision - Colonial/Pleasant;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Kentville borrow a sum or sums not exceeding Two Hundred and Thirty-Five Thousand Dollars (\$ 235,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Kentville to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Two Hundred and Thirty-Five Thousand Dollars (\$ 235,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville

held on the 27 day of Sept, 2021.

GIVEN under the hands of the Clerk and under the seal of the Town of Kentville

this 29 day of Sept, 2021.

D. S. [Signature]
Clerk

Certificate

TEMPORARY BORROWING RESOLUTION

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 27 of September, 2021 with a request to borrow a sum or sums not exceeding Two Hundred Thirty-Five Thousand Dollars (\$ 235,000) for purposes of capital borrowing related to the Sanitary Sewer and under the terms and conditions as set out within the resolution, is hereby approved.

DATED this 5TH day of NOVEMBER, 2021.



Honourable John Lohr
Minister of Municipal Affairs

Memo

To: Dan Troke, CAO
 From: Debra Crowell, Director of Finance
 Date: March 8, 2022

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 2

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>	<u>Draw</u> <u>#2</u>
		\$	\$	\$
Gas Tax Infrastructure	Burke subdivision 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	-	18,660.97
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	8,706.56
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	27,367.53
PROJECTS ADDED	Kentville Futures	0	1,175.33	(1,175.33)
	Gateway signage	0	9,090.52	1,259.24
	Arena Canteen	0	-	982.69
	Memorial Park- Staff lunchroom	0	-	876.80
Total additions		0	10,265.85	1,943.40
TOTAL DRAW # 2		504,900	217,356.57	29,310.93

The Town of Kentville Capital Reserve- General Allocation contains **\$1,672,830** and after the withdrawal, it will contain **\$1,643,519**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$29,310.93** from the Town of Kentville Capital Reserve- General Allocation.

This transfer 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 **\$29,310.93** 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
Date: March 4, 2022

Re: RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE

This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2022. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the final position of the Town Operating Fund will not be assured until early-to-mid May 2022.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2022/2023 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also affect the Town's Financial Condition Index for the 2021/2022 year.

The Town can eliminate a potential year-end deficit by the passage of a "blanket" resolution which permits transfer of funds from the Town's Operating Reserve to offset a shortfall.

The Town's Operating Reserve Fund- General Allocation contains \$385,584 as at March 4, 2022.

RECOMMENDATION

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2022, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2021/2022

WHEREAS S.99 (6) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating 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 Operating Reserve* be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2022, after all year-end transactions are quantified.

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
March 14 for February 2022.**

Activity Report and Permits Report, attached

Programs and Operations

- 6 Permits Issued: Building valuation of \$1,383,105 for a year total of \$10,110,930

Projects

- Ryan Park and Miners Landing – two of the larger construction projects in Kentville are progressing well. Discussions are underway for the next phase of Ryan's park
- Amendments to the LUB to increase the maximum size of ancillary dwelling units (ADU's) has been given 2nd reading. A Notice of Decision was posted in March 8, 2022 Advertiser. There is a 14-day appeal period for folks to appeal the decision to the NS Utility and Review Board.
- Rezoning. Staff are reviewing a couple of rezoning applications and requests.
- 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.
- Hibou Court. Staff meet with the developers of Hibou Court to discuss the future use of the remaining lands on Mee Road.

- **Public Engagement**
- Ongoing

Meetings and Events

- CAC
- Senior Management
- Training Committee

- Pictometry training
- Internal Active Transportation/Accessibility Committee
- Homeward Bound properties – Land Development
- West Nova Propane

Respectfully Submitted,



Beverly Gentleman, Director of Planning and Development.

Activity Report

Planning & Development

February 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> FEBRUARY 2022		<i>PERMITS ISSUED</i> FEBRUARY 2021	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	6	14	9	17
Total Building Value (\$)	1,383,105	10,110,930	1,297,000	4,457,100
Permit Revenue (\$)	574.93	6,867.72	1,861.07	7,144.11

Permits Report

Planning & Development

February 2022



Permit #: 3985	Permit Date: 02/08/2022
Value of Construction: \$38,835.00	Fee: \$28.93
New Accessory Construction – Constructing a new 171 sq ft deck with pergola and new stairs with 32 sq ft landing.	

Permit #: 3986	Permit Date: 02/11/2022
Value of Construction: \$20,000.00	Fee: \$0.00
Commercial/Industrial Addition – Constructing stairs on the front of a multi-unit commercial building	

Permit #: 3989	Permit Date: 02/24/2022
Value of Construction: \$272,270.00	Fee: \$50.00
Solar Panel – Installing Solar Panels on the roof of an Automobile Sales Establishment	

Permit #: 3991	Permit Date: 02/24/2022
Value of Construction: \$2,000.00	Fee: \$24.40
Renovations – Removing a load bearing wall in the main level of a dwelling	

Permit #: 3987	Permit Date: 02/24/2022
Value of Construction: \$600,000.00	Fee: \$242.86
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,822 sq ft and garage space is 272.13 sq ft.	

Permit #: 3988	Permit Date: 02/24/2022
Value of Construction: \$450,000.00	Fee: \$228.74
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,720 sq ft and garage space is 444 sq ft.	

Total Value of Construction:	\$1,383,105.00	Total Permit Fees:	\$574.93
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Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

March 2022

Programs and Operations

- The MediaPlanet feature appearing in the Globe and Mail will print on March 23. The Business Recruitment 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.
- Planning for Spring/Summer is ongoing including preparations and info gathering for upcoming capital projects, programming, and events.

Tourism /Special events

- Currently the CEDC is working on preparations for the opening of the Visitor Information Centre including hiring some support staff. Additional positions this year will allow us to have better open hours and hopefully an extended season. Our Manager Susan will be creating new programs and activities to host out of the Center including some guided hikes/walks, fam tours and other opportunities for visitors, we are also bringing back the gift shop.
- A special interest flagpole is being added to the existing compliment of poles on the VIC building so that Kentville can show support to a variety of special causes by flying representative flags when requested by community. A policy will be drafted for Council's review once the pole has been installed and is ready for use.
- The VIC staff and the CEDC will also be assisting the Kings County Museum with a "historical apple blossom tour" that spans the Kentville community! We are in early stages of planning but are aiming to install a mixture of photographic and 3d displays in multiple locations around Kentville, to be marketed to visitors. Some will be in museums, some at the VIC, and others in business windows. More details to come.

- KBC and the CEDC are working together to move the comfort station project forward. The funding from ACOA was officially announced on March 7th in White Rock. We have some small challenges to work through as we check off the action items related to this project but are excited to begin the work and get this public facility up and running! More details to come.
- Special event and program planning is ongoing in the following areas:
 - Apple Blossom Festival
 - NKEC Grad/Prom event
 - Kentville Mural Festival (KBC)
 - Ribbon Cutting for Bryan Gibson Mural Project
 - Under the Gazebo series (late summer/fall)
 - Pumpkin People (believe it or not)

Projects & Beautification

- Budget Planning for new capital projects is still underway, but a few things are on order early including the removeable bollards for the Centre Square Activation Project. Other items will wait until the budget is passed but include gateway landscaping, bike racks, and new holiday pole décor!

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator



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

Facilities and Operations

- Operations
 - Our department has hired a new Manager of Parks and Recreation Facilities. The successful candidate will begin on March 28th. A full announcement regarding the candidate will be made on a later date.

- Parks and Trails
 - Kentville Ravine remains closed to the public due to unsafe conditions. Our department continues to work with staff at the Research Station to stay abreast of all updates. The Federal Government is taking the lead on remediation and is currently in the process of hiring a consultant who will then develop a plan that includes future slope stability.
 - The Kentville Ravine Advisory group continues to meet to discuss the Woolly Adelgid. An action committee has been established and this group has met to begin detailing out the phased approach that was part of the January council package. A communications and education committee has also been established to ensure the public is kept informed on all actions moving forward.
 - Miners Marsh received some flooding during the last weather event causing partial trail damage. Staff will work to clean up this space as staff become available.
 - A Miners Marsh advisory committee has been established with community experts, partnering organizations and Ducks Unlimited volunteers. This advisory group will support our department with all things related to the protected and endangered species, an general marsh management. Recent

work done on the Marsh has impacted the endangered turtle habitat. We are working on a plan to rectify the situation.

- Kentville Arena
 - The arena has had some equipment failure over the past month which has caused some loss to ice rental revenue. All issues have been rectified for the time being. Additional repairs and replacements will appear in next year's capital requests.
 - We have been experiencing some staffing shortages at the arena which has meant a few of our team members have had to step up to cover shifts working additional hours. Thank you to Rolland and Gerry specifically, for all of their efforts in helping keep this facility open.

Programs and Operations

- Programs
 - Equipment Loan has continued to be busy.
 - All programs continue to run. In some cases there have been adjustments based on COVID restrictions being lifted. In many cases, things have stayed the same to support the community's level of comfort.
 - We will be offering multiple opportunities for youth over the March Break.
- Operations
 - We have started to interview for summer staff positions. In total we will be hiring roughly 25 summer positions. These positions are largely reserved for students and provide excellent professional development opportunities.

Community Outreach

- **Events**
 - Canada Cup: meetings have begun to plan for this year's Canada Cup National bike race that will be taking place from August 12th-14th. This will be the first year for the race since the COVID pandemic. This year's event will be smaller in size as this is a Canada Games year. However, 2023 and 2024 Kentville will be hosting the Canada Cup Nationals which will see a much larger race, increased judging and doping control and more media attention. We will be looking for an Event Director to help with organizing, sponsorships and technical logistics.
 - The Trail of Love through the Gorge was well received again during our modified Fire and Ice Carnival.

- We are bringing back the Kentville Home Show this year and have partnered with the Darwin Event Group. To date we have 33 confirmed vendors as of Friday, March 4th.

- **Outreach**

- Partnering with Sport Nova Scotia and other units in Kings County, our department will be participating in a project called Sport Hub that will help to create a more accessible sport system. We will continue to update council as things progress.

Capital Projects

- We are making the necessary upgrades to the arena canteen to ensure that we pass inspection and can operate this summer to support facility renters.
- We have had to make repairs to the arena compressor to make it through the rest of the arena season.

Council Related

- **Priorities/Plans**
 - *Kentville Access and Advisory Committee (KIAAC):* This committee met February 11th via zoom. All committee members were present. At this meet we heard from community member Mark Selvidge. Mark told us about his experience navigating community after suffering a brain injury. All presentations delivered to KIAAC will be made available on the committee web page, with permission from the speaker. A new email address has been established for the committee. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: accessibility@kentville.ca

The committee representing the special task team focused on updating the Town's Street Naming by-law held a meeting on the 11th as well. This was their first meeting and was used to review the terms of reference and make plans on how to move forward with the task at hand. The task team will be bringing a recommendation back to the KIAAC.

The Internal Operations Committee continues to meet and is currently working to improve accessibility at town hall, as well as education opportunities that address emotional intelligence and awareness.

- *Kentville Active Transportation Action Plan:* Ahmad El-kadri continues to take the lead as the A.T. project manager. 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. Council will see an updated project report during the capital budget presentations

Our department have begun working the Kings County on the Meadowview bridge replacement and trail repair and will be applying for grant monies to support a collaborative interpretive trail project. The Town of Kentville owns the trail that extends outside of Town boundaries and continues until Brooklyn Street.

The Internal Operations Committee continues to meet and is currently working on planning for next year's capital projects, as it relates to the Active Transportation Plan.

- *Regional Recreation Complex*: Our most recent meeting was cancelled at the last minute, and we are working to re-schedule. There is no update at this time.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Bedingfield". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Rachel Bedingfield
Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

February 25th, 2022



Administration	Time	December 2021	January 2022
	Plate queries	2703	1714
	Training hours	368	80
	Veh. Cks 38's	162	90
	Warning tickets	63	20
	SOT Tickets	43	9
	Foot Patrol Hours	84.5	107.5
	CC Charges	2	14
	Calls for service	274	205
Training	<ul style="list-style-type: none"> • Child interview course for 2 constables 		
Meetings	<ul style="list-style-type: none"> • Active Transportation/Accessibility • CAC • Working Through COVID NS Chiefs • Emergency Housing • KCSSS • DOJO AOP meeting • Training Committee TOK • Case conference- vulnerable person • Multiple In-house meetings • Transfer of Sexual Assaults- Ministers Directive • Applied for grant- CCN position 		
Staffing	<ul style="list-style-type: none"> • Injuries of officers- NA • CISNS staffing update- agreement signed 		

- | | |
|--|---|
| | <ul style="list-style-type: none">• COVID impacts on 3 officers• |
|--|---|



Kentville Police Service Bylaw Report January 2022

Municipal Bylaw Investigations	3
Loitering -Warnings	6
Assist Police	10
Taxi Inspections	0
Animal Control	0
Smoking-Charges	8
Smoking-Warnings	0
Parking-Charges	46
Parking- Warnings	76



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%

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	1	0	1	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	5	0	5	0	0	0.0%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	6	0	6	0	1	16.7%
	12	0	12	0	1	8.3%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	1	0	1	1	0	100.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	5	0	5	0	3	60.0%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	3	0	3	3	0	100.0%
9900 0060 Parking Offences (Provincial/Territorial)	3	0	3	0	2	66.7%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	9	0	9	9	0	100.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	1	0	1	1	0	100.0%
	22	0	22	14	5	86.4%

Violation group - Traffic Offences - Other Traffic Related Duties				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	2	0	2	0	0	0.0%
9960 0020 Checkstop	2	0	2	0	0	0.0%
	4	0	4	0	0	0.0%

Violation group - Traffic Offences - Other Criminal Code Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9320 0020 Operation while prohibited	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - Traffic Offences - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9950 0010 Municipal Bylaws - Traffic	18	0	18	0	11	61.1%
	18	0	18	0	11	61.1%

Occurrence Stats (All Violations)

Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	0	1	1	0	100.0%
9260 0010 Failure or refusal to comply with demand (alcohol)	1	0	1	1	0	100.0%
	2	0	2	2	0	100.0%
Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft	Reported	Unfounded	Actual	Clearance		
9133 0020 Flight from peace officer	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance		
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	3	0	3	0	3	100.0%
7300 0110 911 Act - Offences Only	3	3	0	0	0	0.0%
7300 0200 Health Act (COVID-19) Provincial/Territorial - Offences only	1	0	1	0	1	100.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	1	0	1	0	0	0.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	1	0	1	0	0	0.0%
8840 0291 Child Welfare Act - Other Activities	2	0	2	0	0	0.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	1	0	1	0	0	0.0%
8840 0306 Family Law Act – Other Activities	1	0	1	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	16	0	16	0	0	0.0%
8840 0341 911 Act - Other Activities	2	0	2	1	0	50.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	2	0	2	0	1	50.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	7	0	7	0	0	0.0%
	40	3	37	1	5	16.2%
Violation group - Provincial Statutes - Municipal By-laws	Reported	Unfounded	Actual	Clearance		
9955 0010 Municipal Bylaws - Other	7	0	7	0	0	0.0%
	7	0	7	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Other Criminal Code - Other Criminal Code	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
3410 0050 Failure to comply with undertaking	1	0	1	2	0	200.0%
3410 0060 Failure to comply with order	2	0	2	2	0	100.0%
3430 0010 Disturbing the peace/Causing a disturbance	2	1	1	1	0	100.0%
3520 0010 Fail to comply probation order	1	0	1	1	0	100.0%
3540 0010 Uttering Threats Against Property or an Animal	1	0	1	0	0	0.0%
	7	1	6	6	0	100.0%

Violation group - Other Criminal Code - Offensive Weapons	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
3375 0010 Possession of weapon for dangerous purpose	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - Other Criminal Code - Offences Against Morals	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
3450 0010 Indecent act	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - National Survey Codes	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8999 3038 Request for service of legal document-summons, subpoena, other docs-CC	1	0	1	0	0	0.0%
8999 3057 Prisoners Held	7	0	7	2	3	71.4%
8999 3083 COVID-19	4	0	4	0	1	25.0%
	12	0	12	2	4	50.0%

Violation group - FES - Other FES Statutes	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8840 0171 Family Orders & Agreements Enforcement Assistance Act - Other Activities	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Drug Enforcement - Trafficking				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4220 0010 Trafficking - Schedule I: Cocaine	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Drug Enforcement - Drug Enforcement Other				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0001 Controlled Drugs & Substance Act - Other Activities	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	2	0	2	1	0	50.0%
1385 0010 Voyeurism	0	0	0	1	0	0.0%
	2	0	2	2	0	100.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1610 0020 Robbery - with Other Offensive Weapon	1	0	1	1	0	100.0%
1625 0010 Criminal Harassment	2	0	2	0	2	100.0%
1626 0040 Harassing communications	2	0	2	0	0	0.0%
1627 0010 Uttering threats against a person	4	0	4	3	0	75.0%
	9	0	9	4	2	66.7%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1420 0010 Assault With Weapon or Causing Bodily Harm	1	0	1	1	0	100.0%
1430 0010 Assault	2	0	2	1	1	100.0%
	3	0	3	2	1	100.0%
Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2142 0011 Theft under or equal to \$5000 From a motor vehicle	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2143 0010 Theft under or equal to \$5000 - Shoplifting	6	0	6	0	2	33.3%
	7	0	7	0	2	28.6%
Violation group - Crimes Against Property - Theft over \$5000.00				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2135 0100 Theft of car	1	1	0	0	0	0.0%
	1	1	0	0	0	0.0%
Violation group - Crimes Against Property - Possession of Stolen Goods				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2156 0010 Possession of property obtained by crime less than or equal \$5000	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against Property - Mischief				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2170 0090 Mischief - Damage to property	2	0	2	0	0	0.0%
2170 0100 Mischief - Obstruct enjoyment of property	1	0	1	0	0	0.0%
	3	0	3	0	0	0.0%
Violation group - Crimes Against Property - Fraud				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2160 0075 Fraud (money/property/security) less than or equal to \$5000	2	0	2	1	0	50.0%
	2	0	2	1	0	50.0%
Violation group - Common Police Activities - Related Police Activities				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
8500 0110 Offender Management	4	0	4	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	16	0	16	0	0	0.0%
8550 0040 Animal Calls	4	0	4	0	0	0.0%
8550 0050 False Alarms	16	0	16	0	0	0.0%
8550 0060 Items Lost/Found - except passports	2	0	2	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Common Police Activities - Related Police Activities	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8550 0140 Breach of Peace	5	0	5	0	0	0.0%
	47	0	47	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	Clearance		
8545 0130 Assistance to General Public	4	0	4	0	0	0.0%
8550 0190 Wellbeing Check	9	0	9	0	0	0.0%
	13	0	13	0	0	0.0%
Totals	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	220	5	215	38	31	32.1%

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>



Chief James Butler
Kentville Police Service
80 River Street
Kentville, NS
B4N 1G9

902-698-8696 (C)
jbutler@kentvillepolice.ca

Date: March 14, 2022

RE: KPS Operating/Capital Budget Overview

Good evening,

In addition to the monthly reports from the Kentville Police Service, I am submitting notice that the 2022-23 Kentville Police Operating and Capital budgets have been approved by the Kentville Police Commission on February 25, 2022. They will be submitted to Council for final approval as per the normal process.

Your truly,

Chief James Butler
Kentville Police Service



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

March 14, 2022

Programs and Operations

- **Kentville Water Commission:** As usual with this time of year, February saw two more watermain breaks. Otherwise, the month of February 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. The Finance and Engineering department will need to do an internal review of the sustainability of the current sanitary sewer area service rates as collection, pumping, and treatment costs continue to increase.
- **Public Works:** Now that winter is essentially over, we are once again able to purchase salt from the stockpile in Pugwash. It had previously been reserved for the Province while all other municipalities had to pick up salt from the Port of Halifax for a 33% premium – an extra cost to an already tough winter on the snow & ice budget. This winter was also particularly hard on our roads with the heavy snow, ice, plowing and multiple freeze / thaws. Days that the roads are dry enough and the temperatures are mild enough the Public Works Crew have been busy cold patching the worst of the holes on main routes until the asphalt plants reopen in late May.
- **Traffic Authority:** Nothing to report.

Projects

- 2021/22 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.

- Myself and our Project Engineer, Ahmad El-Kadri have been working on the preliminary design of proposed Capital Works projects for budgetary purposes which will be presented at special upcoming budget meetings.

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
- February 2nd Source Water Protection & Water Commission
- February 2nd, 7th & 24th Kings Regional Sewer Committee
- February 28th Kings Regional Sewer Forceline Replacement Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville CAO to Council Advisory Committee

MARCH 14, 2022

Provincial Health Order: Majority of restrictions are reduced or eliminated March 21st.

Budget: Recent Friday snowstorms have put pressure on our current year operating budget. Staff have been working through considerations within the capital budget for 2022-23 to enhance the work surrounding Active Transportation plans.

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

Kentville Investment Committee: Approved changes to the investment policy allowing Committee to consider alternative investment strategies.

Town of Annapolis Request: Attached is a request looking for the Town of Kentville to consider support for Tidal Pilot Project. See attached documents.

Meetings: Property Assessed Clean Energy (PACE) and West Hants, CANOE Procurement, CUPE, Internal Active Transportation and Accessibility Planning, Apple Blossom Committee, Association of Municipal Administrators (AMA) post covid discussions, and Municipal Affairs Training.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

Town of Annapolis Royal



March 8, 2022

Kentville Investment Committee
c/o Dan Troke, CAO
Town of Kentville
354 Main Street
Kentville NS B4N 1K6
Canada

Dear members of the Investment Committee,

We are now in the process of filing a grant application for a Municipal Green Funds Signature Initiative for a small-scale community tidal power pilot project which we have been working on with our private sector partner Soluna Energy Inc. for the past year. If successful, this application would provide 80% of the funding required for a \$335,000 pilot project that would begin on April 1 of this year.

The balance of the funding required to complete the pilot project is \$67,000. This number can be split several ways, depending on the number of partners. We are currently talking to two other municipal units. If four municipal units decide to proceed with the project, the cost over two fiscal years would be \$16,750. If three participate, the cost would be \$22,333 over two fiscal years. While we hope to confirm more partners, the Town of Annapolis Royal has committed \$22,300 towards this project. and we are seeking partners for the remaining costs. Our "ask" from the Town of Kentville is \$22,300. If the pilot project is successful, then we would consider setting up an electrical utility in cooperation with our municipal partners to take advantage of the very lucrative feed-in-tariff program for developmental tidal generation projects (please see the details on the attached page). Rates of return, power purchase agreements and the potential establishment of an electrical utility would all be things we would discuss and work out with our municipal partners.

Time is of the essence if we are to get the pilot project going by April 1, so we very much hope to hear from you in the near future.

Sincerely,

Amery Boyer, Mayor,
Town of Annapolis Royal

DEVELOPMENTAL TIDAL FEED-IN TARIFF PROGRAM

- ▶ **Approved by NS Utility and Review Board**
- ▶ **Developer can sell electricity produced while testing into the grid at 53 cents per kilowatt- hour**
- ▶ **Term can be up to 15 years.**
- ▶ **A ten-turbine array of 50 kilowatt generators could yield \$1.5-million per year.**

BACKGROUNDER FOR FCM GREEN FUNDS SIGNATURE PILOT PROJECT APPLICATION

March 8, 2022

This is a pilot for a small scale community tidal power project proposed by the Town of Annapolis Royal in partnership with Soluna Energy Inc. This tidal power pilot project seeks to overcome the inordinate cost of capturing renewable energy from tidal currents. Present tidal energy technology is almost entirely based on turbines designed to only work in deep water. The cost of working in deep water has put tidal energy technology in an uncompetitive position with onshore wind power, with tidal being about six times as expensive as onshore wind.

There is an opportunity to avoid these deep-water costs by taking advantage of the normal, twice-daily rise and fall of the tides. By placing a vertical axis turbine at the low water mark, maintenance staff will have two hours of water-free access during the twice-a-day low tides. This would be the operational equivalent of land-based wind turbine maintenance.

The objective of the project is to establish and operate an array of three or more tidal turbines to demonstrate an innovative technology that will lower capital and operating costs making tidal power competitive with wind and solar power. This pilot is necessary to establish the optimum power and physical size of the turbines and to determine the number and configuration of the turbines in an operational array. With a reliable estimate of the total power production potential, the Town and its partners can do a cost/benefit analysis of the financial viability of a larger capital project leading to the establishment of a municipal electrical utility based on renewable energy.

The Nova Scotia Utility and Review Board has approved a Developmental Tidal Feed-in Tariff Program which sets out a Power Purchase Agreement for renewable energy projects like ours that guarantees a rate of 53 cents per kilowatt-hour for electricity fed into the provincial grid. The term of the agreement is 15 years.

In addition, the Town and its partners will also benefit from Nova Scotia's Cap-and-Trade system. With an electrical utility based entirely on renewable energy, the Town would have no CO2 emissions to regulate. In the future, when the system tightens up on all ancillary emissions, the Town and its partners would be able to make use of carbon credits from its electrical utility to offset emissions from sources like vehicles and space heating.

The estimated cost for this project is \$335,000 over two fiscal years from April 1, 2022 to September 30, 2023. The Town has been working on a grant application for an FCM Green Funds Signature Pilot Project which has the potential to cover 80% of the cost of the project. This leaves 20% or \$67,000 to be funded through other sources.

A feasibility study has been completed for this project, and it contains the results of three engineering reports conducted under the supervision of Dr. Sue Molloy. The pages which follow provide information on the project team as well as a Technology Readiness Chart. We believe that our project has reached Phase 9.

Name and role (e.g., Lead applicant: Project Manager)	Attach a resumé <u>OR</u> document(s) listing your team's professional qualifications and experiences
Lead applicant & Project Manager: Sandi Millett- Campbell, Chief Administrative Officer, Town of Annapolis Royal	Sandi Millett-Campbell is the Town's Chief Administrative Officer (CAO). Sandi has had a diverse career with the Town over the past 18 years in many areas of the town. Before becoming CAO, Sandi worked for in the Community Development and Planning Department. In that role, she was involved in updating the Municipal Planning Strategy and Land Use By-Law, implementing the Town's development agreements and any new developments within the town. During the past year, Sandi and Council updated the strategic plan, implemented task teams to move the Town forward financially and tackled the big issues facing the Town such as climate change and the closure of the Nova Scotia tidal power plant in Annapolis Royal. Sandi and her staff have also been responsible for bringing in significant grant funding to support new development and beautification to the Town.
Technical Manager: Bill Crossman, President, Soluna Energy Inc.	William (Bill) Crossman is the sole owner of Soluna Energy Inc. and the inventor of this tidal energy technology. He has previously been awarded a United States Patent for waste energy recovery technology. He is a science graduate of Dalhousie University with study concentration in marine ecology. His work experience includes wind power site assessments in the Canadian Arctic while serving as the Manager of the Inuvik Research Centre in the Northwest Territories. He has also led renewable energy development projects for the Western Valley Development Authority in Cornwallis, Nova Scotia.
Dr. Sue Molloy, Adjunct Professor of Engineering, Dalhousie University	Dr. Sue Molloy is currently the president of Glas Ocean Electric (GOE) and also runs a separate consulting company Glas Ocean Engineering. She is an elected Engineers Nova Scotia Council member. She is a member of the NSERC Discovery Grant Evaluation Group for Mechanical Engineering and a reviewer for the US DOE Water power technologies program. She is an invited participant at the Aga Kahn Foundation Women and Clean Energy round table and follow on events. She works on environmentally responsible projects, focused on the ocean. She has worked on ocean research contracts with the Canadian Space Agency and Transport Development Centre of Transport Canada. Her company GOE won an Innovacorp Ocean Technology Grant. She was the president and general manager of

	<p>Black Rock Tidal Power 2015-2016 and VP Strategy 2016- 2017. She has have both industry and academic research projects in Electric Boats and Tidal Power. She developed the R&D program for the Fundy Ocean Research Centre for Energy, FORCE. She is a board member at Marine Renewables Canada, a past board member of FORCE and on the advisory committee for the Dal CREATE TOSST. She is an adjunct professor at Dalhousie University and the University of Manitoba. She is an Ocean Energy Grant Reviewer for NOAA. Her work has been profiled on the Discovery Channel and she has spoken about electric boats and tidal power in numerous public fora. She guest edited the Journal of Ocean Technology Ocean Energy issue, March 2013 and the Electric Vessels issue summer 2018. She has extensive experience in the standards field. She is the international chair for the IEC TC114 River Turbines Power Performance PT. She is a Canadian delegate on the Design ad hoc committee of IEC TC114 Marine Energy and was a founding member of the Canada-China Track II Energy Dialogue Committee and the co- chair of the marine renewables subcommittee. She presented a TedX talk in the Education event at Dalhousie. She was honoured by Memorial University with the Birks Graduate Medal for leadership.</p>
<p>Melony Robinson, MBA, CPA, CMA Director of Finance, Town of Annapolis Royal</p>	<p>Melony Robinson, MBA, CPA, CMA, has been the Town's Director of Finance for almost 18 years. Melony holds a Master's in Business Administration and is a Chartered Professional Accountant. Melony has taught courses in the Business Administration degree program at Acadia University and is an online facilitator for CPA Atlantic when time permits. Melony has completed several water rate studies for various municipalities in the Province of Nova Scotia, working with the Utility and Review Board of Nova Scotia. Over the years, Melony has promoted and maintained a strong system of internal controls that have kept the Town from facing many of the fiscal challenges experienced by some municipal units.</p>
<p>Jeff McKinnon, P.Eng., PE, JMK Engineering</p>	<p>Jeffery Mackinnon is an electrical engineer specializing in industrial power systems, and protection and controls at hydrogenation plants. Jeff works with owners, project managers, and engineers to find and fill in any gaps between scope and design to ensure overall project success. He has completed a lot of work for NSPI and has hands-on experience with costing of projects and connecting to the grid.</p>

Technology readiness levels

Many programs fund or otherwise support projects at different stages of development. These are the 9 technology readiness levels, with 1 being the least ready and 9 being already used in real-life conditions.

Level 1: Basic principles of concept are observed and reported

Scientific research begins to be translated into applied research and development. Activities might include paper studies of a technology's basic properties.

Level 2: Technology concept and/or application formulated

Invention begins. Once basic principles are observed, practical applications can be invented. Activities are limited to analytic studies.

Level 3: Analytical and experimental critical function and/or proof of concept

Active research and development is initiated. This includes analytical studies and/or laboratory studies. Activities might include components that are not yet integrated or representative.

Level 4: Component and/or validation in a laboratory environment

Basic technological components are integrated to establish that they will work together. Activities include integration of "ad hoc" hardware in the laboratory.

Level 5: Component and/or validation in a simulated environment

The basic technological components are integrated for testing in a simulated environment. Activities include laboratory integration of components.

Level 6: System/subsystem model or prototype demonstration in a simulated environment

A model or prototype that represents a near desired configuration. Activities include testing in a simulated operational environment or laboratory.

Levels 7 through 9 represent the pre-commercialization gap for innovations. These are the three levels where innovations are eligible for the Build in Canada Innovation Program.

Level 7: Prototype ready for demonstration in an appropriate operational environment

Prototype at planned operational level and is ready for demonstration in an operational environment. Activities include prototype field testing.

Level 8: Actual technology completed and qualified through tests and demonstrations

Technology has been proven to work in its final form and under expected conditions. Activities include developmental testing and evaluation of whether it will meet operational requirements.

Level 9: Actual technology proven through successful deployment in an operational setting

Actual application of the technology in its final form and under real-life conditions, such as those encountered in operational tests and evaluations. Activities include using the innovation under operational conditions.

Source Innovation Canada, Date modified: 2018-01-23



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: March 14, 2022

SUBJECT: Update: Council Meetings and Workshops

ORIGIN

Council is planning several workshops and working meetings over the next month. This is an update on the scheduling of these meetings.

BACKGROUND

A workshop session is being scheduled to review and revise Policy Statement G70. The date for this meeting was proposed to be between March 15 and March 17, however there were no dates that worked for all members. This is being rescheduled.

A public forum has been scheduled for March 30, 2022 at 6pm, this will take place at the Main Street Station ballroom. Communications and promotions will be released to residents to encourage attendance.

A workshop is being planned to discuss Code of Conduct at the end of April. A poll has been shared to determine a time that works for everyone for this session.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

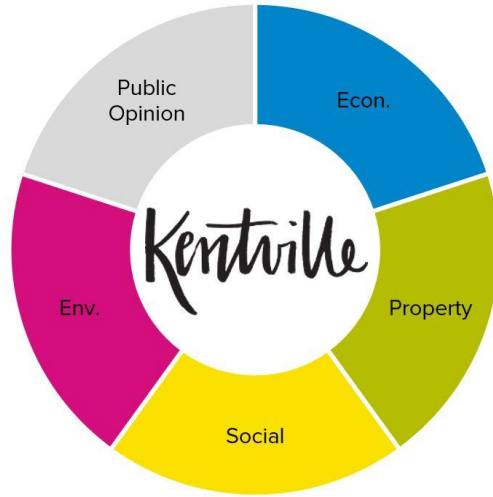
BUDGET IMPLICATION

None.

ATTACHMENTS

Town of Kentville Decision Wheel:

Kentville
A BREATH OF FRESH AIR



Town of Kentville
Code of Conduct Breach Report




I, Councillor Andrew Zebian do solemnly swear that the contents of the following report as written are true and correct.

Civic Address: 64 Webster St Kentville NS

Mailing Address (if different from above): _____

I have reasonable and probable ground to believe that Mayor Sandra Snow, member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature:  Date of Report: March 8/2022

Classification: Physical Verbal Psychological Financial

Witness(es): Council/Staff/Recorded Council Meeting (February 28th, 2022)

Where did the event(s) take place?

- Council meeting Town-related event/meeting Via email
- Committee meeting At a family event On social media
- Council-related event/meeting At a community event
- At the following address/business _____
- Other: _____

Description of events/activities/behaviour (who, what, where, when, how, etc):

At the February 28th / 2022 Council Meeting, Mayor Snow decided to present a statement to the Citizens

Please see Note Below;

I have attached additional page(s) Yes No I have attached additional evidence Yes No

Information collected on this report is collected under the authority of Policy Statement G16: Code of Conduct for Councillors, section 4.14.

This report was received by _____ Date: _____

Office Use Only:

File number: _____ First Authority: Town Hall Police/RCMP Human Rights Commission

Reviewed by: _____ Date: _____



To: Parties under the Valley Region Solid Waste-Resource Management Authority Intermunicipal Services Agreement

From: Andrew Wort, General Manager

Date: February 24, 2022

Subject: Request for Decision – Retention of Surplus Funds

Origin

At its February 16, 2022 Board meeting, the Valley Waste Resource Management Authority discussed retaining the surpluses from 2020/21 (\$1,026,710) and 2021/22(to be determined). The funds would be used to establish an Equipment Reserve and to pay off some of its temporary borrowing financing.

Recommendation

After discussion the Board passed the following motion:

ON MOTION OF WENDY DONOVAN AND SECONDED BY SYLVESTER ATKINSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ASK FOR PARTY APPROVAL TO RETAIN THE SURPLUS FUNDS FROM 2020-2021 OPERATIONS (\$1,026,710) AND FROM 2021-2022 OPERATIONS TO FINANCE ELEMENTS OF THE 2022-2023 OPERATING AND CAPITAL BUDGETS INCLUDING FUNDING EXISTING TEMPORARY BORROWING AND TO ESTABLISH AN EQUIPMENT RESERVE AND FURTHER, THIS MOTION ACKNOWLEDGES A DEPARTURE FROM OPERATING SURPLUS DEFICIT POLICY, AAP-07.

MOTION CARRIED.

Background

The Authority has capital spending requirements for infrastructure, rolling stock and equipment to allow the transfer sites to operate and provide service to the public.

Existing Assets

VWRM Authority has a dated heavy equipment fleet. Typically, heavy equipment, loaders and roll off trucks have a seven-year life expectancy that results in the lowest life cycle cost. The oldest roll off truck is 18 years old and the average is age is 11 years. Two new loaders were purchased in 2020/21; two additional loaders are six and eight years old respectively.

VWRM two management centers opened in 1999. Both the Kentville and Lawrencetown facilities are in their 23 years of operation, consequently require upgrades to support higher volumes, safety upgrades and additional requirements to sort resource materials.

Management Facility Replacement Reserve

In 2010, VWRM established a reserve fund over a fifteen-year period replace the transfer station. The fund policy requires the replacement of the transfer stations; however, it is unlikely replacement will be

required. Refurbishment of the two facilities to resolve safety concerns, drive cost efficiency, and improve sorting abilities is required.

Capital Plan

At the February 16, 2022 Authority meeting, staff discussed in detail capital financing scenarios (A to E) with the Board regarding funding capital asset replacement and the advantages of allowing Valley Waste to retain surplus funds. The funds would be used to establish an equipment reserve and to pay down some of its temporary borrowing debt (TBR). Staff also identified that policies would be established for the equipment reserve and for equipment replacement. These policies would provide guidance on the use of the reserve and timely asset replacement. Also discussed, was the need to modify the wording of the existing capital reserve policy for the transfer station(s) replacement. The wording in the policy appears restricted to replacement of the facilities and not allowing for upgrades or refurbishment.

The recommended scenario (E) presented to the Board shows Valley Waste retaining surplus funds estimated ¹ to be \$1,528,555. Of the surplus, \$800,000 would be used to establish an equipment reserve fund. Surplus funds would also be used to pay off temporary borrowing debt incurred for capital equipment acquisitions estimated at \$728,555. These purchases have been completed with the exception of one vehicle, which is due to arrive this May. This would be in lieu of incurring long term debt through the Municipal Finance Corporation (MFC). Please note, there is also approved TBR financing for infrastructure projects estimated at \$510,570. The intent would be to finance these costs through a MFC debenture issue upon completion. Some of these projects are currently at the bid evaluation or tender stage.

The impact of maintaining the status quo and using debt to finance the majority of capital assets would see debt service costs grow from an estimated \$353,764 in 2022/23 to approximately \$634,458 in fiscal year 2024/25. This is based on existing debt service costs and debt estimates for temporary borrowings and the draft 2022/23 capital budget. Combined with the scheduled contribution of \$313,842 to the transfer station replacement reserve, the 2024/25 capital debt payments and reserve contributions total approximately \$948,299. However, as illustrated to the Board, with the influx of surplus funds to be used as outlined above, shows the 2024/25 combined total to be lower at \$579,542. This is a difference of \$368,757.

Advantages of the recommended scenario presented to the Board:

- Helps to stabilize budget fluctuations regarding the debt payment and reserve contribution elements of the operating budget.
- Surplus funds generated through operations are redeployed within Valley Waste to help mitigate future debt service costs.
- Modifying the wording of the existing capital reserve policy for the transfer station(s) replacement provides access to funds for upgrades or refurbishment and would reduce future debt costs.
- Paying off a portion of the TBR has an immediate impact of removing future debt services costs (principal and interest). To provide an example, if not paid out, estimated debt service costs in fiscal year 23/24 are \$509,952. If paid out, estimated debt services cost are \$357,736 for a difference of \$152,216.
- VWRM recommends Option E: that provides stable debt payments and at year 15 establishes a fully funded equipment reserve and replenishes the transfer station reserve.

Next Steps

Upon party approval to retain surplus funds, Valley Waste would undertake the following actions:

- Add funds to the 2022/23 budget to pay down TBR debt with surplus monies for capital equipment acquisitions estimated at \$728,555.
- Write an Equipment Reserve Policy that provides guidance for use of funds, eligible equipment and contribution levels. Add surplus funds in the amount of \$800,000 to the 2022/23 budget to establish an equipment reserve.
- Prepare a written Equipment replacement policy. The policy would provide detailed guidance evaluating asset conditions and replacement timelines.
- Modify the existing Transfer Station Reserve policy to allow funds to be used for refurbishment and update the schedule for fund replenishment.

1. Please note estimates used in this report are subject to change.

	Annual Debt Service Costs							
	2022	2023	2024	2025	2026	2027	2028	2029
A Existing Practises - Debt plus Intact Infrastructure Reserve	626,338	613,138	795,263	948,300	759,107	786,907	812,960	701,544
E Rebuild Infrast Res 2029, Equip Reserve, Use Infrastructure Res, Pay Out TBR	626,338	606,070	643,047	579,542	620,602	622,723	617,394	663,012
Details								
A no change in policy - Debt used to fund upgrades to transfer stations and all equipment.								
E Use transfer station reserve for transfer station up and establish an equipment reserve. Pay off TBR for equipment.								

Balance of Reserves		
Infrastructure	Equipment	2022/23
At Year 15	At Year 15	Investment
4,354,307	-	
2,249,406	1,228,297	1,528,555

TO: Chief Administrative Officer, Dan Troke

SUBMITTED BY: Jim Butler, Chief of Police
Lindsay Young, Community & Economic Development Coordinator

DATE: March 9 2022

SUBJECT: Topic – Timed Parking Downtown

ORIGIN

KBC, AVCC, the CAO, and members of Town Council have been approached by a downtown business operator who received a ticket in Centre Square and is unsatisfied overall with the current parking time limits on certain areas downtown, and the enforcement of those.

The Chief of Police and the CEDC were asked to jointly create a report for Council regarding downtown parking that specifically considers and examines the current time limits and makes a recommendation on a potential change.

BACKGROUND

The Town of Kentville has a vibrant downtown business area and to support local businesses Kentville has a combination of 2-hour parking, all day parking, and private parking in downtown. No vehicles are permitted on public streets 24 hours a day due to varying provisions under the Motor Vehicle Act.

Information about available public parking is accessible to all residents and visitors on the website (<https://kentville.ca/streets-and-parking>) which has a Downtown Kentville Parking Map, as well as Street Map. Detailed on these maps are various locations for parking, as well as information to help users regarding walking distances between larger parking lots and other high-density locations. The longest walk is suggested to be about 4.5 minutes. Kentville has 458 free all-day spaces available in various lots located the downtown core. The on-street parking spaces plus those in Centre Square are timed at 2 hours and there are about 146 of those spaces available downtown. In addition, there are several accessible spaces downtown, those are timed at 4 hours as per provincial standards and require a designation to use.

Kentville aims to follow placemaking and destination development best practices when considering visitor experiences and tourism related operations. Parking is high on the list of considerations. It is recommended that communities locate their all day and free parking on the outer areas of the downtown and keep the inside “prime” parking spaces timed or metered to encourage and allow for regular turnover. This strategy allows for convenient “quick stop” parking to exist closest to businesses. All day or longer-term parking is located further away, so people looking to spend up to 3 hours or more downtown (because of long appointments or because they are at work) are encouraged to park and walk to their destination. This strategy leaves the prime spots open for customers requiring quick in and out type services, like running to the bank machine, grabbing a coffee, or picking up an order. Accessible spots are available for use by folks with mobility challenges who require closer parking as well.

DISCUSSION

KBC recently discussed the timed parking issue as part of their agenda at the February board meeting. This item was added in response to the complaint from the business operator. Discussions included an outline of the current parking management strategy, examination of current parking conditions downtown, consideration of space counts and current occupancy rates, and enforcement. After the discussion, KBC did not move to recommend any change to the time restrictions in those areas.

Planning staff and the Kentville Police Service met with KBC executive members to have a follow up discussion that would help inform this recommendation report. Deputy Mayor Savage was also present as the ex-officio member of Council for KBC. A potential time limit change was heavily discussed and debated; and the final consensus of the group was that most of the current users of downtown parking are not facing unreasonable challenges as it pertains to parking. *Accessibility parking is a separate issue, and we acknowledge there is work to be done in this area unrelated to this report.

It was noted during discussions that parking complaints from business owners, customers, and the public have been very limited in recent years and have significantly decreased over time since the last parking study and recommendation report was submitted by the CEDC in 2013. The implementation of many of the action items from the 2013 study and report have improved conditions downtown exponentially and continue to effect positive use of our parking system in Kentville by both downtown employees, and customers/visitors to town.

Finally, the group considered both the Active Transportation and Accessibility Plans. Both of those plan documents are being used as guides related to the movement of people through our community spaces, including downtown. Those plans prioritize people over vehicles, and include recommendations that promote safe, accessible, active transportation as priorities. Our current parking plan and management strategy are in alignment with the recommendations found in both these reports.

The group discussion was very fruitful in producing a new list of ideas that the group recommends exploring to make parking in Kentville even easier for visitors and customers. Those items included:

- More/new/better parking wayfinding signage (Free parking this way!)
- A communications campaign to be delivered jointly by TOK/KBC through newsletters and social media about how to park with ease in Kentville. Our regulars are familiar, but we have a lot of new businesses who could use additional info!
- Adding parking maps and info to the welcome packages that new businesses receive from KBC to foster immediate understanding and cooperation with our current parking management strategies pertaining to downtown employees
- Educating people about the available parking for lease on Justice way
- Re-distribution of the parking map as a flyer to all downtown businesses with specific encouragement to use the ample all day free lots for staff
- Including more information like step counts, calorie counts etc. to better illustrate the minimal walking distances between popular points of interest in downtown and promote the benefits of active transportation
- Exploration of a designated “employee” parking lot where downtown workers are guaranteed spaces
- Large signboards with the parking map placed at gathering points close to the gateways in town (eaves hollow, cemetery layby lane, visitor info centre) so folks can pull over and plan before they arrive in the actual downtown core.

POLICY IMPLICATIONS

N/A

BUDGET IMPLICATION

A cost will be associated with the design and purchase of new signage. The other items can be taken care of in house for the most part. An assignment in the operational budget somewhere, in the amount of \$3500.00 would allow staff to execute these action items in full, this season.

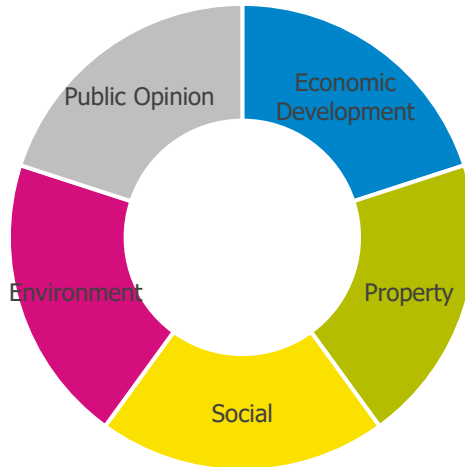
ATTACHMENTS

Additional information about parking including historical reports and other data is available upon request from the CEDC or the Police Chief.

RECOMMENDATION

It is recommended by the Chief of Police and the Community Economic Development Coordinator that Town Council leave the timed parking intact as status quo, and further, that Town council assign funds for the other action items listed so that further improvements can be made to downtown parking.

Town of Kentville Balanced Decision Making





TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: March 14, 2022

SUBJECT: Request for Extension

ORIGIN

On March 21, 2021, The Town officially completed the land sale in the Kentville Business Park of Lots 2F and 2G to East Coast Local. The intent was to build a 2-storey steel building on a concrete slab with a paved driveway and parking area.

The Protective Covenants in Schedule B of the deed dictate that the buyer would complete the development in the plans in Schedule Z within 24 months of the date of signing (March 21, 2021).

BACKGROUND

On February 2, 2022, the director of the company reached out via email to Director of Planning Beverly Gentleman requesting an extension to the 2-year development covenant. The owner is requesting a 1-year extension to this deadline.

DISCUSSION

Staff asks that Council review this request and provide direction on this matter.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

RECOMMENDATIONS

That Council approve the request for an extension to the development covenant by East Coast Local Inc. on Lot 2F on Chipman Road in the Kentville Business Park to March 21, 2024.

Town of Kentville Decision Wheel:

Kentville
A BREATH OF FRESH AIR



Feb. 04 2022

EAST COAST LOCAL INC
5319 Hwy 1
Waterville, NS
BOP 1V0
902-680-6187
aly@eastcoastlocal.ca

CAO Troke Council

Re: Request for Development Extension on Lot 2F; Kentville Business Park

Dear CAO Troke Council,

I, Alyra Halyn, am writing on behalf of the body corporate, EAST COAST LOCAL INC, of which I am Director, to request an extension to the 2year development covenant regarding development on Lot 2F on Chipman Rd. in the Kentville Business Park.

I am requesting an extension of 1 year, to ensure I am able to meet all requirements outlined by the original covenant agreement with regard to development standards.

I purchased this lot in April of 2021, pre-emptively as it was 4 months prior to the actual launch of my business.

Since we launched in August, I have been wholly dedicated to the daily operations of running of said business, and have currently been investing all available time and resources into upgrading my current location of operations.

I foresee this upcoming summer allowing me to make a **start** to development on the land located at Lot 2F, however I am not confident that I will have the resources or time available this year to complete development to the standards set forth in the original covenants.

I would therefore like to update all parties accordingly, and request said extension of 1 year to ensure we maintain an open and honest line of communication regarding the status of any and all ongoing projects.

Please don't hesitate to contact me directly should you have any further questions, or require any further supporting documentation.

Many thanks,

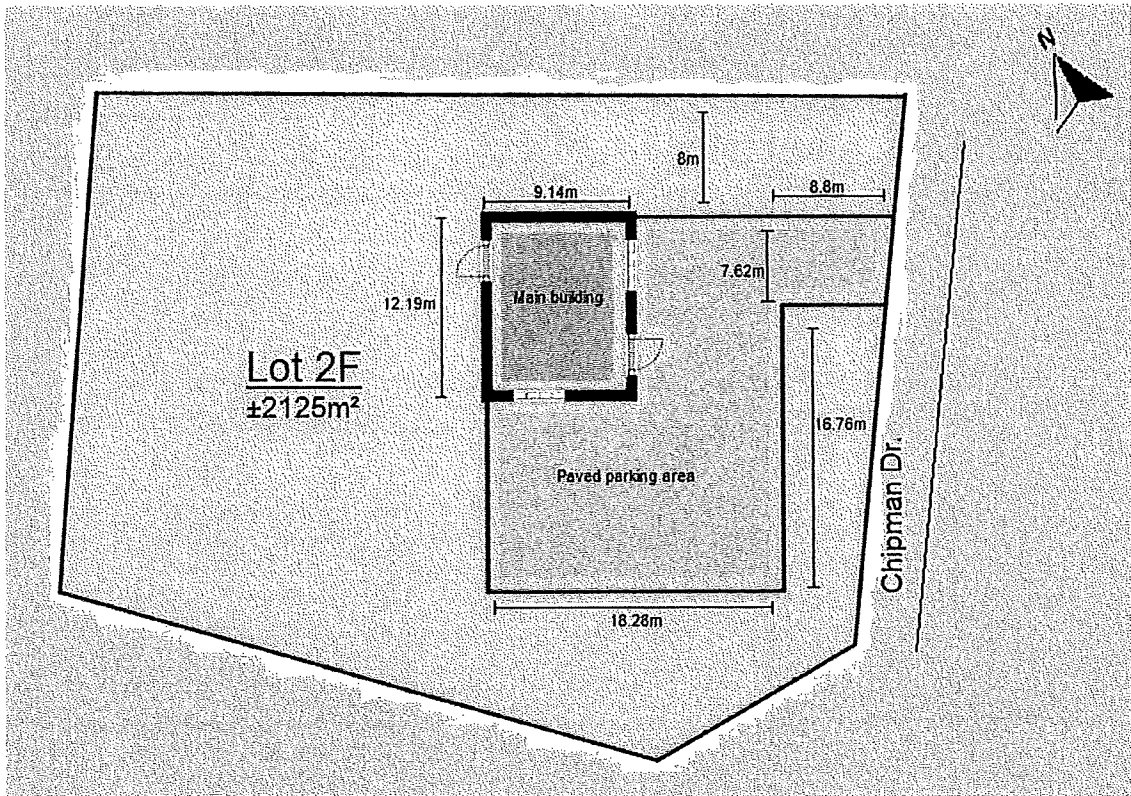
Alyra Halyn
Director; East Coast Local
aly@eastcoastlocal.ca

SCHEDULE "Z" to COVENANTS

2-storey steel building on an approximately 30' x 40' concrete slab foundation with no less than 20 square feet of dedicated office space on the lower level. The building shall have a partial second floor of no less than 600 square feet GFA to be used for storage purposes, thus totalling a building Gross Floor Area of no less than 1800 square feet.

A minimum of 25-foot vegetation border shall be maintained along the rear property line. The parking lot area shall be a paved area of approximately 1800 square feet, with an additional 500 square feet of paved driveway area.

The property shall be developed substantially as shown in the diagram below:



SCHEDULE "B"

Kentville Business Park Protective Covenants

With the intention that the burden of these covenants shall run with the land, the Grantor Town of Kentville and Grantee do hereby covenant and agree with each other and as to the Grantee with the owner or owners from time to time of the other lands in this Business Park to which the benefit and burden of the following stipulations, regulations and provisions are attached (including those lands known on February 15, 2021 as PIDs 55539050, 55539043, 55535314, 55539399, 55539381, 55539753, 55539761) and their/his/her or its respective representatives, successors and assigns to observe, confirm and comply with the following covenants, namely:

1. The Grantee covenants and agrees to complete the development as described in the plans and specifications shown in **Schedule "Z"** attached hereto on the land within 24 months of the date of the attached deed unless previous written authorization is received from the Grantor. The development shall include office or retail space, as approved by the Grantor. If the development is not completed as described and within this period, the Grantee shall re-convey the lands to the Grantor Town of Kentville at the original selling price without interest, at the sole cost of the Grantee.
2. All buildings and structures erected on the land shall be maintained in good order and repair at all times.
3. No driveway, parking or loading area shall be used on the land unless such driveway, parking and loading area is in a proper state of repair, and no driveway, parking or loading area shall be constructed, maintained or used on the land unless it has as a minimum a bituminous topping surface placed by the Grantee within one year of the substantial completion of construction of any building or structure on the land.
4. Those portions of the land between buildings and the front and side lot lines which are not covered by structures, parking areas, loading areas, or driveways will be landscaped. All landscaping shall commence as soon as construction is complete and weather permits, but in no event beyond one year from substantial completion of the building or structure. Grassed areas, trees, shrubbery and gardens shall be kept neat and orderly in appearance and shall be maintained in a healthy condition at all times.

Kentville

**Kentville Business Park Covenants
101 Adjacent Lands**

Drafted: February 2017

Grantee: EAST COAST LOCAL INC.

Grantor: Town of Kentville, Chief Administrative Officer or Designate

With the intention that the burden of these covenants shall run with the land described in Schedule "A" (the Lands) the Grantor and Grantee do hereby covenant and agree with each other and as to the Grantee with the owner or owners from time to time of the other lands in this industrial park to which the benefit and burden of the following stipulations, regulations and provisions are attached and their/his/her or its respective representatives, successors and assigns to observe, confirm and comply with the following restrictions, namely:

1. The Grantee covenants and agrees to complete the described development or erection of an industrial building, as displayed through a site or lot plan, on the said lands within 24 months of the date of closing unless previous authorization is received from the Grantor. If the development or building is not started and completed within this period, the Grantee may be given notice in writing to complete the construction within 3 months and if not completed within such extended period the Grantee shall re-convey the lands to the Grantor at the original selling price without interest.
2. No building, structure or addition shall be erected on said lands unless written approval of the plans and specifications has been received from the Grantor. It is the responsibility of the Grantee to obtain all necessary municipal, provincial and federal government permits, and to comply with all laws governing purchase, ownership and use of the property.
3. All buildings and structures erected on the lands and all undeveloped portions of the site shall be maintained in good order and repair at all times.
4. No driveway, parking or loading area shall be maintained on the lands unless such driveway, parking and loading area is in a proper state of repair at all times and no driveway, parking or loading area shall be constructed or maintained on the land unless it has as a minimum a

AA

bituminous topping surface placed by the Grantee within one (1) year of the substantial completion of construction of any building or structure on the land. Any deviation from the above requires approval of the Grantor in writing.

5. No truck receiving or shipping door shall face the street or 101 Highway on the building. Truck receiving and shipping facilities will be placed to the sides of the building, except where in the opinion of the Grantor, the contours of the land dictate otherwise. When loading is carried out wholly within the building itself, these restrictions will not apply.

6. Trees shall not be removed by the Grantee without the consent of the Grantor, except where they are located within the areas proposed for construction. If any tree which is to be retained shall be cut down, removed or damaged, the tree shall be replaced or alternative landscaping stilled to the satisfaction of the Grantor.

7. Those portions of the site between buildings lot lines which are not covered by structures, parking areas, loading areas, or driveways will be landscaped. All landscaping shall be commenced as soon as construction is complete and weather permits, but in no event beyond one (1) year from substantial completion of the building or structure. Landscaped areas may include, but not limited to sodded areas, trees, shrubbery and gardens shall be kept neat and orderly in appearance at all times and shall be maintained in a healthy condition. A landscaping plan must be approved by the Grantor before the prior to the closing date of the land sale and must not be altered without the approval of the Grantor.

8. Fences shall not be erected by the Grantee without the written approval of the Grantor of the location, design and material. Fences shall not be permitted between buildings and front lot lines. Hedges will be permitted if approved as part of the landscaping plan. Fences shall at all times be kept in a proper state of repair.

9. The Grantee shall provide and maintain a central refuse storage collection area which shall be at the same level as adjacent parking areas and driveways and shall be suitably screened with growing trees, hedges, fences, walls or a combination thereof. The location, size and screening of the refuse storage area shall be approved in writing by the Grantor. The criteria of approval is that the designated area shall not be visually objectionable when viewed from public thoroughfares. In any case, the location of the refuse storage area must be on the site to the sides of the building.

10. Fuel storage tanks must be located to the sides of the building and be accessible to fuel delivery trucks from approved areas. All other placements of fuel storage tanks must be to the satisfaction of the Grantor.

Handwritten signature or initials in black ink, appearing to be 'AA' or similar, located in the bottom right corner of the page.

Date: 16/01/2020

Witness: _____

Grantor: _____

Position: _____

Witness: _____

Grantor: _____

Position: _____

Witness: Angie Sumpter.

Grantee: EAST COAST LOCAL INC.

Position: DIRECTOR.

Witness: _____

Grantee: _____

Position: _____

PID 55537500
LOT 2H
MDMC HOLDINGS INC.
LRO DOC #114623136

SEE PLAN 19-054 BY ANNAPOLIS VALLEY SURVEYS
MICHAEL MCKENNA, NSLS(575)
DATED MAY 8TH, 2019
LAND REGISTRATION OFFICE PLAN #114459820

PID 55263776
TOWN OF KENTVILLE
LRO DOC #108301632

SEE PLAN 20-003 BY ANNAPOLIS VALLEY SURVEYS
MICHAEL MCKENNA, NSLS(575)
DATED JANUARY 9TH, 2020
LAND REGISTRATION OFFICE PLAN #115901762

SEE PLAN 16-080-SV-L4 BY DESIGNPOINT ENGINEERING
KEVIN BROWN, NSLS(601)
DATED SEPTEMBER 10TH, 2018
LAND REGISTRATION OFFICE PLAN #113298963

PID 55539399
LOT 2G

LOT 2GA

AREA= 4,866.8 sq.meters

"A"
S.M.F.d.
(575)

PARCEL A

AREA= 1,943.4 sq.meters

6.100m WIDE ACCESS AND UTILITY
EASEMENT IN FAVOUR OF NSPI
LRO DOC #113323670

NSHPN
207682

R.=193.500m
A.=24.297m
S10°56'59"W
Ch.= 24.281m

S.M.Set

PID 55539381
LOT 2F

LOT 2F

AREA= 2,103.7 sq.meters
(REMAINING)

PROPOSED 6.100m WIDE ACCESS AND
UTILITY EASEMENT IN FAVOUR OF NSPI

R.=193.500m
A.=24.624m
S18°11'33"W
Ch.= 24.607m

S.M.F.d.
(575)

S.M.Set

CHIPMAN DRIVE (PARCEL CD-1)
(15.000m WIDE)

R.=208.500m
A.=34.070m
S17°09'25"W
Ch.=34.032m

R.=208.500m
A.=18.643m

N7°22'42"E
39.014m

S82°36'03"E
61.236m

N9°42'30"E
47.044m

N9°42'30"E
30.690m

N9°42'30"E
21.100m

N46°10'16.9"W
421.567m (grid)

S82°36'03"E
62.884m

S7°22'42"W
6.430m

S7°22'42"W
47.006m

S.M.F.d.
(575)

S.M.F.d.
(575)

P.C.
S.M.F.d.
(OP)

S.M.F.d.
(575)

Utility Pole

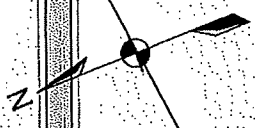
Utility Pole

Utility Pole

Road bed has been built off center of right of way

00 e.

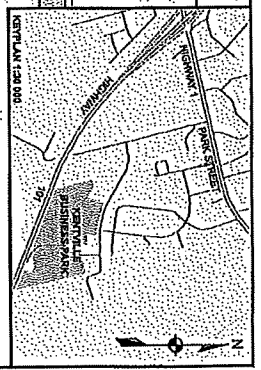
KENTVILLE BUSINESS PARK



TO NEW HAVEN

HIGHWAY 101

TO COLLEBROOK



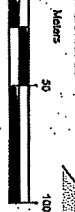
- Subdivided Parcels
- Proposed Parcels

de Vries Barnard

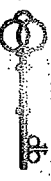
& ASSOCIATES

VALLEY REAL ESTATE PROFESSIONALS

PLEASE NOTE THAT THIS PLAN IS ONLY A CONCEPTUAL DESIGN AND DOES NOT INDICATE AN ACTUAL SURVEY. LOT RANGES ARE CONSIDERED TO BE APPROXIMATE. THE ACTUAL SURVEY WILL BE PROVIDED TO THE CLIENT UPON EXECUTION OF THE CONTRACT AND WILL BE CONSIDERED THE FINAL AUTHORITY.



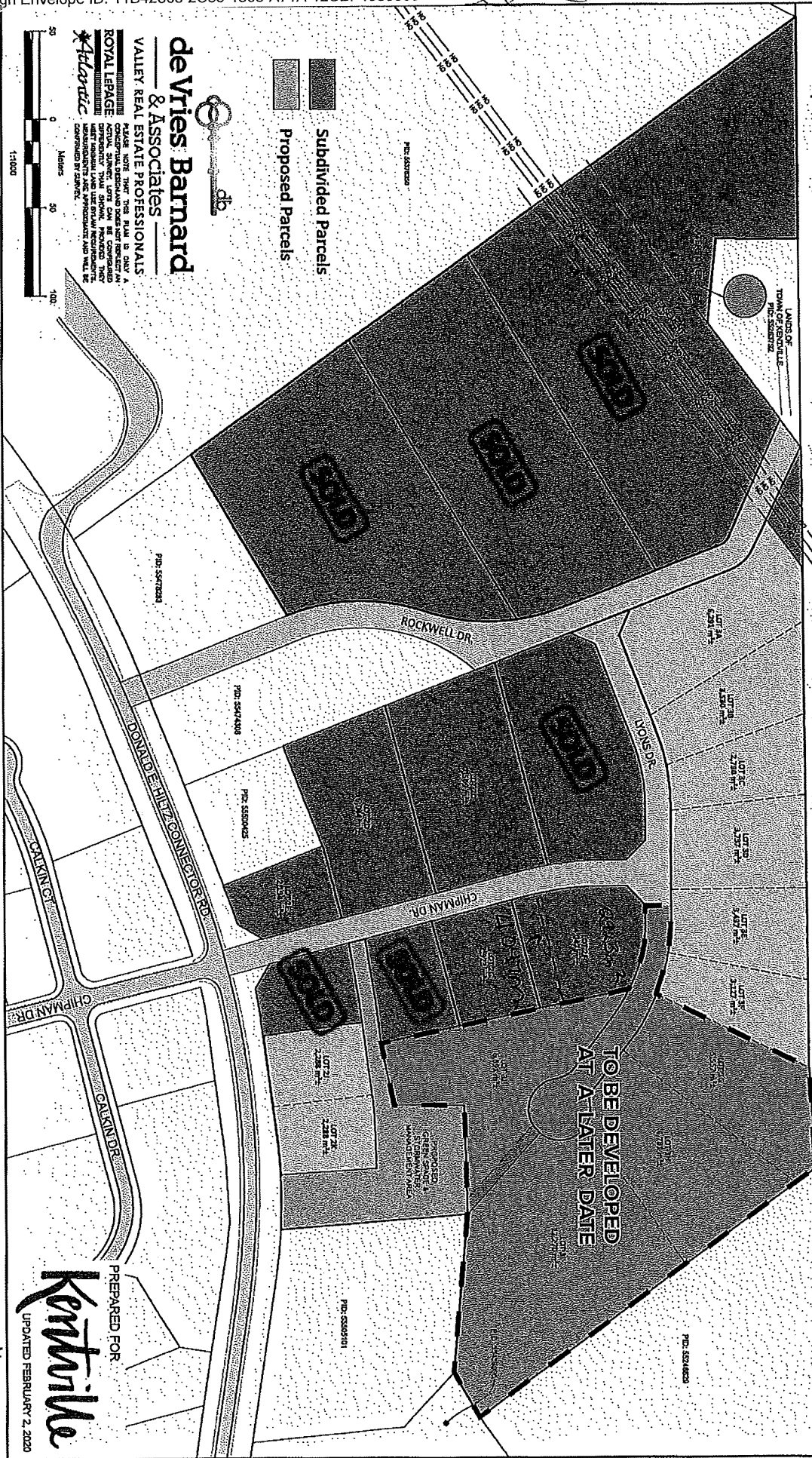
1:1000



TO BE DEVELOPED AT A LATER DATE

PREPARED FOR
Kentville
UPDATED FEBRUARY 2, 2020

DS
BS



AGREEMENT OF PURCHASE AND SALE

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

Total # of pages in this Agreement including all Schedules:

8

Agreement of Purchase and Sale Schedule(s): is/are attached and form(s) part of this Agreement.

- Equipment
- Mini/Mobile Home
- Multi-Unit Residential Income Properties
- Resale Condominium
- Vacant Land
- Sale of Buyer's Property (SOBP)
- Water and Septic
- Other: Kentville Bus. Park Covenants, Schedule B

The Buyer East Coast Local Inc.
of Kentville

having personally viewed the following property not having personally viewed the following property ^{DS}
BS

offers to buy from the Seller Town of Kentville

the property known as (civic address/ lot #) Donald E Hiltz Connector Lot 2F Kentville NS B4N 0C8

(PID(s)/ Serial #) 55539381 in the County of Kings Province of Nova Scotia

(the Property), at a purchase price of Thirteen Thousand dollars (\$ 13,000.00 CDN)

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

1. Deposit

1.1. The Buyer submits One Thousand dollars (\$ 1,000.00 CDN) on or before the 25th day of January, 2021, payable to:

Royal LePage Atlantic

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

1.2. It is understood and agreed that if the Buyer does not complete this Agreement in accordance with the terms thereof, the Buyer shall forfeit the deposit, in addition to any other claim which the Seller may have against the Buyer for the Buyer's failure to complete. If the deposit is being returned to the Buyer, in accordance with the terms of this Agreement, it shall be done without interest or penalty (unless otherwise specified). It is agreed by the Buyer and the Seller that the release of the deposit from the brokerage trust account is subject to the applicable NSREC Bylaws.

1.3. The Buyer and Seller agree that any deposit held in trust by the Brokerage per clause 1.1, that is in excess of the remuneration (including HST) due to that Brokerage on closing of the transaction, shall be transferred to the Seller's lawyer's trust account once conditions unrelated to title have been met. These funds shall remain in the Seller's lawyer's trust account until closing.

2. Closing and Conveyance

2.1. This Agreement shall be completed on or before the 25 day of Feb, 2021 (the closing date). Upon completion, vacant possession of the Property shall be given to the Buyer unless otherwise provided as follows:

BS

2.2. ~~The Seller shall use best efforts to have the Property clean and vacant subject to the provisions of 2.1 for the Buyer's possession starting by ***** on the date outlined in clause 2.1 *****~~

2.3. All lands, buildings, fixtures and all other property being purchased hereby shall remain at the risk of the Seller. The Seller shall be responsible to keep the Property insured until closing. In the event of damage to the Property, the Buyer, having been advised of the insurance policy details, may either agree to accept the proceeds of the insurance and complete the purchase, or may terminate this Agreement and the deposit shall be returned to the Buyer (not applicable to Resale Condominium Schedule - see clause 4 of the Schedule).

2.4. Interest, rentals, leases, taxes, rates and fuel on the premises are to be adjusted to the closing date. The cost of municipal improvements, betterment charges and capital charges for utility or municipal services completed as of the date of this Agreement, whether billed or not, are to be paid by the Seller on or before the closing date unless otherwise stated.

2.5. The conveyance of the Property, which is the subject of this Agreement, shall be by Warranty Deed (or general conveyance, if a mini/mobile home), drawn at the expense of the Seller, to be delivered on payment of the purchase price on the closing date. The Property is to be conveyed free from encumbrances, except for any easements, registered restrictions or covenants that do not materially affect the enjoyment and use of the property (not applicable to Resale Condominium Schedule - see clause 3 of the Schedule).

OFFER DATE: January 16 /2021

BUYER'S INITIALS: [Signature]

SELLER'S INITIALS: BS

PROPERTY: Donald E Hiltz Connector Lot 26 Kentville NS B4N 0C8
BUYER: East Coast Local Inc.

3. Seller's Obligations

3.1. The Seller shall provide the Buyer or the Buyer's Agent with a copy of the following on or before the 12th day of February, 2021 (check the applicable boxes):

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

Handwritten initials "DS" and "BS" with a blue checkmark.

6.2. The following chattels, as viewed on the Property by the Buyer on the date of this Agreement, and known by the Seller shall remain with the Property and be included in the purchase price and shall be conveyed to the Buyer in good working order, free and clear of encumbrances on the date of closing:
 Fridge Stove Washer Dryer Freezer
 Microwave Dishwasher Oven
 Phone Other

4. Buyer's Conditions

4.1. This Agreement is subject to the Buyer, at the Buyer's expense, securing, conducting or reviewing the following on or before the 19th day of February, 2021 (check the applicable boxes):

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

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

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

5. Harmonized Sales Tax (HST)

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

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

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

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

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

6. Fixtures and Chattels
6.1. All fixtures attached to the Property as viewed on the day of this Agreement shall remain with the Property and shall be included in the purchase price.

Handwritten initials "DS" and "BS" with a blue checkmark.

7. Additional Conditions

1) The PID is subject to Change once the Survey is completed by the seller.

8. Lawyer Review

8.1. This Agreement is subject to the review by both the Buyer's and the Seller's lawyers, acting reasonably with respect to wording and content within the Agreement. This review shall be deemed to have been acceptable to both parties, unless the other party or their Agent is notified to the contrary, in writing, on or before the 19th day of February, 2021.

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

9. Property Migration

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

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

10. Title Investigation

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

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

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

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

OFFER DATE: January / 16 / 2021

BUYER'S INITIALS: [Signature] / _____ SELLER'S INITIALS: BS / _____

PROPERTY: Donald E Hiltz Connector Lot 26 Kentville NS B4N 0C8
BUYER: East Coast Local Inc.

11. Miscellaneous Provisions

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

12. Agency Relationship

Complete 12.1 and 12.2 OR 12.3:

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

Royal LePage Atlantic (New Minas)
Brokerage

and / or Angie Sangster/Stacy de Vries/Valley Real Estate Team
Brokerage Representative or Designated Agent

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

Royal LePage Atlantic (New Minas)
Brokerage

and / or Angie Sangster/Stacy de Vries/Valley Real Estate Team
Brokerage Representative or Designated Agent

OR

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

Brokerage

and / or _____
Brokerage Representative or Designated Agent

13. Time for Seller's Response

This offer shall be open for acceptance until 5 P.M. Atlantic Time on the 22 day of Jan, 2021.

Signed, sealed and delivered in the presence of:

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

Angie Sangster
Witness

[Signature]
Buyer East Coast Local Inc. SEAL

Jan 16/21
Date

Witness

Buyer SEAL

Date

14. Seller's Response

CHOOSE ONE OF THE FOLLOWING:

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

Signed, sealed and delivered in the presence of:

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

Witness

Brian Smith
Seller 117BC12658F5000 of Kentville SEAL

1/22/2021 | 2:54 PM AST
Date

Witness

Seller SEAL

Date

Atlantic Time

Date

Atlantic Time



VACANT LAND SCHEDULE

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

Property Address: Donald E Hiltz Connector Lot 2G Kentville NS B4N 0C8

Buyer: East Coast Local Inc.

Seller: Town of Kentville

1. Seller's Obligations

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

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

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

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

final municipal lot approval for the Property has been obtained.

OR

final municipal lot approval for the Property will be obtained on or before the 19th day of February, 2021, failing which the Buyer shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

2. Buyer's Conditions

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

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

The Seller agrees to provide, to the Buyer, any copies and documents in their possession relating to the above items on or before the 12th day of February, 2021.

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

2.3. The Buyer shall be deemed to be satisfied with clause 2.1 unless the Seller or Seller's Agent is notified to the contrary, in writing, on or before the 19th day of February, 2021. If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

3. Improvements, if Applicable

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

4. Additional Conditions

*Buyer would like the property line move south between lot 2F + Lot 2G. 2923m?
See Schedule C.*

BUYER'S INITIALS: AMA

OFFER DATE: January 16 / 2021

SELLER'S INITIALS: BS

ADDENDUM SCHEDULE "c"

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

Attached to and forming part of:

The Agreement Counter Offer Amendment Other: _____

Seller: Town of Kentville

Buyer: East Coast Local Inc.

Relating to the Property known as:
Donald E Hiltz Connector Lot 26 Kentville NS B4N 0C8 PID(s)/ Serial #: _____

1. Terms and Conditions

1.1. The Agreement is further subject to the following terms and conditions:

1) Any interim acceptance of the Buyer's offer and this Agreement by the CAO of the Seller shall be subject to the ratification thereof by resolution of the Council of the Town of Kentville. Legal acceptance shall be the date of the Council Resolution. Council shall consider all representations in the offer, including the development, before resolving to accept it. Until acceptance or rejection of the offer, the offer and the terms of the offer shall be treated by the Seller as confidential. This shall be done of or before Feb 1/21.

DATE: 01 06 16 / 21

BUYER'S INITIALS: RA

SELLER'S INITIALS: BS

Beverly Gentleman

From: Alyra Halyn <alyra.halyn@gmail.com>
Sent: February 4, 2022 9:50 AM
To: Beverly Gentleman
Subject: Re: Extension Question
Attachments: Lot 2F Extension Request.pdf

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

Hi Beverly,

Please find attached written letter requesting a 1 year extension to development of Lot 2F.

Please don't hesitate to let me know if you feel I should provide any further supporting documentation.

Many thanks for your assistance,

Aly

On Fri, Jan 28, 2022 at 5:38 AM Alyra Halyn <alyra.halyn@gmail.com> wrote:

Hi Beverly,

Thanks for checking in! I have been a bit underwater over here lately with regards to time management! I am closing for two weeks of winter holidays on Monday, at which time I should have the time to prepare a request for an extension.

I'll also be requesting a modification to the design of the building in the same document; it will be smaller. What we need for our business most imminently is a small commercial kitchen space sufficient for preparing our juices, and I don't need the warehouse storage that I did before, as I have renovated my existing location to suit that purpose.

If they grant the modification, then it will become much more affordable of a project, and the likelihood of me being close to completion at end summer 2022 will be much more realistic.

I will definitely keep you in the loop,

Best,

Aly

On Mon, Jan 24, 2022 at 1:59 PM Beverly Gentleman <bgentleman@kentville.ca> wrote:

Hi Aly,

Just checking in to see if you still plan on requesting an extension to the purchase and sale agreement for the land in the Kentville Business Park??



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: March 14, 2022

SUBJECT: Federation of Canadian Municipalities

ORIGIN

Each year the Federation of Canadian Municipalities hosts a conference for elected officials and Chief Administrative Officers across Canada. The conference rotates through different cities each year, and in 2022 it will be held from June 2 to 5 in Regina Saskatchewan.

BACKGROUND

The Town of Kentville has a policy for elected officials to attend this conference. It states:

- “4.1 The CAO and the Mayor will be given the opportunity, and will be encouraged, to attend the annual conference of the Federation of Canadian Municipalities each year.
- 4.2 Each Councillor will be given the opportunity to attend a conference during the duration of his/her term of office in council. (4 years)
- 4.3 A schedule will be established for attendance, and a maximum of 3 Councillors will be eligible to attend each year.
- 4.4 The exception to the number of Councillors permitted to attend, will be that if the conference is held in the Maritime Provinces, in which case additional representatives may be eligible to attend.
- 4.5 If a Councillor is unable to attend his or her scheduled conference, he or she will be eligible for a future conference, only if a vacancy allows.”

The conferences for 2020 and 2021 were held virtually.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

Policy G21, FCM Conference Attendance

DIRECTION

Seeking direction from Council for attendance at this conference by a member of Council.

Town of Kentville Decision Wheel:

Kentville
A BREATH OF FRESH AIR





TOWN OF KENTVILLE POLICY STATEMENT G21 FCM CONFERENCE ATTENDANCE

1.0 PURPOSE

To provide a procedure, under which the Town of Kentville will be properly represented at this conference, and to allow a fair schedule for attendance by the Mayor, Council members and the CAO.

2.0 DEFINITIONS

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

3.0 SCOPE

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

4.0 PROCEDURES

The CAO and the Mayor will be given the opportunity, and will be encouraged, to attend the annual conference of the Federation of Canadian Municipalities each year.

Each Councilor will be given the opportunity to attend a conference during the duration of his/her term of office in council. (4 years)

A schedule will be established for attendance, and a maximum of 3 Councilors will be eligible to attend each year.

The exception to the number of Councilors permitted to attend, will be that if the conference is held in the Maritime Provinces, in which case additional representatives may be eligible to attend.

If a Councilor is unable to attend his or her scheduled conference, he or she will be eligible for a future conference, only if a vacancy allows.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: February 14, 2001
January 2017. Reformatted

A handwritten signature in black ink, appearing to read 'M. Phillips', written over a horizontal line.

CAO Mark Phillips

APPENDIX B: REQUEST FOR DECISION FORM

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

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

Detail	Synopsis				
Decision Requested:	Review and amend TOK By-Law Chapter 102 – Noise By-law				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/> X	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/> X	Economic <input type="checkbox"/>
	<ol style="list-style-type: none"> Amend section 3.1.1 7am – 10pm – 65 dBA Amend 3.1.1 – “add” multiple readings and point of reception 				
Strategic Implication: with Dashboard	Current <input type="checkbox"/> X		Short Term X <input type="checkbox"/>	Long Term X	
Budget:	Yes <input type="checkbox"/> No X		Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Desired Outcome:	Amendments to be agreed to by council				
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 <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>				
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required X				
	Policy Change <input type="checkbox"/> Other <input type="checkbox"/>				
Background:	Recommend amendments go to first and second reading				

Town of Kentville, Policy G69: Council Reports Policy

Budget:	N/A
Staff Workload:	N/A
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	