



**TOWN OF KENTVILLE  
SPECIAL COUNCIL MEETING  
April 11, 2022**

**5:00 P.M. 2022-2023 OPERATING BUDGET PRESENTATION**

**AGENDA:**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. TOWN OF KENTVILLE 2022-2023 OPERATING BUDGET PRESENTATION AND REPORT**
- 4. ADJOURNMENT**

**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
April 11, 2022**

**(IMMEDIATELY FOLLOWING)**

**COUNCIL ADVISORY COMMITTEE MEETING**

**AGENDA:**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**  
**(a) Council Advisory Committee, March 14, 2021**

**4. PRESENTATIONS**

- (a) Physician Navigator Annual Update – Breanna Hall

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance

- 1. Director's Report
- 2. Projection Report
- 3. Town Capital Withdrawal
- 4. Town Capital Withdrawal – Bridge Street Approaches
- 5. Sewer Depreciation Reserve Withdrawal

(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 / OLD BUSINESS**

- (a) Review of Noise Bylaw

**7. CORRESPONDENCE**

- (a) None

**8. NEW BUSINESS**

- (a) Rezoning in C1 Zone
- (b) Investing in Canada Infrastructure Program Grant Resolution
- (c) Video World Request
- (d) Mentoring Plus Quarterly Report

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) None

**11. ADJOURNMENT**



DRAFT



**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE**

COVID-19 Protocol, online meeting  
Meeting Minutes: March 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
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

**Guests:**

- Genevieve Allen Hearn – Kentville Business Community
- Brendan Kilfoil and Julian Boyle – Property Assessed Community Energy (PACE) Program

**REGRETS**

Rachel Bedingfield, Director of Parks and Recreation

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

# DRAFT

## 2. APPROVAL OF THE AGENDA

- Council shares concerns about not adding the Code of Conduct Breach Report from Councillor Andrew Zebian regarding Mayor Sandra Snow to the meeting package. It is believed that this should be added to the package.
- Point of order – parliamentary inquiry. Councillor Huntley expresses concerns that this item may not be appropriate for a CAC meeting and would be appropriate for an In Camera session.

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

**That Council move the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) to a special meeting of Council**

- Solicitor Muttart expresses concerns about the motion, which should only address including or not including this item on the agenda. Councillors Gerrard and Huntley accept this change

Amendment:

**That Council remove the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) from the agenda.**

**MOTION CARRIED**

- Further discussion about amending the agenda.

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

**That Council add the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) to the agenda.**

**MOTION CARRIED**

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

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

**MOTION CARRIED**

## 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, February 14, 2021.

**It was moved that the minutes from the Council Advisory Committee meeting held on February 14, 2021 be approved.**

*CAC Minutes – March 14, 2022*

*Pending Approval*

*Page 2*

# DRAFT

## MOTION CARRIED

### 4. PRESENTATION

#### **(a) Kentville Business Community – Genevieve Allen Hearn and Paul Dixon**

Genevieve Allen Hearn, Executive Director, and Paul Dixon, Chair of the Board for the Kentville Business Community, presented the organization’s annual report. Highlights include the façade program, seasonal décor grants, Valley in the Alley project, shopping promotions and the annual budget.

*Presentation available for more information*

- Discussion
  - What will the cost and maintenance plan for the comfort station be? There is a capital request in the meeting package tonight.

#### **(b) Julian Boyle – Property Assessed Community Energy (PACE) Atlantic**

Julian Boyle, Directors of PACE Atlantic, presented the opportunities for Kentville with this program which targets 3-5% of housing stock annually through deep energy retrofits.

*Presentation available for more information*

- Discussion
  - How does the program work? This is a user pay model- take out a loan with the municipality which includes administration and marketing. PACE charges a one-time 5% fee. PACE acts as an unbiased “energy coach” for homeowners for incentives and rebates. The return on investment for many homeowners is between 20-40%. This program combines rebates and financing, where Efficiency NS participants need to choose one or the other.
  - How can the model help low-income homeowners? There is no credit check for this program. Other programs can be denied access because of bad credit.
  - Support for the program at no cost to the municipality.

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### **(a) Finance**

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

Director Deb Crowell submitted her report for the period ending February 28, 2022. To this date overall revenue exceeds the average at 95.3%. The overall expenditures are above the benchmark at 92.7%.

*See report for more information.*

# DRAFT

**(2) Projection Report**

Director Deb Crowell submitted the projection report for the period ending February 28, 2022. In this report, the Town is projecting a surplus position of \$29,900.

*See report for more information.*

**(3) Debenture Funding**

Director Deb Crowell submitted the debenture funding from the Municipal Finance Corporation in the amount of \$963,400.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council pre-approve the Debenture Issuance as follows: TBR 21-22-01 Various at \$728,400 and TBR 21-22-02 Sanitary Sewer at \$235,000 for a total Debenture of \$963,400.**

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

**MOTION CARRIED**

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

**(4) Withdrawal from Capital Reserves**

Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$29,310.93.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council approve a withdrawal of \$29,310.93 from the Town of Kentville Capital Reserve – General Allocation to partially fund the 2021-2022 projects as detailed in the attached report.**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

# DRAFT

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

**(5) Withdrawal from Operating Reserves**

Director Deb Crowell submitted the request for a blanket withdraw from operating reserves.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserves 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.**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Director’s Report**

Director Bev Gentleman submitted her report for February 2022. Highlights included a building valuation of \$10,110,930 for the year thus far. The report also included project updates about ancillary dwelling applications and inquiries about high density development in different areas of town.

*See report for more information.*

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

CAO Troke submitted this report for February 2022. Highlights included a national recruitment campaign in the Globe and Mail, visitor information centre upgrades, Fire and Ice Winter Carnival, and budget planning for future projects.

*See report for more information.*

- Discussion
  - About the flagpole idea at the Visitor Information Centre. Council asked staff to create ways to fly special interest flag in Town. There will be a policy that outlines what flag can be flown at the VIC flagpole.

# DRAFT

**(c) Parks and Recreation**

**(1) Director’s Report**

CAO Troke presented Director Bedingfield’s report for February 2022. Some of the highlights included the hiring of a new facility manager, the Kentville Ravine Park, and summer program planning and recruitment.

*See report for more information.*

**(d) Police Report**

**(1) Chief’s Report**

The Police Commission submitted their report with a listing of calls for service, activities, training and meetings, as well as a budget update.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director’s Report**

Director Dave Bell submitted his report for February 2022. Some of the highlights included 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 February 2022. Some of the highlights included budget reviews with directors, intermunicipal service agreements, and Town of Annapolis alternative energy project.

*See report for more information.*

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

**That Council accept the staff reports as delivered.**

**MOTION CARRIED**

Council called for a recess at 7:35 pm

Council returns from recess at 7:45 pm

**6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

**(a) Policy Statement G70 Meetings policy**

# DRAFT

CAO Troke gave an update on the review of this policy and scheduling a workshop for updating this policy. Council has been signed up for training around Roberts Rules and the workshop for this policy will follow this training session on March 25.

## **(b) Council Meeting Workshops and Meetings**

CAO Troke gave an update on workshops and meetings that are being planned and scheduled for Council.

## **7. CORRESPONDENCE**

**(a) None.**

## **8. NEW BUSINESS**

### **(a) Code of Conduct**

Mayor Snow discussed the new code of conduct breach reports and the upcoming meeting to review all reports and allegations.

*See report for more information.*

- Discussion
  - Solicitor Muttart provided input about this process. This breach report includes at least 8 issues. Items related to personnel are confidential must be discussed in camera. Items related to employment and legal are confidential and must be discussed in camera. Other items require further investigation. This breach report is different from other reports and should be dealt with separately. This report needs to be sent to a third party.

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

**That Council direct the CAO to investigate hiring a third party to investigate the allegations and report to Council at the next Council meeting on March 28.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(b) Valley Waste Surplus Request**

Councillor Gerrard described the request from Valley Waste to receive a surplus payment for capital expenses.

*See report for more information.*

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

# DRAFT

**That Council reject the request for retention of surplus by Valley Waste Resources Management based on past and current financial practices.**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Centre Square Parking**

Community and Economic Development Coordinator Lindsay Young reviewed the issues around parking in Centre Square and the proposal from staff and Kentville Police.

*See report for more information.*

- Discussion
  - Will accessibility be addressed in this plan? Yes and this will include conversations with the Accessibility committee.
  - Are there a lot of complaints around parking? Very limited complaints recently.
  - This parking plan links with the Active Transportation Plan to get people more active by parking a little further away.

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

**That Council direct the CAO to continue supporting the ongoing planned improvements.**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(d) Request for Extension**

CAO Troke described the land sale agreement for East Coast Local and their request to extend their development covenant deadline from 2023 to 2024.

*See report for more information.*

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

**That Council Advisory Committee Recommend**



# DRAFT

**That Council approve the extension to the development covenant by East Coast Local Inc on lot 2F on Chipman Road in the Kentville Business Park by one year.**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(e) Federation of Canadian Municipalities**

CAO Troke described the national conference and the process for choosing an elected official to attend the upcoming event in Saskatchewan.

*See report for more information.*

- Discussion
  - Councillor Huntley is interested in attending this conference.
  - Deputy Mayor Cate Savage is also interested in attending.
  - Tell the Deputy Town Clerk if you are interested in attending.

**(f) Request for Decision – Noise Bylaw**

Deputy Mayor Savage described the current noise bylaw and the need to change some of the limits and measuring procedures.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council direct the CAO to review the request for amendment to the Noise Bylaw, research similar Bylaws, and bring back a recommendation to Council.**

*To be brought forward at the March 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 PUBLIC COMMENTS**

**(a) Marcia McNeil**

Concerns about the mechanism for approving the extension for East Coast Local Inc. when comparing the process to the former Robinson property.

# DRAFT

## 10. IN CAMERA

### (a) Property and personnel matters

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

**That Council move into a closed session at 8:48 pm to discuss confidential matters relating to human resources.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council return to open session at 9:25 pm**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 11. ADJOURNMENT

It was moved by Deputy Mayor Cate Savage

**That Council Advisory Committee adjourn at 9:25 pm**

#### **MOTION CARRIED**



Physician  
Community  
Navigation

# PCN PRESENTATION



# NOVA SCOTIA COMMUNITY NAVIGATORS





# WHY COMMUNITY NAVIGATORS?



Accommodations  
and Housing



Immigration  
Services



Spousal  
Employment



Activities



Schools



Relocation



Social and  
Religious Groups



Childcare





# WHY RECRUITMENT CONSULTANTS?



Conferences &  
Job Fairs



Licensure to  
Practice in NS



Site Visits



Incentive Programs



Offer Letters and  
Deliverables



Onboarding of  
New Physicians



Connect with  
Community

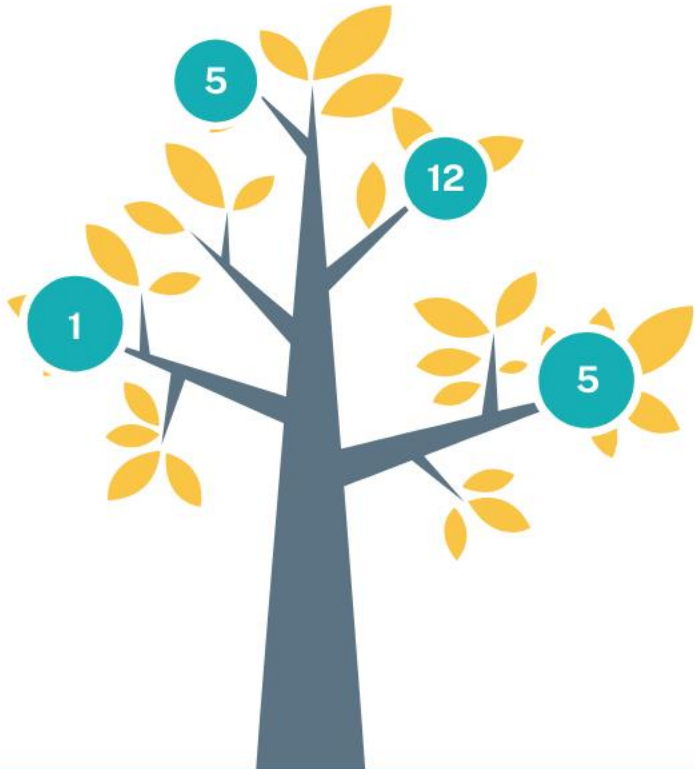


Follow Up





# WELCOMING COMMUNITY

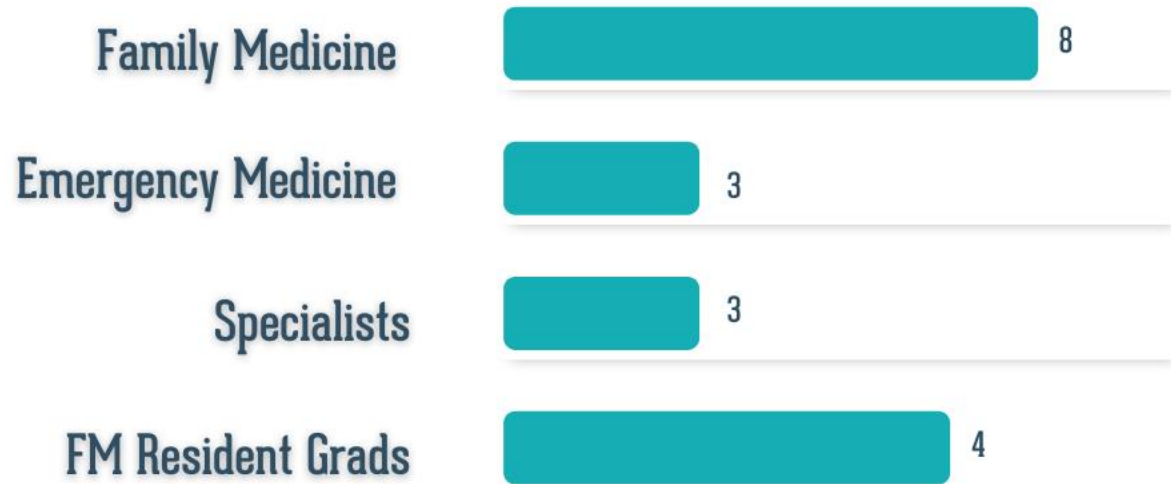


- 12 new physicians received community welcome baskets
- 5 family medicine resident community events
- 5 community tours with visiting physicians
- 1 family medicine resident welcome event



# PHYSICIAN RECRUITMENT

Annapolis Valley Physicians: Physicians who began practicing medicine in 2021





# PROJECT SPOTLIGHT

## Overarching Objective

- Identify key factors that attract and entice physicians to come and/or stay in the Annapolis Valley to practice medicine

## How did we achieve this?

- Nova Insight Inc surveyed physicians who live and practice medicine in Annapolis Valley

## Activate Results!

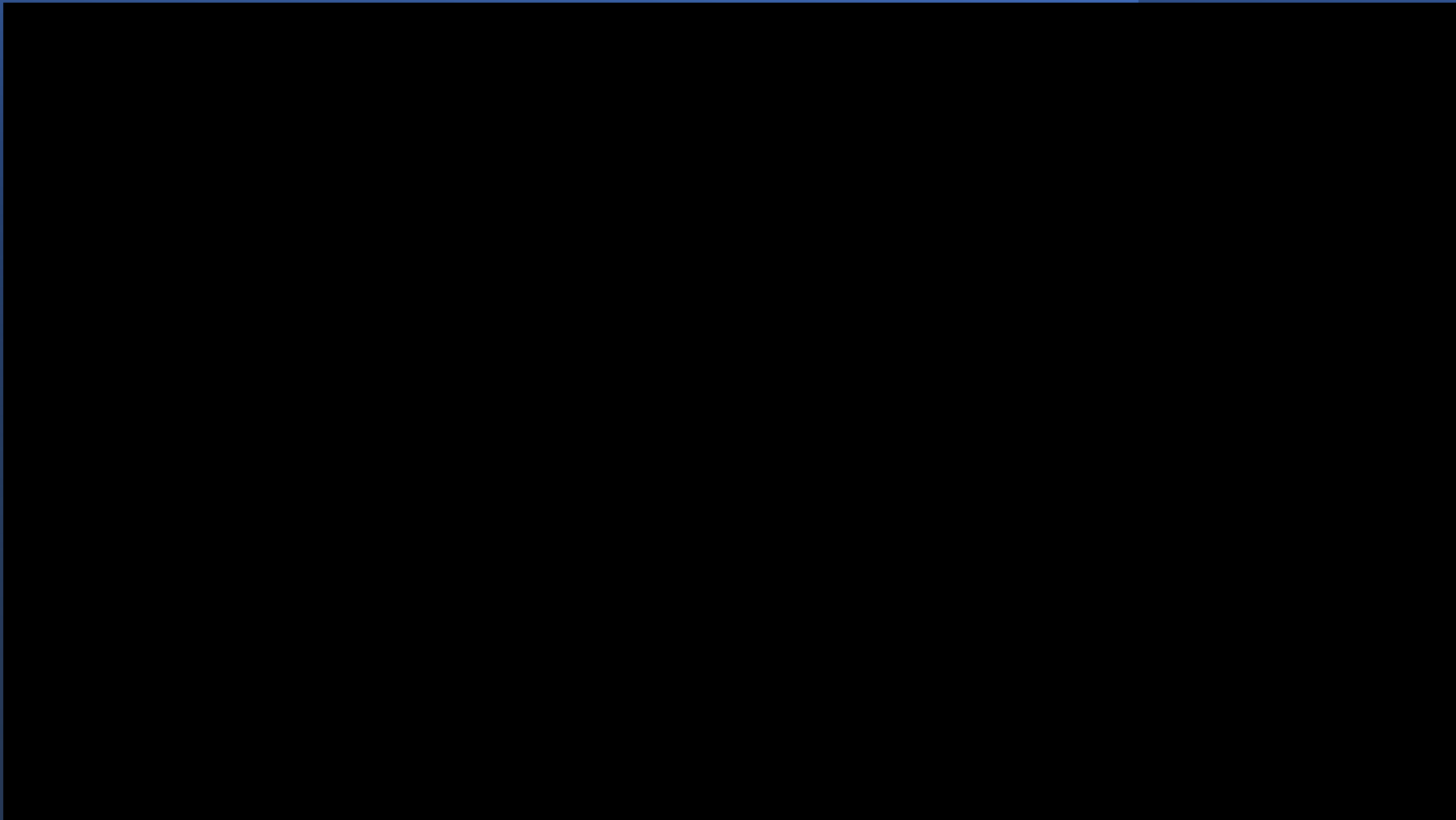
- Share results with healthcare partners to improve physician recruitment and retention in the Annapolis Valley
- Consider results and feedback when developing projects







**VIDEO!**





## Welcoming Community

Continue advertising the Annapolis Valley as an attractive, inclusive, diverse, and supportive community



- Establish a resourceful team of Community Advisors
- Develop a Physician Mentorship Program with Mentoring Plus Strategy
- Invite physicians and their families to local community events and encourage them to attend

## Family Recruitment

Expose hidden gems in the community showing physicians and their families the Annapolis Valley is the place to have it all



- Develop a spousal support program for physicians spouses and newcomers with YREACH and The Valley Connector Program
- Partner with the Nature for Newcomers Team
- Continue building relationships by staying connected with the local business community and citizens

## Funding Support

Implement streamlining processes that attract, welcome, engage, support, and retain physicians and medical learners



- Expand focus to welcome and support all physicians, med students, and locums in addition to family medicine residents
- Develop AV Welcome Bags for med students and visiting physicians on community tours
- Physician Retention Outreach Program
- Host events social networking events for physicians



# LEVERAGED FUNDS

Project Coordinator  
[Physician Community Navigator] \$42,602

CCTH Innovation Fund - Healthy  
Communities Stream \$30,000

Municipality of the County of Kings \$15,000

Town of Wolfville \$5,000

Valley Regional Hospital Foundation \$6,000

Western Kings Memorial Health Society \$10,000

Regional Marketing & Admin Support \$5,000

Special Project Sponsorship \$3,500

Covered Community  
Funding Partners

Valley REN / AVCC  
Doctors Nova Scotia

# LET'S PARTNER!

## Why partner with the Annapolis Valley Collaborative Committee?

- Join the AVC Committee and oversee project progress
  - Stay informed about physician recruitment and retention in the Annapolis Valley
  - Advocate for physicians and medical learners
  - Steer projects and help develop the Annapolis Valley PCN strategic plan each year
- Community recognition as a community supporter
  - Marketing & reporting
  - Events







**THANK YOU!**





**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**Department of Finance**  
**MARCH 31, 2022**

**Summary:**

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

- The Investment Advisory Committee met on March 9, 2022 to hear the details of the month ended February 28, 2022.
- Utility meters were read for the 4<sup>th</sup> quarter utility billing, which will be generated in April.
- The budget cycle is well underway, as is the year-end process.

**Attachments**

- Schedules A & B (Revenue and Expenditures) are not included for the month ended March 31, 2022, as the year-end working paper files and financial statements are being prepared. The financial position of the Town will change over the course of this process. The annual external audit process will begin May 24, 2022.
- Schedule C (Outstanding Taxation) is attached for the year ended March 31, 2022.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will encompass the fourth quarter billing- March 31, 2022, which will be generated in mid-April.
- Schedules E and F (Perpetual Investment Fund) are not included for the year ended March 31, 2022. The Investment Advisory Committee meets April 20, 2022 to hear the details of the year ended March 31, 2022.
- Schedule G - Capital Investment Plan for 2021/2022 is included for the year ended March 31, 2022.

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

Current year's tax levy at March 31, 2022 is \$(276,764) or 101.8% collected (last year- 101.8%). Total property tax as at March 31, 2022 is \$(275,271) (last year- \$(161,203)). This equates to 102.8% collected in total (last year- 101.7%).



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

The 2021/2022 capital investment plan is disclosed in Section G. Projects were budgeted at \$2.3 million. To date of writing, \$1,572,730 (69.1%) has been expended.

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

Respectfully Submitted,



Debra Crowell  
Director of Finance

# Town of Kentville Operating Fund

SCHEDULE C

March 31, 2022

<b>Summary of Taxes Collected &amp; Outstanding</b>				
This report provides information for Council's perusal concerning outstanding taxes.				
	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2021	(234,483)	66,686	8,059	(159,738)
Billed 2021	10,027,316	0	0	10,027,316
21/22 net adjustments	<u>(12,333)</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>10,057,264</u>	<u>66,244</u>	<u>7,008</u>	<u>10,130,516</u>
Outstanding	<u>(276,764)</u>	<u>442</u>	<u>1,051</u>	<u>(275,271)</u>
Percentage collected 21/22	102.8%	99.3%	87.0%	102.8%
Percentage collected 20/21	101.8%	91.5%	0.0%	101.7%

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	450,000	306,609	68.1%
Green Infrastructure Fund	154,000	8,350	5.4%
General Administration	20,000	10,877	54.4%
Protection	118,200	66,075	55.9%
Transportation	920,000	731,926	79.6%
Development	54,500	41,497	76.1%
Recreation	559,500	407,396	72.8%
	<b>2,276,200</b>	<b>1,572,730</b>	<b>69.1%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal- Green Infrastructure Funds	61,600	3,337	0.0%
Provincial- Green Infrastructure Funds	51,300	2,781	5.4%
Province of Nova Scotia		73,000	0.0%
	<b>112,900</b>	<b>79,118</b>	<b>70.1%</b>
Capital Contributions			
Betterments			
Sale of surplus equipment	0	6,000	0.0%
	<b>0</b>	<b>6,000</b>	<b>0.0%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	444,300	306,608	69.0%
<b>Own Sources</b>			
Equipment Capital	100,000	100,000	100.0%
Town Capital			
General allocation	441,400	297,126	67.3%
Recreation	63,500	40,576	63.9%
	<b>1,049,200</b>	<b>437,702</b>	<b>41.7%</b>
Operations			
Capital from revenue- KPS	50,000	24,526	49.1%
	<b>50,000</b>	<b>24,526</b>	<b>49.1%</b>
<b>BORROWING</b>			
	<b>1,064,100</b>	<b>718,776</b>	<b>67.5%</b>
	<b>2,276,200</b>	<b>1,572,730</b>	<b>69.1%</b>



# Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	CANADA COMMUNITY-BUILDING FUND <b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Local Roads- Paving projects</b>		
05-35-71-200	Burke Subdivision- paving	450,000	306,609
	<b>PROJECTS</b>	<b>450,000</b>	<b>306,609</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Reserve- Gas Tax Interest	3,000	1,281
	Reserve- Gas Tax 20-21		61
	Reserve- Gas Tax Current 2021-2022	441,300	305,267
	Reserve - Town capital	5,700	
	Borrowing		
	<b>TOTAL</b>	<b>450,000</b>	<b>306,609</b>

# 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	(0)
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	(0)
05-35-71-560	Green Infrastructure Planning		8,350
	<b>PROJECTS</b>	<b>154,000</b>	<b>8,350</b>
	<b>FUNDING</b>		
	Green Infrastructure Fund (Federal)	61,600	3,337
	Green Infrastructure Fund (Provincial)	51,300	2,781
	Borrowing	41,100	2,232
	<b>TOTAL</b>	<b>154,000</b>	<b>8,350</b>



# Town of Kentville Capital Fund

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

# Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2022

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Vehicles	78,100	30,526
	<b>Equipment</b>		
05-35-75-700	Speed signs, carbines, utility trailer	21,500	16,888
	<b>Building</b>		
05-35-75-600	Security upgrades, sign	18,600	18,661
	<b>PROJECTS</b>	<b>118,200</b>	<b>66,075</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	50,000	24,526
	Proceeds on sale		6,000
	Capital contribution		
	Reserves	68,200	35,549
	Borrowing		
	<b>TOTAL</b>	<b>118,200</b>	<b>66,075</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	<b>Equipment</b>	<b>325,000</b>	321,656
05-35-71-450	<b>Public Works building</b>	<b>50,000</b>	0
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights/Bridge lighting	<b>50,000</b>	18,347
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	<b>40,000</b>	19,814
	<b>Streets-BRIDGE- Approaches (ADDED)</b>		
05-35-71-340	<b>Bridge- Street approaches (Added)</b>	-	88,642
	<b>Sidewalks</b>		
05-35-71-490	Park Street -\$60,000	<b>60,000</b>	0
05-35-71-500	Prospect Avenue- \$40,000	<b>40,000</b>	0
	<b>Storm sewer</b>		
05-35-71-550	Burke subdivision	<b>220,000</b>	153,739
05-35-71-570	Palmer subdivision	<b>110,000</b>	128,174
05-35-71-540	Kentville Business Park	-	1,554
05-35-71-580	<b>Study- Asset Management Storm Sewer</b>	<b>25,000</b>	0
	<b>PROJECTS</b>	<b>920,000</b>	<b>731,926</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Equipment capital reserve	<b>100,000</b>	100,000
	Capital reserve- general allocation	<b>140,000</b>	133,456
	Borrowing	<b>680,000</b>	498,470
	<b>TOTAL</b>	<b>920,000</b>	<b>731,926</b>



# Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2022

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-450	Downtown benches	10,000	8,491
	<b>Signage</b>		
05-35-75-400	Gateway signage		10,350
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 2)	12,000	(0)
05-35-75-260	Public art display areas	20,000	16,289
	<b>Business Park Improvements</b>		
05-35-75-250	Benches	5,000	6,368
05-35-75-180	Kentville Futures	0	0
	<b>PROJECTS</b>	<b>54,500</b>	<b>41,497</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General	54,500	41,497
	Capital contribution- Province		
	Borrowing		
	<b>TOTAL</b>	<b>54,500</b>	<b>41,497</b>

March 31, 2022

## Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,576
05-35-72-350	<b>Green Spaces</b>		
	Gorge survey/trails (ADDED)		
	<b>Arena</b>		
05-35-72-500	Steps, drain, water heater	41,500	48,994
05-35-72-550	Arena canteen upgrades (ADDED)		(0)
	<b>Parks/Playgrounds</b>		
	<del>Oakdene Park Trail/Dipping station</del>	28,000	
05-35-72-600	<del>Memorial Park Gazebo</del>	10,000	0
05-35-73-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	242,964
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	10,479
05-35-73-400	Memorial Park- Staff lunchroom	15,000	15,485
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	14,972
05-35-73-150	Dog park- east end (CWIP)	55,000	34,658
05-35-74-700	<b>Equipment</b>	87,000	33,268
05-35-73-300	<b>Study- Ravine Trail</b>	15,000	0
	<b>PROJECTS</b>	<b>559,500</b>	<b>407,396</b>
	<b>FUNDING</b>		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	75,746
	Capital reserve- Recreation	63,500	40,576
	Borrowing	343,000	218,074
	<b>TOTAL</b>	<b>559,500</b>	<b>407,396</b>



# 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 March 31, 2022**

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The seventh (and final) projection report to March 31, 2022 (as at March 31, 2022) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$67,800** (last month- surplus \$29,900).

Everything known to date is captured in this report.





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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$95,000**. 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 \$215,800; **OVER BUDGET \$4,800**)

**This section is expected to exceed its budget by 2.3%.**

- Province- Protective services-secondment will **exceed its budget by \$5,000**, as all remuneration and expenses are billed to the Province.
- Local government- Kings County Recreation arrived **\$200 under budget**.

**5 SALES OF SERVICE** (budget \$1,020,500; projected \$1,022,100; **OVER BUDGET \$1,600**)

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

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

**6 REVENUE-OWN SOURCES** (budget \$1,204,600; projected \$1,051,700; **UNDER BUDGET \$152,900**)

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

- Permits- **fall under budget by \$5,900**, 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 4<sup>th</sup> 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 \$5,300** 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 \$27,200**. The Town Operating Fund is projecting **a surplus of \$67,800**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$257,000; projected \$233,400; **UNDER BUDGET \$23,600**)

**This segment is expected to fall under budget 9.2%.**

- Remuneration Mayor & Council will provide **savings of \$ 2,400**.
- Mayor & Council expenses will provide **\$21,200 in savings** due to limited travel and conferences.

**10 GENERAL ADMINISTRATION** (budget \$1,447,200; projected \$1,450,500; **OVER BUDGET \$3,300**)

**This department is projected to end the year over budget by 0.2%.**

- Remuneration will **exceed budget \$7,900**, due to changes in complement as well as increases in CRA deductions.
- Office expenses are projecting **over budget by \$22,000**, due to legal expenses and the annual insurance premium for Administration, offset by savings in other office expense accounts.
- Information Technology segment provides **savings of \$8,100**.
- 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 \$3,777,600; **UNDER BUDGET \$76,700**)

**Police Protection- core program** is projecting to be **under budget \$2,900**.

- Remuneration will exceed budget by \$ 3,400 overall.
- Office expenditures fall under budget by \$8,200. 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 \$10,500 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- Communication provides \$2,500 in savings in the Maintenance account.
- Operations- Technology provides savings of \$1,500.
- 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 \$10,700 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 \$50,100** (-32.7%).

- Remuneration Full time and Part time provides savings of \$49,500, 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 \$ 15,900**.

- Transfers to Correctional Services exceeds budget by \$ 1,700.
- Prosecutorial services should provide savings of \$ 5,200
- 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 \$7,400 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 \$10,500**.

- Debt charges overall exceed budget \$100, due to the timing of the Fall 2020 debenture (received in May 2021).
- Emergency measures falls below budget by \$1,200. EMO Communications re: billings for phone and satellite service exceeds budget \$400; however, 911 System falls under budget by \$1,500
- Other protective services will provide net savings of \$9,400. Animal control has no expenditures providing savings of \$12,000. Building inspection will fall under budget \$5,600 while Fire inspection will exceed budget by \$600. Occupational Health & Safety exceeds budget by \$ 7,600 due to OHS assessments.

## **14, 15 TRANSPORTATION SERVICES** (budget \$2,206,900; projected \$2,392,800; **OVER BUDGET \$185,900**)

**Transportation Services is projecting to end the year over budget 8.4%.**

- **Common Services** is projecting to be **over budget \$80,000**. Remuneration will fall under budget \$9,800, as reallocation to other cost centres offsets the increase in remuneration. Office expenditures will exceed budget \$11,000 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 \$13,400, due to increased heating costs. Operations- Communication will provide savings of \$900. Operations-vehicles will exceed budget by \$66,300, 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.
- **Debt charges** provide **savings of \$ 300**.



**16 ENVIRONMENTAL HEALTH SERVICES** (budget \$664,000; projected \$669,400; **OVER BUDGET \$5,400**)

This section is projected to exceed its budget by 0.8%.

- Solid Waste Collection- Materials & Supplies will provide **savings of \$ 900** in Materials & supplies.
- 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 \$76,800; **UNDER BUDGET \$19,700**)

This section is projected to end the year **under budget -20.4%**.

- Deficit of Housing Nova Scotia falls **under budget \$24,700** due to a combination of reversing last year's Housing NS accrual and setting up a revised 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 \$634,900; **OVER BUDGET \$14,600**)

Environmental Development expects to exceed its budget by 2.4%.

- **Planning & zoning is increased \$21,100**. Remuneration provides savings of \$900. Office expenditures exceed budget \$22,000 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 \$ 400**. Transfer to Valley REN provides savings of \$600, while other community development accounts exceed budget \$1,000, due to expenditures related to Town-owned lands offset by savings in the climate change action plan.
- **Natural Resources- Shade tree** currently provides **savings of \$500**.
- **Economic development** overall provides **savings of \$6,400**. CED remuneration and office will fall under budget \$1,200 and Tourism provides savings of \$5,200.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,451,600; projected \$1,415,200; **UNDER BUDGET \$36,400**)

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

- Administration (overall) is projecting to be **under budget \$29,300**. Remuneration will end the year under budget by \$18,800 due to changes in staffing complement. Office expenditures will provide savings of \$15,300. 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 \$4,800. 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 \$500**. 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 \$49,100** as the horticulturalist position was not filled and there were no “Tree plantings” expenditures this year.
- “Recreation Facilities” (overall) are projected **over budget by \$42,300**. Segments under budget include Tennis Courts, Memorial Park- General, Other parks & Rail corridor maintenance offset by increases in Swimming pool, Arena 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 \$1,436,900; **UNDER BUDGET \$25,500**)

**This section will fall short of its budget by -1.7%**

- Capital paid out of revenue will fall **short by \$ 25,500**, as Kentville Police Service was unable to acquire one of its budgeted vehicles this year due to supply chain issues.

# Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,927,500	9,969,500	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%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	417,800	386,300	-7.5%
Provincial and Agencies	182,100	182,100	0.0%
	<u>599,900</u>	<u>568,400</u>	-5.3%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	120,000	125,000	4.2%
Local government	91,000	90,800	-0.2%
	<u>211,000</u>	<u>215,800</u>	2.3%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,020,500</u>	<u>1,022,100</u>	0.2%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	31,900	-15.6%
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	49,600	12.0%
	<u>1,204,600</u>	<u>1,051,700</u>	-12.7%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>221,200</u>	<u>389,900</u>	76.3%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,000</u>	<u>190,700</u>	52.6%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	317,000	317,000	0.0%
	<u>317,000</u>	<u>317,000</u>	0.0%
<b>TOTAL REVENUE</b>	<u>13,670,200</u>	<u>13,765,200</u>	0.7%



# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures	Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>			
9 Legislative	257,000	233,400	-9.2%
10 General Administration	1,447,200	1,450,500	0.2%
	<b>1,704,200</b>	<b>1,683,900</b>	-1.2%
<b>PROTECTIVE SERVICES</b>			
11 Police- Core program	2,509,200	2,506,300	-0.1%
11-1 Police- Sales of service	153,000	102,900	-32.7%
11-2 Law enforcement	196,500	180,600	-8.1%
12 Fire protection	860,100	862,800	0.3%
13 Protective services- debt charge	5,000	5,100	2.0%
13 Emergency measures & other	130,500	119,900	-8.1%
	<b>3,854,300</b>	<b>3,777,600</b>	-2.0%
<b>TRANSPORTATION SERVICES</b>			
14 Common services	1,012,900	1,092,900	7.9%
15 Road transportation	762,800	884,900	16.0%
15 Public transit	285,900	270,000	-5.6%
15 Transport- debt charges	51,300	51,000	-0.6%
15 Other transportation	94,000	94,000	0.0%
	<b>2,206,900</b>	<b>2,392,800</b>	8.4%
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
16 Solid waste collection and recycling	664,000	669,400	0.8%
<b>PUBLIC HEALTH</b>			
17 Public health and housing	96,500	76,800	-20.4%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
18 Planning and zoning	231,100	252,200	9.1%
19 Other community development	389,200	382,700	-1.7%
	<b>620,300</b>	<b>634,900</b>	2.4%
<b>RECREATION AND CULTURAL</b>			
20 Recreation-Administration	538,800	509,500	-5.4%
21 -Programmes & other	141,800	92,200	-35.0%
22 -Facilities	611,000	653,300	6.9%
22 -Recreation- Debt charges	26,300	28,500	8.4%
22 Cultural	133,700	131,700	-1.5%
	<b>1,451,600</b>	<b>1,415,200</b>	-2.5%
<b>EDUCATION</b>			
23	<b>1,610,000</b>	<b>1,609,900</b>	0.0%
<b>FINANCING AND TRANSFERS</b>			
24 Debt charges (principal)	829,500	829,500	0.0%
24 Transfers to allowances and reserves	632,900	607,400	-4.0%
	<b>1,462,400</b>	<b>1,436,900</b>	-1.7%
<b>TOTAL EXPENDITURE</b>	<b>13,670,200</b>	<b>13,697,400</b>	0.2%
<b>PROJECTED SURPLUS (DEFICIT)</b>		<b>67,800</b>	0.5%



# Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	6,316,700	6,325,400
Commercial property	2,060,900	2,054,900
Commercial-Industrial Park	724,300	751,900
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>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	5,000	3,400
	<u>5,000</u>	<u>3,400</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	36,100
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>36,700</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,971,000</u>	<u>10,009,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>38,600</u>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

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

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	120,000	125,000
<b>Local government</b>		
Kings County- Recreation	50,000	49,800
Kings County-Cultural	41,000	41,000
	91,000	90,800
	211,000	215,800
<b>OVER BUDGET (UNDER BUDGET)</b>		4,800



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

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

Town of Kentville Operating  
Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	16,000
Law enforcement		
Licenses	2,000	3,100
Parking tickets	8,000	9,600
Emergency Measures		
Animal licenses	1,700	1,200
Planning		
Permits	1,000	1,900
	<u>37,800</u>	<u>31,900</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	14,000	16,200
Rental- VIA Rail building	1,500	1,500
Rental- Calkin building	-	-
Rental-Lions Club building	6,000	6,100
Recreation		
Fields	10,000	14,000
Recreation Centre	10,000	10,000
Pool	-	800
HUB building	-	-
Arena	333,000	250,000
	<u>397,500</u>	<u>321,600</u>
Interest	95,000	88,600
Return on investments	630,000	560,000
Miscellaneous-General	44,300	47,300
Miscellaneous-Police		2,300
Miscellaneous- Recreation	-	-
	<u>1,204,600</u>	<u>1,051,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(152,900)</u>

# Town of Kentville Operating Fund -21/22

March 31, 2022

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



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

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

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	48,100	47,600
Expenses	7,000	3,000
<b>Legislative benefits</b>		
CPP	9,800	9,900
Group insurance	6,700	6,400
<b>Council</b>		
Remuneration	159,100	157,400
Expenses	6,300	500
Expenses- Gerrard	3,000	600
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
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election		
	257,000	233,400
<b>OVER BUDGET (UNDER BUDGET)</b>		(23,600)

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	606,300	596,900
Benefits 121-22-02X	98,900	116,200
<b>Office Expenditures</b>		
Legal and audit	30,000	60,000
Advertising and promotion	5,800	3,000
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	10,000
Stationery and office supplies	13,000	13,000
Communications	24,000	24,000
Equipment lease	4,000	4,800
External collection expenditure	700	200
Other administration	20,000	13,000
Bank charges	9,500	10,200
	<b>164,000</b>	<b>186,000</b>
<b>Information Technology</b>		
Administration	88,200	87,200
Operations	106,000	101,200
Special projects	20,000	17,700
	<b>214,200</b>	<b>206,100</b>



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	122,600	122,600
Various building 121-26..27-0XX	4,800	4,800
	<b>127,400</b>	<b>127,400</b>
<b>Debt Charges</b>		
Debenture interest	4,300	4,400
Term loan interest	300	200
Debenture discount	8,600	6,900
	<b>13,200</b>	<b>11,500</b>
<b>Programmes</b>		
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
	<b>160,200</b>	<b>153,900</b>
<b>Valuation Allowances</b>		
Accrued sick leave	60,000	30,000
Other doubtful A/R	3,000	22,500
	<b>63,000</b>	<b>52,500</b>
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,447,200</b>	<b>1,450,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>3,300</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	351,900	358,700
Remuneration- Sergeant	403,400	395,600
Remuneration-Constable	817,700	789,900
"Stat" pay	40,000	50,800
"M" time pay	5,000	700
Overtime-Sergeant	16,000	13,800
Overtime-Constable	40,000	45,600
Secondment	107,100	122,500
	1,781,100	1,777,600
<b>Benefits 122-12-02X</b>	314,900	321,800
<b>Internal allocation 122-13-010</b>	-	-
<b>Office Expenditures</b>		
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	15,000
Auxiliary program	4,500	4,500
Insurance-liability/E&O	31,900	34,600
Office expense & supplies	10,000	8,000
Telephone	26,000	27,100
Equipment rental	3,000	3,000
Other expenditure	17,000	17,000
	125,600	117,400
<b>Occupancy-Police Building</b>		
Insurance	2,000	2,200
Heat	6,500	7,600
Electricity	12,000	12,000
Water/sewer	2,200	2,300
Maintenance- Other costs	28,000	37,100
	50,700	61,200
<b>Operations-Communication</b>		
Communications	88,400	88,400
Radio license	3,600	3,600
Maintenance	3,000	500
	95,000	92,500

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	23,500	22,000
<b>Operations-Vehicle</b>		
Insurance	10,900	7,000
Gasoline	28,000	28,000
Operations & maintenance	20,000	30,000
	58,900	65,000
<b>Operations-Programmes</b>		
Special projects	22,000	1,300
Crime prevention/community relations	2,500	3,300
Custody and detention of prisoners	35,000	44,200
	59,500	48,800
<b>TOTAL POLICE PROTECTION</b>	2,509,200	2,506,300
<b>OVER BUDGET (UNDER BUDGET)</b>		(2,900)
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,509,200	2,506,300
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	120,000	125,000
Fines and fees- Province	25,000	16,000
Miscellaneous revenue		2,300
Law enforcement- Province	100,000	100,000
Department of Justice-Province		7,400
Efficiency Nova Scotia		9,000
<b>TOTAL POLICE PROTECTION REVENUE</b>	245,000	259,700
<b>NET POLICE PROTECTION</b>	2,264,200	2,246,600
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	83,300	53,800
Remuneration Part time	48,000	37,200
Benefits	21,700	12,500
Internal allocation		(600)
	153,000	102,900
<b>NET SALES OF SERVICES</b>		(50,100)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	480,000	480,000
<b>NET SALES OF SERVICES</b>		(377,100)



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	86,600
<b>OTHER</b>		
Prosecution	10,200	5,000
Legal	10,000	5,000
Other-Crossing guards	27,100	19,700
Parking enforcement officer	64,300	64,300
	111,600	94,000
<b>TOTAL LAW ENFORCEMENT</b>	196,500	180,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(15,900)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	3,100
Parking Tickets	8,000	9,600
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	10,000	12,700
<b>NET LAW ENFORCEMENT</b>	186,500	167,900

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

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

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	4,800	4,200
Term loan interest	200	900
<b>TOTAL DEBT CHARGES</b>	<b>5,000</b>	<b>5,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>100</b>
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,400
Emergency control-wages	300	200
Emergency control-M & S	100	100
911 System	18,500	17,000
	<b>32,800</b>	<b>31,600</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	-
Building inspection	32,700	27,100
Occupational Health & Safety	10,000	17,600
Fire inspection	43,000	43,600
	<b>97,700</b>	<b>88,300</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>130,500</b>	<b>119,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(10,600)</b>



# Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	239,000	264,100
Work crew	521,800	497,400
Overtime- Administrative	32,000	29,900
Overtime- Work crew	80,000	91,600
	872,800	883,000
<b>Benefits 123-12-02X</b>	240,100	265,800
<b>Internal allocation 123-13-010</b>	(504,300)	(550,000)
<b>Office Expenditures</b>		
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	1,300
	63,700	74,700
<b>Occupancy-Public Works building 123-15-0XX</b>	38,700	52,100
<b>Operations-Communications</b>		
Communication	4,000	3,100
<b>Operations-Vehicles and equipment</b>		
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	98,400
Equipment supplies	22,000	24,600
Small tools and equipment	8,500	4,200
	297,900	364,200
<b>TOTAL COMMON SERVICES</b>	1,012,900	1,092,900
<b>OVER BUDGET (UNDER BUDGET)</b>		80,000

# Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
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
<b>TOTAL ROAD TRANSPORTATION</b>	<b>762,800</b>	<b>884,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>122,100</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	270,400	257,700
Kings Point to Point	15,500	12,300
<b>TOTAL PUBLIC TRANSIT</b>	<b>285,900</b>	<b>270,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(15,900)</b>
<b>DEBT CHARGES</b>		
	51,300	51,000
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(300)</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
<b>TOTAL OTHER TRANSPORT</b>	<b>94,000</b>	<b>94,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,000	30,000
Tipping fees	6,000	6,000
Material and supplies	1,000	100
	<u>37,000</u>	<u>36,100</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>
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	<u>664,000</u>	<u>669,400</u>
<b>OTHER AIR POLLUTION</b>		
Other air pollution	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<u>664,000</u>	<u>669,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>5,400</u>



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial Housing</b>		
Deficit of Housing Nova Scotia	90,000	65,300
<b>OTHER PUBLIC HEALTH</b>		
Open Arms Society	-	2,000
Kings Volunteer Resource Centre	1,000	2,000
Kings County Family Resource Centre	2,000	2,000
Kings County Senior Safety Council	2,500	5,000
New Horizon's Seniors Club	1,000	500
	6,500	11,500
<b>TOTAL PUBLIC HEALTH</b>	96,500	76,800
<b>OVER BUDGET (UNDER BUDGET)</b>		(19,700)

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	165,000	162,500
<b>Benefits 126-12-02X</b>	26,600	28,200
<b>Office Expenditures</b>		
Legal	10,000	10,000
Committee honoraria	-	-
Committee meeting expenditure	100	-
Advertising and promotion	2,000	2,000
Expenditures-Director	4,500	3,600
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	61,500
<b>TOTAL PLANNING AND ZONING</b>	231,100	252,200
<b>OVER BUDGET (UNDER BUDGET)</b>		21,100

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	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	-
Kentville Futures & Lions Club operating costs	13,000	23,400
	28,300	29,300
	146,100	146,500
<b>OVER BUDGET (UNDER BUDGET)</b>		400
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,000
<b>DEBT CHARGES</b>	31,200	31,200
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	78,000	79,800
CED Office	5,500	2,500
	83,500	82,300
<b>Tourism</b>		
Tourism	15,400	10,200
<b>Promotions</b>		
Promotions	106,500	106,500
<b>Other</b>		
Apple Blossom Festival	-	-
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	205,400	199,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(6,900)



# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	372,100	363,100
Benefits 127-12-02X	86,200	76,400
Internal allocation 127-13-010	(49,800)	(49,800)
<b>Office Expenditures</b>		
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	3,000
Materials and supplies	2,500	2,000
Communication	12,000	13,300
Equipment lease	2,000	3,200
Other	7,500	12,200
	81,200	65,900
<b>Vehicles and equipment</b>		
Insurance	8,100	7,400
Lease of equipment	15,700	15,700
Gasoline	8,300	9,500
Operations and maintenance	17,000	21,300
	49,100	53,900
<b>TOTAL ADMINISTRATION-RECREATION</b>	<b>538,800</b>	<b>509,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(29,300)</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	6,000
Swimming pool 127-22-0XX	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	15,000
Community events 127-26-0XX	13,000	12,200
Canada Cup event 127-26-XXX	5,000	-
Spike fund 127-28-0XX	-	-
<b>TOTAL RECREATION PROGRAMMES</b>	<b>75,800</b>	<b>75,300</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	66,000	16,900
<b>TOTAL OTHER RECREATION</b>	<b>141,800</b>	<b>92,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(49,600)</b>

# Town of Kentville Operating Fund -11/12

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	43,500	43,500
Swimming pool 127-42-0XX	16,500	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	359,400
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
<b>TOTAL RECREATION FACILITIES</b>	<b>611,000</b>	<b>653,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>42,300</b>
<b>TOTAL DEBT CHARGES</b>	<b>26,300</b>	<b>28,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>2,200</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	86,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	-
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>131,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(2,000)</b>



Town of Kentville  
Operating Fund -21/22

March 31, 2022

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

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	829,500	829,500
Temporary financing- principal	-	-
	829,500	829,500
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	99,800	99,800
To Capital Reserve fund	483,100	483,100
	582,900	582,900
To Capital fund- from operations	50,000	24,500
	50,000	24,500
Total transfers to other funds	632,900	607,400
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(317,000)	(317,000)
From Capital Reserve fund		
	(317,000)	(317,000)
<b>NET FINANCING AND TRANSFERS</b>	1,145,400	1,119,900
<b>OVER BUDGET (UNDER BUDGET)</b>		(25,500)



# Memo

To: Dan Troke, CAO  
 From: Debra Crowell, Director of Finance  
 Date: April 5, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 3**

The 2021/2022 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Projects are 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> <i>(from reserve)</i>	<u>Draw</u> <u>#1</u>	<u>Draw</u> <u>#2</u>	<u>Draw</u> <u>#3</u>
		\$	\$	\$	\$
<b>Gas Tax Infrastructure</b>	Burke subdivision paving	5,700	-	-	
<b>Administration</b>	21/22 IT Projects	20,000	10,876.91	-	
<b>Protective Services</b>	Equipment	21,500	11,054.72	-	5,833.68
	Vehicles	28,100	-	-	
	Police Building	18,600	-	18,660.97	
<b>Transportation</b>	Equipment	25,000	25,000.00	-	
	Study-Asset management	25,000	-	-	
	Flood mitigation	40,000	19,814.15	-	
	Public Works building	50,000	-	-	
<b>Recreation</b>	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	
<b>Economic development</b>	Downtown betterments	17,500	8,490.87	-	
	Public Art Displays	20,000	17,534.88	(1,246.34)	
	Kentville Business Park- benches	5,000	6,368.15	-	
	Centre Square beautification	12,000	819.95	(819.95)	
<b>Total</b>		<b>504,900</b>	<b>207,090.72</b>	<b>25,301.24</b>	<b>5,833.68</b>
<b>PROJECTS ADDED</b>	Kentville Futures	0	1,175.33	(1,175.33)	
	Gateway signage	0	9,090.52	1,259.24	
	Memorial Park- Staff lunchroom	0		484.46	
<b>Total additions</b>		<b>0</b>	<b>10,265.85</b>	<b>568.37</b>	<b>-</b>
<b>TOTAL DRAW # 3</b>		<b>504,900</b>	<b>217,356.57</b>	<b>25,869.61</b>	<b>5,833.68</b>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,721,026** and after the withdrawal, it will contain **\$1,715,192.**



## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$5,833.68** from the Town of Kentville Capital Reserve- General Allocation.

This transfer will fund 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 **\$5,833.68** to fund budgeted capital acquisitions 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: April 5, 2022

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

On July 25<sup>th</sup>, 2016, the Town entered into a cost-sharing agreement (No. 2016-004) with the Province of Nova Scotia Transportation & Infrastructure Renewal regarding the street approaches at the new Kentville bridge. The Town and Province agreed to equally share the projected estimate of \$170,000.00. The Town originally placed this matter in the 2017/18 capital budget and because the bridge was delayed, it carried the amount forward in the years 2019/20 and 2020/21. The amount was removed from the 2021/22 capital budget, as it was felt an invoice would not be forwarded.

However, on February 15, 2022, the Town’s engineer received the invoice related to the cost-shared project. The amount to expense is \$88,642.67 (net of HST recoverable) and it requires funding from the Town’s capital reserve fund.

<u>PROJECT</u>	<u>BUDGET</u>	<u>REQUEST</u>
	\$	\$
Kentville Bridge Street Approaches	0	<u>88,642.67</u>

The Town of Kentville Capital Reserve-General Allocation contains **\$1,715,192** and after the above-noted withdrawal it will contain **\$1,626,549**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$88,642.67** from the Town of Kentville Capital Reserve to satisfy Agreement No. 2016-004 between the Town & Province of Nova Scotia Transportation and Infrastructure Renewal regarding the street approaches to the recently constructed Kentville bridge.

After this approval, I recommend that the resolution is forwarded to the next meeting of Town Council for ratification.





## RESOLUTION

### WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

#### - 2021/2022 CAPITAL FUNDING REQUEST

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

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve-General Allocation is authorized in the amount of **\$88,642.67** to fund Agreement No. 2016-004 between the Town and Province of Nova Scotia Transportation & Infrastructure Renewal regarding the street approaches to the Kentville bridge.

**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: April 6, 2022

**Re: RESOLUTION- WITHDRAWAL- SANITARY SEWER AREA SERVICE DEPRECIATION RESERVE**

The 2021-22 Sanitary Sewer Area Service Capital Budget provides for partial funding of capital acquisitions from the Sanitary Sewer Depreciation Reserve. One project overran its budget and requires additional funding. A second capital project overran its budget funded from other sources and requires funding from the depreciation reserve. The details are as follows:

<u>PROJECT</u>	<u>BUDGET</u> <i>(from Depreciation Reserve)</i>	<u>DRAWN</u>	<u>REQUEST</u>
	\$		\$
Arena- Pumping station	50,000	50,000	<b>968.38</b>
Burke subdivision sanitary sewer	<u>0</u>	<u>0</u>	<b>43,796.59</b>
<b>TOTAL</b>	<b>50,000</b>	<b>50,000</b>	<b>44,764.97</b>

The Town of Kentville Sanitary Sewer Area Service Depreciation Reserve contains **\$193,374** and after the above-noted withdrawal it will contain **\$148,609**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$44,764.97** from the Sanitary Sewer Area Service Depreciation Reserve to partially fund Sanitary Sewer Area Service capital acquisitions completed in 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 SANITARY SEWER AREA  
SERVICE DEPRECIATION 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 Sanitary Sewer Depreciation Reserve is authorized in the amount of **\$44,764.97** to fund capital acquisitions for the 2021/2022 Sanitary Sewer Area Service 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





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

**Department of Planning and Development  
April 11, 2022 for March 2022.**

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

#### **Programs and Operations**

- 8 Permits Issued: Building valuation of \$575,000 for a year total of \$10,685,930

#### **Projects**

- Municipal Flood Line Mapping Project - Gaspereau Primary Watershed. The Town is partnering with the Department of Municipal Affairs and Housing and the County of Kings to undertake a flood plain mapping initiative for the Gaspereau Watershed which the Cornwallis River and its tributaries is part of. The province is funding the project with \$180,000.
- Ryan Park and Miners Landing – two of the larger construction projects in Kentville are progressing well.
- Amendments to the LUB to increase the maximum size of ancillary dwelling units (ADU's) has been given 2<sup>nd</sup> reading and final approval. No appeals were submitted to NS Utility and Review Board.
- Rezoning. Staff are reviewing a couple of rezoning applications and requests. One application will come to CAC later in the meeting.
- **Public Engagement**
- Ongoing

#### **Meetings and Events**

- CAC
- Senior Management
- Homeless no more
- Pictometry training
- Department of Municipal Affairs and Housing

- Internal Active Transportation/Accessibility Committee
- Homeward Bound properties – Land Development
- West Nova Propane
- Department of Transportation and Infrastructure Renewal

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B Gentleman". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Beverly Gentleman, Director of Planning and Development.

# Activity Report

Planning & Development

March 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> MARCH 2022		<i>PERMITS ISSUED</i> MARCH 2021	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	8	22	17	34
Total Building Value (\$)	575,000	10,685,930	1,440,369	5,897,469
Permit Revenue (\$)	618.11	7,485.83	1,537.58	8,681.69



# Permits Report

Planning & Development

March 2022



<b>Permit #: 3992</b>	<b>Permit Date:</b> 03/08/2022
<b>Value of Construction:</b> \$400,000.00	<b>Fee:</b> \$254.81
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,919 sq ft and garage space is 539 sq ft.	

<b>Permit #: 3993</b>	<b>Permit Date:</b> 03/09/2022
<b>Value of Construction:</b> \$1,500.00	<b>Fee:</b> \$50.00
Signage – Installing a wall sign 15” x 243” (25.31 sq ft)	

<b>Permit #: 3994</b>	<b>Permit Date:</b> 03/09/2022
<b>Value of Construction:</b> \$8,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Placing a 10’ x 14’ (140 sq ft) garden shed in the rear yard.	

<b>Permit #: 3996</b>	<b>Permit Date:</b> 03/14/2022
<b>Value of Construction:</b> \$50,000.00	<b>Fee:</b> \$50.00
Swimming Pool – Installing a 16’ x 32’ inground pool	

<b>Permit #: 3997</b>	<b>Permit Date:</b> 03/14/2022
<b>Value of Construction:</b> \$10,000.00	<b>Fee:</b> \$0.00
New Accessory Construction – Constructing a fence around the rear yard to enclose a swimming pool.	

<b>Permit #: 3998</b>	<b>Permit Date:</b> 03/15/2022
<b>Value of Construction:</b> \$4,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 10’ x 14’ (140 sq ft) garden shed.	

<b>Permit #: 3995</b>	<b>Permit Date:</b> 03/16/2022
<b>Value of Construction:</b> \$1,500.00	<b>Fee:</b> \$23.30
Change of Tenant/Renovations – Installing an oil interceptor in an Automotive Repair Shop	

<b>Permit #: 3999</b>	<b>Permit Date: 03/18/2022</b>
<b>Value of Construction: \$100,000.00</b>	<b>Fee: \$240.00</b>
Renovations – Removing skylights and covering the openings/shingling, reinforcing the load bearing interior columns, extending the master bedroom over the living room and creating an ensuite.	

<b>Total Value of Construction:</b>	<b>\$575,000.00</b>	<b>Total Permit Fees:</b>	<b>\$618.11</b>
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# **Town of Kentville**

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

### **Community and Economic Development Coordinator**

**April 2022**

#### **Programs and Operations**

- The seasonal marketing has been started for this season with ads and digital content already created and submitted for the Sea Nova Scotia Vacation Guide as well as Saltscapes Food and Travel magazine. Our tourism marketing this year is an updated continuation of the "Find Your Fresh" campaign started 2 seasons ago.
- Planning for Spring/Summer is ongoing including preparations and info gathering for upcoming capital projects, programming, and special events.
- Multiple grant opportunities are being reviewed and considered by TOK and KBC for placemaking and tourism related items. A few joint projects are being considered.
- We are researching a plug-in/widget to be added to our website that will act as a user based commercial space database for Kentville. Landlords would be in control of managing their own commercial listings for lease or for sale. It would run similarly on the back end to how the EAT and SHOP directories currently run, making it more hands off for staff, and keeping it more up to date and current.

#### **Tourism /Special events**

- The new flag set for the VIC has arrived. Installation will happen as we get the building opened and prepared for the upcoming season. Staff hiring is happening now; opening day will be in May, exact date and time to be determined. We are working around some necessary sewer repairs. The gift shop and new programs are being planned for now, we hope to see plenty of activity at that facility this season!



- Bryan Gibson Mural Unveiling: Event details to be released by the artist soon, mark it down for May 27<sup>th</sup> as a “save the date”.
- Blk Women in Excellence business pop up: Apple Blossom Saturday May 28<sup>th</sup> Centre Square, please attend! More promo to come.
- Mural Festival is moving ahead in July, currently seeking out locations and getting necessary permissions. Interested property owners can also reach out to be considered!
- Logistics planning and coordination for the Apple Blossom Festival is ongoing for Public Works, Police and Recreation.

### **Projects & Beautification**

- The CEDC and Facilities manager met recently to discuss baskets and planters. Orders are being coordinated with our vendors this week for the basket program as well as the gateway and landscaping projects.
- Comfort station negotiations are ongoing, and we hope to be able move ahead next month with some action items if we can get an acceptable contract in place.
- We are happy to have the support of the Highbury School students with some of our décor efforts downtown this season. We are currently working out plans for Apple Blossom Décor.

Respectfully Submitted,

Lindsay Young  
Community & Economic Development Coordinator



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of March 2022**  
**DEPARTMENT OF PARKS AND RECREATION**  
**PRESENTED ON APRIL 11<sup>TH</sup>, 2022**

**Facilities and Operations**

- Operations
  - Following a cross Canada search and interview process our department welcomed Craig Langille in March. Craig is the new Manager of Parks and Recreation Facilities for the Town of Kentville. Craig will oversee supporting the park and arena staff in maintaining the daily operations of our facilities and greenspaces, work with community user groups, plan for future facility and park improvements and growth, and support sport development initiatives, all while ensuring a lens of equity is front and center in decisions being made. Welcome Craig!
  - It is no surprise that our staff stepped up to help me navigate the waters during this time of transition with our Arena/Parks team. Roland, Gerry, Nick and Mike kept everything moving and faced many challenges along the way. I wish to formally thank each of them for their commitment to this Town, our department, and the pride they take in their work.
- 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 all remediation.
  - The Kentville Ravine Advisory group continues to meet to discuss the Woolly Adelgid. In April the group will begin their initial assessment in both the Gorge, and if possible, the Kentville Ravine.
  - Staff are working on repairing sections of the Miners Marsh trail. A reminder to the public: spring often leaves trails soft and mucky which can lead to not ideal trail conditions. We ask everyone to use the trails at this time of year with caution.

- The Miners Marsh advisory committee is requesting that the public refrain from using call back when out on the trails and in the parks. A call back is used to imitate various bird calls so that they may be photographed, however doing so can negatively impact the bird's ability to find a mate, nest and reproduce.
- Kentville Arena
  - The Kentville Arena closed for the season following a successful March Break. Over the months that this facility is open for public booking for events.
  - Upgrade and repairs to the arena canteen have now been completed.

## **Programs and Operations**

- Operations
  - Staff continue 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. All summer position competitions are now closed except for those seeking a job as a lifeguard/swim instructor at our pool this summer.
  - March offered opportunities for professional development. Training included marketing and advertising, and ways to support a healthy aging population.
- Programs
  - Several opportunities over March break were offered this year, all were very well received. As part of these offerings we partnered with Joey Fieth, a physical education specialist, who offered a family Phys-ed session at the Credit Union Rec Complex. This event was hugely popular, and we thank Joey for his time and expertise.
  - Our department also held a nature for newcomer workshop which saw over 40 participants. This opportunity was held in partnership with Valley Community Learning Association and the YMCA center for immigrant programs.
  - A new round of Spring programming has started that includes opportunities for all ages. All information can be found on our website.

## **Community Outreach**

- Events
  - Canada Cup meetings continue. The race will take place from August 12<sup>th</sup>-14<sup>th</sup>. We are currently advertising for our Spring Short Track mountain bike series that will take place on our newly built bottle rocket trail off of the running track.



This is just one of the many opportunities we hope to be able to offer the mountain bike community this year. All events are offered to help peak interest in the Canada Cup event, leading up to Nationals next year.

- The Kentville Home Show taking place on April 23<sup>rd</sup> and 24<sup>th</sup> now has 57 vendors confirmed. We are currently advertising for a young entrepreneur who would like to showcase their business or invention during the Home Show.
- **Save the Date:**
  - Coming up in April – Hop Into Kentville Events which include a Glow in the Dark Egg-Stravaganza on Thursday April 14<sup>th</sup>. This event will take place at Oakdene Park.

### **Capital Projects**

- No updates at this time

### **Council Related**

- Priorities/Plans
  - *Kentville Access and Advisory Committee (KIAAC):* This committee continues to meet regularly. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: [accessibility@kentville.ca](mailto:accessibility@kentville.ca), or visit our website at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility) for more information.

The committee representing the special task team focused on updating the Town's Street Naming by-law also continues to meet. The task team will be bringing a recommendation back to the KIAAC followed by a recommendation to council by the KIAAC.

The Internal Operations Committee continues to meet. We are currently evaluating the municipally owned built environment as we begin planning for future improvements.

- *Kentville Active Transportation Action Plan:* Our project coordinator is pulling together the detailed documents for the proposed 2022/23 capital year.
- *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 black ink, reading "Rachel Bedingfield". The signature is written in a cursive style with a large, stylized initial "R".

Rachel Bedingfield  
Director of Parks and Recreation

**Town of Kentville**

**Office of the Chief of Police**

April 1st, 2022 for March 2022



<b>Administration</b>	<b>Time</b>	<b>January 2022</b>	<b>February 2022</b>
	<b>Plate queries</b>	1714	1572
	<b>Training hours</b>	80	72
	<b>Veh. Cks 38's</b>	190	102
	<b>Warning tickets</b>	20	3
	<b>SOT Tickets</b>	9	37
	<b>Foot Patrol Hours</b>	107.5	92
	<b>CC Charges</b>	14	18
	<b>Calls for service</b>	205	205
<b>Training</b>	<ul style="list-style-type: none"> <li>• Child interview course for 2 constables (continued form January)</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Active Transportation/Accessibility</li> <li>• CAC</li> <li>• Working Through COVID NS Chiefs</li> <li>• KCSSS</li> <li>• Training Committee TOK</li> <li>• NCO meeting</li> <li>• Apple Blossom meeting</li> <li>• Emergencies Act-Orders In Council</li> <li>• Intel meeting- various units</li> <li>• Multiple In-house meetings</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Injuries of officers- NA</li> <li>• COVID impacts on 5 staff members</li> </ul>		

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• 1 officer submitted resignation letter, finished end of March</li></ul> |
|--|---|





## Kentville Police Service Bylaw Report February 2022

<b>Municipal Bylaw Investigations</b>	<b>5</b>
<b>Loitering -Warnings</b>	<b>2</b>
<b>Assist Police</b>	<b>3</b>
<b>Taxi Inspections</b>	<b>0</b>
<b>Animal Control</b>	<b>0</b>
<b>Smoking-Charges</b>	<b>10</b>
<b>Smoking-Warnings</b>	<b>0</b>
<b>Parking-Charges</b>	<b>51</b>
<b>Parking- Warnings</b>	<b>76</b>



TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

		2021/2022	February 28	%	OVER (UNDER)
		BUDGET	2022	CONSUMED	BUDGET
			ACTUAL		
<b>Remuneration</b>					
122-11-011	Remuneration- Administration	351,900	332,430	94.5%	-5.5%
122-11-012	Remuneration- Sergeant	403,400	365,033	90.5%	-9.5%
122-11-013	Remuneration-Constable	817,700	727,336	88.9%	-11.1%
122-11-014	"Stat" pay	40,000	42,171	105.4%	5.4%
122-11-015	Overtime-Sergeant	16,000	13,490	84.3%	-15.7%
122-11-016	Overtime-Constable	40,000	41,000	102.5%	2.5%
122-11-017	Secondment	107,100	114,642	107.0%	7.0%
122-11-018	M time	5,000	705	14.1%	-85.9%
		<u>1,781,100</u>	<u>1,636,807</u>	<b>91.9%</b>	<b>-8.1%</b>
<b>Benefits 122-12-02X</b>		<u>314,900</u>	<u>289,450</u>	<b>91.9%</b>	<b>-8.1%</b>
<b>Internal Allocation 122-13-010</b>		<u>-</u>	<u>-</u>	<b>0.0%</b>	<b>0.0%</b>
<b>Office Expenses</b>					
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	4,061	58.0%	-42.0%
122-14-037	Inspector's expense	3,000	1,348	44.9%	-55.1%
122-14-039	Training	20,000	15,132	75.7%	-24.3%
122-14-041	Auxiliary program	4,500	3,757	83.5%	-16.5%
122-14-042	Insurance-liability/E&O	31,900	34,629	108.6%	8.6%
122-14-045	Office expense & supplies	10,000	6,396	64.0%	-36.0%
122-14-048	Telephone	26,000	25,043	96.3%	-3.7%
122-14-051	Equipment rental	3,000	2,357	78.6%	-21.4%
122-14-058	Other expense	17,000	16,622	97.8%	-2.2%
		<u>125,600</u>	<u>110,051</u>	<b>87.6%</b>	<b>-12.4%</b>
<b>Occupancy-Police Building</b>					
122-15-042	Insurance	2,000	2,205	110.3%	10.3%
122-15-060	Heat	6,500	6,157	94.7%	-5.3%
122-15-061	Electricity	12,000	9,774	81.4%	-18.6%
122-15-062	Water/sewer	2,200	2,340	106.4%	6.4%
122-15-068	Maintenance- Other costs	28,000	35,973	128.5%	28.5%
		<u>50,700</u>	<u>56,448</u>	<b>111.3%</b>	<b>11.3%</b>
<b>Operations-Communication</b>					
122-16-048	Communications	88,400	74,318	84.1%	-15.9%
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>76,614</u>	<b>80.6%</b>	<b>-19.4%</b>



TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

	2021/2022 BUDGET	February 28 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>Operations-Technology (122-16-148)</b>	<u>23,500</u>	<u>19,939</u>	<b>84.8%</b>	<b>-15.2%</b>
<b>Operations-Vehicle</b>				
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	26,610	133.1%	33.1%
	<u>58,900</u>	<u>55,278</u>	<b>93.9%</b>	<b>-6.1%</b>
<b>Operations-Programmes</b>				
122-18-080 Special projects	22,000	1,251	5.7%	-94.3%
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	26,706	76.3%	-23.7%
	<u>59,500</u>	<u>30,789</u>	<b>51.7%</b>	<b>-48.3%</b>
<b>TOTAL POLICE PROTECTION</b>	<u>2,509,200</u>	<u>2,275,377</u>	<b>90.7%</b>	<b>-9.3%</b>
<b>VARIANCE</b>		<u>233,823</u>		
<b>TOTAL POLICE PROTECTION (carried forward)</b>	<u>2,509,200</u>	<u>2,275,377</u>		
<b>LESS: POLICE PROTECTION REVENUE</b>				
Secondment- Province	120,000	107,631	89.7%	-10.3%
Fines and fees- Province	25,000	14,879	59.5%	-40.5%
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	75,000	75.0%	-25.0%
<b>TOTAL POLICE PROTECTION REVENUE</b>	<u>245,000</u>	<u>216,214</u>	<b>88.3%</b>	<b>-11.7%</b>
<b>NET POLICE PROTECTION</b>	<u>2,264,200</u>	<u>2,059,163</u>	<b>90.9%</b>	<b>-9.1%</b>
<b>SALES OF SERVICE EXPENDITURE</b>				
Remuneration	131,300	84,181	64.1%	-35.9%
Benefits	21,700	11,806	54.4%	-45.6%
<b>TOTAL SALES OF SERVICE</b>	<u>153,000</u>	<u>95,987</u>	<b>62.7%</b>	<b>-37.3%</b>
<b>LESS: SALES OF SERVICE REVENUE</b>				
Sales of service- Police	<u>480,000</u>	<u>454,424</u>	<b>94.7%</b>	<b>-5.3%</b>
<b>NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)</b>	<u>(327,000)</u>	<u>(358,438)</u>		



TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

		2021/2022 BUDGET	February 28 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>LAW ENFORCEMENT</b>					
<b>PROVINCIAL MANDATORY</b>					
122-22-200	Transfers to Correctional Services	84,900	64,950	76.5%	-23.5%
<b>OTHER</b>					
122-31-080	Prosecution	10,200	3,413	33.5%	-66.5%
122-31-082	Legal	10,000	3,265	32.7%	-67.3%
122-31-084	Other-Crossing guards	27,100	18,034	66.5%	-33.5%
122-31-085	Parking/By law enforcement officer	58,900	54,260	92.1%	-7.9%
122-31-086	Benefits	5,400	5,063	0.0%	0.0%
		111,600	84,034	75.3%	-24.7%
<b>TOTAL LAW ENFORCEMENT</b>		196,500	148,984	75.8%	-24.2%
<b>VARIANCE</b>			(47,516)		
<b>LESS: LAW ENFORCEMENT REVENUE</b>					
	Taxi Licenses	2,000	1,456	72.8%	-27.2%
	Parking Tickets	8,000	7,712	96.4%	-3.6%
<b>TOTAL LAW ENFORCEMENT REVENUE</b>		10,000	9,168	91.7%	-8.3%
<b>NET LAW ENFORCEMENT</b>		186,500	139,817	75.0%	-25.0%



### 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	1	0	100.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	7	0	7	0	0	0.0%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	2	0	2	0	0	0.0%
	10	0	10	1	0	10.0%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	2	0	2	2	0	100.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	3	0	3	0	1	33.3%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	4	0	4	4	0	100.0%
9900 0060 Parking Offences (Provincial/Territorial)	1	0	1	0	1	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	24	1	23	20	0	87.0%
9900 0100 Dangerous Driving (Provincial/Territorial)	1	0	1	1	0	100.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	3	0	3	2	0	66.7%
	38	1	37	29	2	83.8%

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)	9	0	9	0	0	0.0%
	9	0	9	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	3	0	3	0	1	33.3%
	3	0	3	0	1	33.3%

### 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	1	0	0	0	0.0%
9233 0010 Operation while impaired (alcohol and drug) / over 80mg% of a Motor Vehicle	1	1	0	0	0	0.0%
9260 0010 Failure or refusal to comply with demand (alcohol)	1	0	1	1	0	100.0%
	3	2	1	1	0	100.0%

Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9133 0020 Flight from peace officer	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - Technical Operations - VIP Visits	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8640 0040 Demonstrations/Protests	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%

Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
7300 0110 911 Act - Offences Only	2	1	1	0	0	0.0%
7300 0200 Health Act (COVID-19) Provincial/Territorial - Offences only	1	0	1	0	0	0.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	1	0	1	1	1	200.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	1	0	1	0	1	100.0%
8840 0291 Child Welfare Act - Other Activities	1	0	1	0	0	0.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	2	0	2	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	16	0	16	1	0	6.3%
8840 0341 911 Act - Other Activities	1	0	1	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	2	0	2	0	0	0.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	14	0	14	0	1	7.1%
8840 0393 Health Act (COVID-19) Provincial/Territorial - Other activities	2	0	2	0	0	0.0%
	43	1	42	2	3	11.9%

### Occurrence Stats (All Violations)

Violation group - Provincial Statutes - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	10	1	9	0	0	0.0%
	10	1	9	0	0	0.0%
Violation group - Other Federal Statutes - Quarantine Act				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0392 Quarantine Act - Other Activities	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0050 Failure to comply with undertaking	4	0	4	4	0	100.0%
3410 0060 Failure to comply with order	1	0	1	1	0	100.0%
3430 0010 Disturbing the peace/Causing a disturbance	9	3	6	2	2	66.7%
3470 0010 Resists/obstructs peace officer	1	0	1	1	0	100.0%
3470 0020 Resists/obstructs public officer	1	0	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	1	0	0	0	0.0%
3780 0025 Disguised with intent to commit offence	1	0	1	1	0	100.0%
	19	4	15	11	2	86.7%
Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3375 0010 Possession of weapon for dangerous purpose	2	0	2	2	0	100.0%
	2	0	2	2	0	100.0%
Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3057 Prisoners Held	4	0	4	2	1	75.0%
8999 3083 COVID-19	5	0	5	0	0	0.0%
	9	0	9	2	1	33.3%

### Occurrence Stats (All Violations)

Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0171 Family Orders & Agreements Enforcement Assistance 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	1	0	1	0	0	0.0%
1390 0010 Distribute intimate image without consent	2	0	2	0	0	0.0%
	3	0	3	0	0	0.0%
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	2	0	2	2	0	100.0%
1625 0010 Criminal Harassment	2	0	2	1	1	100.0%
1627 0010 Uttering threats against a person	4	1	3	2	0	66.7%
	8	1	7	5	1	85.7%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1430 0010 Assault	5	0	5	2	3	100.0%
1460 0010 Assault on Police Officer	2	0	2	2	0	100.0%
	7	0	7	4	3	100.0%
Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	3	1	2	0	0	0.0%
2143 0010 Theft under or equal to \$5000 - Shoplifting	5	0	5	3	2	100.0%
	8	1	7	3	2	71.4%
Violation group - Crimes Against Property - Mischief				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2170 0090 Mischief - Damage to property	0	0	0	0	1	0.0%



### Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Mischief				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2170 0100 Mischief - Obstruct enjoyment of property	0	0	0	0	1	0.0%
	0	0	0	0	2	0.0%

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0070 Fraud (money/property/security) greater than \$5000	1	0	1	0	0	0.0%
2160 0075 Fraud (money/property/security) less than or equal to \$5000	2	0	2	0	0	0.0%
	3	0	3	0	0	0.0%

Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0020 Break and Enter - Residence	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0030 Suspicious Person/ Vehicle/ Property	18	0	18	0	0	0.0%
8550 0040 Animal Calls	2	0	2	0	0	0.0%
8550 0050 False Alarms	9	0	9	0	0	0.0%
8550 0060 Items Lost/Found - except passports	11	0	11	0	0	0.0%
8550 0140 Breach of Peace	6	1	5	0	0	0.0%
	46	1	45	0	0	0.0%

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	4	0	4	0	0	0.0%
8550 0090 Property Check	3	0	3	0	0	0.0%
8550 0121 Peace Bonds	1	0	1	0	0	0.0%

### Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0190 Wellbeing Check	5	0	5	0	0	0.0%
	13	0	13	0	0	0.0%
<b>Totals</b>						
	241	12	229	63	17	34.9%

**Kentville Police Service**  
**At February 28, 2022**  
**"Other Expense" account 01-22-14-058**

<b>BUDGET</b>	<b><u>\$17,000</u></b>
	<b>\$</b>
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
Door repairs	919.30
Locksmith	108.81
Advertising	258.44
Flags	137.58
Miscellaneous	292.36
	<b><u>16,206.34</u></b>



## **Town of Kentville**

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

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

### **April 11, 2022**

#### **Programs and Operations**

- **Kentville Water Commission:** March was a full meter read billing quarter for the KWC. We will be presenting the KWC Operating and Capital budgets at the April 27<sup>th</sup> Water Commission meeting.
- **Sanitary Sewer Area Service:** March was operationally uneventful for the Sanitary Sewer Area Service. The sanitary sewer Operating and Capital budgets will be presented to Council at a future council meeting.
- **Public Works:** Road and storm sewer maintenance are current priorities for the Public Works Department. Spring tenders such as patch paving are being prepared and will be posted in the coming days with the confirmation of the return of the Apple Blossom Festival.
- **Traffic Authority:** Nothing to report.

#### **Projects**

- At the end of March, we submitted an application for the “Investing in Canada Infrastructure Program” (ICIP) Grant. If successful this would help fund the underground infrastructure (water, sanitary sewer and storm sewer) for the Donald E. Hiltz Connector Road completion from Valley Waste to Prospect Avenue as well as the replacement of the end-of-life water storage tank in the Kentville Business Park. The completion of the actual surface (curb, asphalt & AT Connector) is not covered / eligible under this grant, but future grants may be available to assist with the completion of the road itself.
- Design work is well underway for this year’s Capital Works Projects in anticipation of Council approval at our next special Capital Budget meeting.



**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
- March 9<sup>th</sup> Occupational Health & Safety Meeting
- March 17<sup>th</sup> Kings Regional Sewer Committee
- March 24<sup>th</sup> Miners Marsh Advisory Committee

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



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

**APRIL 11, 2022**

Budget: Operational Budget presented April 11<sup>th</sup>, capital budget presented shortly, will be in excess of \$4M. Donald Hiltz grant application submitted to the Provincial Government. Internal Active Transportation committee maximizing opportunities to enhance the already approved plan.

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

Public Forum: 44 citizens in attendance. Notes and transcript of comment forwarded to council.

Development: Great interest from the residential development community. Overall, there is an interest in increasing density on land that is currently for sale in the Town.

Policing: Conference call with CAO's and Department of Justice regarding increases in cost of RCMP service. There has been interest from other municipal entities in the Town of Kentville policing model.

Meetings: Property Assessed Clean Energy (PACE) and discussion with other municipal units who are involved in previous offerings, CANOE Procurement, CUPE, Active Transportation Planning, Association of Municipal Administrators (AMA) discussions, Regional Sewer, Valley REN, Economic Recovery and Rules of Order Training.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

**TO:** Council Advisory Committee (CAC)

**SUBMITTED BY:** Ahmad El-kadri, Project Engineer

**DATE:** April 5, 2022

**SUBJECT:** Briefing Note: Noise By-Law

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**ORIGIN**

At the March 11, 2022, CAC meeting a Request for Decisions (RFD) was brought to Council to consider a change in the noise limits. It was suggested that the Town of Kentville noise by-Law reduce daytime levels (7am to 10pm) from 90 dBA to 65 dBA. This briefing note looks at the methods used to measure noise disturbance and, to outline what other municipal units have for by law and policy.

**BACKGROUND**

Each Municipality follows different noise By-law requirements and has different noise definitions. When conducting this review, the noise By-laws for 5 different municipalities were compared. The Administrators of the bylaws were contacted to find out how they conduct the measurement of decibels, and what equipment they use.

To measure sound decibel levels accurately, you should also avoid any obstacles hindering the path of the sound wave. Things like furniture, buildings, cars, anything that stands between you and the sound source can affect the reading.

The Town of Kentville uses a Reed R8080 Decibel Meter, with Logger and Calibration Kit. This was purchased following the initial creation of the existing Town noise by law. Most Municipalities in Nova Scotia are not using this advanced equipment for conducting noise measurement.

Noise levels are measured in decibels (dBA). The louder the noise, the greater the decibel level. Individuals can listen to sounds with a decibel level of 70 or lower for as long as you like. If you listen to sounds at 85 dBA for more than 8 hours at a time, you may get hearing loss. (Association, 2020)

Other Municipal Units:

- The Town of Wolfville has a "Prevention of Excessive Noise" Bylaw which has a limit of 65 dBA in the daytime and 55 dBA at nighttime. The Town of Wolfville uses a Reed R8050.
- The Town of Bridgewater does not have a noise By-law in place, but they have a policy they follow of 65 dBA at daytime and 55 dBA at nighttime.

Bridgewater uses a CA AB 1824 to measure noise levels, which is a muffler noise reader.

- The Town of Pictou has a noise Bylaw which divided it into sections to give it an accurate measurement. Daytime is 65 dBA and at nighttime it is 55 dBA and that is measured not less than one hundred feet from the source of the sound or noise or one hundred (100) feet from the boundary of the property from which the sound or noise is emanating.

According to the World Health Organization (WHO), speech in relaxed conversations 100% intelligible in background noise levels of about 35 dBA and can be understood fairly well with background levels of 45 dBA. Speech with more vocal effort can be understood when the background sound pressure level is about 65 dBA.

Personal noise exposure is difficult to determine if the noise level vary considerably.

The details of noise measurements must be planned to meet some relevant objective or purpose. Some typical objectives would include:

- Investigating complaints.
- Assessing the number of persons exposed to a noise.
- Compliance with regulations.
- Land use planning and environmental impact assessments.

Environmental noise measurements are normally best done close to a point of reception of the noise unless local restrictions stipulate otherwise. If there is a worry about residents being exposed to road traffic noise, for example, it is preferable to measure close to the residents' position rather than close to the road. If ambient noises are measured close to the source, the effect of sound propagation to the point of receipt must be adjusted.

If the measuring equipment is placed more than a few metres away from any reflecting surfaces, it will give an unbiased reading of the incident sound pressure level. Sound pressure levels will be increased by 6 dB when a measuring equipment is mounted on a sound-reflecting surface, such as a building facade, since direct and reflected sound will coincide. Based on what the WHO recommends a measuring device should be positioned at least 2m from any facade.

There has been one noise by law complaint received and reviewed since the current by law was adopted by council.

### **RECOMMENDATION**

That the Noise Bylaw daytime limit be reduced from 90 dB to 80dB, and further that measurement be taken at an appropriate distance in direct line from the noise source with the recording device being held 6 feet from any large structure such as a house.





## **TOWN OF KENTVILLE BY-LAW CHAPTER 102 NOISE BY-LAW**

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### **1.0 PURPOSE**

This Bylaw is entitled the "Noise By-Law".

### **2.0 DEFINITIONS**

- 2.1. "A-weighted sound level" shall mean the sound pressure level in decibels (dBAs) as measured with a sound level meter using the A-weighted filter network (scale) at slow response and at a pressure of twenty (20) micropascals. The A-weighted filter de-emphasizes the very low and very high frequency components of sound in a manner similar to the response of the human ear and is a numerical method of rating human judgement of loudness.
- 2.2. CAO means the Chief Administrative Officer of the Town of Kentville;
- 2.3. Construction includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
- 2.4. Construction equipment means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;
- 2.5. Council means the Council of the Town of Kentville;
- 2.6. Dwelling Unit means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that:

- 2.6.1. contain kitchen facilities within the unit; and
- 2.6.2. have toilet facilities that are not shared with the occupants of other dwelling units;
- 2.7. Emergency Response Personnel includes police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- 2.8. Enforcement Officer includes a By-law Officer, Compliance Officer, Dog Control Officer or any other person appointed by the CAO or empowered by legislation to enforce this By-law;
- 2.9. Motor Vehicle includes an automobile, motorcycle, farm tractor or a self-propelled implement of husbandry, an off-highway vehicle as defined in the Off-Highway Vehicle Act, and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, except a motorized wheelchair;
- 2.10. Occupier means:
  - 2.10.1. A person who is a tenant of a dwelling unit, or
  - 2.10.2. A person who has responsibility for, or control over, a dwelling unit or the activities there carried on.
  - 2.10.3. For greater certainty, there may be more than one occupier of a dwelling unit.
- 2.11. Owner means a person or entity who actually owns the dwelling unit and to whom the property is deeded;
- 2.12. Police Officer means a member of the Kentville Police Service or municipal police force lawfully employed in the Province of Nova Scotia;
- 2.13. Private Property means real property upon which a dwelling unit is located, including driveways, lawns, yards and surrounding areas;
- 2.14. Sound System include a public address system, radio, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds;
- 2.15. Town means the Town of Kentville

### 3.0 SCOPE

- 3.1. The following acts, among others, are hereby declared to be noises which disturb *continuously* or tend to disturb the peace and tranquility of any person located within the boundaries of the Town of Kentville or any portion of it:
  - 3.1.1. Making any noise or combination of noises which, when measured on any property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

7:00 am - 10:00 pm

90 dBA

10:00 pm - 7:00 am

55 dBA

3.1.2. The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate excessive noise.

#### **4.0 OTHER PROHIBITIONS**

- 4.1. No person shall engage in any noise-making activity that unreasonably disturbs or tends to disturb the peace and tranquility of any person located within the boundaries of the Town of Kentville;
- 4.2. No person shall operate or cause or permit to be operated any sound system at such a level that the resulting sound is heard in a dwelling unit, other than the dwelling unit in which the sound system in question is located
- 4.3. No person who is in a dwelling unit shall be:
  - 4.3.1. fighting,
  - 4.3.2. screaming
  - 4.3.3. shouting, or
  - 4.3.4. singing

and thereby cause any loud and unnecessary noise heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated;

- 4.4. No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited as outlined under Section 4(4) above;
- 4.5. No occupier or owner shall engage in or permit any activity in a dwelling unit which unreasonably disturbs the peace and tranquility of the Town or any portion of it.

#### **5.0 EXEMPTIONS**

This By-Law does not apply to:

- 5.1. Employees of the Town of Kentville, the Province of Nova Scotia, the Government of Canada, Nova Scotia Power Incorporated, and any regulated utility when these employees are acting in the ordinary course of their duties;
- 5.2. Noises emitted by machinery or equipment when used under the provisions of (1) above;
- 5.3. A person or a corporation, or an employee of such person or organization, reasonably performing work at the request of any party described in (1) above;
- 5.4. Noise emitted by machinery or equipment used in snow removal and snow clearing operations.
- 5.5. Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or Town park areas between the hours of 7:00 am and 11:00 pm;

- 5.6. Noises in relation to religious activities between the hours of 7:00 am and 11:00 pm;
- 5.7. Noises in relation to parades, street dances, or other community activities between the hours of 7:00 am and 11:00 pm subject to permission having been granted under Section 6 of this By-law;
- 5.8. Noises in connection with the Apple Blossom Festival and any event organized by the Town of Kentville that occurs between 7:00 am and 11:00 pm;
- 5.9. Notwithstanding any other provisions of this By-law, it is lawful to emit or cause or permit the emission of noise in conjunction with:
  - 5.9.1. Emergency Response Personnel services undertaken for the immediate health, safety and welfare of any person;
  - 5.9.2. Emergency Measures Response Personnel services undertaken for the preservation of property; and
  - 5.9.3. Emergency Response Personnel services undertaken for the purpose of training exercises;
- 5.10. Construction and construction equipment activities between the hours of 7:00 am and 8:00 pm.
- 5.11. Noises generated as part of normal industrial and commercial operations within the Kentville Industrial Park (Shiloh Drive to Town limits) and the lands zoned Highway Commercial on the west end of Kentville.

## **6.0 GRANT OF EXEMPTIONS**

An exemption from the application of this By-Law may be granted by the CAO upon receipt of a completed "Temporary Noise Permit Exemption Application" at least 10 days before the activity which may violate this By-Law. The request for an exemption may be in the form in Schedule 1, under the following terms:

- 6.1. In deciding whether or not to grant an exemption, the CAO shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be known to the CAO, the proposed hours of operation of the proposed noise making activity, the impact on residents, and the proposed duration of the subject activity;
- 6.2. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective, and the exemption shall be in written form and shall include such terms and conditions as the CAO deems appropriate;
- 6.3. The CAO may refuse to grant any exemption.
- 6.4. If the CAO determines that a breach of an exemption has taken place the CAO may revoke the exemption.
- 6.5. Upon the granting of an exemption by the CAO, the CAO shall deliver, by ordinary mail, to all property owners within 100 meters of the location of the exempt activity, notification of the exemption and information respecting an appeal. This notification shall be in the form of Schedule 2: Noise Exemption Permit Application Notification.



6.6. An applicant who is granted an exemption to this By-Law by the CAO or Council shall sign and abide by all of the Terms and Conditions in Schedule 3.

**7.0 PENALTY AND ENFORCEMENT**

- 7.1. Any Enforcement Officer or Police Officer may enter upon private property for the purpose of investigation and enforcement of this By-law;
- 7.2. In a prosecution for a violation of this By-law, evidence that one person, including a Police Officer or Enforcement Officer, is unreasonably disturbed by a prohibited activity is prima facie evidence that the peace and tranquility of the Town or any portion of it is unreasonably disturbed;
- 7.3. Any Police Officer or Enforcement Officer who believes on reasonable and probable grounds that there has been a violation of this by-law may issue a Summary Offence Ticket;
- 7.4. Every person who contravenes or fails to comply with any of the provisions of this By-Law shall be liable to a penalty of not less than two hundred dollars (\$200.00) for a first offence, not less than four hundred dollars (\$400.00) for a second offence, and not less nine hundred dollars (\$900.00) for a third and any subsequent offence.
- 7.5. Any person, upon conviction or upon a guilty plea, who does not pay his or her penalty within the time specified by the Court, shall be liable to imprisonment for a period of time to be determined by the Court.

**8.0 REPEAL**

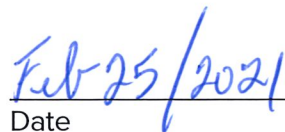
- 8.1. Any previous Noise Control By-laws and amendments thereto are repealed upon coming into force of this By-law.

**9.0 CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK**

Date of first reading:	January 25, 2021
Date of advertisement of Notice of Intent to Consider:	February 1, 2021
Date of second reading:	February 22, 2021
*Date of advertisement of Passage of By-law:	March 2, 2021
Date of mailing to Minister a certified copy of By-law:	February 25, 2021

I certify that this Noise By-Law – Chapter 102, was adopted by Council and published as indicated above

  
\_\_\_\_\_  
Town Clerk, Dan Troke

  
\_\_\_\_\_  
Date

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

## Schedule 1. Temporary Noise Exemption Permit Application

The Town of Kentville's Prevention of Excessive Noise By-law No. 64 allows a person to apply for a permit to engage in any activity that creates a noise that is otherwise prohibited by this by-law. The application must be received in writing at least ten (10) calendar days prior to the requested issuance date and time of the noise for which an exemption is sought.

Submit form(s) to the CAO, Town of Kentville, 354 Main Street, Kentville, N.S. B4N 1K6

Location of noise activity: \_\_\_\_\_

Type of noise (music, construction, etc.): \_\_\_\_\_

Reason for request (exceeds noise levels, exceeds hours allowed, etc.):

\_\_\_\_\_

Estimated time of events (example 5am-10am): \_\_\_\_\_

Any other information the applicant wishes to submit (attach a separate sheet of paper).

Date(s) of event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner Name if different from Applicant: \_\_\_\_\_

Note: If different, applicant must attach letter from property owner authorizing use.

Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Kentville, By Law Chapter 102: Noise By-Law**

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OFFICE USE (TOWN OF KENTVILLE)

Application is:         Approved         Modified         Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant notified:    Mail         Fax         Email         Telephone

By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit:

Note to Applicant: The Town will deliver, by mail, a notice to all property owners within 100 meters of the property upon which the noise originates if an exemption is granted. The decision of the CAO regarding this request is appealable to Council by the applicant or any person.

## Schedule 2: Noise Exemption Permit Application Notification

Name of Property Owner

Address of Property Owner

Dear Resident or Business Occupant,

In accordance with the Town of Kentville's Prevention of Excessive Noise Bylaw, you are being notified that an application has been submitted to the Town of Kentville requesting a permit for a temporary exemption to the provisions of the Prevention of Excessive Noise Bylaw for the purpose of (type of noise)

The requested dates/times are (month, date, year, times)

Pursuant to this By-Law, the Chief Administrator Officer (CAO) of the Town of Kentville has the discretion to grant or refuse to grant an exemption. The decision of the CAO may be appealed to Town Council.

If you wish your views on this application to be known to the CAO, you should immediately contact the CAO in writing at 354 Main Street, Kentville, or by calling 902-679-2503 or by email at [CAO@Kentville.ca](mailto:CAO@Kentville.ca).

Respectfully,

Signature

Name

Title



### Schedule 3, Terms & Conditions

The applicant agrees to abide by the following terms and conditions:

Individuals in attendance are expected to abide by all posted parking signage. On-street parking is restricted to a maximum that is indicated.

If the applicant is not the owner of the property for which the exemption is requested, the applicant shall provide a letter of approval granting the applicant permission to apply for a noise exemption. Where the property owner is a professional entertainment or event venue, no letter of approval is required.

The applicant shall post in a conspicuous location the letter of approval for the requested noise exemption and shall be able to produce a copy of the letter during the event if requested by a law enforcement official.

The applicant will abide by any additional terms and conditions identified by the CAO and set out in the letter of approval granting the requested noise exemption

Issued permits may be revoked at the sole discretion of the CAO.

Failure to comply with any terms and conditions of the noise exemption may be considered by the CAO in any future requests for an exemption from this bylaw.

#### Agreement & Signature

Applicant's Signature

Date

Town of Kentville Office Use Only

The above exemption to the Town of Kentville's Noise Bylaw is:

Approved: [ ]

Approved, but with the following conditions: [ ]

Not Approved: [ ]

Town of Kentville, CAO

Date



**TO:** CAC

**FROM:** Beverly Gentleman, Director of Planning and Development

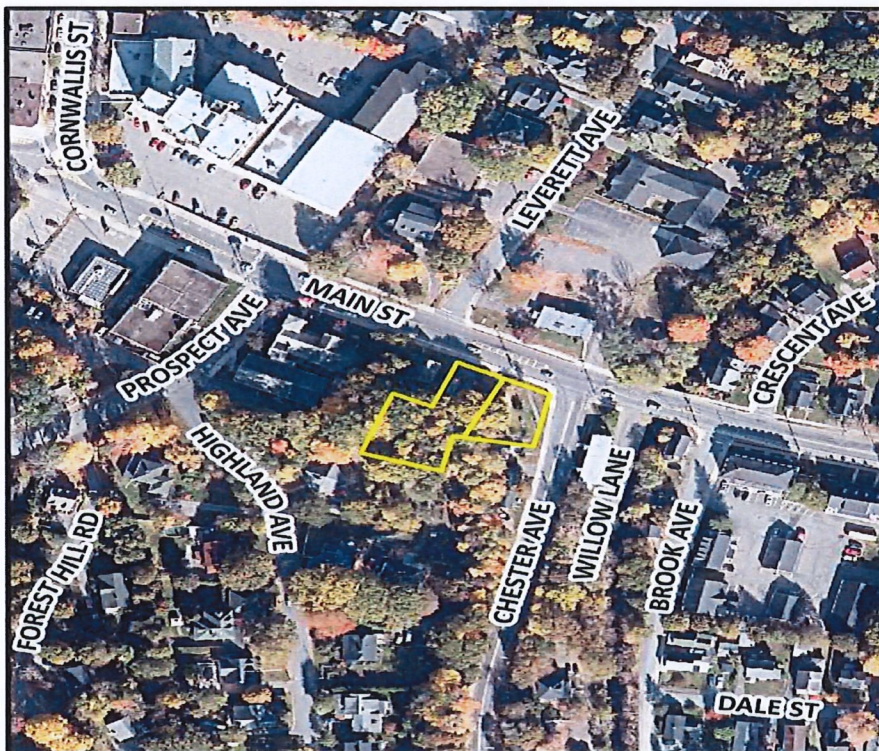
**DATE:** April 11, 2022


**SUBJECT:** Sand and Sea Dive Shop Inc. Land Use Bylaw (LUB) amendment to rezone PID# 5526044 from General Commercial (C-1) to One-and two-unit dwelling (R-2); and town-initiated amendment to rezone PID# 55246813 from General Commercial (C-1) to One-and two-unit dwelling (R-2)

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**PROPERT LOCATION**

The subject properties are located at 294 and 288 Main Street, just west of Chester Ave.



 Area of Interest

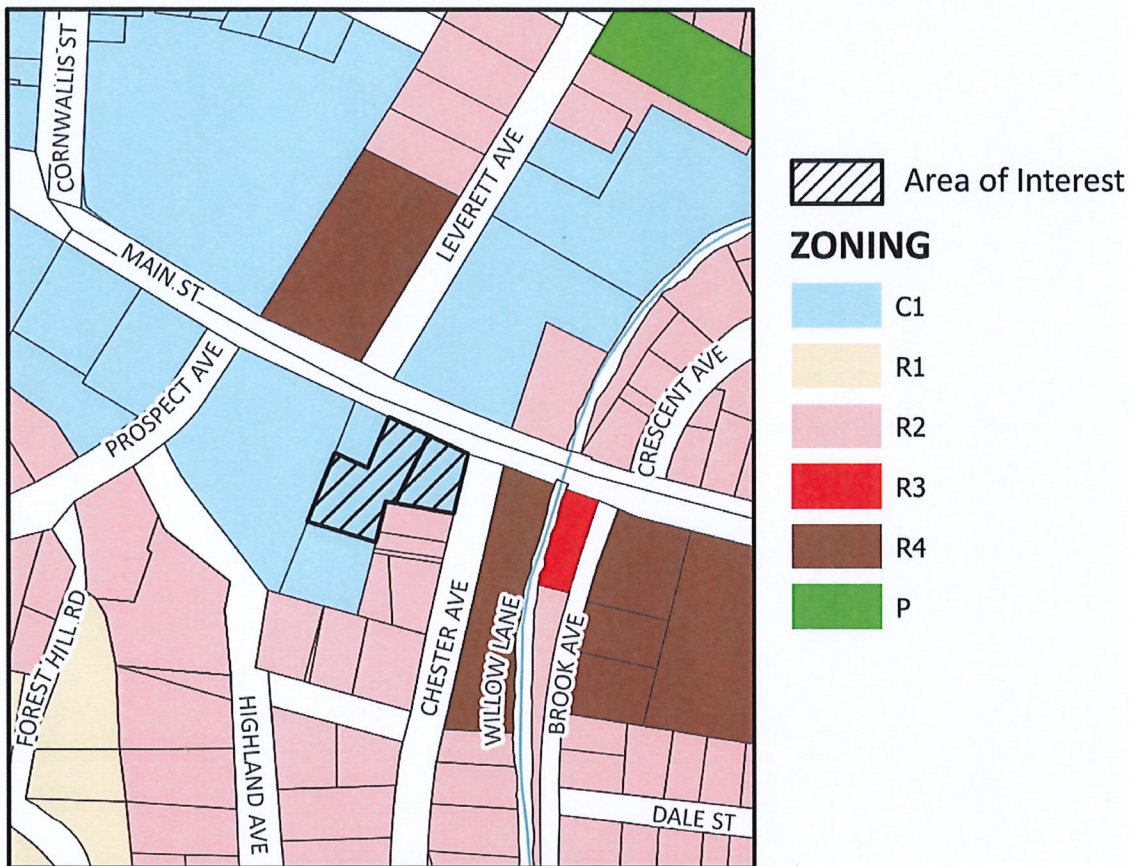


**CURRENT USE.**

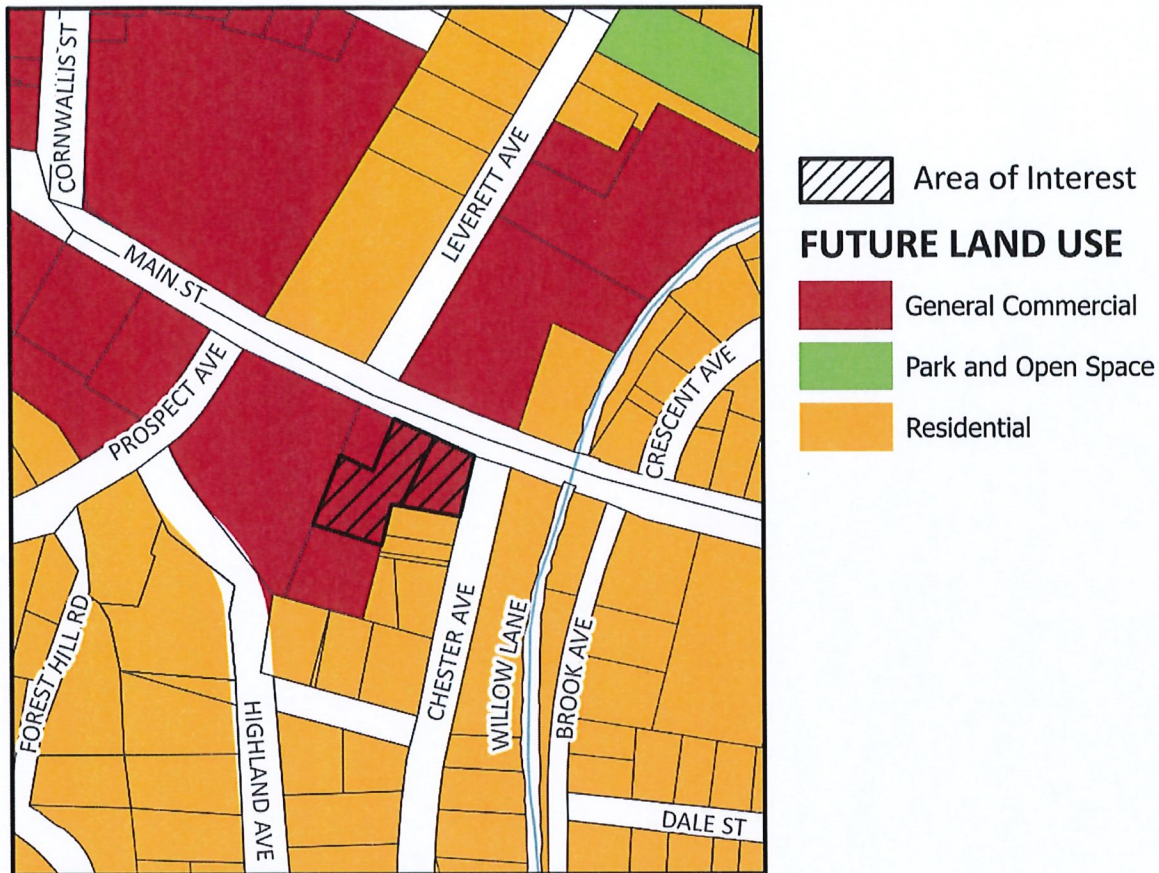
The properties are zoned General Commercial (C-1). The building on PID# 5526044 was originally built as a single-family dwelling; however, the ground floor has been used as retail space for several years; and PID#55246813 is a town park.

**ADJACENT ZONING AND LAND USES**

The subject properties are located at the eastern end of the General Commercial (C-1) Zone. The adjacent properties are zoned General Commercial (C-1) and One and Two-Unit Dwellings (R-2) and is bounded by residential dwellings, a church, and a town park. Directly across Main Street was a funeral home that has been torn down and purchased by the owners of Wedgewood House for Seniors.







### **FUTURE LAND USE DESIGNATION**

The future land use designation in the Municipal Planning Strategy (MPS) for the property is Commercial (C). To be able to consider a rezoning from commercial to a residential zone the future land use designation, in most cases, must be Residential (R). However, if a property borders on 2 or more land use designations, Council may consider a rezoning of the property as if it were wholly contained within one of the other designations in accordance with Section 15.6 of the Municipal Planning Strategy.

### **15.6 Municipal Planning Strategy Amendment Not Required**

The Generalized Future Land Use Map designates the overall general land uses that are permitted in various areas throughout Town. Residential rezoning's, for example, will only be considered by Council if the property in question is within the area designated residential on the GFLUM. In order for Council to approve a rezoning that does not fall within the appropriate designation, the property owner would have to propose a concurrent amendment to both the MPS and LUB.

However, where a property borders on two or more land use designations, Council may consider a rezoning of the property as if it were wholly contained within one or the other designations. This will not require an amendment to the MPS.

**Policy IM-4** *It shall be the intention of Council* to consider applications to amend the Land Use By-law Zoning Map and rezone lands abutting a given designation on the Future



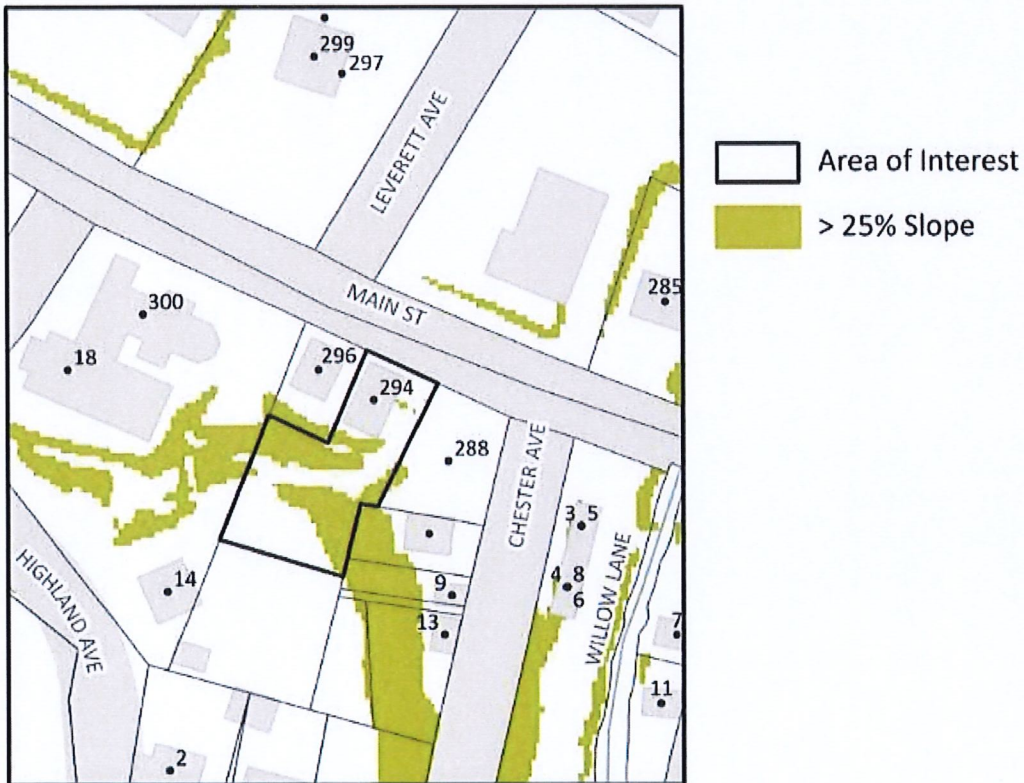
Land Use Map to a zone supported by that designation, without requiring a Municipal Planning Strategy amendment, provided such an application is consistent with other polices in this Strategy

**PROPOSAL**

The applicant is seeking the rezoning to allow for the property to revert to a single-family home. The C-1 zone only allows for existing single family and two-unit dwellings. As a result, the property cannot revert to a residential dwelling under the C-1 zone.

**DISCUSSION**

The age of the dwelling is unknown; however the property is shown on the fire insurance map dating 1951. Mike Huntley is seeking this amendment to sell the property as a single-family home. Though the property has had a retail use on the ground floor for several years, to use it for any other type of commercial use would require the building to be brought up to current building code, including making the space accessible and other upgrades depending on the use of the second floor. The property is 13,064 square feet and is encumbered with steep slopes of 25% or more on almost 50% of the lot as depicted on the Environment Constraints. These constraints limit the expansion of the structure for other uses.



It is therefore the opinion of staff that the property is best suited as a residential property.

As part of the review for this proposed amendment staff acknowledges that the property is zoned (C-1) and is bordered mainly by the (C-1) zone, but the nature of the uses are not commercial. The property to the east is a town park/open space. Both properties are zoned (R-2). Staff initially had concerns about the perception of "spot zoning" if PID# 5526044 was rezoned residential. However, the property to the east is the last property zoned (C-1) and is a town park so to include the rezoning of this lot as part of the application makes sense. Therefore, staff is recommending that the town park be rezoned from General Commercial (C-1) to (R-2) as well in accordance with Policy P-3 of the MPS which permits parks within any zone:

*Policy IM-4 It shall be the intention of Council to permit parks and playgrounds in any zone provided accessory buildings are small in scale, and the other requirements of the land use bylaw are met.*

## **POLICY ANALYSIS**

Council, through its Policy IM-8 of Municipal Planning Strategy, provides guidance for rezoning requests to ensure resulting development has a positive impact on the community. Since the 2 subject lots are fully developed the criteria listed in Policy IM-8 is inconsequential.

## **SUMMARY**

The proposal to rezone PID's 5526044 and 55246813 from General Commercial (C-1) to One-and Two-Unit Dwelling (R-2) is consistent with the policies of the Municipal Planning Strategy.

## **Recommendation**

The application to rezone the PID's 5526044 and 55246813 from General Commercial (C-1) to One and Two Unit Dwelling (R-2) has been reviewed for compliance with the Municipal Planning Strategy (MPS) and other pertinent by-laws and regulations for the Town of Kentville.

Therefore, I recommend that CAC recommend Council give first reading on the request to rezone PID's 5526044 and 55246813 from General Commercial (C-1) to One- and Two-Unit Dwelling (R-2)

Respectfully Submitted,

Beverly Gentleman  
Director of Planning



- c) the means by which the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities;
- d) the location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;
- e) landscaping elements including existing and proposed shrubs and trees; and
- f) architectural features where such features are regulated by the planning document.

### 15.9.2.2 Evaluative Criteria for Rezoning's

Council will evaluate rezoning applications and other site specific Land Use By-law Amendment applications using specific evaluation criteria. The full use of the criteria set out below will ensure that the amendment is in conformity with all policies of this Strategy and will help to ensure that any resulting development has a positive impact on the community. These criteria are to be considered in addition to any applicable criteria found elsewhere in this document and included in the enabling policy for a specific development application. Council recognizes that they have limited ability to require a developer to undertake any of the design elements included in a rezoning application. Nevertheless, Council considers it to be prudent to consider the potential land use implications as part of any rezoning application and assumes that developers will generally conform to their submitted proposal. Council is mindful that other development scenarios may be possible under a particular rezoning proposal and all eventualities will be considered as part of a rezoning application.

**Policy IM-8** *It shall be the intention of Council* when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

- a) compatibility of the proposed land use with adjacent land uses;
- b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;
- c) that the proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise through appropriate site design, landscaping, buffering and fencing;
- d) the adequacy of sewer services, water services, waste management services and storm water management services;
- e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure;
- f) the adequacy and proximity of schools;
- g) the adequacy and proximity of recreation and community facilities;
- h) the adequacy of the road network in, adjacent to, or leading to the development;
- i) the potential for erosion or for the contamination or sedimentation of watercourses;
- j) environmental impacts such as air and water pollution and soil contamination;
- k) previous uses of the site which may have caused soil or groundwater contamination;
- l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;



- m) the ability of emergency services to respond to an emergency at the location of the proposed development;
- n) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations;
- o) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP) and
- p) the financial ability of the Town to absorb any costs relating to the amendment.

While a rezoning application must be accompanied by a clear development proposal, there is no legal agreement which requires a landowner to conform to the proposal as presented.

**Policy IM-9** *It shall be the intention of Council*, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.

### 15.10 Development Agreements

A Development Agreement is a binding legal agreement entered into between the Town and a property owner that are able to address very specific details regarding the design and use of a proposed development. Development Agreements are a very useful planning tool since they allow Council to consider the unique opportunities and constraints facing each development proposal on a case-by-case basis. This is a significant advantage over rezoning's which rely upon the standard zone requirements as set out in the Land Use By-law to regulate a proposed development. With a Development Agreement Council has the discretion to, as an example, increase a side yard where a proposal abuts a potentially incompatible land use or Council may reduce a yard requirement where any negative impact of the reduction has been mitigated. The use of these Agreements gives Council the discretion needed to properly address the concerns of adjacent landowners, and provides the flexibility needed to ensure that new development compliments and enhances the community.

Another other benefit of a Development Agreement is that it is a legally binding contract and the developer is obligated to conform to the plans that form part of the Agreement. A rezoning does not allow this level of development control and even though a detailed proposal may have been included as part of the rezoning application, Council has no ability to require a developer to implement that proposal and the Town's control is limited to the basic zone requirements set out in the Land Use By-law.

Despite the numerous benefits to using Development Agreements a regulatory tool, when compared to a rezoning, the Development Agreement process requires that developers spend more time and resources finalizing development plans prior to any approvals by the Town. Because of the level of detail incorporated into a development agreement, they tend to require more staff time to evaluate the proposal and more time to prepare a report and recommendation. Also, development agreements can be more cumbersome to administer because each agreement contains a different set of land use regulations.



**TO:** Council

**SUBMITTED BY:** Dave Bell, Director of Engineering and Public Works  
Jennifer West, Deputy Town Clerk

**DATE:** April 11, 2022

**SUBJECT:** Investing in Canada Infrastructure Program

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**ORIGIN**

At the September 27 2022 meeting of Council, staff made a request that they be permitted to apply for a federal grant through the “Investing in Infrastructure” program. This request was permitted and on March 31, 2022, staff completed this grant application.

**DISCUSSION**

The grant requires that Town of Kentville Council approve a prescribed resolution outlining the precise funding amount and Kentville’s share of this amount.

**POLICY IMPLICATIONS**

N/a

**BUDGET IMPLICATION**

N/a

**ATTACHMENTS**

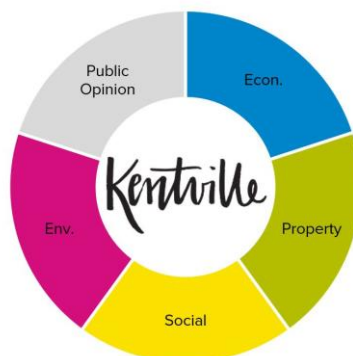
April 4, 2022 Draft Resolution of Council

**RECOMMENDATIONS**

**BE IT RESOLVED THAT** the Town of Kentville submit the project titled: “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and

**BE IT FURTHER RESOLVED THAT** Council supports the project and commits to provide its share \$2,595,655 toward the \$9,732,488 project cost.

Town of Kentville Decision Wheel:





April 11, 2022

CERTIFIED RESOLUTION OF THE TOWN OF KENTVILLE

I, Dan Troke, Chief Administrative Officer, as an authorized representative of the Town of Kentville, hereby certify that the following is a true copy of the Resolution adopted by the Town of Kentville at its Meeting held on April 11, 2022 regarding the Investing in Canada Infrastructure Program application for “Completion of the Donald E. Hiltz Connector Road (Water, Storm & Sanitary)”.

BE IT RESOLVED THAT the Town of Kentville submit the project titled: “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and

BE IT FURTHER RESOLVED THAT Council supports the project and commits to provide its share \$2,595,655 toward the \$9,732,488 project cost.

---

Dan Troke, Chief Administrative Officer



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**TO:** Council Advisory Committee (CAC)

**SUBMITTED BY:** Dan Troke, CAO

**DATE:** April 5, 2022

**SUBJECT:** Sale Amendment/ Building Change – Video World

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**ORIGIN**

Video World purchased a building lot (PID # 55539761) in the Town of Kentville Business Park with the intent of building a 8000 square foot warehouse. After receiving quotes to construct, the owner would like to reduce the size of the warehouse to 5000 square feet which would require an amendment to the original purchase and sale. The owner intends to transition the existing retail operation to the site and add additional space over the next 5 years.

**BACKGROUND**

As part of the purchase and sale agreement process for all lots in the Kentville business park, Council approves the intended use and building size as part of the process. If a building were to be altered from the original proposal the purchaser is required to bring the request back to council for approval.

**RECOMMENDATION**

**Video World intends to start construction this summer. It is recommended Council approve the revised proposal to the building size.**

Town of Kentville Decision Wheel:





# VIDEO WORLD INC.

Mar 24<sup>th</sup> 2022  
15 Kentucky Court  
New Minas, N.S.  
B4N 4N1  
1-902-681-0262

## Agreement of Purchase and Sale Amendment.

This Letter is to propose an amendment in the size of the warehouse for the land purchased in the Kentville industrial Park.

The original plan was for 8000 sq./ft and I'd like to reduce the size to 5000 sq/ft.

The reason for the smaller size is cost, construction costs have drastically increased and I don't want to put the business in jeopardy by over spending. These are uncertain times in retail and caution needs to be used to ensure we can survive a down turn in business.

The 5 year plan is to sell our place in New Minas and build onto the warehouse to so the entire business can be there, which will fit a 15-20,000 sq. ft operation with good exposure to the 101 hwy.

I have things lined up with RBC for financing and a date set to commence the build this summer. Roscoe construction will be doing the project from start to finish including lot preparation.

Thank-you



Jeff Hall



