



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE October 11, 2022 AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, September 12, 2021**
- 4. PRESENTATIONS**
 - (a) Frugal Moms Society**
 - (b) Hemlock Woolly Adelgid and Kentville Parks**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - 1. Director's Report**
 - 2. Projection Report**
 - (b) Planning and Development**
 - 1. Director's Report**
 - 2. Community Economic Development Coordinator's Report**
 - (c) Parks and Recreation**
 - 1. Director's Report**
 - 2. Kentville Parkland Update**
 - 3. Anti Racism Charter in Recreation**
 - (d) Police**
 - 1. Chief's Report**
 - (e) Engineering and Public Works**
 - 1. Director's Report**

2. Pre-Approval Request

(f) Administration

1. Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) First Reading – Animal Control Bylaw

(b) First Reading – Property Assessed Community Energy (PACE) Bylaw

7. CORRESPONDENCE

(a) Noise Bylaw – Pierre and Corinne Hoebers

8. NEW BUSINESS

~~**(a) Kentville Gorge – Financial Request**~~

(b) Frugal Moms – Financial Request

(c) October Council Meeting Date Change

~~**(d) Mentoring Plus Quarterly Report**~~

(e) Kings Transit Authority Pilot Project

9. PUBLIC COMMENTS

10. IN-CAMERA

(a) Legal – Facility

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: September 12, 2022
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in person in Town Hall 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:

- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- 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

Staff:

Presenters:

Russ Sanche, Portal Housing Association
Laurel Taylor, Canadian Mental Health Association

REGRETS

Mayor Sandra Snow. The meeting was chaired by Deputy Mayor Cate Savage

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

DRAFT

Regarding the agenda for the September 12, 2022 Council Advisory Committee meeting agenda, there were three additions.

- Addition: Discussion on ongoing maintenance issues in town
- Addition: Discussion on public statement from July
- Addition: Discussion on the investigation around Mayor Snow

It was moved that the agenda for the Council Advisory Committee meeting of September 12, 2022 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, July 11, 2022.

It was moved that the minutes from the Council Advisory Committee meeting held on July 11, 2022 be approved.

MOTION CARRIED

4. PRESENTATION

(a) Kentville Housing Action Plan

Russ Sanche from the Kentville Portal Youth Outreach Association, and Laurel Taylor from the Canadian Mental Health Association, gave a presentation on the proposed Housing Action Plan for the town, with background on its development and implementation.

Presentation available

Discussion

- CAO Troke will circulate the Town policy for adding bonus units based on affordability.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending August 31, 2022. To this date, overall revenue exceeds the benchmark (41.7%) at 79.1% and overall expenditures are slightly above the benchmark at 41.5%.

See report for more information.

Discussion

- Update on the legal fees associated with the Robinson Property.

(2) Temporary Borrowing Resolution, Sanitary Sewer Area Service 2022-2023

DRAFT

Director Deb Crowell submitted the temporary borrowing resolution from the Department of Municipal Affairs and Housing regarding the town’s Sanitary Sewer Area Service 2022-2023 capital program in the amount of \$230,000.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council authorize the Temporary Borrowing Resolution for Sanitary Sewer of the MacDonald Subdivision in the amount of \$230,000, And further, that this resolution be forwarded to the September 26, 2022 meeting of Council for approval, And further, upon approval, that this resolution be sent to the Minister of the Department of Municipal Affairs and Housing for Provincial authorization.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage*, Yorke and Zebian
Deputy Mayor Savage used Mayor Snow’s voting clicker for this item.

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman submitted her report for July and August 2022. Highlights included a building valuation of \$18,102,952 for the year thus far. The report also included project updates about the municipal flood line mapping project, the Hibou Court development, VIDA living and the Brison rezoning.

See report for more information.

(2) Community and Economic Development Report

CAO Dan Troke submitted this report for July and August 2022. Highlights included the Historic Kentville video project, development of a Kentville art map, Kentville Pumpkin People preparations, and Centre Square beautification projects.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

DRAFT

Director Bedingfield presented her report for July and August 2022. Some of the highlights included meetings with the Valley Homeless No More Committee, community support service-based count of existing homeless persons, reimagining recreation services for rural communities, presenting at a north American conference around recreation, accessibility advisory committee meetings, appreciation to summer staff, update on the Spike Fund,

See report for more information.

Discussion

- CAO Troke will find out the amount of expenses related to the repairs of the splash pad, and share this information with Council.

(d) Police Report

(1) Chief's Report

The Police Commission did not submit a report because they did not meet in August.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for July and August 2022. Some of the highlights included Active Transportation tenders for sidewalk projects, Kentville Heritage Centre roof repair tender was completed, and work on the regional sewer system.

See report for more information.

Discussion

- Request for Children Playing Signs in some communities.
- Request that the sidewalk lines at the intersection of Cornwallis and Exhibition, near C and J's Diner be repainted.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for July and August 2022. Highlights included regional meetings on the housing crisis, sewers and development in the town relating to a growing town, Regional Emergency Measures Organization training, intermunicipal services agreements, and Kings Transit. Discussions about student bursary presentations, the downtown comfort station, and governance of the Board of Police Commissioners.

See report for more information.

DRAFT

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Animal Control Bylaw

CAO Troke gave an update on the Animal Control Bylaw, with amendments that address the keeping of backyard chickens within town boundaries.

See report for more information.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council approve First Reading of the revised Animal Control Bylaw.

Councillors Huntley and Yorke retract their motion
MOTION RETRACTED

Discussion

- Solicitor Muttart gave some feedback on improving this bylaw which should be incorporated into this bylaw.
- Recommend removing the fee for dog registration.
- This will be reviewed and brought back to CAC in October.

(b) Municipal Boundary Report

CAO Dan Troke presented the municipal boundary report which indicated that residents are satisfied with the current size of Council, and with the existing number of electoral districts.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council recommend to the Utility and Review Board maintaining the size of Council at 7 elected officials.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, and Yorke

Councillors who voted against this motion:

Zebian

Councillors who abstained from voting on this motion:

Maxwell

DRAFT

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council recommend to the Utility and Review Board maintaining the current electoral system of 1 electoral district and use the at-large voting system.

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

- (c) **Tidal Power Proposal, Update**
CAO Dan Troke presented a memo from Director Dave Bell with an update on information associated with the tidal power proposal with the Town of Annapolis Royal. There was discussion about the risk associated with this project and the return on investment. Staff were asked to do some research on these issues and bring this motion back to Council.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

**That Council approve participation in the AR tidal power project,
And further that Council approve allocation to the project of \$22,300 over two years
And further that Council approve withdrawal of this amount from the 2022-2023 Capital Budget**

Councillors Gerrard and Yorke Retract the Motion
MOTION RETRACTED

- 7. **CORRESPONDENCE**
 - (a) **Kings County Community Food Council**
The Food Council gave appreciation to Town Council for their support of a National School Lunch Program, and asked for information about presenting at the Nova Scotia Federation of Municipalities annual conference.

See letter for information.

- (b) **Agriculture and Agri-Food Canada**

DRAFT

Staff at Agriculture and Agri-Food Canada (Kentville Research Station) gave an update on the remediation of the Kentville Ravine after the contamination event earlier this year.

See letter for information.

(c) Susan MacDougall

Ms. MacDougall expressed disappointment in the conduct of Council, and hopes that they will put aside differences and disagreements for the betterment of the Town.

See letter for information.

(d) Chickens in Kentville

Letters from the public were collected that support the keeping of backyard chickens in Kentville.

See letters for information.

(e) John Andrew

Mr. Andrew expressed concern about Council decorum and respect, and requested that Councillor Cathy Maxwell make a public apology to Fiona Van Wilkenburg. Ms. Van Wilkenburg spoke at the July 25, 2022 meeting of Council and was interrupted by Councillor Maxwell when she spoke during Public Comments.

See letter for information.

8. NEW BUSINESS

(a) Community Grants Applications

CAO Dan Troke described the selection process for Council to review and approve applications to the Grants to Community program. Prior to this meeting, Council voted on support for each application and made a motion to support the results of that survey at this meeting.

See report for more information.

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

**That Council approve the distribution of community grants as outlined in the attached report,
and further that the details of the distribution be publicly shared as per policy.**

DRAFT

MOTION CARRIED

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

(b) Investment Advisory Services

Deputy Mayor Cate Savage brought forward the Investment Advisory Committee recommendation to extend the services of TD Wealth Investment Advisor and asked Council to support this extension.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council approve a one-year extension of services by TD Wealth Investment Advisors for the Investment Advisory Committee until August 2023.

MOTION CARRIED

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

(c) Property Assessed Community Energy (PACE) Program

CAO Troke gave an update about the PACE bylaw, which is being reviewed and revised by the engineers at PACE Atlantic as part of our application for a PACE program with the Municipality of Windsor West Hants.

See memo for more information.

It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council approve First Reading of the amended Property Assessed Community Energy (PACE) Program Bylaw on September 26, 2022.

MOTION CARRIED

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

(d) Maintenance issues

DRAFT

Councillor Maxwell described the deteriorated state of some sidewalks through the town. She felt that sidewalks in the town have been neglected for several years. She felt that sidewalks should be patched and town-owned buildings should be better maintained (Heritage Building, Lions Club, Kentville Arena, and sidewalks). CAO Troke responded by explaining how patching lasts one year and that many of the areas described are addressed in the 2023 Active Transportation projects.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council direct the CAO to discuss with staff ongoing maintenance issues around the town and develop an operational and financial plan to address those issues.

MOTION CARRIED

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

- (e) **Public Statement**
Councillor Andrew Zebian described the process of developing a written public statement and the desire for this to be made public. Staff followed Council directions coming out of that meeting. There was uncertainty around the timeline of releasing this statement. Discussion about transparency about Council operations, and minute taking by the Recording Secretary. This will be addressed at the Council meeting when the minutes are reviewed.

- (f) **Investigation of Mayor Snow**
Councillor Andrew Zebian described the Mayor’s public statement in February 2022 and that there is agreement that some of her statements were inaccurate. He has concerns that this investigation should be held in a public forum and not in camera. He wants to hear whether she broke any rules of Code of Conduct. CAO Troke responded to these concerns by explaining that some of the contextual information around this investigation were issues that needed to take place in camera. Solicitor Muttart also explained that the events after the investigators report may need to remain in camera.

9. PUBLIC COMMENTS

(a) Fiona Van Wilkenburg
Signage directing audience to chambers would be helpful. Concerns about Councillor’s interrupting a member of the public during public comments. Concerns about effective leadership and Council conduct.

(b) Angela Ribley

DRAFT

Concerns about backyard chickens and the avian flu. She was not in support of backyard chicken keeping due to rats, disease, and roosters.

10. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 9:45 p.m.

MOTION CARRIED

Minutes Approved by Town Clerk
Dan Troke

ANNAPOLIS VALLEY FRUGAL MOMS SOCIETY



PORTFOLIO 2022

BIT OF BACKGROUND

I've done many things, but one that I am most proud of is the group I run on Facebook called Annapolis Valley Frugal Moms (Society). The Society part is new as of 2020.

I started this group with my best friend 13 years ago. It all started when I was first diagnosed with cervical cancer. The diagnosis alone brought upon worries, medical, and of course financial. I knew I would have to go off work; something I dreaded to be a victim of food insecurities with a young family. As a previous recipient of Income Assistance, while raising my family, I was worried how we were going to survive on so little again, especially with young children who had needs as well as my ongoing medical issues.

Continued...

Tasha and I were sitting at her kitchen table when we started a conversation about the price of toilet paper and how the people on extreme couponing a show on TLC were able to stockpile items for pennies. We of course don't have the avenues they do in the USA for stacking coupons, overages and free and double coupon days, but I made it my goal to see what we could do here to at least lessen the burden and provide some food security once again. And so it began..... I started doing tons of research on how we could accomplish extreme couponing in Canada and if it was even possible. Tasha and I started following other moms and quickly mastered the skills needed to build stock piles of items for less. We then started to share this information on a Group we called Annapolis Valley Frugal Moms. It was a knack, it was something we had to try out for ourselves to see if it was indeed attainable. We began posting on the group and hosting in person classes to trade coupons, etc and we began to raise a cult following.

We started showing people where to get coupons, match up with sales and showed pictures of where the lowest prices were available. I would even drive around the valley taking pictures of where farm stands, what their prices were and where to find them.



The Early Days - Some Couponing Hauls



More...

Weekly Shopping

Hauls were a
thing.



Natasha Vaughan

Nov. 29, 2012 · 👤

My coupon shopping haul 😊



More...

The Early Days of
coupons.



Annapolis Valley Frugal Moms Society ...

Lisa Rose · Jul. 7, 2011 · 🌐

Today's deals using price match and coupons.



👍 1

5 comments

👍 Like

💬 Comment

➦ Share

Matching comment



Lisa Rose

...3.00 a bottle with a 5.00 off coupon after three. That's All I can remember I s...

A person wearing a dark blue long-sleeved shirt is sitting on the ground. They are surrounded by several large green mesh produce bags and a pile of fresh cucumbers. The background shows a dirt ground with some sparse grass and a black plastic bag. The person's hands are resting on the cucumbers.

continued...

here was an article in the paper around Christmas and since then the group has boomed, we have now grown to over 7600 members and grow daily. It has grown so big that we have taken on extra help to do so, much to my chagrin. This was my baby, letting go of all the responsibility and allowing others to help us was hard, but it was a necessary evil if my baby was going to grow and help more people.

I now do at least 3 to 4 live videos where I choose topics that will assist people on how to save money as well as do reviews on things like PC express and Walmart curbside pickups.

This summer I realized I wanted to do more , access more resources for moms and dads in my group. So I became the hub for cloth for a cause here in the valley providing cloth diapers to moms in need. I also volunteer for a group called Found where we gather the produce left in fields after harvest and donate back out to the community and then families in the group.

A photograph of a yard sale table on a lawn. The table is covered with various items, including a large green plant, a yellow and white striped bag, and several green and white patterned items. A red car is parked on the driveway in the background. The text "Finally..." is overlaid in the top left corner.

Finally...

In December we were able to support 75 families with Christmas dinner and gifts for children just by the generosity of our moms in the group. We also helped 20 Seniors. Moms helping other moms is one of our mottos. We soon grew to include other groups such as Annapolis Valley Frugal Moms Helping hands page where moms can post items for free or drop off to me to be posted for moms in need. These items include children's clothing, adult clothing, household items etc. It didn't stop there, we also created a yard sale site where prices are low enough for moms to afford yet still able to help the moms selling make enough cash to purchase the next size clothing for their child.

I am beyond proud of all we have accomplished even more in these trying times. We have asked 2 other moms to join our movement to assist me with managing the 4 Facebook sites. They assist with posts on living a frugal life canning and dehydrating. Currently during the COVID 19 crisis we have been adapting to what our moms need. Taking in food donations as we can and helping those in need. We want to move even further so we are non profit status, remember the (Society) in brackets at the beginning? That's where this comes into play, we want to do more and help more and the first step to doing that was getting registered as a non-profit society.

Pics

Christmas Hampers - We do anywhere between 50 and 70 Family Hampers and 20 Senior. And that number has grown yearly.



COLLABORATION

Over the years we have collaborated with a few other organizations.



Annapolis Valley Frugal Moms Society ...

Natasha Vaughan · Aug. 28, 2021 · 🌐

A huge thank you to the New Minas Rotary for their gracious donation to the Back to School Drive this will go towards helping out many local children this back to school season thank you so much from the bottom of our hearts.



More Collaboration - Chrysalis House



Where it all Began, Rescuing - Apartment fires 2020



Annapolis Valley Frugal Moms Society ...

Lisa Rose · Jun. 23, 2020 · 🌐



Ian Swinamer

Jun. 23, 2020 · 🌐



Report: Annapolis Valley Frugal Moms
Collecting Donations for Fire Victims.



Lisa Rose was live in **Annapolis Valley Frugal Moms Society**. ...

Jun. 20, 2020 · 🌐

Fire victims and donations



Tarps for days...



Lisa Rose · Jun. 23, 2020 · 🌐

Who needs a giggle?? When your worried about rain you grab your camping tarp. From the drive way to the whole front yard

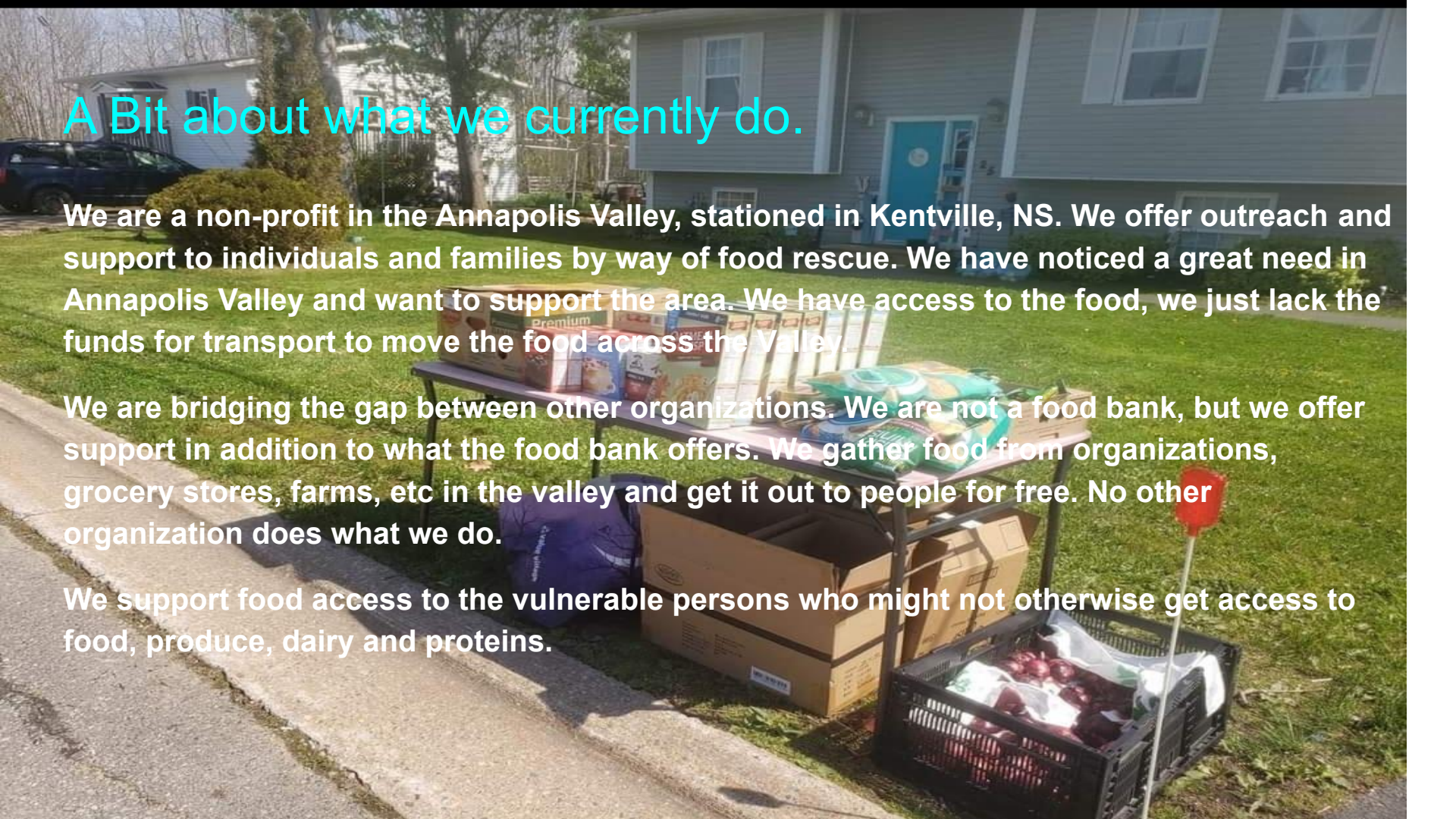


A Bit about what we currently do.

We are a non-profit in the Annapolis Valley, stationed in Kentville, NS. We offer outreach and support to individuals and families by way of food rescue. We have noticed a great need in Annapolis Valley and want to support the area. We have access to the food, we just lack the funds for transport to move the food across the Valley.

We are bridging the gap between other organizations. We are not a food bank, but we offer support in addition to what the food bank offers. We gather food from organizations, grocery stores, farms, etc in the valley and get it out to people for free. No other organization does what we do.

We support food access to the vulnerable persons who might not otherwise get access to food, produce, dairy and proteins.





continued...

The amount of food we collect varies from week to week, day to day. We have some things set up weekly for the same days and others that call when they have a surplus. It also varies depending on the time of year. Harvest season is way more plentiful than the winter months.

We rescue produce, bread, etc and utilize the perfectly imperfect food to get food out to people who might not usually get access

We collect from grocery stores in the Valley area, greenhouses, farms, businesses and organizations. Most locations we collect from are between the Canning/ Wolfville area to Lawrencetown, in the Valley, but we have recently branched out to Annapolis as well as Bear River and beyond.

Finally...

When we deliver food, it goes to our locations in Torbrook, Middleton and Bear River where it then gets distributed within the community and beyond. We also have locations in Kentville, and a few locations in New Minas. A video and a post is made across social media letting people know there is stuff there so that it gets out to people in a timely manner. Same goes for Kings, it goes to our New Minas, Kentville, and Greenwood Locations and a video is made, same with Digby.

We try to get food out a few times a week, but our funds ran out and we are having issues securing more grants, not from lack of applying. We were fundraising but like everything else, surplus money just isn't there.

We are a small non-profit that operates on donations and grants (when we can secure them.)

Some of our Projects - FOOD RESCUE

From Jan 2022

500lbs warehouse

120lbs grocery store

300lbs grocery store

200lbs grocery store

600lbs farm

300lbs grocery store

25lbs grocery store

200lbs grocery store

25lbs grocery store

1300lbs farm

25lbs foodbank

50lbs Rotary

300lbs grocery store

900lbs farm

25lbs grocery store

275lbs foodbank

600lbs farm

300lbs grocery store

25lb grocery store

400lbs farm

180lbs grocery store

20lbs grocery store

50lbs foodbank

60lbs grocery store

60lbs grocery store

20lbs grocery store

300lbs grocery store

Some Pictures of the crazy things we have done.



And more... not even rain stops us...



Continued...

300lbs farm

60lbs grocery store

150lbs grocery store

300lbs farm

100lbs warehouse

100lbs grocery store

150lbs foodbank

300lbs farm

60lbs grocery store

20lbs grocery store

100lbs grocery store

150lbs farm

40lbs grocery store

40lbs foodbank

150lbs grocery store

40lbs grocery store

20lbs grocery store

60lbs grocery store

150lbs trucking company

150lbs grocery store

25lbs grocery store

50lbs grocery store

500lbs farm

200lbs grocery store

25lbs grocery store

75lbs grocery store

50lbs grocery store

1200lbs trucking company

50lbs grocery store

60lbs grocery store

More...



Continued...

50lbs grocery store

1450lbs farm

50lbs grocery store

250 Swiss chalet

150lbs grocery store

400lbs pet food

200lbs foodbank

150lbs grocery store

1600lbs trucking company

200lbs trucking company

60lbs grocery store

2500lbs PEI Potatoes

50lbs grocery store

2500 Swiss chalet

50lbs grocery store

980lbs farm

300lbs trucking company

50lbs grocery store

60lbs foodbank

300lbs second harvest

500lbs grocery store

450lbs grocery store

50lbs grocery store

250lbs grocery store

250lbs foodbank

60lbs grocery store

500lbs trucking company

400lbs grocery store

25lbs trucking company

35lbs second harvest

More...even rescue food for pets.



More Pictures



More Pictures



Even More Pictures



And Finally...

1600lbs farm

400lbs grocery store

1225 lbs trucking company

40 lbs grocery store

40 lbs grocery store

120 lbs grocery store

1220 lbs dog food

60 lbs grocery store

30 lbs grocery store

1200 lbs trucking company

1200 lbs trucking company

600 lbs grocery store

2000 lbs greenhouse

1200 lbs trucking company

600 lbs grocery store

2000 lbs greenhouse

75,000+lbs collected between January 21, 2022 and Sept 10, 2022 and gave away free.

FUEL COSTS

During our busy seasons we go through a lot of gas.

WEEKLY TRIPS

3x Weekly to Wolfville	\$60	3x Weekly Kentville	\$30
2x Weekly to Berwick	\$80	4x Weekly Trucking Company	\$80
3x Weekly Trips Denhaans	\$180	4x Weekly Trips Trucking	\$80
4x weekly Trips Farms			

Potential Weekly Gas Needed: \$590

SERVICE
ENGINE
SOON



We Drive many KMs to collect food



LISA ROSE - DIRECTOR 25 MILL RUN LOCATION



NATASHA VAUGHN - CO- DIRECTOR - New Minas Location



MONICA WILLIAMS - SECRETARY 144 East Torbrook Rd Location



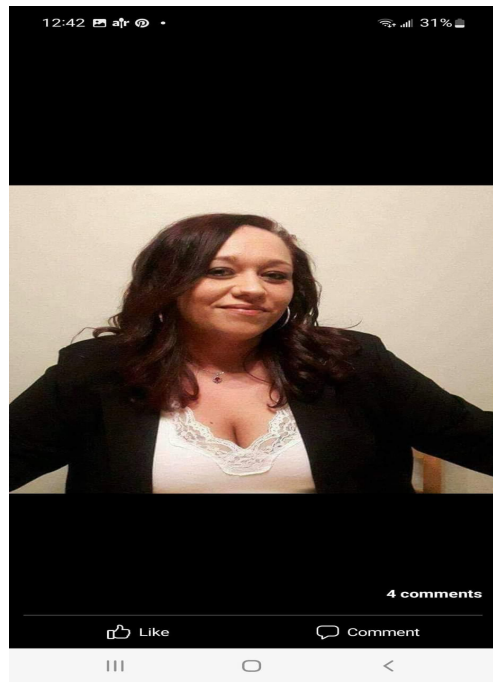
SARAH WENTZELL - HELPING HANDS - 466 Gates Mtn Location



ROSE MARY SALSMAN - Helping Hands New Minas - 112 Highbury Rd Location



IRENE ORGAN - HELPING HANDS - 601 Central Ave Greenwood Location



KATE BAIRD - CANNING AND PRESERVING

Born in MB cookbook author. Love cooking, and gardening. Military family two kids and a small zoo of two great Danes a Maine coon and a Siamese. Love bonfires. , I also do a LOT of home renos and DIY projects. And was an educational assistant for 12 years but home with my daughter currently. Education wise I have my health care aide, unit clerk, half my activities facilitator for older adults and my chemical and Biosciences technology and home health care background.



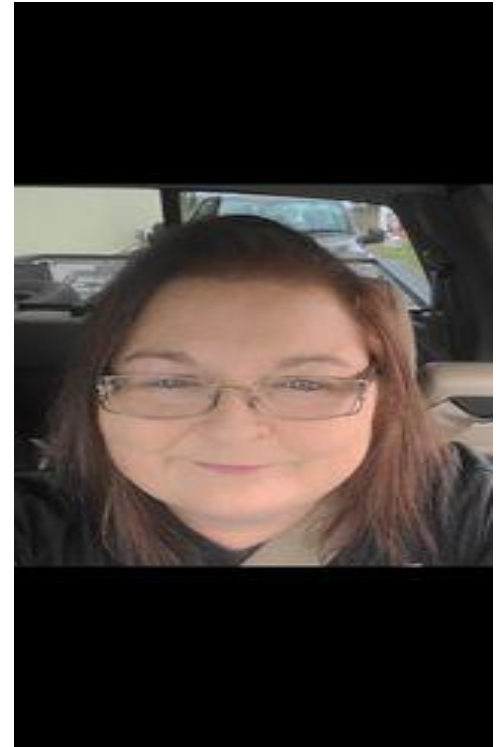
WENDY MORRELL-PYNE - DIGBY LOCATION - 8702 hwy 101

Digby

Hello, my name is Wendy Morrell-Pyne I am a wife to a wonderful husband who is a chef and mom to 2 boys. I have a back ground in Business Administration and Rehabilitation Support, and have been involved in volunteering for a few different non for profit organizations including The ALS Society of NS & NB, Digby Ground Search and Rescue and a few other organizations.

I was Born and raised in Digby but moved a few times during my life to explore what was out there. My husband, our sons and I just recently moved back to the Digby area after living in Hammonds Plains for the past 5 years and are purchasing a fruit and nut farm. In 2022 I was diagnosed with cancer and am now on my way to remission. Working on our little farm has kept me busy but content.

I enjoy helping out my community and am always looking for ways to contribute.



MELINDA COTE - FUNDRAISING

Hi I'm melinda cote, I'm a mom to a 11 year old daughter who was a micro preemie (1lb 11 ounces)when she was born. I am also a published poet. I love to crochet (learning in progress). I love to cook and I'm pretty good at it so I think lol. I have been in the annapolis valley most of my life with the exception of a few years in Ontario Where I graduated high school in 1999.



PICTURES OF WHAT WE DO - FOOD RESCUE



PICTURES OF WHAT WE DO - FOOD RESCUE



SARAH'S LOCATION - MIDDLETON - Pop up and Gardens



IRENE'S LOCATION - GREENWOOD



ROSE MARY'S LOCATION - NEW MINAS



SAMS LOCATION - NEW MINAS



MONICA'S LOCATION & GARDENS - TORBROOK



LISAS LOCATION - FOOD RESCUE



9:02 79%

← Monica Williams in Annapolis...



A photograph of a table outdoors covered with food supplies. On the table are several bags of 'AGRI-GROWERS' brand produce, some cardboard boxes, and a white styrofoam container. The background shows a grassy area.

Diane Mitchell and 2 others 2 Comments

Like Comment Share

Monica Williams was live.
Moderator · Oct. 9 ·

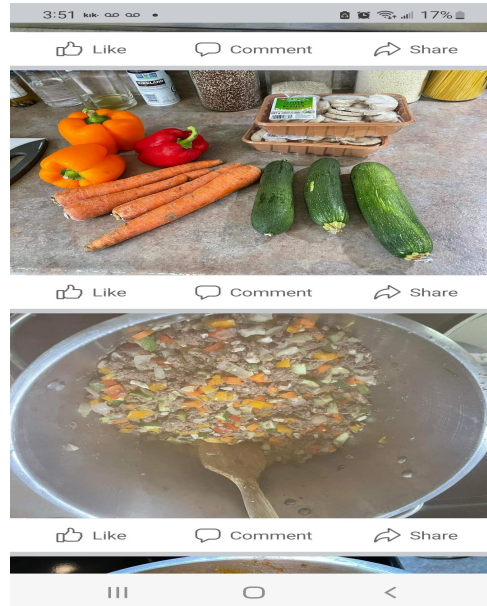


DIGBY LOCATION - FOOD RESCUE



CANNING

In addition to food rescue, we promote canning and preserving. We teach people to preserve the bounty whether it be by canning, dehydration or freezing. We are firm believers if you teach people to fish, it sustains them longer.





IN CLOSING...

We are a small group of like minded individuals trying to make a big impact. Everything that comes into Annapolis Valley Frugal Moms Society goes out free to the community. We do not charge people for our services.

You can appreciate the cost of fuel is certainly affecting us, we use every dollar we have and receive to achieve our mandate.

Thank you for your time.

14 comments



Like



Comment

ANY QUESTIONS????



The troubling triplets of the 21st Century?

Habitat loss

Climate
Change

Globalization

Define Anthropocene – a new geological Epoch

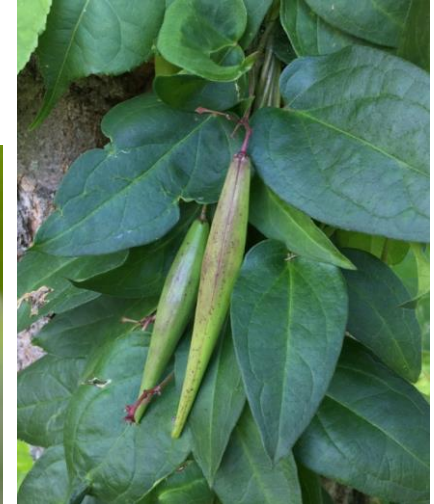
Drive global Biodiversity Crisis

Determine our legacy

Tom Herman tom.herman@acadiau.ca

Kentville Ravine Advisory Group 2022.10.11

Invasives in our own backyard: a call for awareness and action



Images: NS Invasive Species Council and iNaturalist

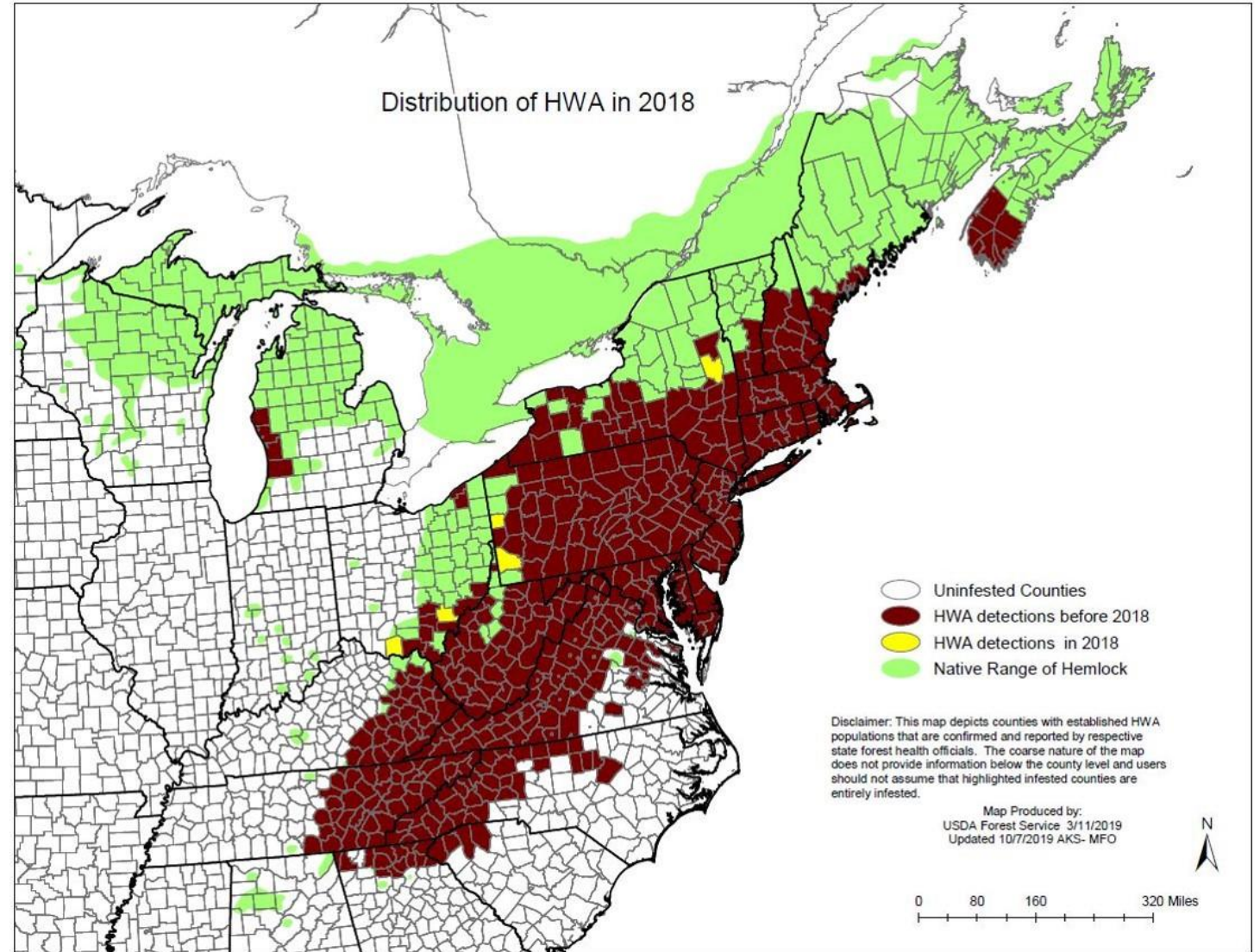
Hemlock Woolly Adelgid (HWA)

- *Invasive Species*
- Native to Japan
- 1st record N. America (VA) 1951
- 1st record NS (Yarmouth Co.) July 2017



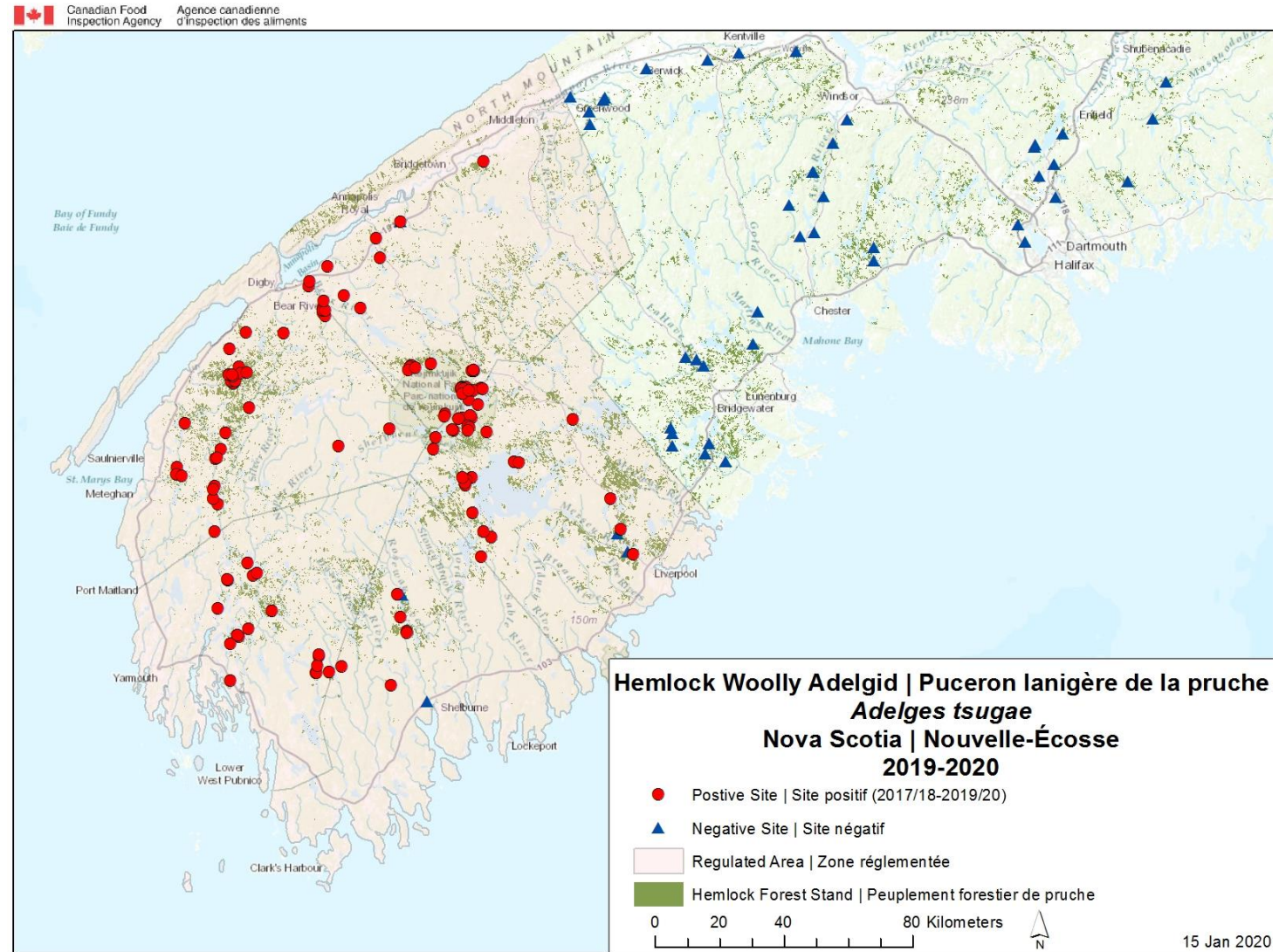
Range convergence?

- Spread widely north and south of original detection site
- Well established in southern half of Hemlock range
- Climate change likely accelerating its move North



HWA in NS

- Since 2020 expanded range ~80 km East



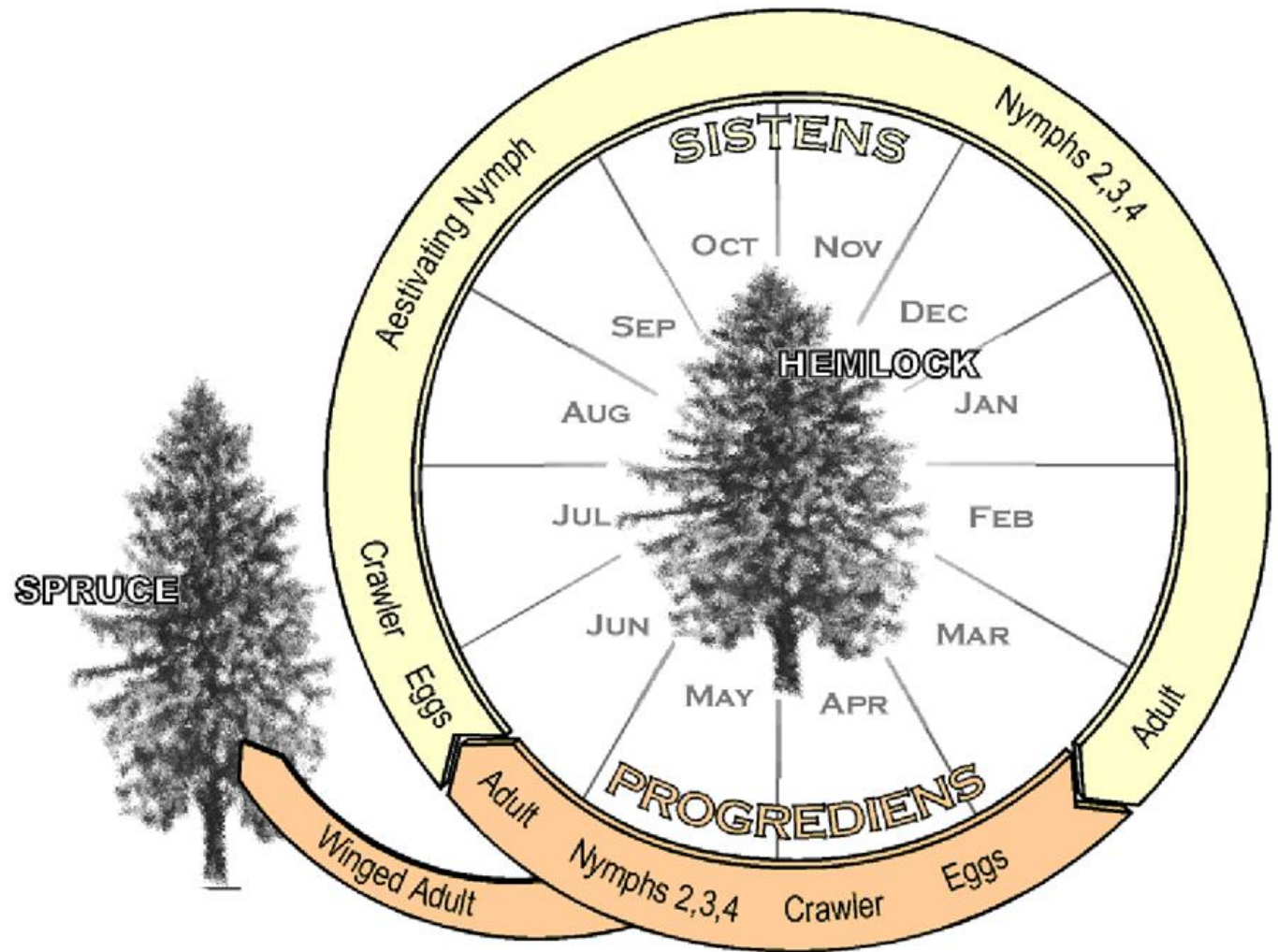
HWA at work

- Defoliation, twig dieback and mortality in 4-20 years
- All sizes and ages vulnerable
- Naturally spread by wind, birds and mammals
- Long distance dispersal via logs, firewood, and infested nursery stock



A life cycle to die for...

- All female - reproduce only asexually (in N. America)
- Two generations per year, only on hemlock
- In native range, winged sexual generation uses spruce trees



HWA: small but mighty

- Feed on storage cells at base of needle, killing needles & buds and causing needle loss and stem dieback.
- In late summer newly settled crawlers (sistens) go dormant, with mouthparts inserted but not actively feeding and developing.
- Break dormancy and become active through fall, winter, and spring, accumulating characteristic wool.
- Wool insulates developing HWA from cool winter temperatures and protects it from natural enemies; ultimately creates an ovisac for egg laying.



Nova Scotia Hemlock Initiative



Integrated Approach for Hemlock Health:

Actions to address
imminent threat of
HWA to hemlock
forests of Kentville
Ravine and Kentville
Gorge

- Short term - Promote **chemical treatments** (systemic insecticide) as mitigation.
- Intermediate term - Encourage Kentville Ravine as regional centre for **biocontrol** efforts and research, using insect predators native to Canada. [facilitated by federal land tenure and proximity to AAFC Research Station & Acadia Univ.]
- Long term - Encourage research and development of **genetic resistance** in hemlock trees in Nova Scotia.

Recommended Chemical (Imidacloprid) Treatment in Kentville Gorge: IMA-jet[®] (Ecoject) and Xytect 2F[®]

Estimated costs (exclusive of application systems)

- **1 yr course** (.16 Xytect, .84 Ecoject) **~\$68,325**
 - ~\$62,575 (product)
 - ~\$3,000 (3-person crew, 3 days@\$1,000/day)
 - ~\$2,750 (\$250/day - 13 days@8 volunteers/day)
- **2 yr course** (.32 Xytect, .68 Ecoject) **~\$63,727**
 - ~\$55,102 (product)
 - ~\$6,000 (3-person crew, 6 days@\$1,000/day)
 - ~\$2,625 (\$250/day - 10.5 days@8 volunteers/day)

Collaborations and Leadership are key:

- Scope and scale of challenge immense.
- Town of Kentville, Municipality of Kings, AAFC, CFIA, Acadia University Harriet Irving Botanical Gardens, Blomidon Naturalists Society, Service Organizations must all play role.
- The Ravine and the Gorge are both important ecological, recreational, and educational resources with unlimited opportunities to raise public awareness about how to tackle the troubling triplets.
- Embracing this HWA control effort would enhance the Town of Kentville's leadership role and provide a model for other municipalities to follow.
- A last shout out to Volunteers...



The power of
volunteers

Sporting Lake Nature Reserve – a model for
action

- <https://www.cbc.ca/news/canada/nova-scotia/eastern-hemlock-volunteers-save-invasie-insect-1.6216981>

More information

- [https://www.nshemlock.ca/node/150#:~:text=Hemlock%20Woolly%20Adelgid%20\(HWA%2C%20Adelges,is%20a%20native%20hemlock%20pest.](https://www.nshemlock.ca/node/150#:~:text=Hemlock%20Woolly%20Adelgid%20(HWA%2C%20Adelges,is%20a%20native%20hemlock%20pest.)
- <https://inspection.canada.ca/plant-health/invasive-species/insects/hemlock-woolly-adelgid/fact-sheet/eng/1325616708296/1325618964954>
- <https://www.cbc.ca/news/canada/nova-scotia/eastern-hemlock-volunteers-save-invasive-insect-1.6216981>
- <https://nsinvasives.ca/fact-sheets/>

Hemlock Woolly Adelgid in the Kentville Gorge – A Proposal for Action

Hemlock Woolly Adelgid (HWA), an invasive insect pest first recorded in southwest Nova Scotia in 2017, has spread steadily eastward and now poses a very real and imminent threat to Eastern Hemlock stands in the Town of Kentville. In late April/early May 2022 it was detected at several sites in the southern part of the Kentville Gorge. Given its rapid movement and activity HWA will soon infect old growth hemlock stands in the Kentville Ravine as well, although it is yet to be detected there. The Canadian Food Inspection Agency (CFIA) is actively monitoring distribution and abundance of HWA locally, regionally, and nationally.

[https://www.nshemlock.ca/node/150#:~:text=Hemlock%20Woolly%20Adelgid%20\(HWA%2C%20Adelges,is%20a%20native%20hemlock%20pest.](https://www.nshemlock.ca/node/150#:~:text=Hemlock%20Woolly%20Adelgid%20(HWA%2C%20Adelges,is%20a%20native%20hemlock%20pest.)

Native to Japan, HWA was inadvertently introduced to the eastern USA in the 1950's and has spread widely, causing catastrophic mortality and declines of Eastern Hemlock. Without treatment of infected stands, Nova Scotia stands to lose most of its hemlock trees as HWA expands its range across the province.

Experience with HWA in the USA has generated substantial knowledge on control methods to draw on for application in Nova Scotia. Several control projects have already been initiated in the province, including Sporting Lake Nature Reserve <https://www.cbc.ca/news/canada/nova-scotia/eastern-hemlock-volunteers-save-invasive-insect-1.6216981> and Kejimikujik National Park <https://www.cbc.ca/news/canada/nova-scotia/hemlock-woolly-adelgid-kejimikujik-parks-canada-plan-1.6153944>.

In 2021 the Kentville Ravine Advisory Group recognized the imminent threat of HWA to ecosystem integrity in local hemlock forests, including both Kentville Ravine and Kentville Gorge. In response, it has explored options for addressing the threat and has developed the following overarching plan for action in the 1) short, 2) intermediate, and 3) long term:

- 1) Promote chemical (systemic insecticide) treatments as a short-term mitigation method, within the confines of funding limitations. This includes promotion of both ongoing research and monitoring as well as public awareness/education.
- 2) Encourage the Kentville Ravine as a regional centre for biocontrol efforts and research, using insect predators native to Canada. This requires living trees, which underscores importance of #1; it is also facilitated by federal land tenure and proximity to the AAFC Research Station and Acadia University.
- 3) Encourage research and development of hemlock trees in Nova Scotia that are genetically resistant to HWA. Chemicals and bio-control (#1,2) are expensive, and efficacy of biocontrol (#2) is unpredictable. Long-term conservation of hemlock requires thinking beyond #1 and 2. There is an opportunity for collaboration here among AAFC, CFIA, and Harriet Irving Botanical Gardens of Acadia University.

The Advisory Group recommends that chemical treatment be initiated in Kentville Gorge immediately (Fall 2022) and Kentville Ravine in Spring 2023 as a short-term mitigation measure to contain and control the outbreak of HWA. Based on extensive experience in the USA, treatment early in an infestation dramatically increases survival of hemlock.

Two active compounds, imidacloprid and dinotefuran, are widely used in insecticides presently used to treat HWA https://savehemlocksn.org/wp-content/uploads/2021/03/Chemical-Product-Comparison-Charts_Oct-2020.pdf; both have been well tested (for safety and non-target impacts) and widely applied in the USA. Imidacloprid products are generally cheaper and longer lasting and are particularly effective against early or light infestations; dinotefuran products are more expensive and shorter-lived but are more effective against late or heavy infestations.

We are recommending two imidacloprid products for application in Kentville Gorge: IMA-jet® and Xytect 2F®. IMA-jet® is approved for use in Canada, and Xytect 2F® has recently been approved for emergency registration. IMA-jet® is directly injected into individual trees and is more expensive but less impactful to non-target organisms. Xytect 2F® is applied externally by back-pack as a basal bark spray and is less expensive but requires additional safety precautions such as annual limits and weather-related restrictions on application to ensure environmental safety and avoid impacts to non-target organisms. Because it is applied topically rather than injected, there are restrictions on the volume of Xytect 2F that can be applied annually and, on its use adjacent to waterbodies.

With the recent emergency registration of Xytect 2F now in place, we are recommending a mixed strategy of application in Kentville Gorge using both products to treat the entire area in a single year, using the maximum annual allowable amounts of Xytect 2F (~1680 cm/ha/yr or 1.89 L/ha/yr) and treating the balance of trees with IMA-jet.

An overview of the Kentville Gorge treatment area (Figure 1) and estimates of the basal area of hemlocks to be treated, as well as associated costs (Table 1) are shown below. Cost estimates shown are approximate and are based on treating all hemlock trees with one product. A mixed strategy as outlined above, with all trees treated in a single year, would generate treatment of approximately 16% of trees with Xytect 2F (the maximum allowable amount in a single year) and 84% of trees with IMA-jet.

Alternatively, extending treatment over two or more years would increase the proportion of trees that could be treated with Xytect 2F (32% for 2-year treatment regime, 48% for 3-year, etc.). Treatment with Xytect 2F alone would probably require six years if all trees were to be treated, due to the maximum annual limit. This would minimize the cost but also reduce the efficacy of treatment, as it would permit significant establishment of HWA in untreated trees over the intervening five years.

However, currently, we are recommending a one-year treatment regime (84% IMA-jet, 16% Xytect 2F), now that the emergency registration of the latter is complete. It is crucial that we

act quickly; this pest is expanding its range rapidly eastward, and the damage it has already wrought in untreated hemlock stands in southwest Nova Scotia is extensive and profound.

The Ravine and the Gorge are both important ecological, recreational, and educational resources with unlimited opportunities to raise public awareness about ecosystem dynamics and adaptive management in a time of rapid environmental change. Embracing this HWA control effort would place the Town of Kentville in a leadership position and provide a model for other municipalities to follow.

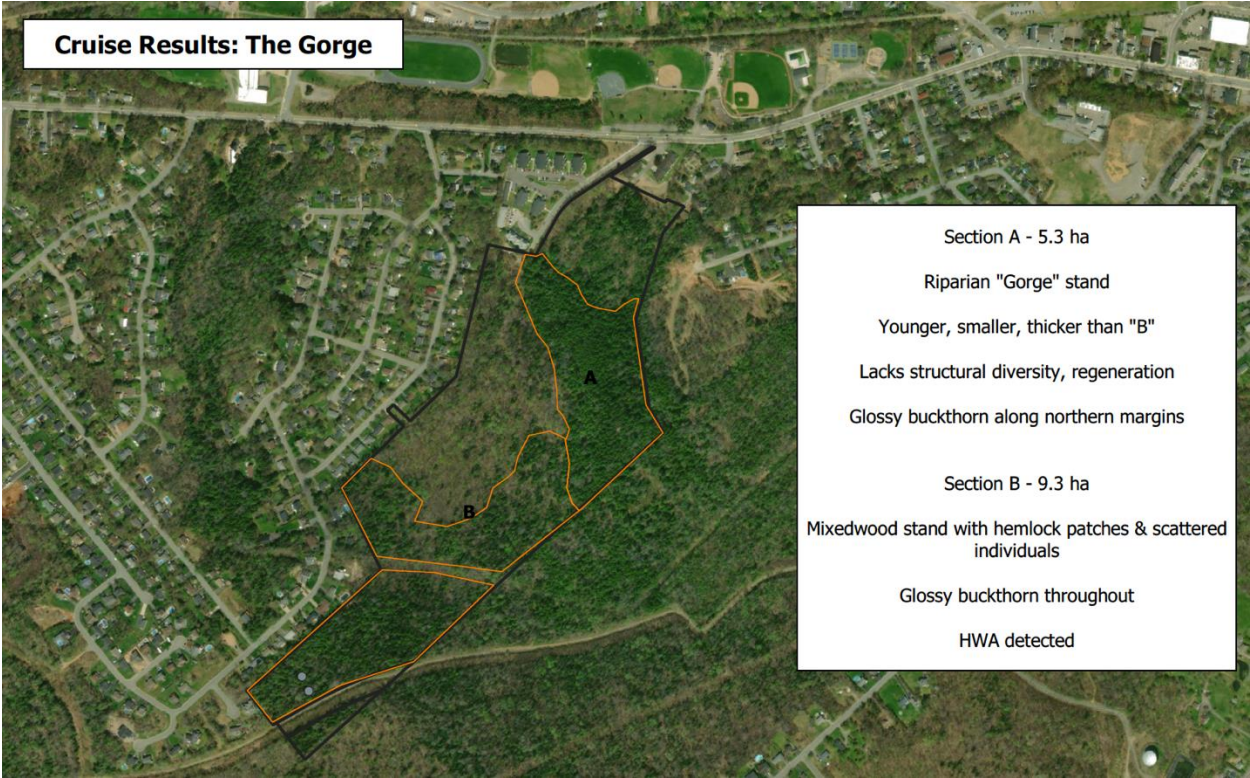


Figure 1. Treatment area at Kentville Gorge. Two blue dots (lower left) represent Spring 2022 detection sites of HWA.

Treatment Options & Costs

Section	Area (ha)	QMDBH	Trees/ha	Total cm	Cost/cm		Treatment Cost	
					EcoJect	Xytect	EcoJect	Xytect
A	5.3	26.9	660	94,096	\$ 0.45	\$ 0.15	\$ 42,343.29	\$ 14,114.43
B	9.3	33.6	197	61,559			\$ 27,701.35	\$ 9,233.78
							\$ 70,044.64	\$ 23,348.21

EcoJect Application System Cost ~\$20,000
8-person volunteer crew can treat ~10,000 cm/day

Xytect System = ~\$250
Possible Application Limits (1,600 cm/ha/yr)
3-person crew can treat ~9,000cm/day

Table 1. Treatment options and estimated costs based on total basal diameter of hemlock in Kentville Gorge. 'Ecoject' is synonymous with 'IMA-jet'. Costs shown assume all trees receive the same treatment. Cost of application systems, which can be re-used, are not incorporated in treatment cost for either treatment.

Respectfully submitted,
 Kentville Ravine Advisory Group
 2022.10.04

Estimated Treatment costs

1 yr course (.16 Xytect, .84 Ecoject) \$68,325

~\$62,575 (product)

~\$3,000 (3-person crew, 3 days@\$1,000/day)

~\$2,750 (\$250/day - 13 days@8 volunteers/day)

2 yr course (.32 Xytect, .68 Ecoject) \$63,727

~\$55,102 (product)

~\$6,000 (3-person crew, 6 days@\$1,000/day)

~\$2,625 (\$250/day - 10.5 days@8 volunteers/day)



Town of Kentville

Staff Report to Council Advisory Committee

Department of Finance

SEPTEMBER 30, 2022

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended September 30, 2022.

- The final tax levy bills were due **October 3, 2022**.
- The audit is complete for the Kentville Volunteer Fire Department. The Joint Fire Services Committee heard the auditor's report at a meeting held September 29, 2022. The Fire Department received an unqualified audit opinion for the year ended March 31, 2022.
- The Temporary Borrowing Resolution for Sanitary Sewer was submitted to the Minister for his authorization.
- The Town received the Federal Payment in Lieu of Tax (PILT) in late September. The amount received is under budget by \$ 8,700.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended September 30, 2022.
- Schedule C (Outstanding Taxation) is attached for the due date of October 3, 2022.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will be included after the second quarter billing for 2022/2023.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended August 31, 2022.
- Schedule G - Capital Investment Plan for 2022/2023 is included for the year ended March 31, 2023.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 50% of the budget would be recorded. To September 30, 2022, overall revenue exceeds the average at 85.0% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 100.0%. The final tax levy was due October 3, 2022.
- **Payments in Lieu-** The PILT related to Federal property arrived end of September under budget \$8,700. The PILT related to Provincial property was filed with the Statement of Estimates- Assessments. To date, this payment has not arrived.
- **Services to other Governments-** Invoicing to the Province for a KPS seconded officer is recorded for the first quarter. One half of the annual library funding has been forwarded to the Municipality of Kings.
- **Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Five months external sales along with six months of local sales are recorded. This section also accounts for the sale of financial services to KVFD. Six months are recorded.
- **Other Revenue-Own Sources-**This section is reporting fines, rentals, interest, and miscellaneous revenue. "Fines, fees, and permits" are reporting above the guideline due to receipt of Provincial fines, parking tickets and various fees. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. "Interest" exceeds the benchmark due to funds on deposit.
- **Unconditional Transfers** records one half of the Municipal Financial Capacity Grant, the annual N S Power Corporation grant along with the Power Corporation HST rebate, which arrived over budget \$11,324.
- **Conditional Transfers** reports Federal funding received from the Canada Summer Jobs programme. This was not budgeted, as the Town's application had not been approved. Other funds received include one quarter of the Provincial Additional Officer Programme along with Provincial reimbursement for police training. Sport NS forwarded \$ 1,725 for the purchase tennis racquets, as part of Recreation's equipment loan programme. TIANS forwarded \$ 4,500 to offset staffing expenditures at the Visitor Information Centre.
- **Financing & Transfers (Revenue)** report at 100%, as all budgeted transfers from the Operating Reserve have occurred for the year.

Expenditures (see schedule B)

To date, overall expenditures exceed the benchmark at 56.1% expended. Some segments have exceeded the 50% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **General Administration-** exceeds the benchmark due to several office expenditure accounts, the recording of Section 69 (low income), Section 71 (charitable organizations) & Grant expenditures, along with payment of the 2nd quarter to Property Valuation Services Corporation.
- **Protective Services- Police core program-** slightly exceeds the guideline, 100% of the general insurance premium has been paid, the annual payment for PROS was satisfied, as well as three quarters payments have been made for answering services (one missed payment from last fiscal- 3rd quarter). **Fire Fighting** exceeds the guideline as 50% of the Fire Area Rate has been transferred to KVFD along with 50% of the KVFD operating expenditure. 100% of the Hydrant Area Rate has been transferred to the Kentville Water Utility, per URB direction. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.
- **Transportation Services– Common Services** exceeds the benchmark due to payment of the general insurance premium. In addition, reallocation of wages to other cost centres has yet to be recorded. **Public Transit** exceeds the benchmark reflecting one half of the annual payment for the service regarding Kings Transit and 100% payment to Kings Point to Point.
- **Environmental Health Services-** exceeds the threshold but reflects the invoicing from Valley Waste Resource Management Authority.
- **Environmental Development- Planning** exceeds the guideline due to payment of the annual insurance premium and attendances at the Spring Planning conference.
- **Recreation- Administration** exceeds the guideline due to payment of the annual insurance premiums. **Programmes-** is reporting over the benchmark because many programmes are summer-based. **Facilities** exceeds the benchmark due to maintenance of various parks, the pool and the arena.
- **Financing and Transfers- Debt Charge** principal exceeds the threshold but reflects the debt repayment schedule. Principal debt repayments are complete for the year. All budgeted transfers to various reserves are complete for the year.

Summary of Outstanding Taxes (see Schedule C)

The final tax levy was released in August with a due date of October 3, 2022. Current tax levy outstanding at October 3, 2022 is \$1,273,479 (87.9% collected) (last year-\$2,118,257 (78.4% collected)). Total property tax outstanding at October 3, 2022 is \$1,280,691 (87.8% collected) (last year \$2,123,127 – 78.5% collected).

Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met on September 13, 2022 to discuss the report for the month ended August 31, 2022.

The Statement of Financial Position (Schedule E) for August shows investments totaling \$13.4 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,509,368	\$1,523,536
Fixed income securities	7,985,613	7,340,907
Common shares	<u>3,912,677</u>	<u>4,711,451</u>
Total investments	<u>\$13,407,658</u>	<u>\$13,575,894</u>

The *Statement of Reserves (Schedule F)* is also attached. At August 31, 2022, interest paid into the fund equal \$23,402, dividends paid into the fund total \$183,332; capital losses are \$27,920. At August 31, management fees totaled \$15,015 (last year-\$15,508).

Town of Kentville Capital Investment Plan 2022/2023 (see Schedule G)

The 2022/2023 capital investment plan is disclosed in Section G. Projects are budgeted at \$4.5 million. To date of writing, \$627,736 (13.8%) has been expended.

This concludes the monthly report from the Finance Department for September 30, 2022.

Respectfully Submitted,



Debra Crowell
Director of Finance

Town of Kentville Operating Fund

September 30, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,983,000	9,983,606	100.0%
Resource	48,800	48,896	100.2%
Economic development	120,300	113,961	94.7%
	<u>10,152,100</u>	<u>10,146,463</u>	99.9%
Area rates and frontages			
Area rates	661,100	672,803	101.8%
Special assessments	3,000	3,000	100.0%
	<u>664,100</u>	<u>675,803</u>	
Based on revenue			
Business property	<u>35,500</u>	<u>34,307</u>	96.6%
TOTAL TAXATION	10,851,700	10,856,573	100.0%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	387,900	379,258	97.8%
Provincial and agencies	164,800	-	0.0%
	<u>552,700</u>	<u>379,258</u>	68.6%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	136,600	31,534	23.1%
Local government	93,300	21,646	23.2%
	<u>229,900</u>	<u>53,180</u>	23.1%
SALES OF SERVICES			
Agencies	<u>1,040,900</u>	<u>424,440</u>	40.8%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	30,100	20,862	69.3%
Rentals	405,300	73,235	18.1%
Interest	92,000	59,353	64.5%
Return on investments	630,000	-	0.0%
Other	46,400	21,005	45.3%
	<u>1,203,800</u>	<u>174,454</u>	14.5%
UNCONDITIONAL TRANSFERS	220,900	148,858	67.4%
CONDITIONAL TRANSFERS	170,400	55,060	32.3%
FINANCING AND TRANSFERS			
From reserves	280,300	280,300	100.0%
	<u>280,300</u>	<u>280,300</u>	100.0%
TOTAL REVENUE 2022/2023	14,550,600	12,372,122	85.0%

Town of Kentville Operating Fund

September 30, 2022

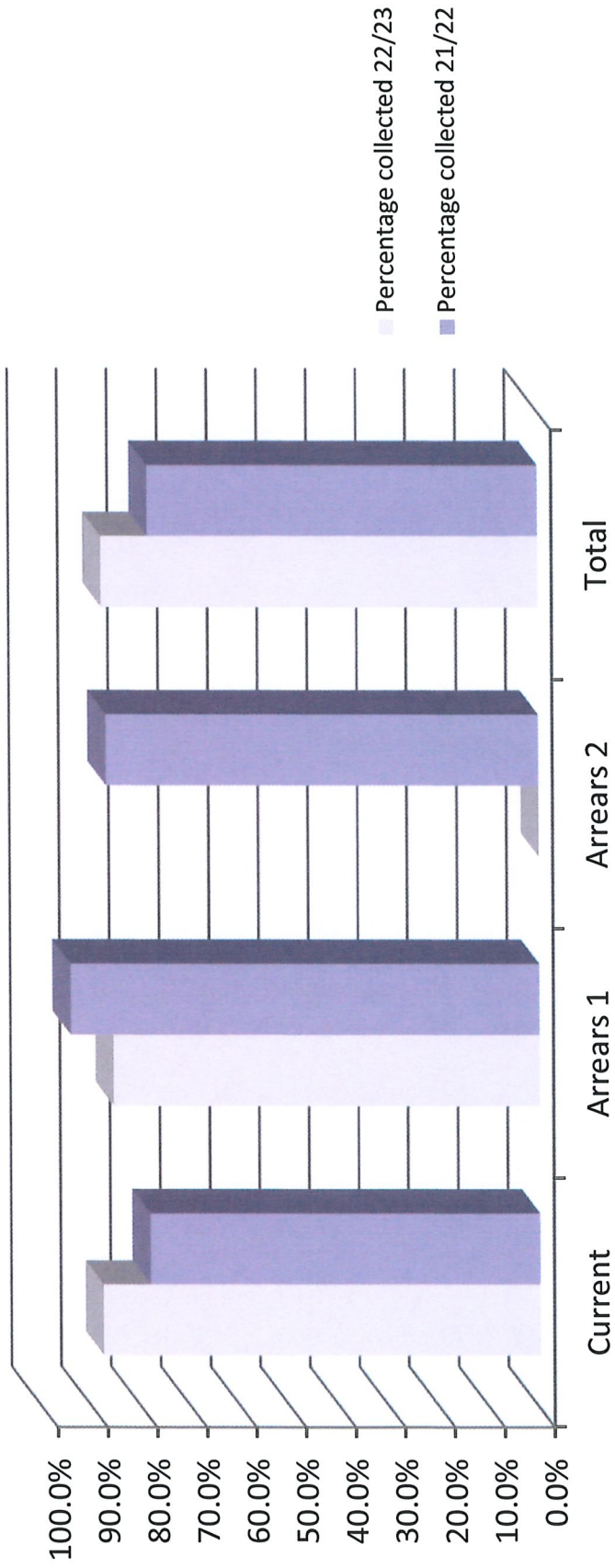
Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	272,400	133,213	48.9%
General administration	1,523,700	801,498	52.6%
	<u>1,796,100</u>	<u>934,711</u>	52.0%
PROTECTIVE SERVICES			
Police- core program	2,784,400	1,447,615	52.0%
Police-sales of service	171,600	46,864	27.3%
Law enforcement	205,600	89,129	43.4%
Fire fighting	861,100	647,873	75.2%
Protective service- debt charge	4,200	2,303	54.8%
Emergency measures and other	143,200	18,910	13.2%
	<u>4,170,100</u>	<u>2,252,695</u>	54.0%
TRANSPORTATION SERVICES			
Common services	1,170,200	616,363	52.7%
Road transportation	774,300	236,885	30.6%
Public transit	300,600	157,756	52.5%
Transportation- debt charge	51,800	25,990	50.2%
Other	94,000	43,311	46.1%
	<u>2,390,900</u>	<u>1,080,306</u>	45.2%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	709,200	393,287	55.5%
PUBLIC HEALTH			
Public health and housing	90,000	-	0.0%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	240,200	126,600	52.7%
Other community development	442,300	223,863	50.6%
	<u>682,500</u>	<u>350,463</u>	51.3%
RECREATION AND CULTURAL			
Recreation-Administration	546,300	301,200	55.1%
-Programmes (net)	163,100	107,236	65.7%
-Facilities	668,000	380,257	56.9%
-Debt charge	29,500	14,539	49.3%
Cultural	134,700	66,169	49.1%
	<u>1,541,600</u>	<u>869,400</u>	56.4%
EDUCATION			
	<u>1,622,000</u>	<u>804,942</u>	49.6%
FINANCING AND TRANSFERS			
Debt charge- principal	833,100	833,060	100.0%
Transfers to allowances and reserves	715,100	649,100	90.8%
	<u>1,548,200</u>	<u>1,482,160</u>	95.7%
TOTAL EXPENDITURE 2022/2023	14,550,600	8,167,964	56.1%

Town of Kentville Operating Fund

SCHEDULE C
October 3, 2022

Summary of Taxes Collected & Outstanding				
This report provides information for Council's perusal concerning outstanding taxes.				
	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u>
	\$	\$	\$	\$
Balance, April 1, 2022	(316,849)	40,082	1,492	(275,275)
Billed 2022	10,817,586	0	0	10,817,586
22/23 net adjustments	<u>(2,925)</u>	<u>0</u>	<u>0</u>	<u>(2,925)</u>
Total collectible	10,497,812	40,082	1,492	10,539,386
Total collected	<u>9,224,333</u>	<u>34,362</u>	<u>0</u>	<u>9,258,695</u>
Outstanding	<u>1,273,479</u>	<u>5,720</u>	<u>1,492</u>	<u>1,280,691</u>
Percentage collected 22/23	87.9%	85.7%	0.0%	87.8%
Percentage collected 21/22	78.4%	94.3%	87.0%	78.5%

Town of Kentville Outstanding Taxes as at October 3, 2022



Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2022

Statement of Financial Position	2022	2021
	Actual	Actual
	\$	\$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,523,536)	1,509,368	1,518,148
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,835	2,850
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$7,340,907)	7,985,613	5,872,798
Equities (at market- \$4,711,451)	3,912,677	6,024,207
Total assets	13,410,493	13,418,003
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,410,493	13,418,003
Total fund balance	13,410,493	13,418,003

Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2022

Statement of Reserves	2022	2021
	Actual	Actual
	\$	\$
Balance, beginning of year	13,246,694	13,327,443
Add:		
Interest	23,402	32,653
Dividends	183,332	79,498
Capital dividend		2,102
Accrued interest and dividends		
Capital gains		
Equities	(19,140)	
Fixed income securities	(8,780)	(8,185)
	178,814	106,068
	13,425,508	13,433,511
Less:		
Management fees (net)	15,015	15,508
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	15,015	15,508
Balance, end of year	13,410,493	13,418,003

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	976,800	187	0.0%
Green Infrastructure Fund	1,280,100	187	0.0%
General Administration	20,000	5,462	27.3%
Protection	206,000	123,967	60.2%
Transportation	850,500	158,426	18.6%
Planning/Development	285,000	98,360	34.5%
Recreation	926,200	241,147	26.0%
	4,544,600	627,736	13.8%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	512,000	75	0.0%
FCM- Municipal Asset Management Programme	24,500	49,000	0.0%
Provincial- Green Infrastructure Funds	426,700	62	0.0%
Province of Nova Scotia	180,000	76,738	42.6%
	1,143,200	125,875	11.0%
Capital Contributions			
Contributions	90,000	40,619	45.1%
Proceeds	4,000	8,500	212.5%
	94,000	49,119	52.3%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	976,800	187	0.0%
Own Sources			
Equipment Capital	50,000	0	0.0%
Town Capital			
General allocation	688,400	265,007	38.5%
Recreation	18,000	0	0.0%
	1,733,200	265,007	15.3%
Operations			
Operations	5,300		0.0%
Capital from revenue- KPS	66,000	61,092	92.6%
	71,300	61,092	85.7%
BORROWING			
	1,502,900	126,456	8.4%
	4,544,600	627,736	13.8%

Town of Kentville Capital Fund

SCHEDULE G-1

March 31, 2023

GENERAL LEDGER #	CANADA COMMUNITY-BUILDING FUND GAS TAX INFRASTRUCTURE	Budget	Actual
	Transportation		
	Local Roads- Paving projects		
05-35-71-470	Macdonald Avenue Subdivision	976,800	187
	Paving-\$693,500		
	Storm Sewer-\$283,300		
	PROJECTS	976,800	187
	FUNDING		
	CASH		
	Reserve- Gas Tax Interest	1,200	
	Reserve- Gas Tax 21-22	596,900	
	Reserve- Gas Tax Current 2022-2023	378,700	187
	TOTAL	976,800	187

Town of Kentville Capital Fund

GENERAL LEDGER	GREEN INFRASTRUCTURE GRANT		
#	Description	Budget	Actual
05-35-71-250	West Main Street Pathway	40,000	0
05-35-71-300	Aldershot (Meadowview) Rail Trail	150,000	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.	55,100	187
15-35-71-340	Harvest Moon Trail Connector	1,000,000	0
05-35-71-200	Miner's Marsh Trail	35,000	0
	PROJECTS	1,280,100	187
	FUNDING		
	Green Infrastructure Fund (Federal)	512,000	75
	Green Infrastructure Fund (Provincial)	426,700	62
	Province of Nova Scotia		
	Borrowing	341,400	50
	TOTAL	1,280,100	187

Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 2022-23 IT HRIS My Way	20,000	1,056
05-35-72-250	Electric vehicle charging stations	0	4,407
	PROJECTS	20,000	5,462
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	20,000	1,555
	Capital contribution- Clean Nova Scotia Foundation		3,907
	Borrowing		
	TOTAL	20,000	5,462

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2023

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	132,000	123,967
	Technology		
05-35-75-700	TMR Radios	49,000	0
	Building		
05-35-75-600	Building upgrades	25,000	0
	PROJECTS	206,000	123,967
	FUNDING		
	Cash		
	Capital from revenue	66,000	61,092
	Proceeds on sale		8,500
	Capital contribution		
	Reserves	66,000	54,375
	Borrowing	74,000	0
	TOTAL	206,000	123,967

Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	350,000	0
05-35-71-450	Public Works building	58,000	43,782
	Downtown improvements		
05-35-71-350	Belcher Street street lights	10,000	6,416
	Flood mitigation		
05-35-71-490	Palmer S/D- \$40,000 Condon Ave- \$15,000	55,000	0
05-35-71-440	Bridge- Pre-Cast Bridge- Meadowview	115,000	51,392
05-35-71-500	Sidewalks Park Street Prospect Avenue	125,000	0
05-35-71-400	Streets Burke top lift- \$90,000 Carmen & Alicia curbing- \$20,000	110,000	0
05-35-71-580	Study- Asset Management Storm Sewer CWIP	27,500	56,836
	PROJECTS	850,500	158,426
	FUNDING		
	CASH		
	Equipment capital reserve	50,000	
	Capital reserve- general allocation	146,000	76,618
	FCM MAMP	24,500	49,000
	Contributions	90,000	26,392
	Borrowing	540,000	6,416
	TOTAL	850,500	158,426

Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
05-35-75-250	Municipal Flood Line Mapping Project	180,000	76,738
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$8,000	8,000	9,185
05-35-75-450	Bike racks	5,000	0
	Signage		
05-35-75-400	Gateway signage- green spaces	15,000	1,593
	Beautification		
05-35-75-300	Centre Square (Phase 2)	12,000	0
05-35-75-260	Public art display areas	15,000	5,260
	Buildings		
05-35-75-200	VIC- \$30,000	30,000	5,584
05-35-75-170	66 Station Lane- \$20,000	20,000	0
	PROJECTS	285,000	98,360
	FUNDING		
	Capital Reserve- Town General	105,000	21,623
	Capital contribution- Province	180,000	76,738
	Borrowing		
	TOTAL	285,000	98,360

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	0
	Green Places		
05-35-74-200	Gorge survey/trails \$17,200	17,200	27,604
05-35-73-300	Kentville Trail bridge- \$25,000	25,000	0
05-35-73-400	Miner's Landing trail- \$30,000	30,000	0
05-35-73-500	Miner's Marsh trail- \$20,000	20,000	5,244
	Arena		
05-35-72-500	Drain, rubber flooring	20,000	0
05-35-72-550	Arena canteen upgrade	6,000	0
05-35-72-600	Condensor	135,000	119,991
	Parks/Playgrounds		
05-35-74-500	Oakdene Park- Irrigation	20,000	0
05-35-73-200	Memorial Park- Grandstands	350,000	0
05-35-73-100	Memorial Park- Softball field irrigation	20,000	0
05-35-74-100	Memorial Park-Fencing	15,000	12,843
05-35-73-250	HUB building- Washroom	10,000	0
05-35-73-150	Dog park- east end (CWIP)	125,000	0
05-35-74-700	Equipment- 2 pickups	100,000	58,664
05-35-72-400	Pool/Splashpad	25,000	16,800
	PROJECTS	926,200	241,147
	FUNDING		
	Proceeds	4,000	
	Contribution		10,320
	Operating fund- Park fees	5,300	
	Capital reserve- General allocation	351,400	110,836
	Capital reserve- Recreation	18,000	
	Borrowing	547,500	119,991
	TOTAL	926,200	241,147



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: October 5, 2022

Re: **PROJECTION REPORT- March 31, 2023 as at September 30, 2022**

The first projection report to March 31, 2023 (as at September 30, 2022) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$51,800**.

Everything known to date is captured in this report.



**TOWN OF KENTVILLE OPERATING FUND
PROJECTIONS TO MARCH 31, 2023
As at September 30, 2022**

REVENUE

Overall, actual revenue is projected to end the year over budget **\$83,000**. The particulars are as follows:

2 TAXES (budget \$10,851,700; projected \$10,851,200; **UNDER BUDGET \$500**)

- Taxation is **over budget \$700**. Assessment changes will continue to arrive which will affect net tax revenue.
- Taxes- Business property falls **under budget \$1,200** as the Bell Aliant (based on revenue) payment fell under budget \$1,300 offset by Farm Acreage payment arriving \$100 over budget.

3 PAYMENTS IN LIEU (budget \$552,700; projected \$544,000; **UNDER BUDGET \$8,700**)

Payments in Lieu of Taxation will fall under budget by -1.6%.

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$8,700 under budget**.
- Provincial Payment in Lieu has not arrived.

4 SERVICES PROVIDED TO OTHER GOVERNMENTS (budget \$229,900; projected \$229,900)

This section is expected to meet its budget.

5 SALES OF SERVICE (budget \$1,040,900; projected \$1,040,900)

This section is expected to meet its budget.

6 REVENUE-OWN SOURCES (budget \$1,203,800; projected \$1,254,200; **OVER BUDGET \$50,400**)

Own source revenue is projected to exceed its budget.

- Permits- reports **\$100 over budget**.

- Rentals – Lions Club building will **exceed budget by \$300**.
- Interest revenue will end the year **over budget by \$50,000**, due to increases in bank interest rates and funds on deposit.

7 UNCONDITIONAL TRANSFERS (budget \$220,900; projected \$232,700; **OVER BUDGET \$11,800**)

- NS Power Inc. (HST rebate) exceeds **budget by \$11,300**.
- NS Power grant **exceeds** budget by **\$500**.

8 CONDITIONAL TRANSFERS (budget \$170,400; projected \$200,400; **OVER BUDGET \$30,000**)

This section will be over budget by 17.6%.

- Federal- Canada Summer Jobs program **provides \$18,500** to offset wages for summer Recreation programming.
- Province- Department of Justice **provides \$5,300** related to officer training.
- Other- Sport Nova Scotia provided **\$1,700** for the purchase of tennis racquets.
- Other- TIANS forwarded **\$4,500** for the Visitor Information Center.

24 FINANCING AND TRANSFERS (revenue portion) (budget \$280,300; projected \$280,300)

This section is projected to meet its budget.

- Transfers from reserves are complete.

EXPENDITURES

Overall, expenditures are projected to be over **budget by \$31,200**. The Town Operating Fund is projecting **a surplus of \$51,800**. The particulars are as follows:

9 LEGISLATIVE (budget \$272,400; projected \$272,400)

This segment is expected to meet its budget.

10 GENERAL ADMINISTRATION (budget \$1,523,700; projected \$1,532,700; **OVER BUDGET \$9,000**)

This department is projected to end the year over budget by 0.6%.

- Office expenses are projecting **over budget by \$6,700** due to the annual insurance premium for Administration.

- Debt charges fall **under budget \$1,000**, as the Spring 2022 debenture discount expenditure fell under budget.
- Programmes **exceeds budget by \$3,300** due to a decrease in Reduced taxes Section 69 of \$1,200 and an increase in Grants (in total) of \$4,500. The *Physician Navigator project* was awarded \$5,000, which was not budgeted.

11 12 13 PROTECTIVE SERVICES (budget \$4,170,100; projected \$4,184,600; **OVER BUDGET \$14,500**)

Police Protection- core program is projecting to be **over budget \$18,500**.

- Office expenditures will exceed budget by \$2,700. General insurance premium for 22/23 exceeded its budget but is offset by a reduction in expenses for the Chief and the Deputy.
- Operations- Communication will exceed budget \$20,800 as one billing from last fiscal year was not received by KPS.
- Operations- Programmes provide savings of \$5,000 in Special projects,

Sales of Service- KPS

This section is projected to meet its budget.

Law Enforcement

This section is projected to provide **savings of \$4,000**.

- Prosecutorial services should provide savings of \$2,000
- Savings of \$2,000 will be found in Legal as there are no outstanding grievances or collective bargaining issues.

Fire Protection

This section is projected to meet its budget.

Emergency Measures/Other Protection

This section is projected to meet its budget.

14, 15 TRANSPORTATION SERVICES (budget \$2,390,900; projected \$2,421,800; **OVER BUDGET \$30,900**)

Transportation Services is projecting to end the year over budget 1.3%.

- **Common Services** is projecting to be **over budget \$1,600**. Office expenditures will exceed budget \$1,600 in total due to the general insurance expenditure exceeding budget.
- **Road transport programmes** will **exceed budget by \$36,700**. An overage will occur in Street lighting due to NSP not billing the Town for streetlights for 3 months last fiscal year.
- **Public transit** will **fall short of budget by \$7,400**, due to receipt of our share of the 21/22 Kings Transit Authority surplus- \$7,100. In addition, Kings Point to Point invoice arrived for \$300 less than budget.

16 ENVIRONMENTAL HEALTH SERVICES (budget \$709,200; projected \$709,200)

This section is projected to meet its budget.

17 PUBLIC HEALTH AND HOUSING (budget \$90,000; projected \$65,300; **UNDER BUDGET \$24,700**)

This section is projected to end the year **under budget -27.4%**.

- Early indications from Housing NS relay that the Deficit of Housing Nova Scotia will **fall under budget \$24,700** (Billings from Housing NS for the prior year typically arrive in late May or June).

18, 19 ENVIRONMENTAL DEVELOPMENT (budget \$682,500; projected \$682,500)

Environmental Development expects to meet its budget.

20, 21, 22 RECREATION & CULTURAL (budget \$1,541,600; projected \$1,543,100; **OVER BUDGET \$1,500**)

This department is projected to slightly exceed its budget by 0.1%.

- Administration (overall) is projecting to be **over budget \$1,400**. Office expenditures will exceed budget by \$2,200. Overages will show in Legal expenditures, Professional fees, General insurance, and office supplies offset by savings in other office expenditure accounts. Vehicles & equipment will fall under budget as vehicle insurance provides savings of \$ 800.
- "Programmes" are projected to **exceed budget by \$3,300**. Savings are found in Swimming pool offset by overages in Other programmes and Canada Cup.
- "Recreation Facilities" (overall) are projected **under budget by \$3,200**. Segments under budget include Tennis Courts, Memorial Park, several parks and playground accounts & Rail corridor maintenance offset by an increase in Swimming pool expenditures.

23 EDUCATION (budget \$1,622,000; projected \$1,622,000)

This segment expects to meet its budget.

24 FINANCING AND TRANSFERS (expenditure portion) (budget \$1,548,200; projected \$1,548,200)

This segment expects to meet its budget.

Town of Kentville Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected	% over (under)
2 TAXES			
Assessable Property	10,813,200	10,813,900	0.0%
Special Assessments	3,000	3,000	0.0%
Business Property	35,500	34,300	-3.4%
Other	-	-	0.0%
	<u>10,851,700</u>	<u>10,851,200</u>	0.0%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	387,900	379,200	-2.2%
Provincial and Agencies	164,800	164,800	0.0%
	<u>552,700</u>	<u>544,000</u>	-1.6%
4 SERVICES PROVIDED			
To other governments			
Provincial government	136,600	136,600	0.0%
Local government	93,300	93,300	0.0%
	<u>229,900</u>	<u>229,900</u>	0.0%
5 SALES OF SERVICES			
Agencies	<u>1,040,900</u>	<u>1,040,900</u>	0.0%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	30,100	30,200	0.3%
Rentals	405,300	405,600	0.1%
Interest	92,000	142,000	54.3%
Return on investment	630,000	630,000	0.0%
Other	46,400	46,400	0.0%
	<u>1,203,800</u>	<u>1,254,200</u>	4.2%
7 UNCONDITIONAL TRANSFERS	<u>220,900</u>	<u>232,700</u>	5.3%
8 CONDITIONAL TRANSFERS			
Other governments	<u>170,400</u>	<u>200,400</u>	17.6%
FINANCING AND TRANSFERS			
24 From reserves	280,300	280,300	0.0%
	<u>280,300</u>	<u>280,300</u>	0.0%
TOTAL REVENUE	<u>14,550,600</u>	<u>14,633,600</u>	0.6%

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	272,400	272,400	0.0%
10	General Administration	1,523,700	1,532,700	0.6%
		<u>1,796,100</u>	<u>1,805,100</u>	0.5%
PROTECTIVE SERVICES				
11	Police- Core program	2,784,400	2,802,900	0.7%
11-1	Police- Sales of service	171,600	171,600	0.0%
11-2	Law enforcement	205,600	201,600	-1.9%
12	Fire protection	861,100	861,100	0.0%
13	Protective services- debt charge	4,200	4,200	0.0%
13	Emergency measures & other	143,200	143,200	0.0%
		<u>4,170,100</u>	<u>4,184,600</u>	0.3%
TRANSPORTATION SERVICES				
14	Common services	1,170,200	1,171,800	0.1%
15	Road transportation	774,300	811,000	4.7%
15	Public transit	300,600	293,200	-2.5%
15	Transport- debt charges	51,800	51,800	0.0%
15	Other transportation	94,000	94,000	0.0%
		<u>2,390,900</u>	<u>2,421,800</u>	1.3%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	709,200	709,200	0.0%
PUBLIC HEALTH				
17	Public health and housing	90,000	65,300	-27.4%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	240,200	240,200	0.0%
19	Other community development	442,300	442,300	0.0%
		<u>682,500</u>	<u>682,500</u>	0.0%
RECREATION AND CULTURAL				
20	Recreation-Administration	546,300	547,700	0.3%
21	-Programmes & other	163,100	166,400	2.0%
22	-Facilities	668,000	664,800	-0.5%
22	-Recreation- Debt charges	29,500	29,500	0.0%
22	Cultural	134,700	134,700	0.0%
		<u>1,541,600</u>	<u>1,543,100</u>	0.1%
23	EDUCATION	<u>1,622,000</u>	<u>1,622,000</u>	0.0%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	833,100	833,100	0.0%
24	Transfers to allowances and reserves	715,100	715,100	0.0%
		<u>1,548,200</u>	<u>1,548,200</u>	0.0%
TOTAL EXPENDITURE		<u>14,550,600</u>	<u>14,581,800</u>	0.2%
PROJECTED SURPLUS (DEFICIT)			<u>51,800</u>	0.4%

Town of Kentville Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	7,070,800	7,088,100
Commercial property	2,143,900	2,114,200
Commercial-Industrial Park	768,200	781,300
Resource-Taxable assessments	48,800	48,800
Resource-Forest under 50,000 acres	100	100
	10,031,800	10,032,500
Fire Area Rate (KVFD)	222,200	222,200
Fire Protection Area Rate (Hydrant)	438,900	438,900
	661,100	661,100
Economic development levy	120,300	120,300
	10,813,200	10,813,900
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	3,000	3,000
	3,000	3,000
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	35,000	33,700
Assessment Act- Farm property acreage	500	600
	35,500	34,300
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	-	-
	10,851,700	10,851,200
OVER BUDGET (UNDER BUDGET)		(500)

Town of Kentville

Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	387,900	379,200
Province		
Province- Research Station R	1,300	1,300
Province- River Street R	34,500	34,500
Province- Cornwallis Street R	3,000	3,000
Province- 77 Cornwallis Street R	126,000	126,000
	164,800	164,800
	552,700	544,000
OVER BUDGET (UNDER BUDGET)		(8,700)

Town of Kentville Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	<u>136,600</u>	<u>136,600</u>
Local government		
Kings County- Recreation	50,000	50,000
Kings County-Cultural	<u>43,300</u>	<u>43,300</u>
	<u>93,300</u>	<u>93,300</u>
	<u>229,900</u>	<u>229,900</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

Town of Kentville

Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	140,900	140,900
General Administration- Finance	40,200	40,200
Protection-Police	480,000	480,000
Public works- Administration	153,300	153,300
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	75,000	75,000
- Capital	5,000	5,000
- Street Sweeper	1,500	1,500
Recreation- capital	-	-
	1,040,900	1,040,900
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating
Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	15,000	15,000
Law enforcement		
Licenses	2,700	2,700
Parking tickets	9,000	9,000
Emergency Measures		
Animal licenses	1,500	1,500
Planning		
Permits	1,800	1,800
	30,100	30,200
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	16,200	16,200
Rental- VIA Rail building	1,500	1,500
Rental- Calkin building	-	-
Rental-Lions Club building	6,100	6,400
Recreation		
Tennis court	500	500
Fields	20,000	20,000
Recreation Centre	13,000	13,000
Pool	1,000	1,000
HUB building	500	500
Arena	323,500	323,500
	405,300	405,600
Interest	92,000	142,000
Return on investments	630,000	630,000
Miscellaneous-General	46,400	46,400
Miscellaneous-Police	-	-
Miscellaneous- Recreation	-	-
	1,203,800	1,254,200
OVER BUDGET (UNDER BUDGET)		50,400

Town of Kentville

Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	45,000	56,300
NS Power Inc. grant	8,100	8,600
	<hr/>	<hr/>
	220,900	232,700
	<hr/>	<hr/>
OVER BUDGET (UNDER BUDGET)		11,800
		<hr/>

Town of Kentville

Operating Fund -22/23

September 30, 2022

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	18,500
Canadian Parks & Recreation Assoc.	10,000	10,000
	<u>10,000</u>	<u>28,500</u>
Province		
Province- Safe Restart Municipal 20-21		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		5,300
Province- Crisis Navigation Project	35,400	35,400
Province- Safe Restart Transit 20-21		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		
Province- After the Bell		
Other		
Trans Canada Trail		
Sport Nova Scotia		1,700
TIANS (re VIC)		4,500
	<u>160,400</u>	<u>171,900</u>
	<u>170,400</u>	<u>200,400</u>
OVER BUDGET (UNDER BUDGET)		<u>30,000</u>

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	49,700	49,700
Expenses	9,100	9,100
Legislative benefits		
CPP	10,800	10,800
Group insurance	6,300	6,300
Council		
Remuneration	164,200	164,200
Expenses	6,300	6,300
Expenses- Gerrard	3,000	3,000
Expenses- Maxwell	3,000	3,000
Expenses- Savage	3,000	3,000
Expenses-Huntley	6,000	6,000
Expenses-Yorke	3,000	3,000
Expenses- Zebian	3,000	3,000
Other		
Other meeting expenditures	2,000	2,000
Training	3,000	3,000
	<u>272,400</u>	<u>272,400</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	614,900	614,900
Benefits 121-22-02X	125,700	125,700
Office Expenditures		
Legal and audit	60,000	60,000
Advertising and promotion	4,000	4,000
Expenses- CAO	6,000	6,000
Convention and travel	3,800	3,800
Training	5,000	5,000
Dues and fees	9,000	9,000
Insurance	25,300	32,000
Postage	10,000	10,000
Stationery and office supplies	12,800	12,800
Communications	24,500	24,500
Equipment lease	5,100	5,100
External collection expenditure	400	400
Other administration	23,000	23,000
Bank charges	10,400	10,400
	199,300	206,000
Information Technology		
Administration	91,000	91,000
Operations	111,000	111,000
Special projects	20,500	20,500
	222,500	222,500

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	118,100	118,100
Various building 121-26..27-0XX	5,000	5,000
	123,100	123,100
Debt Charges		
Debenture interest	3,800	3,800
Term loan interest	-	-
Debenture discount	6,000	5,000
	9,800	8,800
Programmes		
Reduced taxes- Section 69/69A	9,300	8,100
Reduced taxes- Section 71	50,000	50,000
Grant - Contingency	26,000	30,500
Grant-Kentville Lions Club		-
Assessment Services	90,100	90,100
	175,400	178,700
Valuation Allowances		
Accrued sick leave	50,000	50,000
Other doubtful A/R	3,000	3,000
	53,000	53,000
TOTAL GENERAL ADMINISTRATION	1,523,700	1,532,700
OVER BUDGET (UNDER BUDGET)		9,000

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	363,500	363,500
Remuneration- Sergeant	511,100	511,100
Remuneration-Constable	830,600	830,600
"Stat" pay	40,000	40,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	40,000	40,000
Special event overtime- Sergeants & Constables	-	7,200
Secondment	108,600	108,600
	1,914,800	1,922,000
Benefits 122-12-02X	394,500	394,500
Internal allocation 122-13-010	-	(7,200)
Office Expenditures		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	2,000
Chief's expenses	7,000	6,000
Deputy Chief's expenses	3,000	2,000
Training	20,000	20,000
Auxiliary program	4,500	4,500
Insurance-liability/E&O	35,000	39,700
Office expense & supplies	15,000	15,000
Telephone	26,000	26,000
Equipment rental	3,000	3,000
Other expenditure	17,000	17,000
	133,700	136,400
Occupancy-Police Building		
Custodial	8,100	8,100
Insurance	2,200	2,200
Heat	6,500	6,500
Electricity	12,000	12,000
Water/sewer	2,400	2,400
Maintenance- Other costs	19,900	19,900
	51,100	51,100
Operations-Communication		
Communications	91,900	112,700
Radio license	3,600	3,600
Maintenance	3,000	3,000
	98,500	119,300

Town of Kentville
Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	28,000	28,000
Operations-Vehicle		
Insurance	10,900	10,900
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	58,900	58,900
Operations-Programmes		
Special projects	22,000	17,000
Community Crisis Navigator project	35,400	35,400
Crime prevention/community relations	2,500	2,500
Custody and detention of prisoners	45,000	45,000
	104,900	99,900
TOTAL POLICE PROTECTION	2,784,400	2,802,900
OVER BUDGET (UNDER BUDGET)		18,500
TOTAL POLICE PROTECTION (carried forward)	2,784,400	2,802,900
POLICE PROTECTION REVENUE		
Secondment- Province	136,600	136,600
Fines and fees- Province	15,000	15,000
Miscellaneous revenue	-	-
Law enforcement- Province	100,000	100,000
Department of Justice-Province		5,300
Community Crisis Navigator Project- Province	35,400	35,400
TOTAL POLICE PROTECTION REVENUE	287,000	292,300
NET POLICE PROTECTION	2,497,400	2,510,600
SALES OF SERVICE EXPENSE		
Remuneration	99,400	99,400
Remuneration Part time	48,000	48,000
Benefits	24,200	24,200
Internal allocation	-	-
	171,600	171,600
NET SALES OF SERVICES		-
SALES OF SERVICE REVENUE		
Sales of service- Police	480,000	480,000
NET SALES OF SERVICES		(308,400)

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	86,600	86,600
OTHER		
Prosecution	8,500	6,500
Legal	10,000	8,000
Other-Crossing guards	30,000	30,000
Parking enforcement officer	70,500	70,500
	119,000	115,000
TOTAL LAW ENFORCEMENT	205,600	201,600
OVER BUDGET (UNDER BUDGET)		(4,000)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	2,700	2,700
Parking Tickets	9,000	9,000
TOTAL LAW ENFORCEMENT REVENUE	11,700	11,700
NET LAW ENFORCEMENT	193,900	189,900

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
FIRE PROTECTION		
FIRE FIGHTING		
Transfer to KVFD- Area rate	222,200	222,200
Transfer to KVFD-Operating	200,000	200,000
TOTAL FIRE FIGHTING	422,200	422,200
SURPLUS (DEFICIT)		-
WATER SUPPLY AND HYDRANTS		
Water supply & hydrants	438,900	438,900
SURPLUS (DEFICIT)		-
TOTAL FIRE PROTECTION	861,100	861,100
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville
 Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debenture interest	4,200	4,200
Term loan interest	-	-
TOTAL DEBT CHARGES	4,200	4,200
OVER BUDGET (UNDER BUDGET)		-
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,500	1,500
Emergency control-wages	300	300
Emergency control-M & S	100	100
911 System	17,400	17,400
	32,200	32,200
OTHER PROTECTIVE SERVICES		
Animal control	12,000	12,000
Building inspection	38,900	38,900
Occupational Health & Safety	15,000	15,000
Fire inspection	45,100	45,100
	111,000	111,000
TOTAL EMERGENCY MEASURES AND OTHER	143,200	143,200
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund - 22/23

September 30, 2022

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	310,600	310,600
Work crew	534,900	534,900
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>957,500</u>	<u>957,500</u>
Benefits 123-12-02X	<u>270,700</u>	<u>270,700</u>
Internal allocation 123-13-010	<u>(501,300)</u>	<u>(501,300)</u>
Office Expenditures		
Professional/engineering	5,000	5,000
Professional studies	-	-
Director's Expenditure	3,600	3,600
Training	10,000	10,000
Insurance-liability/ E & O	36,000	37,600
Office supplies	3,000	3,000
Telephone	7,000	7,000
Other administration	1,700	1,700
	<u>66,300</u>	<u>67,900</u>
Occupancy-Public Works building 123-15-0XX	<u>57,000</u>	<u>57,000</u>
Operations-Communications		
Communication	<u>4,000</u>	<u>4,000</u>
Operations-Vehicles and equipment		
Wages-repairs	65,000	65,000
Insurance	15,000	15,000
Lease of equipment	25,000	25,000
Gasoline/diesel	60,000	60,000
External equipment repairs	45,000	45,000
Equipment parts	75,000	75,000
Equipment supplies	22,500	22,500
Small tools and equipment	8,500	8,500
	<u>316,000</u>	<u>316,000</u>
TOTAL COMMON SERVICES	<u>1,170,200</u>	<u>1,171,800</u>
OVER BUDGET (UNDER BUDGET)		<u>1,600</u>

Town of Kentville Operating Fund - 22/23

September 30, 2022

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	120,000	120,000
Sidewalk repairs	5,000	5,000
Storm sewer maintenance	65,000	65,000
Street cleaning	30,000	30,000
Snow and ice removal	285,000	285,000
Street lighting	160,000	196,700
Traffic services	62,000	62,000
Parking and other	47,300	47,300
TOTAL ROAD TRANSPORTATION	774,300	811,000
OVER BUDGET (UNDER BUDGET)		36,700
PUBLIC TRANSIT		
Kings Transit Authority	288,000	280,900
Kings Point to Point	12,600	12,300
TOTAL PUBLIC TRANSIT	300,600	293,200
OVER BUDGET (UNDER BUDGET)		(7,400)
DEBT CHARGES	51,800	51,800
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
TOTAL OTHER TRANSPORT	94,000	94,000
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,000	30,000
Tipping fees	6,000	6,000
Material and supplies	1,000	1,000
	<u>37,000</u>	<u>37,000</u>
Landfill		
Landfill contract-Kings Co.	<u>5,600</u>	<u>5,600</u>
Valley Region Solid Waste-Resource Management Authority	<u>666,600</u>	<u>666,600</u>
TOTAL GARBAGE AND WASTE COLLECTION	<u>709,200</u>	<u>709,200</u>
OTHER AIR POLLUTION		
Other air pollution	<u>-</u>	<u>-</u>
TOTAL	<u>709,200</u>	<u>709,200</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
PUBLIC HEALTH AND WELFARE		
Provincial Housing		
Deficit of Housing Nova Scotia	90,000	65,300
OTHER PUBLIC HEALTH		
Open Arms Society	-	
Kings Volunteer Resource Centre	-	
Kings County Family Resource Centre	-	
Kings County Senior Safety Council	-	
New Horizon's Seniors Club	-	
	-	-
TOTAL PUBLIC HEALTH	90,000	65,300
OVER BUDGET (UNDER BUDGET)		(24,700)

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration		
Administrative	169,500	169,500
Benefits 126-12-02X	30,900	30,900
Office Expenditures		
Legal	10,000	10,000
Committee meeting expenditure	100	100
Advertising and promotion	1,500	1,500
Expenditures-Director	4,500	4,500
Training and development	3,000	3,000
Insurance	9,700	9,700
Office supplies	2,000	2,000
Telephone	1,700	1,700
Equipment lease	800	800
Research drafting, mapping and GIS	5,000	5,000
Registration legal documents	500	500
Miscellaneous	1,000	1,000
	39,800	39,800
TOTAL PLANNING AND ZONING	240,200	240,200
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	95,300	95,300
Community economic development	4,300	4,300
Development studies	4,000	4,000
Survey costs	1,000	1,000
Climate change action plan	10,000	10,000
Kentville Futures & Lions Club operating costs	13,000	13,000
	32,300	32,300
	156,600	156,600
OVER BUDGET (UNDER BUDGET)		-
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	6,500
DEBT CHARGES	27,800	27,800
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	81,800	81,800
CED Office	7,000	7,000
	88,800	88,800
Tourism		
Tourism	20,500	20,500
Promotions		
Promotions	125,100	125,100
Other		
Apple Blossom Festival	17,000	17,000
TOTAL OTHER ECONOMIC DEVELOPMENT	251,400	251,400
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	387,300	387,300
Benefits 127-12-02X	84,600	84,600
Internal allocation 127-13-010	(52,200)	(52,200)
Office Expenditures		
Legal fees	500	1,300
Professional fees	500	1,500
Committee meeting expenditure	3,000	2,500
Promotion and publicity	2,500	2,500
Expenses-Director	5,000	4,500
Training	6,500	4,500
Insurance	16,000	18,000
Office supplies	3,000	5,000
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	2,000	2,000
Other	10,600	10,000
	64,100	66,300
Vehicles and equipment		
Insurance	9,000	8,200
Lease of equipment	17,500	17,500
Gasoline	11,000	11,000
Operations and maintenance	25,000	25,000
	62,500	61,700
TOTAL ADMINISTRATION-RECREATION	546,300	547,700
OVER BUDGET (UNDER BUDGET)		1,400

Town of Kentville

Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	-	-
Swimming pool 127-22-0XX	29,700	18,000
Day camp 127-23-0XX	19,100	19,100
Multi-sport camp 127-24-0XX	15,300	15,300
Other programmes 127-25-0XX	10,000	15,000
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	15,000
Spike fund 127-28-0XX	-	-
TOTAL RECREATION PROGRAMMES	92,100	95,400
OTHER		
Parks division and trees 127-43-0XX	71,000	71,000
TOTAL OTHER RECREATION	163,100	166,400
OVER BUDGET (UNDER BUDGET)		3,300

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	47,100	47,100
Swimming pool 127-42-0XX	19,600	25,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	3,000	2,000
Other facility maintenance 127-46-065	16,600	16,600
Kentville arena 127-52-XXX	385,600	385,600
Parks and playgrounds - general 127-61-0XX	102,000	100,000
Memorial Park 127-62-0XX	53,000	50,000
Oakdene Park 127-63-0XX	1,000	500
Other parks (Park Division Spaces) 127-65-0XX	36,100	35,000
Other playgrounds 127-67-0XX	2,000	1,500
Rail corridor maintenance 127-69-0XX	2,000	1,500
TOTAL RECREATION FACILITIES	668,000	664,800
OVER BUDGET (UNDER BUDGET)		(3,200)
TOTAL DEBT CHARGES	29,500	29,500
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	91,900	91,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	-	-
Grant-Kentville Historical Society	-	-
TOTAL CULTURAL	134,700	134,700
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville
Operating Fund -22/23

September 30, 2022

Expenditure	Budget Amount	Projected
EDUCATION		
Appropriation to Regional School Board	1,622,000	1,622,000
TOTAL APPROPRIATION	1,622,000	1,622,000
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund -22/23

September 30, 2022

Expenditures	Budget Amount	Projected
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	833,100	833,100
Temporary financing- principal	-	-
	833,100	833,100
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
To Operating reserve	166,000	166,000
To Capital Reserve fund	483,100	483,100
	649,100	649,100
To Capital fund- from operations	66,000	66,000
Total transfers to other funds	715,100	715,100
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(280,300)	(280,300)
From Capital Reserve fund	(280,300)	(280,300)
	(280,300)	(280,300)
NET FINANCING AND TRANSFERS	1,267,900	1,267,900
OVER BUDGET (UNDER BUDGET)		-



Town of Kentville - Staff Report to Council Advisory Committee

Department of Planning and Development October 11, 2022, for September 2022.

Activity Report and Permits Report, attached

Programs and Operations

- 9 Permits Issued: Building valuation of \$190,000 for a year total of \$18,587,452
- 2 Zoning Letters were issued
- 3 Special Event Permits were issued
- 1 subdivision application was approved
- 1 subdivision repeal was approved.

Projects

- Municipal Flood Line Mapping Project – is on going.
- Hobou Court development is moving along nicely.
- VIDI Living is the proposed development off Harlan Court. Site plans and design work for the development are under review both planning and engineering departments within the Town of Kentville and the County of Kings.
- Brison Rezoning. A Public Information Meeting was held on September 27th to present the proposed rezoning application from Brison Developments at the end of Acadia Drive. The notes of the minutes are attached. A report to CAC is anticipated to go to CAC in November.
- Planning and Engineering departments continue to work with a developer who owns land on Chester Ave.
- Kirsten continues to the RHFAC Town Hall Audit
- Department continues to support other departments with maps etc.
- **Public Engagement**
- Ongoing

Meetings and Events

- CAC
- Senior Management
- Brison/Brighter Communities Planning Consulting.
- Rodger Cameron – Chester Ave development
- Sexual Harassment Training
- PVSC training
- WHMIS Course completed
- Public Information Meeting _ Brison Rezone Application
- OHSBW



Respectfully Submitted,
Beverly Gentleman, Director of Planning and Development.

Activity Report

Planning & Development
September 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> September 2022		<i>PERMITS ISSUED</i> September 2021	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	9	109	9	116
Total Building Value	\$ 190,500.00	\$ 18,587,452.00	\$ 144,060.00	\$ 22,481,509.00
Permit Revenue	\$ 436.72	\$ 17,428.88	\$ 160.34	\$ 29,105.06

Permit Report

Planning & Development
September 2022



Permit #:	4070	Permit Date:	2022-08-31
Value of Construction:	\$12,500.00	Fee:	\$36.72
New Accessory Construction - Replacing an existing deck that has been damaged by the snow.			

Permit #:	4080	Permit Date:	2022-08-31
Value of Construction:	\$150,000.00	Fee:	\$350.00
Renovations - Rebuilding the mansard roof of a grocery store following a fire.			

Permit #:	4081	Permit Date:	2022-09-09
Value of Construction:	\$3,000.00	Fee:	\$0.00
New Accessory Construction - Placing a new 10' x 16' (160 sq ft) accessory structure in the rear yard			

Permit #:	4082	Permit Date:	2022-09-16
Value of Construction:	\$20,000.00	Fee:	\$50.00
Swimming Pool - Installing a 16' x 32' inground swimming pool in the rear yard			

Permit #:	4084	Permit Date:	2022-09-23
Value of Construction:	\$5,000.00	Fee:	\$0.00
New Accessory Construction - Installing a 5' tall black chainlink			

Permit #:	4087	Permit Date:	2022-09-23
Value of Construction:	\$0.00	Fee:	\$0.00
Change of Tenant - Expanding Freedom Miniatures into the neighbouring unit			

Permit #:	4083	Permit Date:	2022-09-26
Value of Construction:	\$40,000.00	Fee:	\$65.00
Signage - Installing 3 fascia signs on the building the utilizing the existing ground sign base to install a new ground sign			

Permit #:	4085	Permit Date:	2022-09-26
Value of Construction:	\$34,000.00	Fee:	\$94.80
Renovations - Installing a décor feature wall on the South and West sides of a commercial building.			

Permit #:	4089	Permit Date:	2022-09-26
Value of Construction:	\$220,000.00	Fee:	\$701.36
New Industrial Construction - Constructing a Storage Unit Building, measuring 4,424.4 sq ft in area. There will be 31 units in total with 2 washrooms. This is the second building of 6 building development.			

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TOWN OF KENTVILLE

Public Information Meeting

Meeting Notes: September 27, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

Town Hall was open to the public in limited capacity.

PRESENT

Staff in attendance included Director Bev Gentleman and Recording Secretary Jennifer West.

Also in attendance is consultant Crystal Fuller with brighter Communities Planning Consulting.

Director Gentleman provided an overview of the proposed application

OVERVIEW OF PROPOSAL

Crystal Fuller gives a presentation about this proposed rezoning.

PRESENTATION

PUBLIC COMMENTS

Mike Peckford, 351 Prospect Ave. Concerns about a transportation study and flow of traffic.

Staff/Consultant - Yes, there is a traffic plan completed 8-9 years ago.

Will Eason, 58 Acadia Drive. Concerns about existing speed limits and increased traffic at the end of Acadia with no throughfare. The development is a separate process from the development of the Donald E. Hiltz Connector. There are some assurances that increasing numbers of houses must have increasing road networks. Brison had ensured existing homeowners that future development would be single family homes and would be many years in the future.

Jeff Pope, 32 Acadia Drive. How will the construction traffic be accommodated over the next 10 years while this rolls out? The housing market has likely sped up the

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Pending Approval

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development of this area. Heavier vehicles will be present during home construction and road building.

Megan Sabeau, 78 Acadia Drive. Concerns about the near-term future of the community. Concerns about low water pressure now and even lower water pressure in the future. Has the Town considered a buffer of building sizes so the area ramps up reasonably (gradation of density). Additional concerns about the need for public transit, they do not want buses. Concerns about Brison's already doing work on private land without consent.

Staff/ Consultant - The Town zones for buildings and not for tenureship. The subdivision bylaw outlines the expectations on a developer for upgrading infrastructure. The purpose is to have a mixture of singles and semis.

Corine Hoebbers, 85 MacDonald Park Road. What is the timeline for development of cleared land two years ago. Will cleared land result in flooding, if construction takes more time? There is a responsibility of the developer to manage their own stormwater with a stormwater management plan.

Leslie Ribeiro, 39 Acadia Drive. Does the traffic assessment take into consideration pedestrian activity to school? Who is responsible for flooding at the bottom of Acadia?

Staff Consultant / - The route is intended to have traffic calming, active transportation and sidewalks. Part of this process is to amend the subdivision bylaw to include sidewalks. The town is planning a second lift on Mount Vincent Drive soon.

Danny Smith, 68 Acadia Drive. Concerns about the developer breaking promises, and the inability of the Town to hold the developer to task.

Jennifer Curry, 4 Acadia Drive. Concerns about small children and large trucks along Acadia Drive. Road maintenance is a concern because some winter days kids are walking on ice on the road. What is the plan for adding more students to KCA which is already at capacity? This is beyond the developer, but it is an opportunity for conversation between the town and education centres.

Staff Consultant / - To require sidewalks, changes would need to be made to the subdivision bylaw to require sidewalks on ne applicable roads

Jonathan Harlond, Acadia. Brison's vision is great, but his vision did not occur. He already hasn't delivered, and residents have little faith that he will deliver.

Nancy Acker, 44 Mount Vincent Drive. Been a resident for over 20 years. Concerns about holding the developer accountable, especially around greenspace.

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Support for growth and greenspaces, but not for this developer. The upper part of this area is very wet all summer long, and very icy all winter. Water concerns are very significant. Unclear about who is responsible for stormwater management. Water infrastructure is not being installed or maintained. Governments do not build for future populations; they build for small increases in 5 year increments. Kentville has had an increasing population for several years. The community will inevitably include families.

Xin Xin, 47 Acadia Drive. Concerns about density, is the town ready for this kind of growth? Is the school ready for this kind of growth? This development should include a community centre, a park, facilities. Brison has not completed many of its commitments, there is little assurance about new commitments.

Erin Carter, 48 Acadia Drive. Concerns about the connector road. There are kids everywhere on Acadia Drive. Precedent in that community is that it is a family community- now the town is saying that the law is more important than precedent. Now that kids play on road, precedent has been set and therefore the road should be considered a local road and not a collector road. There is a huge demand for single family homes in that community Density is the major concern. Long term planning needs to be a high priority for the Town.

Concerns that mixed housing communities are not as family friendly as single-family home communities.

Staff/Consultant- It is important to have a variety of housing stock. Minor increases in density is good for walkability, transit and other aspects. Offering a variety of price points is important. Variety of housing is important- people want to be able to stay in their community and have options for larger or smaller homes through their lifetime. Mixed housing is important socially and environmentally. It is possible to have high quality duplexes with single family homes. R1 zones are being removed across the County- they are sometimes considered exclusionary.

Sandra Snow, 330 Cornwallis Ave. Has the developer considered rain gardens? Many water issues come from forcing stormwater into drains and pipes. Can we consider sustainability and alternatives? Don't put stormwater into the sewer system. Developers develop to municipal specifications. Rain gardens may not be allowed in the town.

Danny Smith, Acadia Drive. Was there thought given to another access road? This amount of density is too much for Acadia Drive. There is land for sale near by and the developer could buy this and make it a better access road. Access through the industrial park is not a solution, this area already has too much traffic.

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Staff/Consultant - Mitch Brison doesn't own that stretch of land. This whole area is ready to be developed. If the adjacent property is developed it would require additional infrastructure.

Andrew Balsor, 31 Acadia Drive. Will taxes increase or be lowered?

Staff/Consultant - The more development in town could allow Council to consider lower taxes during budget deliberations. With a larger tax base there is opportunity for more infrastructure investment.

Erin Maskens, 46 Acadia Drive. We are new resident to Kentville. Concerns about growth, vision and perception of the character of the neighbourhood. Concerns about the safety of the kids playing in the street. If sidewalks go in will that take away from private property? Did the town go to the developer in 2018 to rezone? .

Staff/Consultant – The road is a collector road as identified in the planning documents. Sidewalks would be place in the street ROW- which is approximately 10 feet past the street curb. (Many residents think that is their land, but is in fact part of the Street Right-of-Way)

The Town did approach vacant property owners in the area as part of the Municipal Plan Strategy review, and included rezoning lands to R-2 in some areas. This time, Brison has come to the Town to ask for rezoning

Cate Savage, 11 Oakdene Terrace . Looking at the Hiltz Connector, could there be more connectors? This is an arterial road, there won't be driveways off the DHC. If the adjacent road was developed, it would need a connector to the DHC. Would this feel like separate regions or communities? It would feel different where there are apartment buildings. Is it going to look and feel different? Concerns about the one way in and out. This development is only viable with the development of the Collector Road.

Darryl McMiller. Resident of an area of a proposed road. Concerns about narrow roads, steepness and fast traffic. Is the traffic study open and transparent? What is the status of funding for the DHC? Part of the traffic is going to take that road into consideration. If the traffic study shows that service levels will decrease, the developer will need to put forth infrastructure to make improvements, or the development will be reduced. Is it a conflict of interest for Brison to be conducting the traffic study? If the R2 R4 goes through, and the DHC doesn't happen, is that possible? What is the scope of the traffic study? This meeting is about listening to residents' concerns.

Staff/Consultant- Brison is responsible for the traffic study. This is expected to be done the end of October. It is a technical exercise, that will be given to the town for their review and may be part of the final report. It is not an engagement process; it is

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a technical process. The Traffic Study is conducted by a professional traffic engineer and is reviewed by the town engineer. A Traffic impact assessment is smaller, where a traffic study which is larger. There is a manual that is followed and used for this determination. This may be available to the public.

Will new sidewalks take away from private property? Acadia is very wide, wider than normal roads. The power boxes are also in the way.

Do the traffic impact study on a narrow road to reflect future sidewalks.

Is the cost to the Town factored into the town decision? If Council wants to include sidewalks as part of the capital budget, it would be included.

Brison is a developer and builder, he will have models to choose from.

What about the turn lane at the bottom of Acadia? Who will put in stop signs at every street along Acadia? The traffic study will offer recommendations like this. The existing turning area from Park to Acadia has room to expand.

The presentation will be available on the website.

David Acker, 44 Mount Vincent. Concerns about the traffic study. Lack of green spaces. Every time there is a development or road change, there are major water issues and the Town is not helping or finding solutions. Every time there is a chance to resolve water issues, the changes are not sufficient. What is the process for addressing water issues? Where is the accountability? Before the development and during the construction. These are legitimate concerns. There is no accountability for the water issues that are there now. The town needs to hold developers to account.

Gary Cleveland, 25 Drive. Concerns about high speed traffic. Don't want this neighbourhood to be high density. It wasn't proposed this way.

Blair Fraser, 10 Queen's Court. The town ensured that this would not be developed for 15-20 years. Concerns about trust and accountability. If the connector goes to the number 12 highway, this area will become a town bypass. The access to Valley Waste will make the connector an industrial bypass. We want to keep this community as a single-family dwelling community. What are the environmental impacts on the streams, what is the impact on natural drainage? Families were out this year together working to clear the drains. This is an area that has less watercourse, wetland or gorge compared to other properties.

Michelle Byers, Queen's Court. Thanks to municipal staff and the consultant.

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Staff/Consultant - Hope to have the traffic study by the end of October.

ADJOURNMENT

8:23 pm



Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

October 2022

Programs and Operations

- Pumpkin People Festival Marketing is in full swing, as is the festival. Expect to see print, digital, and radio advertising for the duration of this month. Harvest Fest kicked things off on October 1st downtown and KBC has launched the Pumpkin Palate Pleaser promotion as well. Maps and info are found online and being promoted on all channels. Holiday promotions are being mapped out and planned now.
- We continue to explore options for the comfort station project that will see public bathrooms for downtown. Currently the CEDC is working with Recreation to explore an option that would use part of an existing facility for at least the short term. More discussion is needed, and this item is being made a priority.
- The Kentville Visitor Centre closes after Thanksgiving weekend and we want to sincerely thank our Manager of Visitor Services, Susan Carey for another excellent season of helping visitors from near and far. This year, Susan took the initiative to lead us through the Rainbow Registered Accreditation Program offered by Canada's LGBT+ Chamber of Commerce. We received our accreditation in September and became the first Visitor Information Centre in the Atlantic Provinces with this certification. We are so happy to have had the opportunity this program afforded. It came with built in training, was free, and we are proud to now be able to offer an Accredited LGBT+ Safe Space here in town. We learned a lot, have implemented some changes and new initiatives, and will continue to do so. We encourage businesses and organizations to consider participating in the program too. More information is available at www.cglcc.ca

- The Valley's Best Business Awards are scheduled for October 20th and the Town is a presenting sponsor for the Best Artist category this year. Tickets to the event are now available!
- The CEDC is excited to be participating as a presenter at the Planning Conference later this month with Develop NS! We will be presenting the Centre Square Activation Project as an example of placemaking success to Planners and Economic Development folks from across the province. It is a great opportunity to showcase the project and our community, and we are very much looking forward to it.

Tourism /Special events

- KBC held a "pay what you can" community supper in partnership with and in support of the KCA Cafeteria Program on September 29th in Centre Square. It was part of the "Under the Gazebo" event series and was well attended. We hope it will become an annual signature event each fall!
- The Pumpkin Walk is BACK! Landmark East School has emerged as a new partner. The group is excited to take on the challenge of running the famous (very missed) Kentville Pumpkin Walk at Miner's Marsh. NSCC Faculty is assisting in year one to ensure a smooth transition. The event is scheduled for October 20th with a rain date of the 21st. A few small changes are being implemented in the interests of cost and safety, and the event promises to be as great as it always was! More details to come.

Projects & Beautification

- We have experienced repeat incidents of vandalism related to Pumpkin People this year, which is far outside the norm. Staff are working hard to keep up with repairs and replacements to displays as needed. The Police have been made aware. Future security measures are being discussed by the Town Hall team, hopefully we won't need to implement them. People are asked to report to KPS immediately if they witness tampering or damage being done to displays.
- New beautification items have arrived for Centre Square. Some items are being supported by the Develop NS placemaking initiative through KBC. Fall banners, individual seating, and faux grass pads are in place now. The light poles have been installed by the Public Works crew and are ready for festival lighting. New decorative lighting has also been installed under the gazebo. Holiday

Beautification décor has been ordered for downtown and includes lighted banners in addition to the regular lineup.

- KBC piloted a new beautification initiative this month supporting downtown businesses with harvest décor. Businesses who signed up had their storefronts painted in harvest themes by local artists. The impact has been great as dozens of businesses are taking part. Many businesses and organizations also took advantage of the free supply give away held by the Town in late September.

Respectfully Submitted,
Lindsay Young
Community & Economic Development Coordinator



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of September 2022
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON OCTOBER 11TH, 2022

Administration and Operations

- Operations
 - Thanks to Rockwell Home Hardware for, once again, partnering with Tree Canada and donating trees to the Town of Kentville. This year the planted trees were planted behind the KCA school and replaced trees that recently had to be taken down due to their poor condition.
 - Because of hurricane Fiona, the Valley Homeless No More committee had to delay their next meeting, which is now being held on November 24th. The goal of this event is to understand the successes and challenges of our collective work over the past five years and identify key strategies for expanding the Homeless No More mandate to work across the lifespan.
- Administrative
 - The Active Living Community Coordinator Job posting has been released and will close on October 13th.
 - We are currently advertising for two existing CUPE positions: Park Attendant and Horticultural Attendant.
 - Our staff received training in the prevention of sexual harassment.

Facilities and Operations

- Operations
 - Two of our three Park staff have returned to the arena for the winter. Our third Park staff is dedicated to pumpkin people for the month of September and October. This has left us reliant on limited seasonal staff to maintain the parks.

- Our parks and facilities continue to receive a larger than normal amount of vandalism. This means a large amount of our resources at have had to go into repairing, painting and reporting the damage.
- Homelessness continues to impact our parks. Individuals or families who are unsheltered often use our parks and facilities as a safe place to shelter for the evening, or to get out of the heat during the day.
- Arena
 - The new condenser and the new compressor have been installed at the arena.
 - The arena is now open for the season.
- Parks and Trails
 - The Kentville Ravine: Kentville Ravine remains closed to the public due to unsafe conditions. Agriculture and Agri Food Canada (Government of Canada) has been working to remediate the situation. A meeting was held to update invited guest. Repairs have been made to the slump site, with much debris still scattered throughout the Ravine.
 - The Gorge: This is the site of the only identified Hemlock Woolly Adelgid in Kentville. Friends of the Kentville ravine HWA team have worked with experts from across the province to come up with a proposal to mitigate its impacts.
 - Miners Marsh: We are continuing to monitor water levels after hurricane Fiona. The dry summer left the Marsh very dry and we want to be sure that water is not leaking out following this year's flooding and construction projects.
- Pool and Splashpad
 - The broken piece for the starter arrive, was installed and the splash pad is now working.

Programs and Operations

- Operations
 - The Spike Fund continue to be drawn from and we continue to accept donations.

- Programs
 - Fall programs have begun with new community members coming forward regularly to offer their skills. We encourage everyone to check our website for the most up-to-date information.
 - Our department is currently taking bookings for the KCA and Aldershot Elementary school gyms. This is a service that we provide to these schools to ensure that community has access to these indoor spaces.
 - Outdoor Pickleball continues into the Fall. This program continues to grow in popularity each session.

Community Outreach

- Events
 - Kentville Volunteer Awards were celebrated in September. Each nominee received a gift certificate to a local business that supports their hobby, as well as a donation made in their name to a charity of their choice.
 - Kentville Rec Text is continuing to grow in popularity. This program was created in response to community requests asking for more accessible and direct way to receive information from our department. Text “Rec” to 855-939-9625 to receive text from Ashley about upcoming activities and events.

Capital Projects

- Dog Park: Work was begun and will continue. This includes both ground work and fencing.

Council Related

- Kentville’s Accessibility Action Plan
 - *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, or visit our website at www.kentville.ca/accessibility for more information.
 - Items discussed at the last meeting included a presentation on the Rick Hansen Certification program, the new provincial standards for the built environment, strategic priorities moving forward, and a presentation on evaluation of the Accessibility Action Plan.
 - Applications are still being accepted for the vacant seat on this committee.

- Kentville's Active Transportation Plan
 - Staff continue to update and present on the proposed Active Transportation projects for this fiscal.

 - We are working on planning for next year's capital, which includes consultations with the accessibility committee, KBC, each department, and other key stakeholders.

- Regional Recreation Complex:
 - A joint council meeting was held.

Respectfully Submitted,

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

Rachel Bedingfield
Director of Parks and Recreation



October 11th, 2022

Director of Parks and Recreation
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
dtroke@kentville.ca

RE: Kentville's Green Spaces

The Kentville Parks and Trails systems are a valued part of the Kentville community. The benefits of accessing nature have been proven to improve community and individual wellbeing, lower crime rates, increase property value and lower energy costs. Parks help with flood mitigation, provide reprieve from extreme weather and are vital to community planning. As we learned through the parks and trails closures of the pandemic, and now the loss of access to the Kentville Ravine, our community mourns when their green spaces are taken away.

Advisory groups like the Kentville Ravine Advisory Committee or the Miners Marsh Advisory Committee will continue to be vital in ensuring access to content expertise, research opportunities, addressing invasive species and helping to expand the capacity within our department.

The proposal presented by the Kentville Ravine Advisory Committee provides a solution in addressing the Woolly Adelgid in the Gorge, an invasive species already identified in a section of this very popular park.


The breakdown of their proposal is as follows:

Time Frame	Cost	Details
1 yr course	\$68,325	\$62,575 Product \$3,000 Staffing \$2,750 Volunteer Support
2 yr course	\$63,727	\$55,102 Product \$6,000 Staffing \$2,625 Volunteer Support
Ongoing	>\$12,000	Community Fundraising.

If approved, it will allow us to save another popular greenspace that is under threat, as well as mitigate the risk to surrounding green spaces.

I will continue to work with the Kentville Ravine Advisory Committee to collect the remaining pieces of information so that council has a complete package for the October meeting of council.

Respectfully,

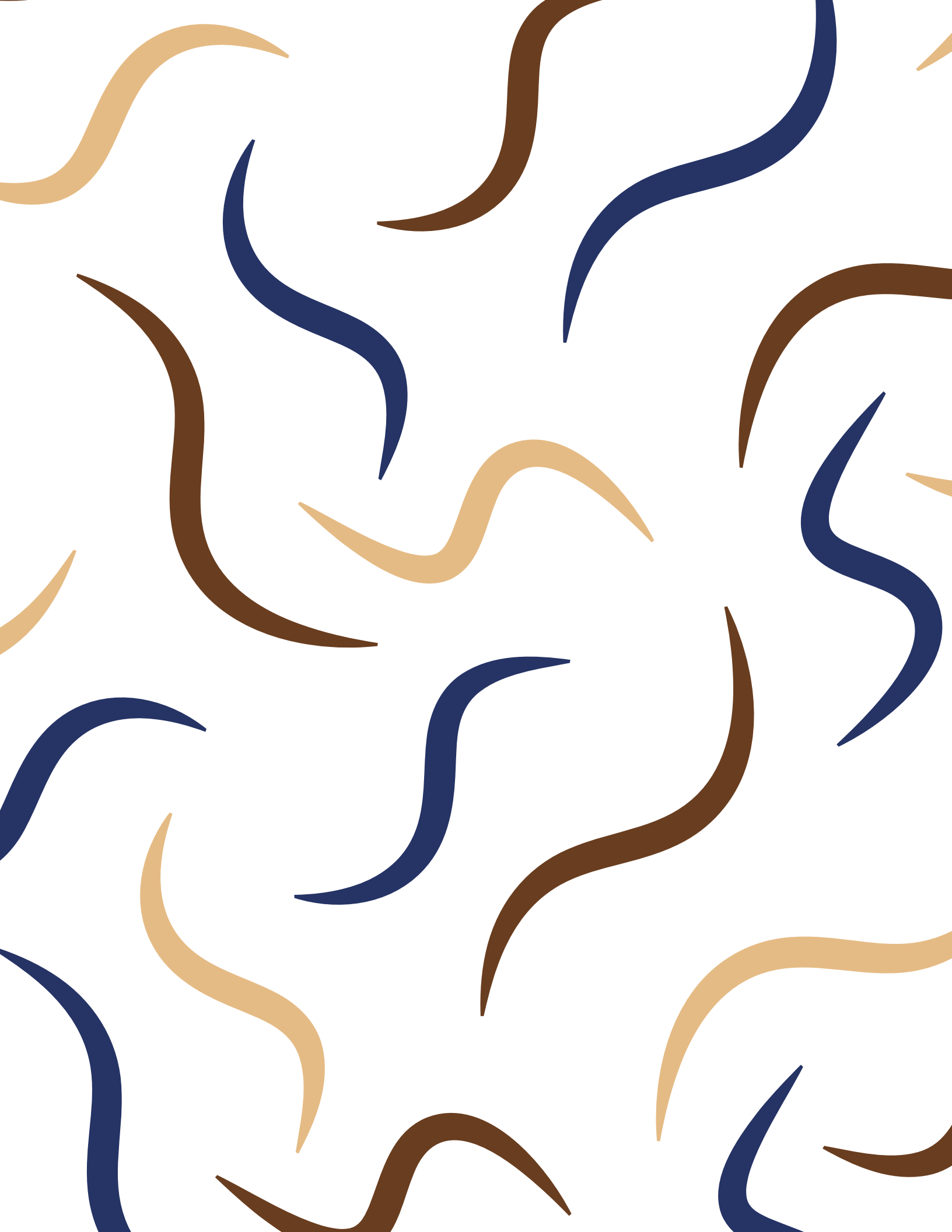


Rachel Bedingfield
Director of Parks and Recreation



Recreation Nova Scotia
Anti-Racism Charter in Recreation





Introduction

ACKNOWLEDGEMENTS

Recreation Nova Scotia is located in Mi'kma'ki, the traditional unceded territory of the Mi'kmaq people. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725. The treaties recognized Mi'kmaq and Wolastoqiyik (Maliseet) title, and established the rules for what was to be an ongoing relationship between nations; they did not deal with surrender of lands and resources. We are all Treaty people.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

Nova Scotia is home to many diverse communities that have shaped and enriched the province. While racism is the focus of the Anti-Racism Charter, we acknowledge that there are additional forms of discrimination that can negatively impact one's ability to participate in recreational activities. We also acknowledge that many people living in Nova Scotia have intersecting identities which may expose them to more than one form of discrimination.

Recreation Nova Scotia is grateful to all of the recreation participants, staff and volunteers involved in recreation who helped shape and bring the Anti-Racism Charter to life. Insights and feedback shared during the development of the Anti-Racism Charter has helped make it a tool created by, and for, the recreation sector in the province.

ABOUT RECREATION NOVA SCOTIA

Recreation Nova Scotia is a provincial, not-for-profit organization. In partnership with the volunteers and professional recreation community, the organization advocates on behalf of all Nova Scotians for recreation and leisure opportunities to promote the values and personal, social, economic, and environmental benefits of recreation and leisure.

Recreation Nova Scotia membership includes professionals, volunteers, educators, students, interested citizens, elected officials and commercial organizations. The organization is open to everyone who has an interest in recreation, parks, fitness, sport, facilities, aquatics, therapeutic recreation, camping, the arts, culture or other related sectors.



WHAT IS RECREATION?

Recreation Nova Scotia describes recreation as the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community well-being.¹

Here in Nova Scotia, there's a wide range of recreation activities to engage in based on our rich geography and demographics. While recreation may look different in urban or more rural settings across the province, it is the activities we engage in for leisure, enjoyment and well-being that often bring Nova Scotian communities together in unique ways.

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1. This definition comes from the National Framework for Recreation, and has been adopted by the Shared Strategy for Advancing Recreation in Nova Scotia, <https://www.recreationns.ns.ca/shared-strategy.html>

About the Anti-Racism Charter

Why do we need a Charter specific to anti-racism in recreation?

Racism exists in Nova Scotia and it exists within Nova Scotia's recreation sector. The impacts of racist incidents on the psychological health and well-being of those affected are serious and is made worse by the lack of support available. As an organization, Recreation Nova Scotia seeks to better support individuals and communities facing racism and provide unifying guidelines for the recreation sector to address, combat and prevent systemic racism within the sector.

The Anti-Racism Charter in Recreation is needed to specifically acknowledge and address the harm and exclusion caused by racism in recreation. A proactive and systemic approach is required to make recreation welcoming and inclusive for everyone in Nova Scotia.



Some Helpful Definitions

In this section, we share a few definitions which are important to understanding the context of the Anti-Racism Charter. Thank you to the creators of The Inclusive Language Glossary & Workbook for allowing us to borrow from their excellent resource.

Racism occurs between individuals, on an interpersonal level, and is embedded in organizations and institutions through their policies, procedures and practices.

Systemic racism includes the policies and practices entrenched in established institutions, which result in the exclusion or promotion of designated groups. It differs from overt discrimination in that no individual intent is necessary.

Oppression results from the use of institutional power and privilege where one person or group benefits at the expense of another. Oppression can be a combination of bias, privilege and power.

Anti-Racism is defined as the work of actively opposing racism by advocating for changes in political, economic, and social life. Anti-racism tends to be an individualized approach, and set up in opposition to individual racist behaviors and impacts.

An **anti-racist person or organization** goes a step further than simply stating they are anti-racist. These individuals and organizations work to understand their own privilege, challenge their own internalized racism and call out racism when they see it impacting others.

An **inclusive recreation sector** means everyone believes and feels they can fully and safely participate in activities of their choosing, and that they can do so in reality.

An **equitable recreation sector** accommodates the different needs and expectations of diverse communities, particularly those that have been historically underrepresented within activities that enhance individual and community well-being.

How will the Anti-Racism Charter benefit the recreation sector in Nova Scotia?

The Anti-Racism Charter provides an opportunity to engage in dialogue, education, and actions which together will create a more welcoming and representative sector. It offers all organizations with a foundation to build upon and the ability to identify steps and actions that focus on anti-racism, equity and inclusion.

Who can adopt the Anti-Racism Charter?

The Charter is a tool that can be adopted and used by any organization in Nova Scotia, whether they are a member of Recreation Nova Scotia or not. Each path taken by signatories to acknowledge and address racism within their organization and the communities they serve will look different.

There are varying degrees of resources available across the recreation sector. Some organizations rely solely on volunteers, operate on a seasonal basis and/or have limited funds for initiatives beyond their programming mandate(s). Regardless of means, there are meaningful and purposeful actions all organizations can take to critically consider how their policies and practices perpetuate racism in recreation, and how they can meaningfully implement their decision to sign onto the Anti-Racism Charter.



Charter Mission

The Anti-Racism Charter is a practical tool, shaped by recreation employees, volunteers and participants, to engage in the work necessary to acknowledge and confront continued harms caused by racism in recreation. The tool will result in proactive steps taken by Anti-Racism Charter signatories, and a sector that is more representative of all those in Nova Scotia.

Guiding Charter Principles & Values



- The Anti-Racism Charter presents a commitment to **continued learning and action**.
- There is a responsibility on **all those involved in the sector** to acknowledge and address racism in recreation.
- **Collaboration** across the recreation sector and beyond, along with building **meaningful partnerships** is necessary for any anti-racism initiative to have a positive impact.
- **There is no requirement for racialized people to lead this work**, however ensuring there is ample opportunity for those with lived-experience to communicate and impact change is necessary and fundamental to the work moving forward.
- Recreation is a **powerful tool that can bring diverse communities** and individuals together. This distinctive characteristic makes it even more important to ensure that everyone is welcome to participate, lead and support the recreation activities that interest them.



Anti-Racism Charter Actions & Commitments

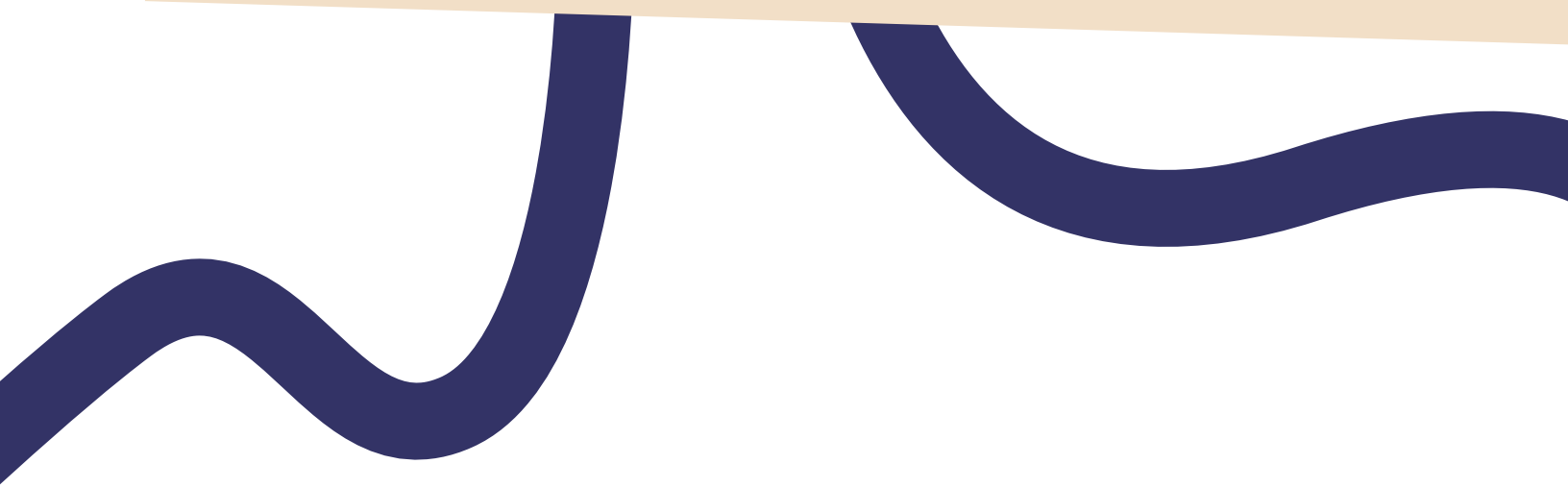
Signatories to the Anti-Racism Charter will undertake the following actions and commitments:

Acknowledge & Address Racism – Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

Provide Ongoing Training & Educational Opportunities – Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

Build Racially Representative Communities – Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.

Design Equitable & Inclusive Opportunities – Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.



5 Steps to Implementation



ENDORSE: Show your organization's commitment by signing and submitting the signatory form to antiracism@recreationns.ns.ca.

COMMIT: Pledge to initiate goal setting, complete a scan of helpful resources and initiatives already in existence, and proactively work on an anti-racism action plan.

ANNOUNCE: Share and celebrate your commitment internally and externally.

PAUSE: Work toward regular check-ins and evaluation of action plan progress.

REPORT: Communicate accomplishments and undertaken initiatives associated with the adopted anti-racism action plan.

Action / Commitment 1: Acknowledge & Address Racism

Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

Examples of inquiries, actions, and initiatives to be undertaken:

- Create or adopt an anti-racism and discrimination policy. Develop a plan to communicate the policy with the various audiences engaged by the organization.
- Develop plain-language signage to be posted in facilities and/or adopted that can be read aloud during programming that clearly states the organization's commitment to zero-tolerance for racism and other forms of discrimination.
- Create a process for safely reporting, addressing and acknowledging racist incidents when they occur. Communicate the processes to all those engaged by the organization.
- Closely examine internal written, unwritten policies and practices to identify those that limit or exclude participation and membership of racialized populations at all levels of the organization. Review and update all language utilized in written documentation so that it is inclusive.
- Identify opportunities for your organization to publicly recognize the historic and possibly continued exclusion of racialized populations from your organization or area of activity, with the goal of doing better moving forward. Capture the acknowledgement in your public organizational materials and/or policies.
- Plan to revisit and update policies and practices related to anti-racism and increased equity and inclusion within your organization. Include timelines and opportunities to receive feedback from people and communities the practices and policies have been designed to support the most.

Action / Commitment 2: **Provide Ongoing Training & Educational Opportunities**

Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

Examples of inquiries, actions, and initiatives to be undertaken:

- Create opportunities for the most senior members (employees and volunteers) of your organization to take part in anti-racism training and/or professional development offerings that are specifically designed for organizational leaders. Document a plan for senior members to take part in these types of offerings on an ongoing basis.
- Develop a list of free online resources, tailored to the programming or offerings your organization engages in, that deal with anti-racism, which can be shared with internal and external audiences. Update the list and re-share it on a regular and pre-determined schedule.
- If your organization engages seasonal, short-term, or part-time employees and/or volunteers, establish training and education related to anti-racism which can realistically be delivered to a group that is engaged with the organization in a more casual manner.
- Develop a policy that addresses in what situations payment and honorariums are offered to racialized people to lead training, discussions, or cultural teachings to help promote respectful and reciprocal collaborations. Create a plan to revisit the policy on a regular basis.
- Identify regularly occurring gatherings, for example annual general meetings, events, and conferences, where anti-racism training and related conversations can be meaningfully incorporated.
- Develop a protocol that offers organization-specific best practices, expectations, and ways to create safer spaces for participants of anti-racist trainings and dialogues. The protocol should specifically acknowledge how these sorts of discussions can be particularly triggering for racialized participants.

Action / Commitment 3: **Build Radically Representative Communities**

Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.

Examples of inquiries, actions, and initiatives to be undertaken:

- Complete research or consultation to identify specific recreational programming gaps experienced by racialized populations that could be fulfilled by a partnership with your organization. Develop concrete plans to implement initiatives aimed at collaboratively addressing those gaps.
- If there are racialized people already working to increase representation within the recreational activity that your organization is involved with, take steps to learn from and collaborate with those individuals.
- If there are organizations not led by racialized populations, which have historically partnered with diverse communities to create programming for, and with, these populations, determine whether there are opportunities to learn from, and work with those organizations, to strengthen relationships with these communities, particularly in areas of the province which may not be very racially diverse.
- Make efforts to take part in gatherings, celebrations, programming and other activities organized and hosted by community groups focused on servicing racialized populations in your area of recreation. Plan to regularly identify opportunities to support the initiatives lead by racially diverse groups and organizations.
- Identify initiatives your organization can undertake to not only introduce your area of recreation to racialized communities, but to also ensure opportunities for continued and meaningful participation. Consider whether persons are able to engage in these activities with other members of their community using cohort models.
- Review current communications (e.g. websites, newsletters, social media, printed materials etc.) to identify where gaps in visual representation of racialized people exist. Develop a plan to perform this sort of review on a regular basis.
- Identify practical and financial barriers such as transportation, location of facilities, cost of participation, availability of appropriate nutrition and support for child and elder care responsibilities. Plan to address these barriers through such measures as fundraising, adapting budgets, organizational partnerships and lobbying funding and governing bodies.

Action / Commitment 4: **Design Equitable & Inclusive Opportunities**

Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

Examples of inquiries, actions, and initiatives to be undertaken:

- Consider the racial makeup of board members, staff and volunteers, particularly among the highest levels of your organization. Put practical measures in place to actively and safely invite racialized community members into the organization and overtime, increase the racial diversity of leaders and decision-makers.
- When encouraging members of racialized populations to apply for board, senior staff and volunteer roles within your organization, make clear connections between their duties and their ability to engage their community in their work. Clearly state these opportunities in the posting for the position.
- Adopt more equitable and inclusive practices at all stages of the recruitment and employment cycle (e.g. job posting, interviewing, onboarding and employee support).
- Examine where your organization's money is spent. When identifying vendors for goods and services, employ purchasing and contracting processes that apply special consideration for businesses owned and/or operated by members of racialized populations, as a means of engaging groups historically underrepresented in the commercialization and administration of recreation. Formally adopt the policy, advertise it externally, and monitor for outcomes.
- Invite racialized members of your organization to take part in (where available) opportunities that involve networking and skill development on regional, national and international levels. Adopt a policy that supports and encourages participation in training and advancement opportunities, both formal and informal, for everyone in the organization.

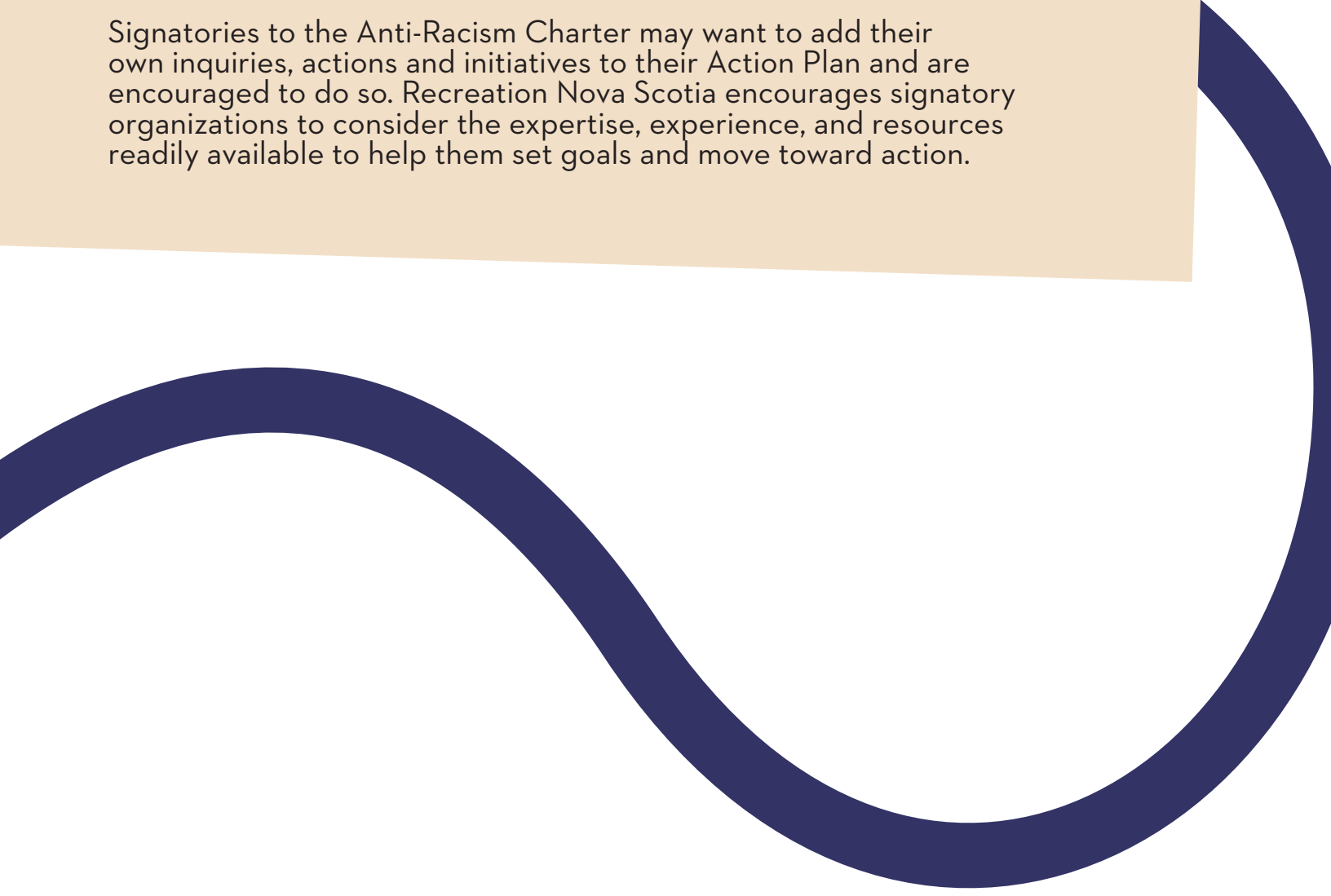


How to Create an Action Plan

The anti-Racism Charter's four Actions & Commitments represent areas of focus for signatories to the Anti-Racism Charter. The examples of inquiries, actions and initiatives to be undertaken for each area of focus are suggestions to help guide implementation of each Action & Commitment and should not be seen as a prescriptive or exhaustive list.

The template Action Plan provides an outline for organizations to begin mapping out how they will take concrete steps to address and prevent racism. The template also considers implementation of timelines and evaluation measures to ensure ongoing support and resources are set aside for this work.

Signatories to the Anti-Racism Charter may want to add their own inquiries, actions and initiatives to their Action Plan and are encouraged to do so. Recreation Nova Scotia encourages signatory organizations to consider the expertise, experience, and resources readily available to help them set goals and move toward action.





Frequently Asked Questions

Who helped create the Anti-Racism Charter?

The Anti-Racism Charter is a **Recreation Nova Scotia** initiative with contributions from Recreation Nova Scotia staff and board.

Project Manager - **Graham Mounsey**

Project Consultant - **Wisdom2Action**, a social enterprise and consulting firm.

The project is funded by the **Government of Canada**.

A **Steering Committee** composed of leaders in the recreation sector, and a **Youth Advisory Council**, made up of youth with diverse lived-experience, helped inform the Anti-Racism Charter engagement activities and documents.

Steering Committee Members & Youth Advisory Council Members

- Colleen Belle
- Vanessa Hartley
- Ali Koperqualuk
- Nick Lenehan
- Fawn Logan-Young
- Heather MacNeil
- Josh Nicholas
- Crystal Watson
- Nicholas Williams

What engagement activities took place as part of the Anti-Racism Charter initiative?

- **An online survey** to understand how racism and discrimination exist and are experienced across the recreation sector, what training is needed to address racism in recreation and what should go into the Anti-Racism Charter. The survey was available in English, Arabic and Somali. Approximately 157 Nova Scotians completed the survey between April and September 2022.

- **In-person and virtual focus groups** to expand on the issues raised and feedback provided by survey respondents. A total of 10 focus groups were hosted across the province between April and July 2022. Approximately 76 recreation employees, volunteers, students and participants took part in the focus groups.
- **In-person training** that focused on addressing key themes shared via the survey and focus groups. Sessions were held in Sydney, Halifax and Birchtown with a total of 40 recreation service providers taking part.
- **Various meetings with policy makers and community members** to share details regarding the provincial consultation process and seek input on the Anti-Racism Charter development and adoption throughout the province.

Are there any other initiatives or reports that align with the Anti-Racism Charter?

- **The Truth and Reconciliation Commission of Canada: Calls to Action**², developed by the parties of the Indian Residential Schools Settlement Agreement. While there are no Calls to Action that are specific to recreation, the 94 recommendations address the need for changes in youth programs, sports and other recreation-related sectors to “redress the legacy of residential schools and advance the process of Canadian reconciliation”.
- **Bill No. 96: Dismantling Racism and Hate Act**³, outlines the Nova Scotia government’s approach to addressing systemic racism, hate and inequity.
- **Recreation Facility Association of Nova Scotia in partnership with the Tripartite Forum**, developed the Anti-Racism and Discrimination Policy Signage and Policy Template, developed to help recreational facilities prevent acts of racism.⁴

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1. Truth and Reconciliation Commission of Canada: Calls to Action, Truth and Reconciliation Commission of Canada, 2012, https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf
 2. Dismantling Racism and Hate Act, Nova Scotia Legislature, Bill No. 96, 2022, https://nslegislature.ca/legc/bills/64th_1st/1st_read/b096.htm
 3. Recreation Facility Association of Nova Scotia, <http://www.rfans.com/resource-centre/>

Are there any costs associated with signing onto the Anti-Racism Charter?

Recreation Nova Scotia will not charge signatories with any fees for their commitment to the Anti-Racism Charter.

How will Anti-Racism Charter signatories' information be used by Recreation Nova Scotia?

Organizations that sign onto the Anti-Racism Charter could be named in Recreation Nova Scotia's newsletters, annual reports, social media and other forms of public communication.

How will signatories be supported by Recreation Nova Scotia once they sign onto the Anti-Racism Charter?

Recreation Nova Scotia commits to recovering signatories and interested parties periodically to share progress on anti-racism work.

Will signing onto the Anti-Racism Charter give Recreation Nova Scotia or Canadian Heritage the authority to make decisions regarding signatory organizations?

No, organizations that sign onto the Anti-Racism Charter will oversee the creation and implementation of their own action plan.

How can I get in touch with Recreation Nova Scotia?

If you would like to get in touch about the Anti-Racism Charter, please contact:

antiracism@recreationns.ns.ca



Recreation Nova Scotia Anti-Racism Charter Signatory Commitment Form



The Anti-Racism Charter is a practical tool, shaped by recreation employees, volunteers and participants, to engage in the work necessary to acknowledge and confront continued harms caused by racism in recreation. The tool will result in proactive steps taken by Anti-Racism Charter signatories, and a sector that is more representative of all those in Nova Scotia.

GUIDING CHARTER PRINCIPLES & VALUES

- The Anti-Racism Charter presents a commitment to continued learning and action.
- There is a responsibility on all those involved in the sector to acknowledge and address racism in recreation.
- Collaboration across the recreation sector and beyond, along with building meaningful partnerships is necessary for any anti-racism initiative to have a positive impact.
- There is no requirement for racialized people to lead this work, however ensuring there is ample opportunity for those with lived-experience to communicate and impact change is necessary and fundamental to the work moving forward.
- Recreation is a powerful tool that can bring diverse communities and individuals together. This distinctive characteristic makes it even more important to ensure that everyone is welcome to participate, lead and support the recreation activities that interest them.

5 STEPS TO IMPLEMENTATION

- **ENDORSE:** Show your organization's commitment by signing and submitting the signatory form to antiracism@recreationns.ca.
- **COMMIT:** Pledge to initiate goal setting, complete a scan of helpful resources and initiatives already in existence, and proactively work on an anti-racism action plan.
- **ANNOUNCE:** Share and celebrate your commitment internally and externally.
- **PURSUE:** Work toward regular check-ins and evaluation of action plan progress.
- **REPORT:** Communicate accomplishments and undertaken initiatives associated with the adopted anti-racism action plan.

ACTIONS & COMMITMENTS

- **Acknowledge & Address Racism** - Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.
- **Provide Ongoing Training & Educational Opportunities** - Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.
- **Build Racially Representative Communities** - Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.
- **Design Equitable & Inclusive Opportunities** - Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

Organization: _____

Signature of Signing Authority: _____

Date: _____





Recreation Nova Scotia Anti-Racism Charter Signatory Commitment Form

By completing the form below and submitting it to Recreation Nova Scotia, our organization commits to upholding the values and principles outlined in the Recreation Nova Scotia Anti-Racism Charter.

As a signatory, we commit to the implementation of actions necessary to address and acknowledge the impact of racism in recreation.

We understand that by submitting the form, our organization name will be added to a public registry of Anti-Racism Charter signatories.

ORGANIZATION INFORMATION
Organization Name:
Organization Contact Name:
Email:
Mailing Address:
Any additional contact information (e.g. the organization operates seasonally, organization email checked infrequently, phone is the best way to communicate with the organization):
COMMITMENT ADOPTION
How did your organization agree to adopt the Charter? Board Resolution Leadership Commitment Annual General Meeting Membership Vote Other:
Commitment to create an Action Plan: Within 6 months of adopting the Charter Within 1 year of adopting the Charter Other:
SIGNATORY INFORMATION
Signature of Signing Authority:
Name of Signing Authority (please print):
Title of Signing Authority:
Date (dd/mm/yy):

Town of Kentville

Office of the Chief of Police

April 1st, 2022 for May 2022



Administration	Time	July 2022	August 2022
	Plate queries	2148	908
	Training hours	0	16
	Veh. Cks 38's	117	110
	Warning tickets	2	2
	SOT Tickets	45	59
	Foot Patrol Hours	90	69.5
	CC Charges	26	4
	Calls for service	278	286
Training	<ul style="list-style-type: none"> • ACIIS 		
Meetings	<ul style="list-style-type: none"> • Active Transportation/Accessibility • CAC • NS Chiefs • Multiple In-house meetings • Coordinated Access • DOJ-Audit follow up • Special Olympic opening ceremonies • Mental Health strategy meeting • Police modernization project • Police Administration Survey- Stas Can • Exert Witness MOU • School emergency management plans • Legal Aid re Mental Health Court 		

	<ul style="list-style-type: none">• Housing Action plan• IPV- DOJ
Staffing	<ul style="list-style-type: none">• SiRT contacted• Lawsuit• 1 Auxiliary constable removed from program• 1 Backcheck person resigned• 1 Backcheck person off for the summer• 2 staff experiencing sick time

Kentville Police Service
Calls for Service – July 2022

Motor Vehicle Related Offences:

Traffic Accidents: 10

Traffic Violations:

Intersection Related: 6

Speeding: 3

Other Moving Violations: 17

Vehicle Insurance Violations: 4

Parking Violations: 2

Other Non-Moving Violations: 22

Driving While Disqualified or Suspended: 5

Total: 58

Other Violations:

Handheld Device – Distracting Behavior: 2

Roadside Suspensions – Alcohol Related: 1

Total: 3

Other Traffic Related Duties:

Motor Vehicle Act – Other (non-traffic warnings): 7

Check-Stop: 2

Total: 9

Operation While Impaired:

Operation While Impaired (Alcohol) Causing Death: 1

Operation While Impaired (Alcohol): 3

Total: 4

Non-Motor Vehicle Offences:

Provincial Statutes

Liquor Act: 8

911 Act – Offences Only: 6

Other (Not Specified:) 2

Liquor Act: 5

Child Welfare Act: 2

Coroner's Act – Sudden Death: 2

Family Law Act: 2

Fire Prevention Act: 1

Mental Health Act: 11

Trespass Act: 2

Other: 7

Total: 48

Municipal Bylaws:

Other: 7

Failure to Comply:

Failure to Comply with Undertaking: 6

Failure to Comply with Order: 0

Disturbing the Peace: 9

Total: 15

Drug Enforcement:

Controlled Drugs and Substances Act: 2

Crimes Against Person:

Harassing Communications: 3

Uttering Threats: 4

Indecent Act: 2

Assault: 4

Total: 13

Theft:

Theft Under \$5000 (including shoplifting): 5

Possession of Property Obtained by Crime (Less than \$5000): 1

Total: 6

Mischief:

Damage to Property: 7

Obstruct Enjoyment of Property: 1

Total: 8

Fraud:

Fraud Greater than \$5000: 1

Fraud Less than \$5000: 3

Total: 4

Break and Enter:

Break and Enter – Residence: 1

Being Unlawfully in a Dwelling House: 2

Total: 3

Other Calls for Service:

Crime Prevention: 2

Offender Management: 1

Suspicious Person / Vehicle / Property: 17

Animal Calls: 2

False Alarms: 14

Items Lost / Found: 16

Breach of Peace: 5

Assistance to General Public: 12

Person Reported Missing: 2

Property Check: 1

Well-Being Check: 7

Information Files: 2

Total: 79

Assistance to Other Agencies: 12

Total Calls of Service for July 2022: 278

Kentville Police Service
Calls for Service – August 2022

Motor Vehicle Related Offences:

Traffic Accidents: 10

Traffic Violations:

Intersection Related: 2

Speeding: 3

Other Moving Violations: 8

Vehicle Insurance Violations: 3

Parking Violations: 1

Other Non-Moving Violations: 17

Dangerous Driving: 1

Driving While Disqualified or Suspended: 2

Roadside Suspensions: 2

Total: 39

Other Traffic Related Duties:

Motor Vehicle Act – Other (non-traffic warnings): 2

Check-Stop: 1

Total: 3

Operation While Impaired:

Operation While Impaired (Alcohol): 2

Operation While Impaired (Alcohol and Drug): 1

Total: 3

Non-Motor Vehicle Offences:

Provincial Statutes

Liquor Act: 5

911 Act – Offences Only: 3

911 Act – Other: 3

Off Road Vehicle Act: 2

Liquor Act: 5

Child Welfare Act: 2

Family Law Act: 1

Fire Prevention Act: 1

Mental Health Act: 17

Trespass Act: 2

Other: 14

Total: 49

Municipal Bylaws:

Other: 13

Firearms Act: 1

Failure to Comply:

Failure to Comply with Undertaking: 4

Failure to Comply with Order: 1

Disturbing the Peace: 6

Resisting or Obstructing a Police Officer: 1

Total: 12

Drug Enforcement:

Controlled Drugs and Substances Act: 6

Crimes Against Person:

Harassing Communications: 4

Criminal Harassment: 2

Uttering Threats: 5

Assault with a Weapon: 1

Assault: 5

Sexual Assault: 1

Total: 18

Theft:

Theft Under \$5000 (including shoplifting and Vehicle): 3

Mischief:

Damage to Property: 9

Obstruct Enjoyment of Property: 1

Total: 10

Fraud:

Fraud Greater than \$5000: 0

Fraud Less than \$5000: 1

Total: 1

Break and Enter:

Break and Enter – Residence: 1

Break and Enter – Other: 1

Total: 2

Other Calls for Service:

Offender Management: 1

Abandoned Vehicle: 1

Suspicious Person / Vehicle / Property: 22

Animal Calls: 1

False Alarms: 20

Items Lost / Found: 18

Breach of Peace: 6

Assistance to General Public: 13

Property Check: 2

Well-Being Check: 10

Information Files: 1

Total: 95

Assistance to Other Agencies: 11

Total Calls of Service for August 2022: 286



Kentville Police Service Bylaw Report July 2022

Municipal Bylaw Investigations	5
Loitering -Warnings	4
Assist Police	12
Taxi Inspections	0
Animal Control	1
Smoking-Charges	9
Smoking-Warnings	0
Parking-Charges	54
Parking- Warnings	62



Kentville Police Service Bylaw Report August 2022

Municipal Bylaw Investigations	3
Loitering -Warnings	7
Assist Police	8
Taxi Inspections	1
Animal Control	1
Smoking-Charges	7
Smoking-Warnings	0
Parking-Charges	54
Parking- Warnings	52



**TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION**

		2022/2023	July 31, 2022	%	OVER (UNDER)
		BUDGET	ACTUAL	CONSUMED	BUDGET
Remuneration					
122-11-011	Remuneration- Administration	363,500	127,429	35.1%	-64.9%
122-11-012	Remuneration- Sergeant	511,100	164,664	32.2%	-67.8%
122-11-013	Remuneration-Constable	830,600	278,371	33.5%	-66.5%
122-11-014	"Stat" pay	40,000	4,060	10.2%	-89.8%
122-11-015	Overtime-Sergeant	16,000	11,120	69.5%	-30.5%
122-11-016	Overtime-Constable	40,000	18,509	46.3%	-53.7%
122-11-017	Secondment	108,600	37,351	34.4%	-65.6%
122-11-018	M time	5,000	252	5.0%	-95.0%
122-11-019	Special event overtime- S & C		7,159	0.0%	0.0%
		<u>1,914,800</u>	<u>648,916</u>	33.9%	-66.1%
Benefits 122-12-02X		<u>394,500</u>	<u>156,002</u>	39.5%	-60.5%
Internal Allocation 122-13-010		<u>-</u>	<u>(7,159)</u>	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	-	0.0%	-100.0%
122-14-034	Meeting-Commission	2,000	400	20.0%	-80.0%
122-14-036	Director's expense	7,000	1,426	20.4%	-79.6%
122-14-037	Inspector's expense	3,000	226	7.5%	-92.5%
122-14-039	Training	20,000	6,048	30.2%	-69.8%
122-14-041	Auxiliary program	4,500	4,429	98.4%	-1.6%
122-14-042	Insurance-liability/E&O	35,000	39,651	113.3%	13.3%
122-14-045	Office expense & supplies	15,000	6,628	44.2%	-55.8%
122-14-048	Telephone	26,000	12,665	48.7%	-51.3%
122-14-051	Equipment rental	3,000	1,019	34.0%	-66.0%
122-14-058	Other expense	17,000	11,906	70.0%	-30.0%
		<u>133,700</u>	<u>84,399</u>	63.1%	-36.9%
Occupancy-Police Building					
122-15-011	Custodial	8,100	-	0.0%	-100.0%
122-15-042	Insurance	2,200	2,762	125.5%	25.5%
122-15-060	Heat	6,500	1,067	16.4%	-83.6%
122-15-061	Electricity	12,000	4,353	36.3%	-63.7%
122-15-062	Water/sewer	2,400	533	22.2%	-77.8%
122-15-068	Maintenance- Other costs	19,900	9,662	48.6%	-51.4%
		<u>51,100</u>	<u>18,376</u>	36.0%	-64.0%
Operations-Communication					
122-16-048	Communications	91,900	72,992	79.4%	-20.6%
122-16-051	Radio license	3,600	-	0.0%	-100.0%
122-16-053	Maintenance	3,000	189	6.3%	-93.7%
		<u>98,500</u>	<u>73,181</u>	74.3%	-25.7%



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

	2022/2023 BUDGET	July 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)	<u>28,000</u>	<u>16,622</u>	59.4%	-40.6%
Operations-Vehicle				
122-17-042 Insurance	10,900	14,322	131.4%	31.4%
122-17-070 Gasoline	28,000	145	0.5%	-99.5%
122-17-071 Operations & maintenance	20,000	4,382	21.9%	-78.1%
	<u>58,900</u>	<u>18,849</u>	32.0%	-68.0%
Operations-Programmes				
122-18-080 Special projects	22,000	60	0.3%	-99.7%
122-18-081 Community Crisis Navigator project	35,400	9,757		
122-18-082 Crime prevention/community relations	2,500	295	11.8%	-88.2%
122-18-085 Custody and detention of prisoners	45,000	(90)	-0.2%	-100.2%
	<u>104,900</u>	<u>10,023</u>	9.6%	-90.4%
TOTAL POLICE PROTECTION	<u>2,784,400</u>	<u>1,019,209</u>	36.6%	-63.4%
VARIANCE		<u>1,765,191</u>		
TOTAL POLICE PROTECTION (carried forward)	<u>2,784,400</u>	<u>1,019,209</u>		
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	136,600	31,534	23.1%	-76.9%
Fines and fees- Province	15,000	5,529	36.9%	-63.1%
Police Miscellaneous		-	0.0%	0.0%
Law enforcement- Province	100,000	25,000	25.0%	-75.0%
Community Crisis Navigator -Province	35,400	-	0.0%	-100.0%
TOTAL POLICE PROTECTION REVENUE	<u>287,000</u>	<u>62,063</u>	21.6%	-78.4%
NET POLICE PROTECTION	<u>2,497,400</u>	<u>957,147</u>	38.3%	-61.7%
SALES OF SERVICE EXPENDITURE				
Remuneration	147,400	30,517	20.7%	-79.3%
Benefits	24,200	3,434	14.2%	-85.8%
TOTAL SALES OF SERVICE	<u>171,600</u>	<u>33,950</u>	19.8%	-80.2%
LESS: SALES OF SERVICE REVENUE				
Sales of service- Police	<u>480,000</u>	<u>175,781</u>	36.6%	-63.4%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)	<u>(308,400)</u>	<u>(141,831)</u>		



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

		2022/2023 BUDGET	July 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	86,600	21,829	25.2%	-74.8%
OTHER					
122-31-080	Prosecution	8,500	1,907	22.4%	-77.6%
122-31-082	Legal	10,000	-	0.0%	-100.0%
122-31-084	Other-Crossing guards	30,000	8,964	29.9%	-70.1%
122-31-085	Parking/By law enforcement officer	64,300	19,699	30.6%	-69.4%
122-31-086	Benefits	6,200	2,118	0.0%	0.0%
		119,000	32,687	27.5%	-72.5%
TOTAL LAW ENFORCEMENT		205,600	54,516	26.5%	-73.5%
VARIANCE			(151,084)		
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	2,700	310	11.5%	-88.5%
	Parking Tickets	9,000	4,925	54.7%	-45.3%
TOTAL LAW ENFORCEMENT REVENUE		11,700	5,235	44.7%	-55.3%
NET LAW ENFORCEMENT		193,900	49,281	25.4%	-74.6%



**TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION**

		2022/2023	August 31,	%	OVER (UNDER)
		BUDGET	2022	CONSUMED	BUDGET
			ACTUAL		
Remuneration					
122-11-011	Remuneration- Administration	363,500	159,368	43.8%	-56.2%
122-11-012	Remuneration- Sergeant	511,100	203,976	39.9%	-60.1%
122-11-013	Remuneration-Constable	830,600	342,563	41.2%	-58.8%
122-11-014	"Stat" pay	40,000	4,775	11.9%	-88.1%
122-11-015	Overtime-Sergeant	16,000	12,005	75.0%	-25.0%
122-11-016	Overtime-Constable	40,000	22,211	55.5%	-44.5%
122-11-017	Secondment	108,600	45,426	41.8%	-58.2%
122-11-018	M time	5,000	252	5.0%	-95.0%
122-11-019	Special event overtime- S & C		7,159	0.0%	0.0%
		<u>1,914,800</u>	<u>797,736</u>	41.7%	-58.3%
Benefits 122-12-02X		<u>394,500</u>	<u>182,483</u>	46.3%	-53.7%
Internal Allocation 122-13-010		<u>-</u>	<u>(7,159)</u>	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	-	0.0%	-100.0%
122-14-034	Meeting-Commission	2,000	400	20.0%	-80.0%
122-14-036	Director's expense	7,000	2,329	33.3%	-66.7%
122-14-037	Inspector's expense	3,000	226	7.5%	-92.5%
122-14-039	Training	20,000	6,048	30.2%	-69.8%
122-14-041	Auxiliary program	4,500	4,429	98.4%	-1.6%
122-14-042	Insurance-liability/E&O	35,000	39,651	113.3%	13.3%
122-14-045	Office expense & supplies	15,000	6,877	45.8%	-54.2%
122-14-048	Telephone	26,000	16,307	62.7%	-37.3%
122-14-051	Equipment rental	3,000	1,019	34.0%	-66.0%
122-14-058	Other expense	17,000	12,472	73.4%	-26.6%
		<u>133,700</u>	<u>89,758</u>	67.1%	-32.9%
Occupancy-Police Building					
122-15-011	Custodial	8,100	-	0.0%	-100.0%
122-15-042	Insurance	2,200	2,762	125.5%	25.5%
122-15-060	Heat	6,500	1,067	16.4%	-83.6%
122-15-061	Electricity	12,000	4,353	36.3%	-63.7%
122-15-062	Water/sewer	2,400	533	22.2%	-77.8%
122-15-068	Maintenance- Other costs	19,900	10,159	51.0%	-49.0%
		<u>51,100</u>	<u>18,873</u>	36.9%	-63.1%
Operations-Communication					
122-16-048	Communications	91,900	72,992	79.4%	-20.6%
122-16-051	Radio license	3,600	-	0.0%	-100.0%
122-16-053	Maintenance	3,000	189	6.3%	-93.7%
		<u>98,500</u>	<u>73,181</u>	74.3%	-25.7%



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

	2022/2023 BUDGET	August 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)	<u>28,000</u>	<u>16,690</u>	59.6%	-40.4%
Operations-Vehicle				
122-17-042 Insurance	10,900	14,322	131.4%	31.4%
122-17-070 Gasoline	28,000	145	0.5%	-99.5%
122-17-071 Operations & maintenance	20,000	5,589	27.9%	-72.1%
	<u>58,900</u>	<u>20,056</u>	34.1%	-65.9%
Operations-Programmes				
122-18-080 Special projects	22,000	60	0.3%	-99.7%
122-18-081 Community Crisis Navigator project	35,400	13,519		
122-18-082 Crime prevention/community relations	2,500	553	22.1%	-77.9%
122-18-085 Custody and detention of prisoners	45,000	(90)	-0.2%	-100.2%
	<u>104,900</u>	<u>14,043</u>	13.4%	-86.6%
TOTAL POLICE PROTECTION	<u>2,784,400</u>	<u>1,205,661</u>	43.3%	-56.7%
VARIANCE		<u>1,578,739</u>		
TOTAL POLICE PROTECTION (carried forward)	<u>2,784,400</u>	<u>1,205,661</u>		
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	136,600	31,534	23.1%	-76.9%
Fines and fees- Province	15,000	7,539	50.3%	-49.7%
Police Miscellaneous		-	0.0%	0.0%
Law enforcement- Province	100,000	50,000	50.0%	-50.0%
Community Crisis Navigator -Province	35,400	-	0.0%	-100.0%
TOTAL POLICE PROTECTION REVENUE	<u>287,000</u>	<u>89,073</u>	31.0%	-69.0%
NET POLICE PROTECTION	<u>2,497,400</u>	<u>1,116,588</u>	44.7%	-55.3%
SALES OF SERVICE EXPENDITURE				
Remuneration	147,400	35,392	24.0%	-76.0%
Benefits	24,200	4,017	16.6%	-83.4%
TOTAL SALES OF SERVICE	<u>171,600</u>	<u>39,408</u>	23.0%	-77.0%
LESS: SALES OF SERVICE REVENUE				
Sales of service- Police	<u>480,000</u>	<u>177,981</u>	37.1%	-62.9%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)	<u>(308,400)</u>	<u>(138,573)</u>		



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

		2022/2023 BUDGET	August 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	86,600	43,658	50.4%	-49.6%
OTHER					
122-31-080	Prosecution	8,500	1,907	22.4%	-77.6%
122-31-082	Legal	10,000	-	0.0%	-100.0%
122-31-084	Other-Crossing guards	30,000	8,964	29.9%	-70.1%
122-31-085	Parking/By law enforcement officer	64,300	24,189	37.6%	-62.4%
122-31-086	Benefits	6,200	2,602	0.0%	0.0%
		119,000	37,662	31.6%	-68.4%
TOTAL LAW ENFORCEMENT		205,600	81,320	39.6%	-60.4%
VARIANCE			(124,280)		
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	2,700	335	12.4%	-87.6%
	Parking Tickets	9,000	6,225	69.2%	-30.8%
TOTAL LAW ENFORCEMENT REVENUE		11,700	6,560	56.1%	-43.9%
NET LAW ENFORCEMENT		193,900	74,760	38.6%	-61.4%

9/13/2022

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

BUDGET	<u>\$17,000</u>
	\$
Tax payments	536.79
Breathalyzer servicing	1,831.24
Breathalyzer calibration and verification	270.60
Breathalyzer annual inspection	542.50
Maintenance to radar	663.92
Fingerprint supplies	338.74
Freezer chest	416.09
Police sign	391.06
Bike repairs	130.23
ABF breakfast	110.00
Axon Public Safety licenses (interview room)	5,916.27
Advertising	522.55
Miscellaneous	236.30
	<u>11,906.29</u>



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

October 11, 2022

Programs and Operations

- **Kentville Water Commission:** I'm happy (and relieved) to report that our long-awaited replacement well pump was installed last week. This means all 7 wells are now fully functional again and we have a complete spare pump on the shelf for either the new well to be drilled this fall or a replacement pump in case another one goes down in the meantime. Due to delivery delays and supply chain issues, the KWC will plan to replace the "shelf" pump as soon as the current one is put into service on a go forward basis.
- **Sanitary Sewer Area Service:** Operationally there were no issues with the Kentville Sanitary Sewer Service.

Projects

- **MacDonald Avenue Subdivision Upgrades** – Work is progressing nicely on phase one of this two year project. Construction of Phase 1 will focus on Macdonald Avenue and the lower section of Henry Street with the remainder of Henry Street and Braeside Drive completed next summer as Phase 2.
- **AT Project** – As a subcomponent of the AT Project, the second lift of Burke Subdivision was paved on September 30th to complete the project started in 2021. The downtown AT Connector and other components such as curb & sidewalk repairs and replacements on Park Street & Main Street (in front of Ultramar and Headliners Studio) and upgrades to the curb & sidewalk along West Main from the trail entrance to Main Street.

- **Additional Patch Paving & Sidewalk Repair** – As a follow up to September’s Council meeting, we are attempting to get some additional patch paving and sidewalk repairs completed while temperatures are still conducive for placing asphalt.

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
- September 7th OHS Meeting
- September 12th CAC
- September 15th Regional Sewer Committee Meeting
- September 23rd Hurricane Fiona Preparedness Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



TO: Mayor & Council
SUBMITTED BY: Dave Bell, Director of Engineering & PW
DATE: October 11, 2022
SUBJECT: Pre-Approval to order a replacement Single Axel Dump / Plow / Salt Truck

ORIGIN Pre-Approval of Equipment Purchase prior to Capital Budget Meetings.

BACKGROUND Public Works typically replaces our trucks and other heavy equipment through the Capital Investment Program after the asset reaches the 10-year mark. Although this has been common practice by many Municipalities and the Province, many pieces of equipment are not lasting the full 10 years without very expensive rebuilds. This is the case with both of our dump / plow trucks. The current oldest single axel dump truck is a 2013 and this will be its last winter of use. The newer plow truck is a 2016.

DISCUSSION The current build and lead time for a single axel dump truck to fit our specifications is in excess of 12 months. In order to expect delivery of this necessary replacement equipment by next winter, tenders need to go at the end of October – after the next council meeting.

POLICY IMPLICATIONS Requires Council approval to pre-order equipment before next fiscal year’s budget is passed.

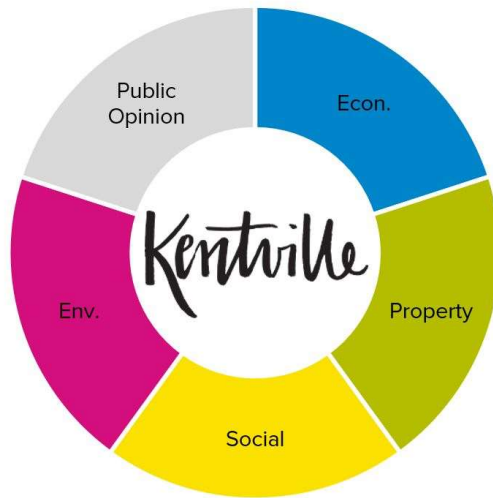
BUDGET IMPLICATION See Policy Implications, above.

ATTACHMENTS N/A.

RECOMMENDATION That Council Advisory Committee recommend for approval \$400,000 for the purchase of a replacement single axel dump truck, complete with dump body and plow & wing gear with delivery and payment not expected until Fall 2023.

This \$400,000 would be budgeted in the 2023/2024 Capital Investment Program with funding coming from a combination of the Equipment reserve and/or Capital reserve and/or long term borrowing once the 2023/24 Capital Budget is finalized.

Town of Kentville Decision Wheel:





Town of Kentville
CAO to Council Advisory Committee
OCTOBER 11, 2022

Budget: Town is in a surplus position. Lead time to purchase items continues to be longer than usual.

Training: All of town staff participated in Sexual Harassment Training.

Inter Municipal Service Agreements (IMSA): Meeting with the Interim Board regarding Pilot for Valley Waste and Kings Transit Authority (KTA). KTA application for ICIP funding before Committee tonight.

Boundary Review: Deputy Clerk is in contact with the Utility Review Board for submission and preliminary review.

Policy & By Law: PACE and Animal control By Law returning for review.

Meetings: Meeting with PVSC consultant, regional facilities draft report, reviewing Legal RFP submissions, IMSA board meeting and Police Chief/ CAO's meeting in Truro with a Department of Justice presentation.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 11, 2022

SUBJECT: Animal Control Bylaw

ORIGIN

At the July 11, 2022 meeting of the Council Advisory Committee, Council asked staff to review the policies addressing the keeping of chickens in the Town of Kentville. Staff submitted a report to the July 25, 2022 meeting of Council with information about backyard chickens in the town's

Animal Control Bylaw, and with examples of legislation from the Halifax Regional Municipality.

At the July 25, 2022 meeting of Council, members of Council discussed several aspects of keeping chickens to be included in a revised Animal Control Bylaw, including:

1. Should there be a registration for keeping chickens (similar to keeping dogs)?
2. Should there be a fee associated with a Chicken License?
3. What size of flock would be appropriate for backyard chicken keeping in Kentville?

Council gave feedback about these issues- they did not support registration or a fee for a chicken license. In Halifax, the keeping of chickens does not require registration but is encouraged in order to keep track of number of hens, facilitate information exchange and inform future By-law amendments on this issue.

DISCUSSION

At the September 12, 2022 meeting of Council Advisory Committee, Council had concerns about expert advice relating to the keeping of chickens being incorporated into this bylaw. To address these concerns, staff reviewed bylaws relating to the keeping of chickens from across Canada and determined the following:

1. The proposed bylaw for Kentville is consistent with these bylaws and provides sufficient guidelines for backyard flock owners and their neighbours.
2. Municipal bylaws relating to chickens provide additional information on their websites around the safe, healthy and humane keeping of chickens. These resources come from
 - a. The Government of Canada Food Inspection Agency;
 - b. Local Humane Societies (e.g. Nova Scotia SPCA) for the humane treatment of animals;
 - c. Links and resources on backyard chickens with specific instructions on the construction of coops, runs, cleaning, maintenance, feed and water;

Raising small flocks of chickens does not follow the same rules or guidelines as the raising of commercial flocks. The links and resources available to small flock owners are acknowledged to be the experts on this type of homesteading. These resources indicate that the safety, health and humane treatment of small flocks is different than for a commercial flock. These resources show the breadth of knowledge and guidance to residents who wish to have flocks which are healthy and yards which are clean and free from pests and diseases.

Some of these resources are attached, for review by Council.

POLICY IMPLICATIONS

Staff present the attached revised Animal Control Bylaw with changes specific to the keeping of chickens.

BUDGET IMPLICATION

None.

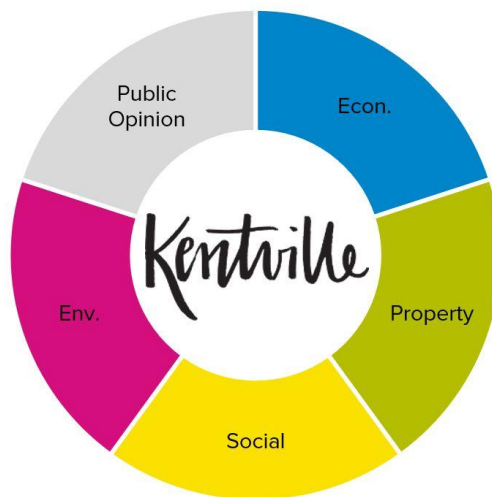
ATTACHMENTS

Animal Control Bylaw

RECOMMENDATION

That Council give First Reading to the Animal Control Bylaw at the October meeting of Council.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW CHAPTER 70 ANIMAL CONTROL

1. This By-law is entitled the “Animal Control By-law” and is intended to outline the control of animals in the Town of Kentville and incorporates the amendments as set forth in the Animal Control – Amending Bylaw (2022).

DEFINITIONS

2. In this By-Law:
 - 1) “Animal Control Officer” means a special constable or by-law enforcement officer appointed pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law, or a police officer for the Town, and an Animal Control Officer is not an Owner of any animals seized by him as Animal Control Officer;
 - 2) "Cat" means a feline of any breed of domesticated cat or crossbreed domesticated cat;
 - 2a) "Chicken License” means a license issued by Staff authorizing the license holder to raise chickens on a specific property within the Town;
 - 2b) "Chickens” means hens and poults but does not include roosters;
 - 3) “Chief Administrative Officer” means the Chief Administrative Officer for the Town;
 - 3a) “Coop” means a fully enclosed weather-proof structure and attached outdoor enclosure used for the keeping and protection of chickens at night;
 - 4) “Council” means the Council of the Town;
 - 5) “destroy” means kill;
 - 6) “Director of Finance” means the Director of Finance for the Town;
 - 7) “Dog” means any dog, male or female, or an animal that is the result of the breeding of a dog and any other animal;
 - 8) “Dog Registration Fee” means such fee as is set out in Policy Statement G33 Animal Control Bylaw Fees, or such other fee as is set by Policy of Council, for registering a dog, such fee to be set considering the cost of maintaining and improving a registry system for Dogs and enforcing this By-law, and the Fee may:
 - a. be greater for female Dogs than for male Dogs;
 - b. be greater for unspayed or unneutered Dogs than for spayed or neutered Dogs; and
 - c. be less for initial registration of a Dog where such registration by the Owner was not required prior to September 30th of the year of registration;

- 9) "Extraordinary Expense" means any expense incurred by Staff in relation to an animal except for provision of food and shelter;
- 10) "Impounding Fees" mean such fees for the cost of impounding an animal by the Animal Control Officer, and the Fees may differ for different types of animals;
- 11) "Owner" of an animal includes any person who possesses, has the care of, has the control of, or harbours an animal and, where the person is a minor, includes a person with custody of the minor;
- 12) "Pound Fees" means such fees for the provision of food and shelter to animals harboured at the pound, and such Fees may differ for different types of animals.
- 13) "Pound Keeper" means a person appointed by Council or the Chief Administrative Officer as Pound Keeper, and a Pound Keeper is not an Owner with respect to any animals kept by him as Pound Keeper;
- 14) "Redemption Period" means that period of time which commences with the possession of an animal by the Pound Keeper and expires 72 hours later, except where the period expires when the pound is closed the period shall be extended to the expiry of the next business day;
- 15) "Registration Tag" means a tag bearing a serial number and the year in which it is issued by Staff to the Owner of a Dog upon registration of the Dog to identify the Dog, and includes a Replacement Tag issued to replace a missing tag;
- 16) "Replacement Tag Fee" means such fee as is set out in Policy Statement G33 Animal Control Bylaw Fees for providing a Replacement Tag to an Owner of a Dog when a Registration Tag is lost;
- 17) "Staff" means those persons assigned by Council or the Chief Administrative Officer to administer the provisions of this By-law, and for the purposes of this By-law shall also include individuals at locations other than the Town Hall in Kentville who are authorized by Council or the Chief Administrative Officer to register Dogs or issue Registration Tags, and shall also include the Pound Keeper;
- 18) "Town" means the Town of Kentville.

DOG REGISTRATION

3. (1) Every Owner of a Dog shall register such Dog with Staff within 10 days of becoming the Owner and annually thereafter on or before the 31st day of March in each year and shall pay a Dog Registration Fee to the Town for each Dog.
- (2) The following persons are exempt from registering a Dog and paying a Dog Registration Fee, although they may choose to do so:
 - a. a veterinarian who temporarily harbours a Dog for the sole purpose of providing it with medical care;
 - b. an Owner of a Dog that is trained to assist and assists the Owner with a disability, and such an Owner is exempt from the payment of a Dog Registration Fee for such Dog if the Owner chooses to register the Dog;

- c. an Owner of a Dog that is less than 3 months old;
- d. a person who harbours a stray Dog for less than 7 days; and
- e. an agent for the Society for the Prevention of Cruelty – Kings Branch who temporarily harbours a Dog in the care of the Society; and the onus is on such persons to prove the exemption.

REGISTRATION PROCESS

- 4. To register a Dog, the Owner shall provide to Staff the following:
 - 1) name, civic address, mailing address and telephone number of the Owner;
 - 2) name and breed of the Dog;
 - 3) description of the Dog including the breed, whether the Dog is male or female, any identifying characteristics including micro-chip implants, tattoos or special markings, and, when applicable, proof that the Dog has been spayed or neutered; and
 - 4) applicable Dog Registration Fee.The Owner may also provide any other information that may assist in identifying the Dog.
- 5. Staff shall keep a record of every Dog registered, recording the following information:
 - 1) registration date;
 - 2) registration number;
 - 3) name of Dog;
 - 4) description of the Breed of the Dog and any identifying characteristics;
 - 5) name, civic address, mailing address, and telephone number of the Owner; and
 - 6) any other information provided by the Owner that may assist in identifying the Dog;and shall issue to the Owner a Registration Tag.
- 6. Where a Registration Tag issued by Staff to an Owner of a Dog becomes lost, the Owner shall obtain a Replacement Tag from Staff upon payment of a Replacement Tag Fee.
- 7. The Owner of every Dog shall keep on the Dog a collar with the Registration Tag issued for that Dog at the time of registration or a Replacement Tag, and the Tag shall be kept securely fixed on the Dog at all times during the year.
- 8. Where an Owner has registered a Dog and subsequently ceases to be the Owner of the Dog as a result of death, sale or transfer of the Dog, the Owner shall provide to Staff within 30 days of ceasing to be the Owner of the Dog written notice of:
 - 1) the name, civic address, mailing address, and telephone number of the person to whom the Dog was sold or transferred;
 - 2) the Dog's name and description;
 - 3) the Dog's registration number; and
 - 4) the reason for ceasing to be the Owner of the Dog.

9. The Owner of a Dog shall deliver in writing to Staff a statement of the number of Dogs owned, harboured, or that are habitually kept upon the premises occupied by the Owner, within 10 days after receiving notice from Staff requiring such information to be provided.
10. No more than three Dogs may be kept on any property.
11. Any person resident within the Town who purchases a Dog from the Pound Keeper shall register the Dog, pay the appropriate fee, and obtain a Registration Tag for such Dog before taking it from the pound.

CHICKENS

- 11a. A Chicken License is not required to keep chickens in the Town, but an Owner of a Chicken is encouraged to obtain a License by submitting a Chicken License Application in such form as required by staff.
- 11b. A license is not required to keep chickens, but the Town encourages voluntary registration of backyard chickens.
- 11c. The keeping of Chickens shall be subject to the following conditions:
 - i. a maximum of 10 Chickens on a property less than 4,000 square metres in area;
 - ii. a maximum of 15 Chickens on a property between 4,000 square metres to (but not including) 6,000 square metres in area;
 - iii. a maximum of 20 Chicken on a property 6,000 square metres to (but not including) 10,000 square metres in area;
 - iv. a maximum of 25 Chickens on a property 10,000 square metres and larger in area;
- 11d. Chickens must be contained within a fence on the property, and must have access to a coop at night which is within the fenced area;
- 11e. The fenced area must
 - i. Be located in a rear yard;
 - ii. Be setback a minimum of 20 metres from any watercourses;
 - iii. Be setback a minimum of 1 metre from all property lines; and
 - iv. Satisfy any other regulations for fences in the Land Use By-law.
- 11f. The keeping of roosters is prohibited.

ENFORCEMENT AND OFFENCES

12. The Animal Control Officer shall enforce this By-Law.
13. An animal runs at large in the Town when:
 - 1) the animal is off the property owned or occupied by the animal's Owner without the animal being under the apparent restraint or control of some person;
 - 2) the animal is tethered on a tether of sufficient length to permit the animal to leave the property owned or occupied by the animal's Owner;
 - 3) the animal is on property not owned by the animal's Owner where a sign has been erected prohibiting such an animal from being on the property; or

- 4) the animal is on property not owned by the animal's Owner where a sign has been erected requiring such an animal to be under the control of some person by means of a harness or leash while on the property, and the animal is not under such control.
14. A Dog is fierce or dangerous if:
- 1) the Dog has bitten a person or domestic animal;
 - 2) the Dog, when either unmuzzled or unleashed, has approached any person in a vicious or terrorizing manner in an apparent attitude of attack at any place other than the property owned or occupied by the Dog's Owner;
 - 3) the Dog has a known propensity, tendency or disposition to attack, to cause injury to, or otherwise endanger the safety of human beings or domestic animals;
 - 4) the Dog is owned or harboured in whole or in part for the purpose of dog fighting; or
 - 5) the Dog is trained for dog fighting.
15. Evidence that one person is unreasonably disturbed by a Dog barking, howling or otherwise is prima facie evidence that the quiet of the neighbourhood is disturbed.
16. Every Owner of a Dog:
- 1) whose Dog is not registered pursuant to this By-law;
 - 2) whose Dog is not wearing a Registration Tag pursuant to this By-law;
 - 3) who fails to notify Staff of cessation of ownership of a Dog pursuant to this By-law;
 - 4) who neglects or refuses to provide a written statement required by this By-law;
 - 5) whose Dog runs at large in the Town;
 - 6) whose Dog persistently disturbs the quiet of a neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;
 - 7) who harbours, keeps, or has under care, control or direction a Dog that is fierce or dangerous; or
 - 8) who fails to remove the Dog's feces from public property or private property other than the Owner's;
- is guilty of an offence.
17. (1) It shall be a defense to a charge under subsection 21(5) of this By-law that at the time of running at large the Dog is:
- a. participating in a dog exhibition event;
 - b. participating in a search and rescue operation or law-enforcement operation;
 - c. or assisting a person with a disability, provided the dog is trained for such purpose.
- (2) It shall be a defense to a charge under subsection 21(7) of this By-law that at the time of an attack or a biting:
- a. the Dog was being tormented or abused by the person or domestic animal attacked or bitten;
 - b. the Dog was acting in defense of itself or a person;

- c. the Dog was acting as a professionally trained guard dog while lawfully engaged for law enforcement or guard duties; or
 - d. the attack or bite was inflicted upon or sustained by a person who was committing one or more of the following:
 - i. willful trespass or other tort;
 - ii. a criminal act upon premises owned or occupied by the Owner of the Dog; or
 - iii. a trespass contrary to Provincial or Federal Legislation.
- (3) It shall be a defence to a charge under subsection 21(8) of this By-law that, at the time of the failure to remove the Dog's feces, the Owner had a disability that prevented the Owner from complying with the subsection and the Dog was trained to assist a person with such a disability and the Dog was assisting the Owner with such a disability.
18. Every owner of a cat, snake, lizard, or other reptile, horse, colt, ass, mule, ox, cow, or other cattle, pig, skunk, ferret, monkey, rabbit, rodent, sheep, goat, goose, turkey, or other fowl who allows such an animal to run at large in the Town is guilty of an offence.
19. (1) Every person who keeps more than three Dogs on any property contrary to this By-law is guilty of an offence.
- (2) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a veterinary hospital and the Dogs are present for the purpose of receiving medical care.
- (3) It shall be a defence to a charge under this section that the Dogs are kept more than 300 feet from neighbouring residential property boundaries.
- (4) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a temporary shelter for Dogs and is approved by the Board of Directors of the Society for the Prevention of Cruelty - Kings Branch ("SPCA"), the shelter is in good standing with the SPCA, and any Dogs in excess of the three permitted Dogs are kept on the property on behalf of, and at the written request of, the SPCA, and the person shall produce written proof of such request from the SPCA upon demand of the Animal Control Officer, which request shall specifically identify the Dogs.
- 19a. Any person who violates sections 14, 15, 16 or 17 relating to the keeping of chickens and roosters, is guilty of an offence.
- 19b. It shall be a defence to a charge that the size of a flock of chickens exceeds the limit imposed in section 13 that the size is no larger than the size that existed on the date of the adoption of this Bylaw
- 19c. It shall be a defence to a charge of keeping a rooster that the Owner kept no fewer roosters at the time of the adoption of this Bylaw.
20. Staff shall apply to the Governor in Council pursuant to the Summary Proceedings Act, R.S.N.S. 1989, c.450, as amended, to have the offences under this By-law designated by the Summary Offence Ticket Regulations to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

IMPOUNDING

21. An Animal Control Officer may, without notice to or complaint against the Owner, impound any animal that:
- 1) runs at large in the Town;
 - 2) is not registered or not wearing a Registration Tag required by this By-Law;
 - 3) is fierce or dangerous;
 - 4) is rabid or appears to be rabid or exhibits symptoms of canine madness; or
 - 5) persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;
- and deliver the animal to the Pound Keeper
22. The Pound Keeper shall:
- 1) provide adequate facilities for the keeping of such animals as may be seized by the Animal Control Officer;
 - 2) collect Impounding Fees, Pound Fees and any other charges as provided in this By-Law and forward such funds to the Director of Finance; and
 - 3) be responsible for the operation of the pound, including providing adequate food and water to impounded animals, maintaining the pound in a reasonable state of cleanliness, and keeping the pound premises neat and tidy in appearance.
23. (1) An animal must be redeemed by its Owner within the Redemption Period or the animal may be sold or destroyed by the Pound Keeper.
- (2) If an impounded Dog has a Registration Tag fixed to it, the Pound Keeper shall attempt to contact the registered Owner using the records associated with the Registration Tag. If an impounded animal other than a Dog has the name and telephone number of its Owner attached to it, the Pound Keeper shall attempt to contact the Owner. The onus is on the Owner, however, to ascertain within the Redemption Period whether the animal has been impounded, and neither the Pound Keeper nor the Town shall incur liability in the event of failure to contact the Owner.
24. No Dog may be redeemed by its Owner or sold by the Pound Keeper if the Dog:
- 1) is fierce or dangerous;
 - 2) is rabid or appears to be rabid; or
 - 3) exhibits symptoms of canine madness;
- and the Dog shall be destroyed by the Pound Keeper.
25. (1) An animal cannot be redeemed by its Owner until proof of ownership of the animal is provided to the Pound Keeper by the Owner, Impounding Fees, Pound Fees, and any Extraordinary Expense are paid by the Owner

to the Pound Keeper, and, where applicable, the Dog is registered and a Registration Tag is fixed to the Dog.

- (2) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Cat was impounded for running at large for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
 - (3) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to section 18 within a period of 24 months and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
 - (4) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Dog was impounded for:
 - a. running at large; or
 - b. persistently disturbing the quiet of the neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood; for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.
 - (5) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to subsections 16(5), 16(6), 16(7), or subsection 21(1) of this By-law, or any combination thereof, within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.
- 26.(1) Upon the expiry of the Redemption Period for an animal, the Pound Keeper may sell any animal eligible to be sold for the best price reasonably obtainable.
- (2) If an animal cannot be sold by the Pound Keeper within a reasonable period of time, the Pound Keeper shall destroy the animal.
27. An Animal Control Officer may without notice to or complaint against the Owner, kill on sight any animal that:
- (1) is fierce or dangerous or appears to be fierce or dangerous;
 - (2) is rabid or appears to be rabid;
 - (3) exhibits symptoms of canine madness;
 - (4) is running at large and eludes capture by the Officer; or
 - (5) is running at large and which the Officer believes to pose a danger to a person or a domestic animal or to property of persons other than the Owner.

PENALTIES AND ANIMAL OWNER LIABILITY

- 28.(1) Any person who contravenes section 14, 15, 16, 17, 22, 24 or 25 of this By-law is punishable on summary conviction by a fine of not less than \$150.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.

- (2) Any person who contravenes subsection 21(7) of this By-law is punishable on summary conviction by a fine of not less than \$350.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.
29. Any person who contravenes section 22 (2) of this By-law and who is given notice of the contravention may pay to the Town, at the place specified in the notice, the sum described in Policy Statement G33 Animal Control Bylaw Fees, plus any Impounding Fees, Pound Fees, and Extraordinary Expense as stated in the notice, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
30. Any Owner of an animal that is impounded is liable for any Impounding Fees, Pound Fees, and Extraordinary Expense despite the failure of the Owner to redeem the animal and regardless of whether the owner is convicted of an offence pursuant to this By-law.

EFFECTIVE

31. This By-law is effective upon publication.

**Clerk's Annotation For Official By-Law Book
Bylaw**

Date of first reading:	November 9, 2005
Date of advertisement of Notice of Intent to Consider:	November 22, 2005 November 25, 2005 November 29, 2005 December 2, 2005 December 6, 2005 December 9, 2005
Date of second reading:	December 13, 2005
*Date of advertisement of Passage of By-Law:	January 3, 6, 2006
Date of mailing to Minister a certified copy of By-Law:	June 6, 2006

Amending Bylaw

- Date of first reading:
Date of advertisement of Notice of Intent to Consider:
Date of second reading:
*Date of advertisement of Passage of By-Law:
Date of mailing to Minister a certified copy of By-Law:

I certify that this Animal Control – Amending Bylaw – Chapter 70 was adopted by Council and published as indicated above.

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



TOWN OF KENTVILLE BY-LAW
CHAPTER 70
ANIMAL CONTROL – AMENDING BYLAW

1. This by-law may be cited as the Animal Control – Amending By-Law regarding the keeping of chickens.

AMENDMENTS

2. The Animal Control Bylaw is amended as follows:
 - 2.1 Addition of definition 2a) “Chicken License” means a license issued by Staff authorizing the license holder to raise chickens on a specific property within the Town;
 - 2.2 Addition of definition 2b) “Chickens” means hens and poults but does not include roosters;
 - 2.3 Addition of definition 3a) “Coop” means a fully enclosed weather-proof structure and attached outdoor enclosure used for the keeping and protection of chickens at night;
 - 2.4 In definition 8), replace “Schedule “B” attached to and forming a part of this By-law” with “Policy Statement G33 Animal Control Bylaw Fees”;
 - 2.5 In definition 10), delete “as are set out in Schedule “B””;
 - 2.6 In definition 12), delete “as are set out in Schedule “B””;
 - 2.7 In definition 16), replace “Schedule “B”” with “Policy Statement G33 Animal Control Bylaw Fees”.
 - 2.8 After section 11, addition of the heading “Chickens”.
 - 2.9 Addition of 11a. “A Chicken License is not required to keep chickens in the Town, but an Owner of a Chicken is encouraged to obtain a License by submitting a Chicken License Application in such form as required by staff”;
 - 2.10 Addition of 11b. “A license is not required to keep chickens, but the Town encourages voluntary registration of backyard chickens.”
 - 2.11 Addition of 11c. “The keeping of Chickens shall be subject to the following conditions:
 - i. a maximum of 10 Chickens on a property less than 4,000 square metres in area;
 - ii. a maximum of 15 Chickens on a property between 4,000 square metres to (but not including) 6,000 square metres in area;

- iii. a maximum of 20 Chickens on a property 6,000 square metres to (but not including) 10,000 square metres in area;
 - iv. a maximum of 25 Chickens on a property 10,000 square metres and larger in area.
- 2.12 Addition of 11d. “Chickens must be contained within a fence on the property, and must have access to a coop at night which is within the fenced area;
- 2.13 Addition of 11e. “The fenced area must
- i. Be located in a rear yard;
 - ii. Be setback a minimum of 20 metres from any watercourses;
 - iii. Be setback a minimum of 1 metre from all property lines; and
 - iv. Satisfy any other regulations for fences in the Land Use By-law.”
- 2.14 Addition of 11f. “The keeping of roosters is prohibited.”;
- 2.15 In section 17.(1), replace “16(5)” with “21(5)”;
- 2.16 In section 17.(2), replace “16(7)” with “21(7)”;
- 2.17 In section 17.(3), replace “16(8)” with “21(8)”;
- 2.18 After section 19, addition of 19a. “Any person who violates sections 14, 15, 16 or 17 relating to the keeping of chickens and roosters, is guilty of an offence.”;
- 2.19 Addition of 19b. “It shall be a defence to a charge that the size of a flock of chickens exceeds the limit imposed in section 13 that the size is no larger than the size that existed on the date of the adoption of this Bylaw”;
- 2.20 Addition of 19c. “It shall be a defence to a charge of keeping a rooster that the Owner kept no fewer roosters at the time of the adoption of this Bylaw.”;
- 2.21 In section 28(1), the numbers should read “Any person who contravened sections 14, 15, 16, 17, 22, 24 or 25...”;
- 2.22 In section 28(2), the number should read “Any person who contravenes subsection 21(7) ...”;
- 2.23 In section 29, the number should read “Any person who contravenes section 22(2) ...”;

**Clerk’s Annotation For Official By-Law Book
Bylaw**

Date of first reading:	November 9, 2005
Date of advertisement of Notice of Intent to Consider:	November 22, 2005
	November 25, 2005
	November 29, 2005
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	December 9, 2005
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Town of Kentville, By Law Chapter 70: Animal Control – Amending Bylaw

*Date of advertisement of Passage of By-Law: January 3, 6, 2006
Date of mailing to Minister a certified copy of By-Law: June 6, 2006

Amending Bylaw

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this Animal Control – Amending Bylaw – Chapter 70 was adopted by
Council and published as indicated above.

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

Getting Started: Chicken Care Info Sheet

Disclaimer: Halifax Regional Municipality provides this information for convenience only. The municipality does not intend or believe that this information is exhaustive, and gives no warranties as to the suitability, quality or accuracy of this information. Consult with experts prior to purchasing or keeping egg laying fowl.

Building a Coop

- Coops need to be built to provide shelter from the wind, rain, cold, heat, snow, and predators. It is your chickens “house” and they will nest, lay eggs, feed, and drink water there. Make sure it is well built with strong, quality materials and is always clean and dry.
- Plastic enclosures, such as a rabbit hutch or plastic sheds, are not appropriate for chickens.
- The floor must be constructed to keep out predators, be easy to clean, and maintain a consistent environment. A dirt floor is not suitable as it permits predators to gain access to the coop. A wood floor a minimum of 30 centimeters (1 foot) off the ground is suitable but must be protected from moisture. A concrete floor is ideal.
- Walls should be moisture resistant, but non-toxic. Anti-fungal agents can reduce the chance of mold. Paint or varnish should be applied prior to assembly. Ensure there are no drafts.
- The roof should be waterproof and not be made of a material that will not collect and hold heat. The eaves should allow for sufficient ventilation while keeping the openings small to prevent water and predators from entering.
- The main door should be wide enough to let the birds pass but does not need to be larger than that. It must be able to be secured at night to keep predators out. Do not place the door more than 2 feet off the ground or the chickens will have difficulty accessing it. Ideally, they will be able to easily walk in and out of the coop with no need to jump or attempt to fly. Provide another door for human access to the eggs. This can usually be located directly above the nest boxes intended for egg laying/nesting for quick and easy access.
- Windows will provide a better environment for the chickens, as well as providing opportunities for ventilation, especially in hot weather. Consider windows with a sliding or swinging outer cover that can be easily removed or locked securely when needed. Place wire mesh over the opening.
- Chickens require somewhere to roost. Lumber or branches can be used, about 5-10 centimetres in diameter. They should be about 2 feet off the floor, and enough space for all the birds should be provided to avoid competitions for space. Ensure they are securely fastened and capable of holding the weight of chickens expected to be on each roost.

- Chickens do well in cold conditions if the coop is well sealed from wind and water intrusion. Under normal winter conditions in HRM, a single 100w light bulb turned on in the coop will provide sufficient heat to keep the chickens warm in the winter, along with passive solar heating. If it becomes exceptionally cold, consider a small heating lamp. Use caution as many materials within the coop are flammable, and the chickens do not need much heat. In contrast, during hot summer days ensure the coop has enough ventilation. If it is exceptionally hot with little or no breeze, provide a small fan to circulate air through the coop.
- Feeders can be incorporated as part of the construction, but many affordable sturdy plastic feeders are available that be easily moved and filled when needed. Ensure the material can be easily cleaned. The feeder should always be capable of keeping the feed dry. They should provide enough space for the birds to eat together, to avoid competition in the flock.
- Waterers should also be made of a non-toxic, non-corrosive, easy-to-clean material. The waterer needs to be positioned away from the feeder to avoid contamination. It should be capable of holding enough water for a full 24-hour period and be cleaned regularly.
- Nest boxes must be provided for every 2-3 hens. They prefer wooden boxes placed as close to the ground as possible. Provide about 8-10 centimetres of straw or grass. The chickens prefer the space to be dark, private and covered on the top for privacy.

Building a Run

- The purpose of a run is to allow the chickens to enjoy space to run, dust bathe, forage, and play. It is to prevent the bird's escape, and prevent predators from getting in.
- The surface of the run can simply be soil, but it must be capable of being raked out to remove droppings. In an urban area, consider leaves, wood chips, or sod as ground cover.
- Fencing must be strong. Chain link or woven fencing is ideal. Small, strong wire mesh should be placed at the bottom and anchored underground to deter tunneling under the fence by predators. Keeping fences adequate will require ongoing maintenance and regular inspection.
- The pen must be covered to prevent hens from escaping, and to keep predators out.
- Provide a windbreak, such as a short wall, to allow the hens some protection from wind while remaining outside.
- Shade should be made available with landscaping or by covering small sections of the walls or roof.
- Ensure the chickens can have a dust bath. Dust baths are an important part of disease prevention as they allow the chickens to remove insects and parasites; chickens also enjoy the bath and it is an important component of their overall

welfare. They will usually dig their own, but if dirt is not available in the run, one must be provided. Provide a kiddie pool or other similar container filled with loose soil. In the winter, provide a large bucket inside the coop filled with play sand as an alternative.

- Add furnishings to the run such as platforms, small trees, branches, and other places for the chickens to interact with, play on and hide within. You could even provide plants which are edible to chickens. Chickens with uninteresting and unfurnished pens may have behavioral issues.

Cleaning, Regular Maintenance and Manure Disposal

- Regular cleaning is vital to reduce the chances of disease spread, to minimize odour and for animal welfare.
- Manure and wet bedding should be removed from the coop daily. Manure and bedding can be bagged in garbage bags and placed curbside for collection. Do not put manure or bedding in the green bin.
- A thorough cleaning of the coop should occur at least once a year. This would include a complete removal of all bedding, straw and other materials inside the coop, and a disinfection of the walls, floors, roosts, and nests.
- Hay, straw, or grass used in the coop or run should be dry, and no older than a year at the time it is being placed. Ensure it is free of insects, mold, and contaminants.
- Clean waterers and feeders at least once a week with hot, soapy water.
- Rake out the bottom of the run at least once monthly and completely replace bedding.
- Keeping the coop and run clean and dry helps to prevent disease.

Feed and Water

- Food and water are required at all times of the day and night. Change water at least daily and ensure it is clean, and food is kept dry. Replace food when it gets damp or wet. Chickens drink about two cups of water per day.
- When it is cold outside you will have to periodically go outside to ensure the water is not frozen. Bringing out warm (not hot) water can extend the time in between these checks, and can help keep the chickens warm in cold weather.
- Onion, avocados and chocolate are toxic to chickens.
- Store food in rodent proof containers in a cool, dry place that is inaccessible to animals.

Disposal of droppings, bedding, and deceased birds

- Droppings, wet bedding, and dirty straw should be placed in the garbage. Do not place droppings or bedding in the green bin. Do not use your chicken's manure in composting or other agricultural practices. The risk of disease is too high.
- If birds die, they must be disposed of by a licensed veterinarian or at a pet crematory. Birds cannot be placed in the garbage, green bin or blue bags. They are non-collectable waste. Do not bury birds as they will attract predators.

Staying Safe

- To avoid germs such as *salmonella* it is vital to practice some basic disease mitigation habits.
- Always wash your hands immediately after handling live poultry, their eggs, or being within their living area.
- Supervise children around chickens.
- Do not hug, snuggle, or kiss chickens.
- Do not touch your mouth, eyes or face around chickens.
- Do not eat or drink around chickens.
- Do not bring chickens inside your home or any building aside from the structure (coop) where they live and to the vet.
- Follow proper cleaning practices for coops and runs.
- Clean tools and equipment used in an around chicken living areas.
- Set aside a pair of shoes to wear for coop cleaning and maintenance that are separate from your other shoes. Do not bring these shoes inside the house.
- Wash your hands frequently.
- Wash eggs thoroughly with soap and warm water before consuming.
- DO NOT slaughter or attempt to prepare chicken meat on your own. Consult a licensed abattoir.

Basic Chicken Care

GENERAL INFORMATION

Lifespan

- Chickens can live as long as a dog or cat--- up to 14 years or longer.
- Egg laying for a hen generally starts at 6 months old, peaks at 18 months and declines with age.

Cost

- Start Up costs for coop, maintenance, tools, cleaning, equipment, heating / cooling appliances, dishes, nets, food storage, scale, fencing, security locks, lighting,
- Supplies per bird for food, bedding, nutritional supplements, cleaning supplies
- Vet care if your hen becomes ill. Consider exam fee, possible diagnostics, medications costs and other costs related to illness or injury.

Time

- 1 hour per day minimum for cleaning, parasite control, grooming, physical exam, travel time to purchase supplies, construction, repair, medication, feeding, supervise free time out of pen.
- Hens should be cared for twice daily. During the am to ensure food, water, and cleaning for the day and again in the evening to ensure adequate supplies for the evening and that all birds are securely confined overnight.
- Think ahead for vacations and weekends away. Do you have someone is able to care for your birds while you are away and knows about your flock and chicken health in case something goes wrong?

Location

- Coop and pen should be located in an area that provides shade, direct sunlight, good drainage and protection from prevailing winds and will not present a problem to neighbors.

Uninvited guests

- Chickens will attract bird mites and lice, mice, yard birds, squirrels, raccoons, dogs, coyotes, rats, and humans. You must ensure that your flock is safe both from predators and pests.

Companionship

- A single chicken is a sad chicken. Plan to have at least 2--- they are flock animals and need the companionship of other chickens. Generally, 3---4 compatible chickens can be well maintained in a typical city environment. Individual bird's age and temperament can affect compatibility. Over crowding chickens is the most common mistake. Sometimes single birds can thrive with a human friend if they have special needs.

Handling and Restraint

- Never handle a chicken by wings, feet or legs. Herd bird to corner using slow deliberate movement. Fast= predator, slow = less threat. Place hands over top part of wings

(shoulders) and hold securely but do not squeeze. Pick up and hold under arm to keep wings in place. Support feet with other hand if bird will tolerate. To restrain for transport or examination, drape a towel over shoulders cape style and wrap around body.

Transportation

- Consider travel time and avoid extreme weather conditions when bringing home new hens. Heat exhaustion can develop quickly; interior car temps can reach a fatal point in 10 minutes. Medium sized hard pet carriers work well for security, safety and stress. Line with a towel, shredded paper or straw. Food is a good stress reducer. Offer wet food like greens or cucumber for long trips.

Bringing Hen Home

- If other birds are already present a 2 week quarantine in a separate area is recommended to watch for signs of illness and parasites. Avoid noisy, high traffic areas and allow the bird to acclimate before introducing to other birds, animals and family.
- The majority of their waking hours are spent active, grazing, foraging for food - plants, bugs and occasionally small rodents.
- The hens spend their days scratching for food, dust bathing, preening, playing and napping. Hens begin to lay eggs at about 6 months of age. Domesticated hens have been bred to lay one egg a day but by 18 month of age, egg laying frequency generally diminishes and many adult or senior hens stop laying altogether.
- Chickens are sociable, cheerful and intelligent creatures that can form lifelong bonds with each other and other species. Because of their keen intelligence and instinctive physical activity, they need a stimulating environment that mimics as much as possible the rich and diverse world nature designed them to enjoy.

COOP

Placement

- The coop needs to be a closed structure which provides shelter from cold, heat, wind, rain, snow and predators for protected roosting, nesting, feeding and watering space.

Construction & Materials

- Coops can be purchased ready made or in kits, constructed within an existing structure or built from scratch.
- NOTE: rabbit hutches, plastic igloos, dog houses and such are not appropriate structures.

Floor

- The floor should not collect and hold moisture, be easy to clean, retain heat in cold weather and exclude rodents/predators. A dirt floor draws heat away and is not easy to clean or rodents/predators proof. A wood floor is adequate provided it is at least a foot off the ground, insulated and sealed properly but is difficult to sanitize because it is porous. A concrete floor is ideal since it discourages rodents/predators and is easy to sanitize. Regardless of the floor type, bedding strewn on the surface is needed to absorb moist fecal matter and facilitate cleaning. Leaves or wood shavings work best and can be composted or easily bagged and disposed of as solid waste.

Walls

- Materials that are resistant to moisture and mold and easily cleaned are best. Chemically treated materials should be nontoxic. A good compound with anti fungal agents is good for humid areas. Clear varnish is also good. Everything should be treated or painted before it is assembled. Wooden structures should be draft free.

Roof

- The coop roof should be made of a material that will not collect and hold heat. The roof surface should be covered with an insulating tar paper to protect from heavy rains. The roof should be slightly inclined, to allow water to run off and if it overhangs it will protect from downpours. A few small openings along the eaves allow moisture to escape and provide fresh air.

Doors

- Doors for chickens should be just large enough for the largest bird and can be positioned anywhere from ground level to about 2 feet high with a stable ramp with cleats. Chickens are ground dwellers, not parrots---small doors at heights greater than 3 feet with flimsy, unstable ladders are not appropriate. Doors must be able to be secured against predators at night.
- Do not forget to provide easy human access to the coop so you can collect eggs and clean the entire coop.

Windows

- You may consider windows as chickens love windows and need natural light. Cover with 1/2" metal screen so they can be opened for ventilation in hot weather.

Roosts

- Lumber or branches can be used. They should be strong enough and mounted securely enough to hold all birds. The surface should be rough for good grip with no splinters or sharp edges. For medium sized birds, 2" or 4" flat or 1 1/2" diameter is best for foot comfort. The longer roost the better to prevent competition. They should be set 18" from wall, 2 ---3 feet off the floor. If mounted higher, rung steps are needed spaced 8--12 inches apart. The addition of a dropping board underneath and elevated roost will collect droppings and keep floor space below clean and inhabitable.

Climate

- If you provide heat for your hens you may consider only providing a heat lamp. If hens are kept dry and the coop does not have drafts your birds will not need much heat. Use caution when considering what to put in your coop as heaters and lamps can cause fire hazards. Your coop can have a lot of dust and combustible materials, from feathers, to feed, to straw. Your best protection is to build a coop and outdoor enclosure to keep your birds dry and free from drafts.
- On hot summer days you will need to think about keeping your coop and birds cool. You can do this by building your coop in a shaded area and keeping the surrounding area cool on hot days. You can do this by spraying down the coop, not the birds. You may consider providing a fan on very hot days if there is little or no air movement.
- Chickens can tolerate quite a bit of cold weather. You will need to ensure that their drinking water does not freeze and that their coop is not drafty or damp.

Ventilation

- Doors, windows and vents near the ceiling supply oxygen, remove heat from breathing, remove moisture from breath and droppings, harmful gasses and dust particles, and dilute disease causing airborne organisms.

Light

- Natural light from windows and/or skylights should be provided. The minimum light intensity you should provide should be enough to clearly see the hens feed when standing over the feeder.

Feeders

- Food receptacles should be made of non---corrosive material that is easily cleaned minimizes spillage, prevents contamination with droppings and keeps food dry. The containers should be large enough for all the birds to comfortably eat at once or numerous enough to prevent competition or intimidation.

Waterers

- Water receptacles should be made of non---corrosive material that can be cleaned and disinfected with a solution of chlorine bleach, prevent contamination with droppings and is spill and leak proof. The containers should be large enough for all the birds to comfortably drink at once and hold enough water for all birds for an entire day. They should be slightly positioned higher than the feeder or far enough away to prevent contamination with food.

Nest boxes

- One nest box for every 2 -3 hens. Chickens prefer wooden nest boxes with covered opening for privacy placed on or as low to the floor as possible. If set higher they require a perch in front of the opening. They should be filled with 2 -4 inches of straw, litter or grass.

PEN

General

- The fenced area surrounding the coop that provides secure access to exercise, sunlight, earth and vegetation and is freely available to the birds when they are unsupervised during the day. It is constructed to prevent the bird's escape and prevents entry by intruders/predators.
- If the coop is elevated 2 feet so the chickens can use the space underneath, the coop and pen should not occupy the exact same footprint. Do not forget to provide adequate opening and space for a person to be able to clean the entire outdoor pen area and to be able to catch hens if needed.

Pen Floor

- Choose a well drained area. Material for the floor should be clean, non-toxic, biodegradable, readily available, inexpensive and replaceable. Since it will become compacted from little feet and contaminated by concentrated droppings and parasites, it will need to be raked out and replaced frequently to reduce odor and fly activity. Play sand, leaves, municipal wood chips, sod and hard wearing ground cover work well.

Fencing

- The type of fencing depends on what the most likely predators are in your area. Dogs, rats, raccoons, and coyotes are the most prevalent in city neighborhoods. It's best to build the strongest deterrents possible. Chain link panels or welded or woven fencing on a sturdy frame reinforced at the bottom with small mesh metal wire that prevents predators from tunneling under the fence will discourage most intruders. Regular inspection is key to security.

Cover

- The outdoor pen should be covered to keep hens in and predators out. Covering the pen with a roof such as corrugated fiberglass can provide shade and rain shelter.

Windbreak

- Providing a wind and rain/snow break will give the birds a protected area to be outdoors even in winter.

Shade

- Shade must be available and can be provided by vegetation or strategically placed materials.

Dust bath

- Taking a dust bath is the closest thing to heaven for a chicken. They bathe in the sun and in loose dry soil depressions in the dirt which cleans their feathers and rids them of parasites. Birds will usually dig their own hole for dust baths. If they are unable to dig their own dirt bath area you will need to provide one. Keep the soil in the dust bath loose and add play sand if it is a heavy clay soil. Adding a little poultry dust, diatomaceous earth or wood ash increases the effectiveness of parasite control. Large heavy rubber feed buckets filled with play sand are a welcome addition to the indoor coop in the winter.

Enrichment furnishings

- Lots of large branches, stumps or platforms provide places to go and things to do and look natural and attractive in the pen. You can include bushes, boxes or other objects to sit in or hide behind. You can plant kale or other safe, edible vegetation around the outside of the pen for forage. Overcrowding, boredom and barren pens are the most common cause of behavior problems.

Nontoxic plants

- Chickens are inquisitive and voracious eaters of vegetation and many ornamental garden plants can be toxic to them. Learn which of your plants might be harmful and be sure your hens cannot reach them through the fencing.

PROVIDING GOOD CARE FOOD/WATER

General

- Fresh food and water are required daily and should be available at all times of day and night. Hay, grain and prepared feed should be fresh, less than one year old and free of mold, insects or other contaminants.
- Caution toxic: onion, avocados, chocolate, among other items
- Supplements: oyster shell or limestone
- For calcium, granite grit for digestion, mineral salt or ground salt licks. Chickens drink 1 - 2 cups of water a day. Feed should be stored in rodent proof containers in a cool dry area inaccessible to animals. Food that is uneaten or spilled should be removed from animal enclosures daily.

Social Needs

- Temperament and social structures of animals should be taken into account, and separate areas provided for incompatible birds.

Vet Care

- Locate a veterinary clinic nearby that will see chickens before one is needed. Preferably one that specializes in avian care. Chickens are welcome in increasing numbers of city clinics.

SANITATION

- Manure and wet bedding should be removed from coop and animal feeding and lounging areas daily. Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year. If your birds have been diagnosed with an illness you will want to clean your entire coop and outdoor area before getting any new hens. Keeping shelter areas clean and dry will help prevent bacteria, fungi, insects, rodents, etc. Rodent levels will be minimized by keeping all feed in rodent proof containers and removing spilled or uneaten food promptly. Litter can be double bagged and disposed of as solid waste or composted but must be done in an area where chickens will not scratch for at least a year. Housing animals in spacious, clean and relatively dust free environments will keep them healthy and will minimize human exposure to infectious disease.

Additional Information

The Halifax Regional Municipality provides this resource list impartially, for convenience only. The municipality does not intend or believe that this resource list is exhaustive, and the municipality does not have any knowledge and makes no representations and give no warranties as to the suitability, quality or accuracy of any information, products or services in any way published or publicized directly or indirectly through the sites listed here.

Backyard Chickens <http://www.backyardchickens.com/>

Backyard Poultry Magazine <http://www.backyardpoultrymag.com/>

Poultry One Backyard Chickens Site <http://poultryone.com/raisingchickens.php>

The Poultry Site <http://www.thepoultrysite.com/>

[Monthly Chicken Coop Cleaning \(Video\)](#)

[Building a chicken coop with a run \(Video\)](#)

[Easy Cleaning Chicken Coop with plans \(Video\)](#) (video with a link to coop building plans)

[Chicken Coop Build Part 1 \(Video\)](#) (large coop for 6+ chickens)

[Small Backyard Chicken Coop Tour \(Video\)](#) (for 3-4 chickens)

Healthy Families and Flocks (CDC) <https://www.cdc.gov/healthypets/resources/backyard-flock.pdf>

The CDC: Backyard Poultry <https://www.cdc.gov/healthypets/pets/farm-animals/backyard-poultry.html>

The “Five Freedoms”: Humane Treatment for Chickens

DISCLAIMER: The following information is not intended to be exhaustive; inclusion as a resource in no way is intended to represent an endorsement by the Halifax Regional Municipality or a warranty as to the accuracy of the information on this page. The Province of Nova Scotia is responsible for Animal Welfare in Nova Scotia.

Humane Canada [says](#) that “*The Five Freedoms*” were developed in 1965 by the United Kingdom’s “Farm Animal Welfare Council”. The concept states that an animal’s basic needs can be met so long as the five freedoms are provided. They are:

1. Freedom from Hunger and Thirst by ready access to fresh water and a diet to maintain full health and vigour.
2. Freedom from Discomfort by providing an appropriate environment, including shelter and a comfortable resting area.
3. Freedom from Pain, Injury or Disease by prevention or rapid diagnosis and treatment.
4. Freedom to Express Normal Behaviour by providing sufficient space, proper facilities and company of the animal’s own kind.
5. Freedom from Fear and Distress by ensuring conditions and treatment which avoid mental suffering.

If you suspect chickens are being treated inhumanely contact the Nova Scotia SPCA. The SPCA enforces the Animal Protection Act of Nova Scotia. Do not contact the municipality with animal welfare concerns.

Nova Scotia SPCA
PO Box 38073 Stn Burnside
Dartmouth, NS
B3B 1X2

To report animal cruelty call 1-888-703-7722 or 211

or email animals@spcans.ca



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

902-679-2501
dtroke@kentville.ca

October 11, 2022

RE: Property Assessed Community Energy (PACE)
Program

At the June 27, 2022 meeting of Council, a motion was made to approve a joint application to the Federation of Canadian Municipalities 'Community Efficiency Financing Program for Feasibility' with the Municipality of West Hants. Since that time, staff from West Hants and from PACE Atlantic have been working on the application.

The Town's existing PACE bylaw was created in July 2016 to facilitate this kind of program. During the recent application process, PACE Atlantic identified some area of the bylaw which need to be amended to reflect best practices. Suggested changes to the bylaw are attached in the Amending Bylaw, with the complete proposed bylaw available for review in the Consolidated Bylaw.

Staff recommend that Council consider giving this bylaw First Reading at the October 24, 2022 meeting of Council.

Dan Troke
Chief Administrative Officer
Town of Kentville



TOWN OF KENTVILLE BY-LAW
CHAPTER 97
PROPERTY ASSESSED CLEAN ENERGY AMENDING PROGRAM

AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

Title

2. This by-law may be cited as the Property Assessed Clean Energy Program Amending By-Law, and may be referred to as the PACE Amending By-law.

AMENDMENTS

3. The PACE Bylaw is amended as follows:
 - (1) In section 3.aa Addition of ""Certificate of Completion" means a form issued by the Program Administrator, completed and signed by the Contractor and counter-signed by the property owner, stating that the Greening Building Upgrade has been completed on the property.";
 - (2) In section 3.c "Clean Energy Upgrade" is replaced with "Installation";
 - (3) In section 3.c.i "and reduced water consumption" is added after "renewable energy,";
 - (4) Deletion of 3.c.iv "achieves an overall savings to debt ratio for the owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program.";
 - (5) In section 3. Addition of the following definition 3.ca " "Owner" means a registered owner of a read property in accordance with the records on file at the Province of Nova Scotia's land registry office";
 - (6) In section 3.b Replace "PACE Customer Agreement" with "Participation Agreement";
 - (7) In section 3.f, addition of "Installation" before "Upgrade";
 - (8) In section 3. Addition of 3.fa " "Program Administrator" means the Property Assess Clean Energy Property Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade";
 - (9) In section 3.g, "Qualifying Property" deletion of "an owner-occupied single unit residential" and replaced with "a"; deletion of "any

- building type restrictions contained in the PACE Program” and replaced with “approval by the Chief Administrative Officer”;
- (10) Under Application and Approval, insertion of 4a. “Council will annually, through the municipal budgeting process, establish the amount of funds that are available for the PACE Program”;
- (11) In section 4. Replace “may apply for a Clean Energy Upgrade to the Qualifying Property” with “may apply to the Town to finance an Installation to a maximum value subject to the dollar value limit established in the PACE Program policy and the available budget funds.”
- (12) Replace 5. “A Clean Energy Upgrade shall be subject to the execution of a PACE Customer Agreement by the CAO (on behalf of the Town) and owner of the Qualifying Property” with “Financing of an Installation shall be subject to obtaining the written approval of the Chief Administrative Officer, or designate, on behalf of the Town, and the execution of the Participation Agreement by the Owner of the Qualifying Property.”
- (13) Insertion of 5a “The following conditions must be met in order for the Chief Administrative Officer, or designate, to grant approval:
- a. The Owner of the Qualifying Property must not be in arrears in any property taxes, water and sewer charges or other Town fees and charges.
 - b. The Installation must strive to achieve an overall savings-to-debt ratio for the Owner of the Qualifying Property equal to or greater than 1:1, as specified in the Participation Agreement.”
- (14) In section 6. Replace “installation of the Clean Energy Upgrade” with “Installation”.
- (15) In section 7.c Replace “where the Charge is paid by installments, an administrative charge of 4% of the outstanding balance of the Charge.” with “interest accrued on the Charge including any additional interest arising due to any default of payment.”;
- (16) Delete section 8. “Interest shall accrue on the PACE Charge at the same rate applied by the Town for unpaid taxes.”;
- (17) In section 9. Replace “10 years” with “15 years”;
- (18) In section 11. Add “and Program Administrator” after the word “Treasurer”;
- (19) Under the heading Lien, delete sections 12. and 13.
- (20) Add the following sections under the heading Lien:
- “12a. On completion of the Installation pursuant to a Participation Agreement, the Charge shall be levied against the Qualifying Property.”;
 - “13a. The Charge imposed pursuant to this Bylaw constitutes a lien on the Qualifying Property in accordance with the Municipal Government Act and may be collected in the same manner as other Town charges and levies.”;
 - “13ab. The lien shall become effective when the Certificate of Completion has been issued by the Program Administrator.”;

“13abc. The lien shall remain in effect until the total Charge, plus interest, has been paid in full.”

(21) Delete the heading “Interest”. Add a heading called “Municipal Liability”;

(22) Delete 14.

(23) Add under the “Municipal Liability” section, 15 “The town is not responsible for the quality of the equipment or of the work carried out by the Contractor, or for guaranteeing any energy savings, water savings or renewable energy production, and as a result, the Town shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of equipment, its installation, or use by the owner.”

CLERK’S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Bylaw

Date of first reading: May 30, 2016

Date of advertisement of Notice of Intent to Consider: June 1, 2016

Date of second reading: June 27, 2016

*Date of advertisement of Passage of By-Law: July 4, 2016

Date of mailing to Minister a certified copy of By-Law: July 4, 2016

Amending Bylaw

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this PACE Amendment Bylaw – Chapter 97 was adopted by Council and published as indicated above.

*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW



TOWN OF KENTVILLE BY-LAW
CHAPTER 97
PROPERTY ASSESSED CLEAN ENERGY PROGRAM
CONSOLIDATED BYLAW

AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

Title

2. This by-law may be cited as the Property Assessed Clean Energy Program By-Law, and may be referred to as the Consolidated PACE By-law and incorporates amendments as set forth in the CH97 PACE Amending Bylaw.

DEFINITIONS

3. In this by-law
 - a. "CAO" means the Chief Administrative Officer for the Town, or his or her designate for the purposes of implementing this Bylaw;
 - aa. "Certificate of Completion" means a form issued by the Program Administrator, completed and signed by the Contractor and counter-signed by the property owner, stating that the Greening Building Upgrade has been completed on the property."
 - b. "Director of Finance" means the Director of Finance for the Town, or his or her designate;
 - c. "Installation" means equipment that is affixed to a Qualifying Property and which
 - i. will result in substantially improved energy efficiency, the generation of renewable energy and reduced water consumption, or reduced greenhouse gas emissions;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct/air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Municipality;

- iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy; and
- iv. Deleted.
- d. “Participant Agreement” means the Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade;
- ca. “Owner” means a registered owner of a read property in accordance with the records on file at the Province of Nova Scotia’s land registry office”
- e. “PACE Charge” means the charge for reimbursement for costs incurred by the Town for the installation of a Clean Energy Upgrade as calculated pursuant to this by-law;
- f. “PACE Program” means a program established by the Town under which an owner of a Qualifying Property may obtain a Clean Energy Installation Upgrade;
- fa. “Program Administrator” means the Property Assess Clean Energy Property Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade”
- g. “Qualifying Property” means a property located within the Town and with respect to which no property taxes, rates or charges are outstanding, subject to approval by the Chief Administrative Officer;
- h. “Town” means the Town of Kentville; and
- i. “Treasurer” means the treasurer for the Town.

APPLICATION AND APPROVAL

- 4. An owner of a Qualifying Property may apply to the Town to finance an Installation to a maximum value subject to the dollar value limit established in the PACE Program policy and the available budget funds.
- 4a. Council will annually, through the municipal budgeting process, establish the amount of funds that are available for the PACE Program
- 5. Financing of an Installation shall be subject to obtaining the written approval of the Chief Administrative Officer, or designate, on behalf of the Town, and the execution of the Participation Agreement by the Owner of the Qualifying Property.
- 5a. The following conditions must be met in order for the Chief Administrative Officer, or designate, to grant approval:
 - a. The Owner of the Qualifying Property must not be in arrears in any property taxes, water and sewer charges or other Town fees and charges.
 - b. The Installation must strive to achieve an overall savings-to-debt ratio for the Owner of the Qualifying Property equal to or greater than 1:1, as specified in the Participation Agreement.

PAYMENT OF CHARGE

- 6. The PACE Charge shall be payable 30 days following completion of Installation in accordance with the PACE Customer Agreement.
- 7. The PACE Charge shall consist of:

- a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and
 - c. interest accrued on the Charge including any additional interest arising due to any default of payment.
8. Deleted.
9. The owner of a Qualified Property may pay the PACE Charge by equal installments amortized over a period of not more than 15 years.
10. In the event of the owner of a Qualified Property failing to make any payment required by the PACE Customer Agreement, the outstanding balance shall be immediately due and payable.
11. The Treasurer and Program Administrator shall maintain a separate account of all monies due for PACE Charges, identifying:
- a. the names of the property owners, assessment numbers, Property Identification (PID) numbers, and civic address;
 - b. the amount of the PACE Charge; and
 - c. the amount paid on the PACE Charge.

LIEN

12. Deleted.
- 12a. On completion of the Installation pursuant to a Participation Agreement, the Charge shall be levied against the Qualifying Property.
13. Deleted.
- 13a. The Charge imposed pursuant to this Bylaw constitutes a lien on the Qualifying Property in accordance with the Municipal Government Act and may be collected in the same manner as other Town charges and levies.
- 13ab. The lien shall become effective when the Certificate of Completion has been issued by the Program Administrator.
- 13abc. The lien shall remain in effect until the total Charge, plus interest, has been paid in full.

MUNICIPAL LIABILITY

14. Deleted
15. The town is not responsible for the quality of the equipment or of the work carried out by the Contractor, or for guaranteeing any energy savings, water savings or renewable energy production, and as a result, the Town shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of equipment, its installation, or use by the owner.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Bylaw

Date of first reading:

May 30, 2016

Date of advertisement of Notice of Intent to Consider:

June 1, 2016

Date of second reading:

June 27, 2016

Town of Kentville, By Law Chapter 97: Property Assessed Clean Energy Program

*Date of advertisement of Passage of By-Law: July 4, 2016
Date of mailing to Minister a certified copy of By-Law: July 4, 2016

Amending Bylaw

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this PACE Bylaw – Chapter 97 was adopted by Council and published as indicated above.

*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW

September 27, 2022

Mr. Dan Troke, CAO
Town of Kentville
354 Main Street
Kentville, Nova Scotia
B4N 5G6

Dear Mr. Troke:

It has been a long road from an unenforceable three-sentence nuisance statement to the completion of an enforceable Noise Bylaw. It was a journey of bumps and pot holes, but it did materialize. So first, we would like to thank those councillors who worked to make it happen. Their due diligence and patience did not go unnoticed, and a special gratitude goes to Cate Savage who stayed with us from the very beginning four years ago.

As the Town of Kentville grows, so does the need for such a bylaw. For those who think otherwise, remember. The majority of people are considerate of their neighbours and are willing to solve issues with co-operation and congeniality; but, it is for the minority that these bylaws are made. The ones who will not acknowledge a problem; who refuse to entertain any possible solutions; and who threaten neighbours who complain.

As to the other varying levels of the Town of Kentville and its Police Department, dealings with them were less than satisfactory and at times not appropriate. This road was an experience and one that must be told so it does not happen to the next citizen. Call it a learning curve, if you will. Beyond this black and white document of legalities, the bylaw needs to be tempered with common sense, unwritten as it may. A good dose of sincere empathy or, at best, a seasoning of respect towards the town citizens would go a long way in communications when there is a complaint.


Noise is subjective and should never be met with derision. Otherwise the expected results from a complaint are defeated long before it even begins. When one is belittled and ridiculed for complaining, it is unacceptable coming from professionals. Or when these officials decide on their own to pick a point to do a decibel reading without knowing where the actual issue is on the victims property. (No one from the town nor the police gave us that courtesy to show them where the specific problem points were.) Or when they wash their hands of an issue by advising the victims to handle it themselves. Yes, unfortunately, this was our experience which left us the perception we were the problem and not the neighbour.

And when an official says that 'we live in a noisy world and must live with it'; I say 'it is because we live in such a congested world, we must be always cognizant of our neighbours who live 20 feet away, and always be considerate when it comes to noise.

It has been proven that continuous noise is detrimental to one's health, physically and mentally; and cities around the world are now realizing the affects and are finding creative solutions.

We are hoping bringing the issue we encountered to the forefront will indeed go a long way to foster constructive change. Thank you.

Respectfully yours, Corinne and Pierre Hoebbers

Corinne Hoebbers 



Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

3 October 2022

RE: Change of Date for October Council Meeting

October Council Meeting Date – November 1, 2022

1. The 2022 October Council Meeting date is scheduled for Tuesday November 1, 2022, as a result of Halloween occurring on the last Monday of the Month.
2. Due to scheduling of the Nova Scotia Federation of Municipalities (NSFM) annual conference from November 1-4, 2022 and attendance by members of council (4), there would not be quorum for the meeting on November 1, 2022.
3. It is recommended that the October Council Meeting be held on Monday, October 24, 2022. Further that notice of change be published on the Town of Kentville website.

Respectfully Submitted

Sandra Snow, Mayor
Town of Kentville



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 5th, 2022

SUBJECT: **Municipal Approval of Temporary Borrow Resolution Kings Transit Authority**

ORIGIN

Kings Transit Authority (KTA) through the Investment in Canada Infrastructure Program (ICIP) is applying for up to \$8.76 M in Federal and Provincial Funding to replace 11 buses and make building upgrades to the KTA building/ garage.

All applications must be submitted to the province with partner guarantees to the project no later than November 15th.

BACKGROUND

Through ICIP, municipal units can apply for assistance with capital upgrades for bus services which have green components. This funding from the Federal and Provincial governments is up to 73.3 % of the project costs. Funds are available throughout Nova Scotia with \$8.76 M of Federal/ Provincial funding allocated for potential projects in the Valley. The municipal component, 26.6 % or \$3.19 M. Some small grants are available through other sources reducing this amount to \$3.12 M. Total combined funding for projects would be \$11.95 M. The debenture to finance the overall project would likely be issued in 2026.

The four partners Kentville, Kings, Wolfville and Berwick are required to provide a guarantee for the combined \$11.95 M. Of the \$3.12 M from the partners, \$0.85 M is in current reserves for KTA and are available for this project thus reducing the partners contribution to \$2.27 M. The County of Annapolis and Digby are not partners to the agreement but do provide input into the pilot project.

Kentville's contribution after the reserves would be \$0.493 M with buses being financed over 10 years and building alterations over 20 years. Kentville comprises approximately 20 % of the funding for KTA which translates into an overall guarantee of \$2.39 M of the \$11.95 M project.

Over the next 6 to 12 months the pilot will formalize a business plan that will return to the voting members for consideration. This includes reviewing electric and hybrid bus considerations, charging station locations, and route design. No incremental funding will be required as there are reserves amongst the funding partners which will be drawn first.

POLICY IMPLICATIONS

Moving to electric or hybrid buses is a green initiative which will reduce the overall environmental footprint and reduce greenhouse gas emissions for KTA.

BUDGET IMPLICATION

Kentville will be required to commit up to \$493k or \$0.493 M to the capital components of this project and be a guarantor with the three other funding partners.

No funds are needed for the current fiscal year. Once approved through ICIP year 2 funding could be up to \$4 M with the majority of that cashflow coming from the ICIP grant.

The municipal cash flows are expected to commence in 2024-25 with a debenture issued in 2026

	Guarantee	Percentage	Base Cost	Reserves	Balance
Kings	7.17M	60	1,712,637	(507,728)	1,204,909
Kentville	2.39M	20	662,289	(169,243)	493,046
Wolfville	1.79M	15	517,413	(126,932)	390,481
Berwick	0.60M	5	227,662	(42,311)	185,351
Total	11.95M	100	3,120,000	(846,213)	2,273,787

RECOMMENDATION

Kentville should support the work of the KTA pilot project and opportunity to leverage \$8.76 M in federal and Provincial investments in transportation by agreeing to guarantee its share of the funds for the ICIP application.

Town of Kentville Balanced Decision Making

