



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE December 12, 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, November 14, 2021
- 4. PRESENTATIONS**
  - (a) Gary Morse and Chrystal Fuller – Real Estate Trends in the Annapolis Valley
  - (b) Jennifer Holleman – Human Trafficking
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    1. Director's Report
    2. Projection Report
    3. Sanitary Sewer Interest Write Offs
    4. Sundry Receivables Write Offs
  - (b) Planning and Development
    1. Director's Report
    2. Community Economic Development Coordinator's Report
  - (c) Parks and Recreation
    1. Director's Report
    2. Homeless No More Engagement Update
  - (d) Police
    1. Chief's Report
  - (e) Engineering and Public Works

**1. Director's Report**

**(f) Administration**

**1. Chief Administrative Officer's Report**

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

**(a)**

**7. CORRESPONDENCE**

**(a) New Horizons Seniors Club – Appreciation to Town**

**(b) Pauline Barnes – Healey Property**

**8. NEW BUSINESS**

**(a) Councillor Expenses**

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**(a) Legal – Regional Facility**

**(b) Personnel**

**(c) Personnel**

**11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: November 14, 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:**

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian

**Staff:**

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

Guests: Sign Language Interpreters Nicole Veinotte and Peggy DiCarlo

Presenter: Ashley Ettinger, Community Crisis Navigator, Kentville Police Service

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Regarding the agenda for the November 14, 2022 Council Advisory Committee meeting agenda,

# DRAFT

It was moved that the agenda for the Council Advisory Committee meeting of November 14, 2022 be approved as amended.

## MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

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

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

## MOTION CARRIED

### 4. PRESENTATION

#### (a) Community Crisis Navigator

Ashley Ettinger from the Kentville Police Service introduced herself and her role at the Kentville Police Service. She outlined the services she provides, the cases she supports, and the data that shows the benefit of her role in KPS. The CCN role has helped 39 vulnerable people and has helped to decrease calls for service.

*Presentation available*

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

##### (1) Directors Report

Director Deb Crowell submitted her report for the period ending October 31, 2022. To this date, overall revenue exceeds the benchmark (58.3%) at 86.7% and overall expenditures are slightly above the benchmark at 65.7%.

*See report for more information.*

Discussion

- Clarification of the financial status of the sanitary sewer- it is currently forecast to be over budget, but other revenues will help to balance out this account.
- Clarification of how funds will be reallocated to cover increasing legal expenses.

##### (2) Projection Report

Director Deb Crowell submitted the projection report which suggests a projected surplus of \$22,700 at year end.

*See report for more information.*

##### (3) Capital Reserves Withdrawal

# DRAFT

Director Deb Crowell submitted the request for withdrawal from the capital reserve for a number of projects including a police vehicle, public works building, the pool and splashpad, recreation department vehicle and seasonal lighting.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the November 28, 2022 meeting of Council

**That Council approval of a withdrawal from the Town of Kentville Capital Reserve General Allocation in the amount of \$280,293.78**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Department Report**

CAO Troke presented the planning report for October 2022. Highlights included a building valuation of \$19,665,944 for the year thus far. The report also included project updates about the municipal flood line mapping project, Engore and the Brison rezoning.

*See report for more information.*

Discussion

- Clarification of the request from Engore to change the height of their buildings for additional capacity on the site.
- Request for information regarding special event permits at the Healy property.

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

CAO Dan Troke submitted this report for October 2022. Highlights included the downtown public washrooms and comfort station project, lands for sale in the Kentville Business Park, and preparation for Holly Days in December.

*See report for more information.*

Discussion

# DRAFT

- Questions about securing a space for a comfort station and the past process used to obtain a lease.

Point of Order called by Deputy Mayor Cate Savage, concerns about confidentiality over this issue.

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

**That the discussion about the comfort station move to an in camera session.**

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

**(c) Parks and Recreation**

**(1) Director’s Report**

Director Bedingfield presented her report for October 2022. Some of the highlights included the Anti Racism Charter, the Homeless No More committee, new Active Living Community Coordinator Bekah Craik, and new Park Attendant Eugene Forbes. Director Bedingfield was congratulated for her appointment as President of Recreation Nova Scotia. She also gave an update about the construction of the dog park at Eaves Hollow.

*See report for more information.*

Discussion

- Clarification of scheduling and added public skate times at the arena.

**(d) Police Report**

**(1) Chief’s Report**

Chief Jim Butler had no reports to submit as the Police Commission has not met. Chief Butler reviewed the funding of the Community Crisis Navigator position which ends in January, and that the Board of Police Commissioners would discuss the budget for this position when it starts meeting again.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director’s Report**

Director Dave Bell submitted his report for October 2022. Some of the highlights included breakdown of a pickup truck, the MacDonald Avenue

# DRAFT

subdivision upgrades, the downtown AT project, the Kentville Heritage Centre roof replacement and lighting on the Kentville bridge.

*See report for more information.*

**(f) Administration**

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

CAO Dan Troke submitted his report for October 2022. Highlights included expanding the weekly leadership committee, occupational health and safety, and the municipal boundary review public hearing this week. CAO Troke also presented the quarterly report for the Mentoring Plus program.

*See report for more information.*

Discussion

- Council requested a monthly progress report on capital projects.
- Request for the CAO to give an update on the investigation of Mayor Snow.

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

**(a) None.**

**7. CORRESPONDENCE**

**(a) None.**

**8. NEW BUSINESS**

**(a) 2023 Council and Council Advisory Committee Meeting Dates**

Mayor Snow presented the dates for meetings in 2023. The Chair has recommended that Council increase the number of CAC meetings each month to accommodate additional meetings around budgets, governance, and policy matters. Meetings would not be held if there were no business.

*See report for more information.*

Discussion

- Council requested that the CAO prepare a new briefing note outlining these new meeting dates, to present to Council for approval on November 28.

It was moved by Deputy Mayor Cate Savage and Councillor Paula Huntley

**That CAC direct the CAO to update the proposed schedule based on the discussion and prepare a new briefing note to Council for approval at the November 28 Council meeting.**

# DRAFT

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **9. PUBLIC COMMENTS**

(a) None.

## **10. IN CAMERA – Legal and property**

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council move into a closed session at 7:36 pm to discuss confidential matters relating to property and legal.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council return to open session at 7:54 pm**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **11. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 7:55 p.m.**

## **MOTION CARRIED**

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Minutes Approved by Town Clerk  
Dan Troke



# Market and Planning Pressures

Presentation to CAC – December 12, 2022  
Chrystal Fuller – Brighter Community Planning  
Gary Morse -



CANADA

# Why Edmontonians should care about big proposed changes to zoning bylaws

By **Stephanie Swensrude** • 630CHED  
Posted November 24, 2022 7:33 pm



Infill housing under construction in Edmonton in 2018. The City is overhauling its zoning bylaw, making it much easier to add dense housing to all neighbourhoods across the city. *Global News*

# Live: Single-family zoning is unchangeable in Ontario, but townhomes will keep soaring

led by townhomes next

TheUpshot

# Cities Start to Question an American Ideal: A House With a Yard on Every Lot

Townhomes, duplexes and apartments are effectively banned in many neighborhoods. Now some communities regret it.



FOLLOW US GET THE UPSHOT IN YOUR FEED SHARE

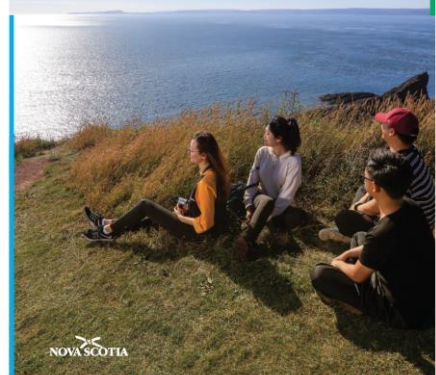
## Relationships between Density and per Capita Municipal Spending in the United States

by **Jeremy Mattson**

Upper Great Plains Transportation Institute, North Dakota State University, Fargo, ND 58105, USA

## Our Climate, OUR FUTURE

Nova Scotia's Climate Change Plan for Clean Growth



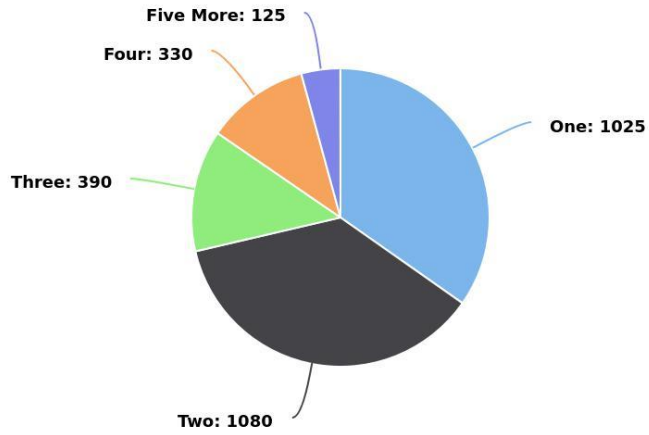
NOVA SCOTIA

Atlantic Canada > News

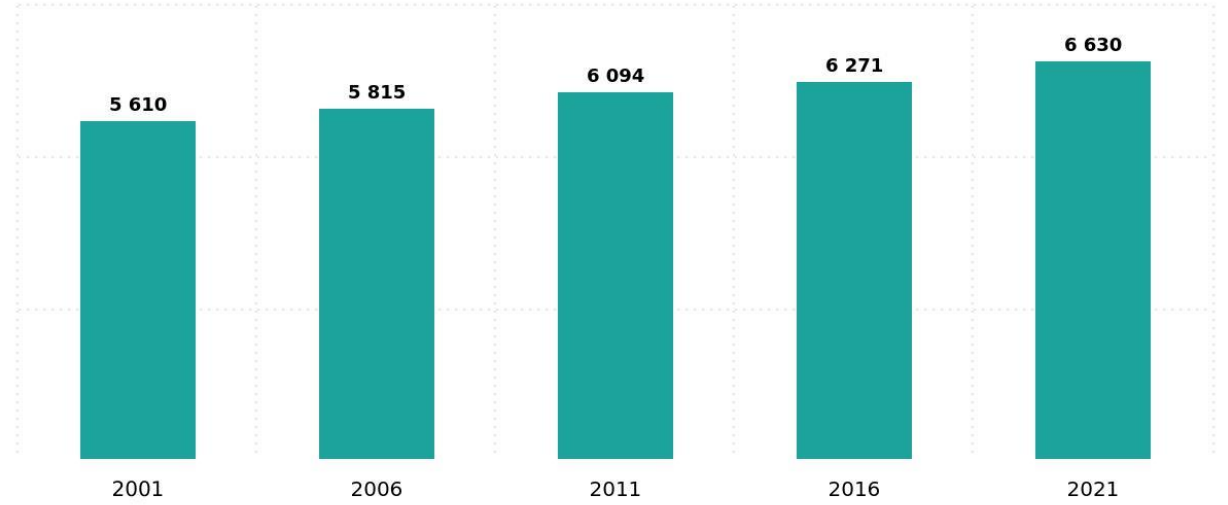
# Canning citizens want UARB to stop greenlit residential development



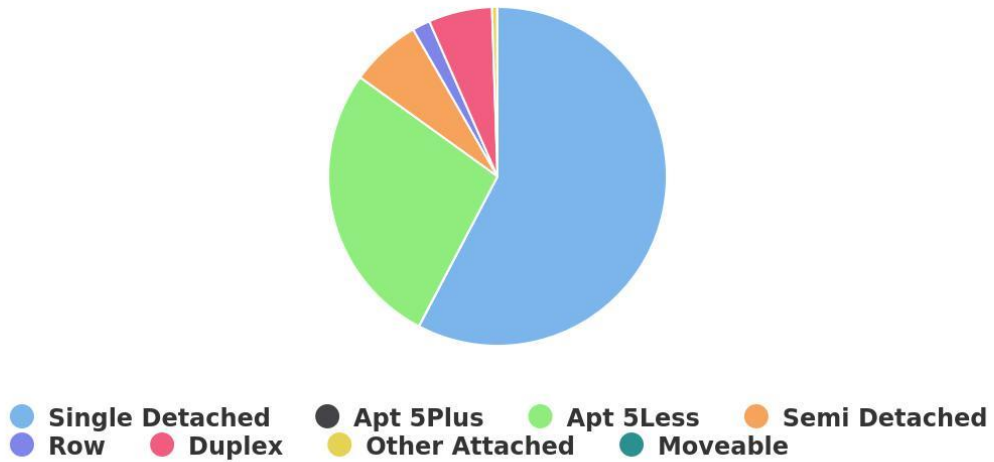
### Household By Size



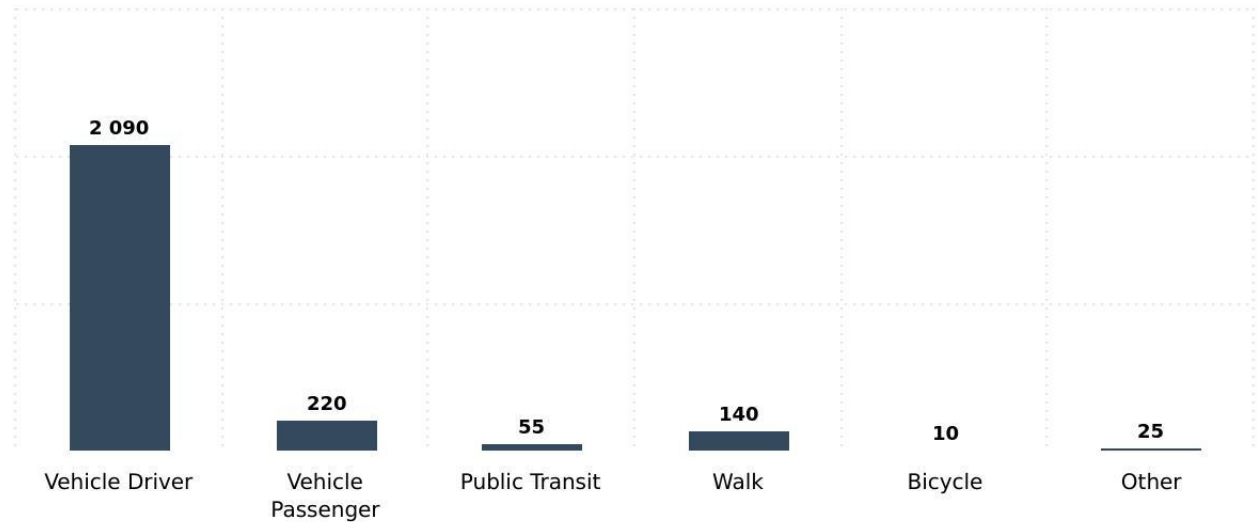
### Population



### Housing type by Structure



### Modes of Transportation



**DETACHED**



**ATTACHED**



**INTERIOR  
(UPPER LEVEL)**



**INTERIOR  
(LOWER LEVEL)**



**ABOVE GARAGE**



**GARAGE  
CONVERSION**





Detached Single-Family Houses

Duplex: Side-By-Side + Stacked

Fourplex: Stacked

Courtyard Building

Cottage Court

Townhouse

Multiplex: Medium

Triplex: Stacked

Live-Work

Mid-Rise

# Missing Middle Housing

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## Statement of Provincial Interest Regarding Housing

### Goal

To provide housing opportunities to meet the needs of all Nova Scotians.

### Basis

Adequate shelter is a fundamental requirement for all Nova Scotians.

A wide range of housing types is necessary to meet the needs of Nova Scotians.

### Application

All communities of the Province.

### Provisions

1. Planning documents must include housing policies addressing affordable housing, special-needs housing and rental accommodation. This includes assessing the need and supply of these housing types and developing solutions appropriate to the planning area. The definition of the terms affordable housing, special-needs housing and rental housing is left to the individual municipality to define in the context of its individual situation.
2. Depending upon the community and the housing supply and need, the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types.
3. There are different types of group homes. Some are essentially single detached homes and planning documents must treat these homes consistent with their residential nature. Other group homes providing specialized services may require more specific locational criteria.
4. Municipal planning documents must provide for manufactured housing.

### Implementation

1. These statements of provincial interest are issued under the *Municipal Government Act*. The Minister of Housing and Municipal Affairs, in cooperation with other provincial departments, is responsible for their interpretation.
2. Provincial Government departments must carry out their activities in a way that is reasonably consistent with these statements.
3. New municipal planning documents as well as amendments made after these statements come into effect must be reasonably consistent with them.
4. Councils are encouraged to amend existing planning documents to be reasonably consistent with the statements. Where appropriate, the preparation of intermunicipal planning strategies is encouraged.
5. Reasonably consistent is defined as taking reasonable steps to apply applicable statements to a local situation. Not all statements will apply equally to all situations. In some cases, it will be impractical because of physical conditions, existing development, economic factors or other reasons to fully apply a statement. It is also recognized that complete information is not always available to decision makers. These factors mean that common sense will dictate the application of the statements. Thoughtful innovation and creativity in their application is encouraged.
6. Conflicts among the statements must be considered and resolved in the context of the planning area and the needs of its citizens.
7. The Department of Housing and Municipal Affairs, with other Provincial departments, may prepare guidelines and other information to help municipalities in implementing the statements. Provincial staff are available for consultation on the reasonable application of the statements.

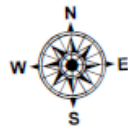




# LAND USE BYLAW

## Zoning Map, Appendix A

1:17,500

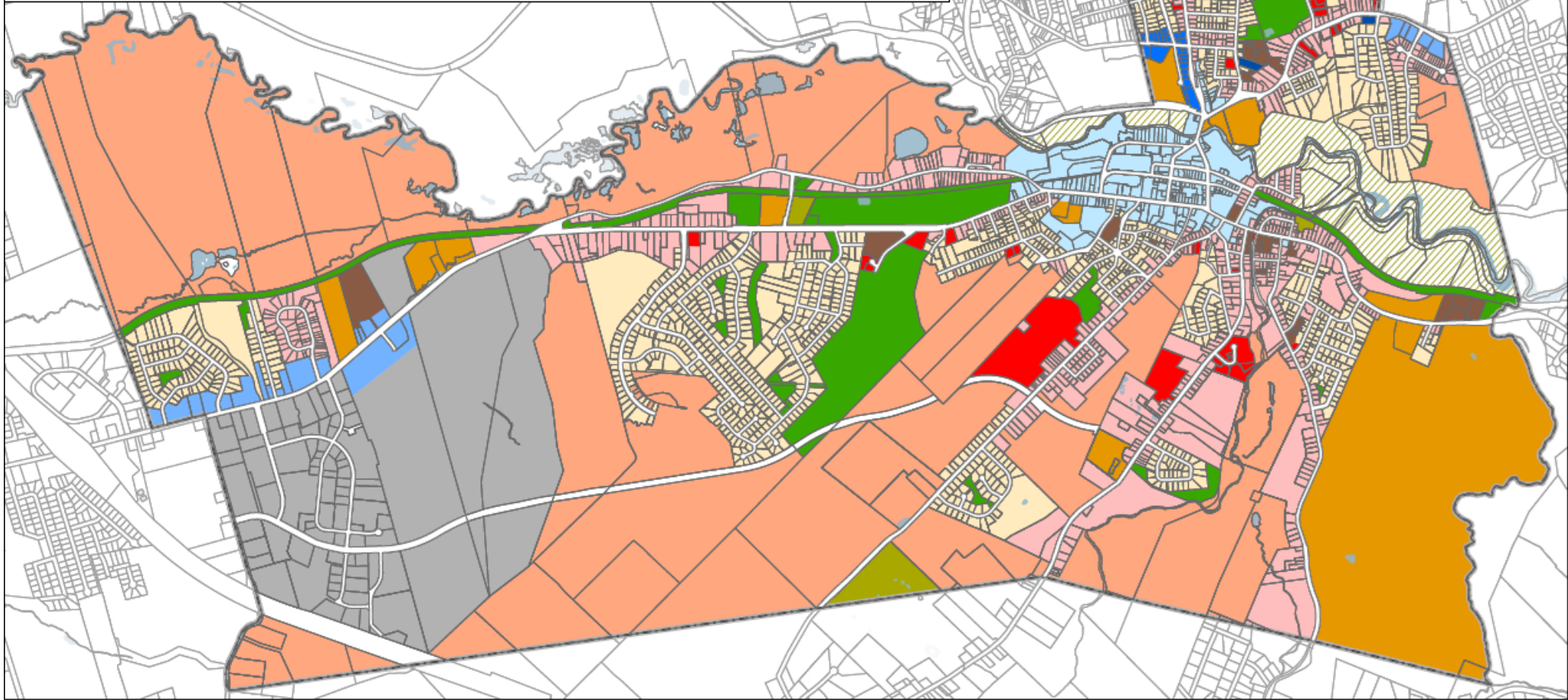


- |  |                               |                         |
|--|-------------------------------|-------------------------|
| R1 - Residential Single Unit Dwelling      | C1 - General Commercial       | P - Park and Open Space |
| R2 - Residential One and Two Unit Dwelling | C2 - Highway Commercial       | M1 - Industrial         |
| R3 - Residential Medium Density            | C3 - Limited Commercial       | I - Institutional       |
| R4 - Residential High Density              | C4 - Neighbourhood Commercial | O1 - Conservation       |
| R5 - Residential Large Lot                 | CR - Commercial Recreation    |                         |

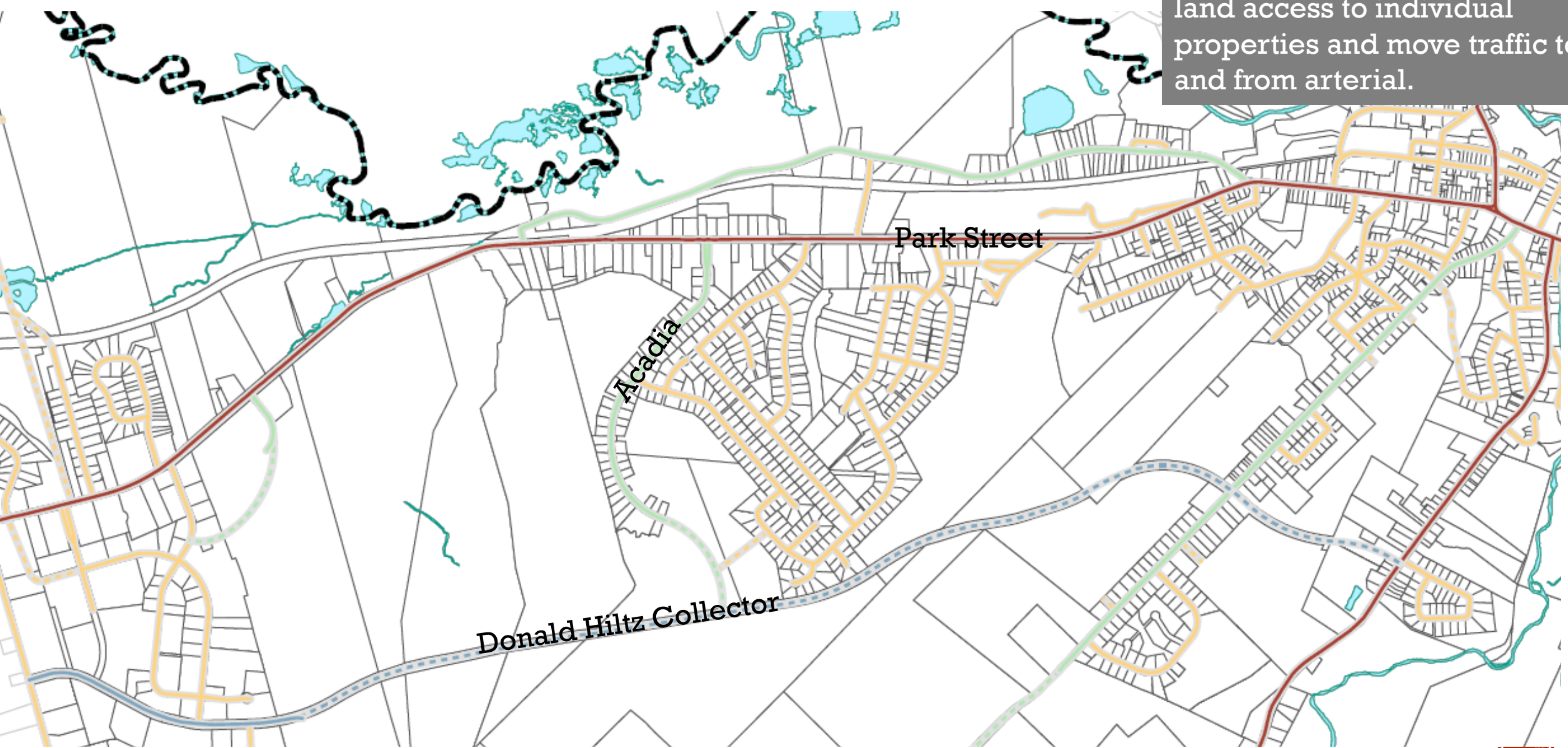
Amendments:  
July 20, 2020  
May 30, 2022

This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property & Base Map Source: Nova Scotia Topographic Database (NSTDB)  
1:10000 Enhanced Topographic Data Base  
Compliments of the Nova Scotia Geomatics Centre (NSGC)  
Service Nova Scotia and Municipal Relations  
160 Willow Street, Amherst, N.S.



**Minor Collector-** A street whose function is to provide land access to individual properties and move traffic to and from arterial.





# Our Climate, OUR FUTURE

No  
for Clean Growth

**24.** Help new building developments install shared heating systems to make multi-building heating more efficient.

**31.** Support the construction and renovation of net-zero homes and multi-unit residential buildings, including net-zero affordable housing.

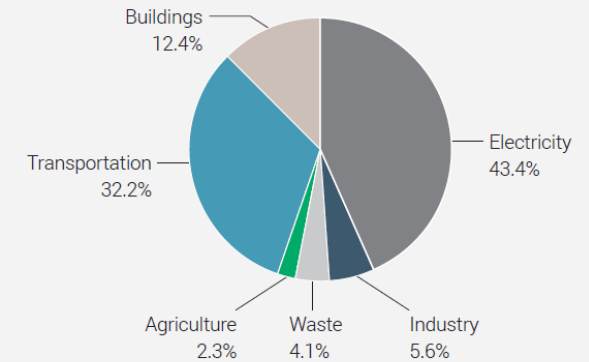
- 39.** Increase access to community transportation services for all communities outside of the Halifax Regional Municipality and Cape Breton Regional Municipality.
- 40.** Electrify public transit across the province by partnering with municipalities and the federal government.
- 41.** Explore opportunities for electric school buses through a strategic pilot project.
- 42.** Make transportation easier by developing new transportation efficiency strategies and reducing single-person vehicle trips.
- 43.** Create more active transportation options in Nova Scotia by developing a provincial active transportation strategy and continuing to work on the Blue Route.



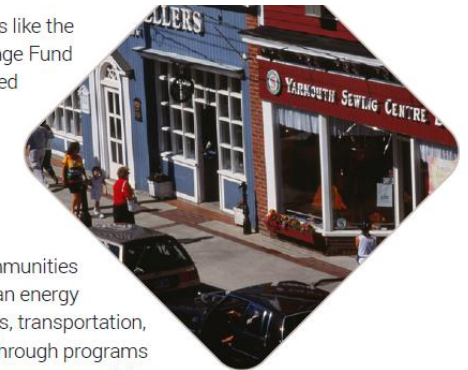
## Nova Scotia's greenhouse gas emissions and targets

In 2020, nearly all (88 per cent) of greenhouse gas emissions came from the use of fossil fuels for electricity generation, transportation, and heating buildings.

Nova Scotia's Greenhouse Gas Emissions, 2020



- 53.** Provide funding through programs like the Sustainable Communities Challenge Fund and support new community-based climate change coordinators to help municipalities, Mi'kmaq, and African Nova Scotian communities respond to their climate priorities.
- 54.** Provide funding to help more communities across Nova Scotia complete clean energy projects in areas such as buildings, transportation, electricity, and capacity building through programs like the Low Carbon Communities program and the Halifax Climate Investment, Innovation, and Impact (HCI3) Fund.

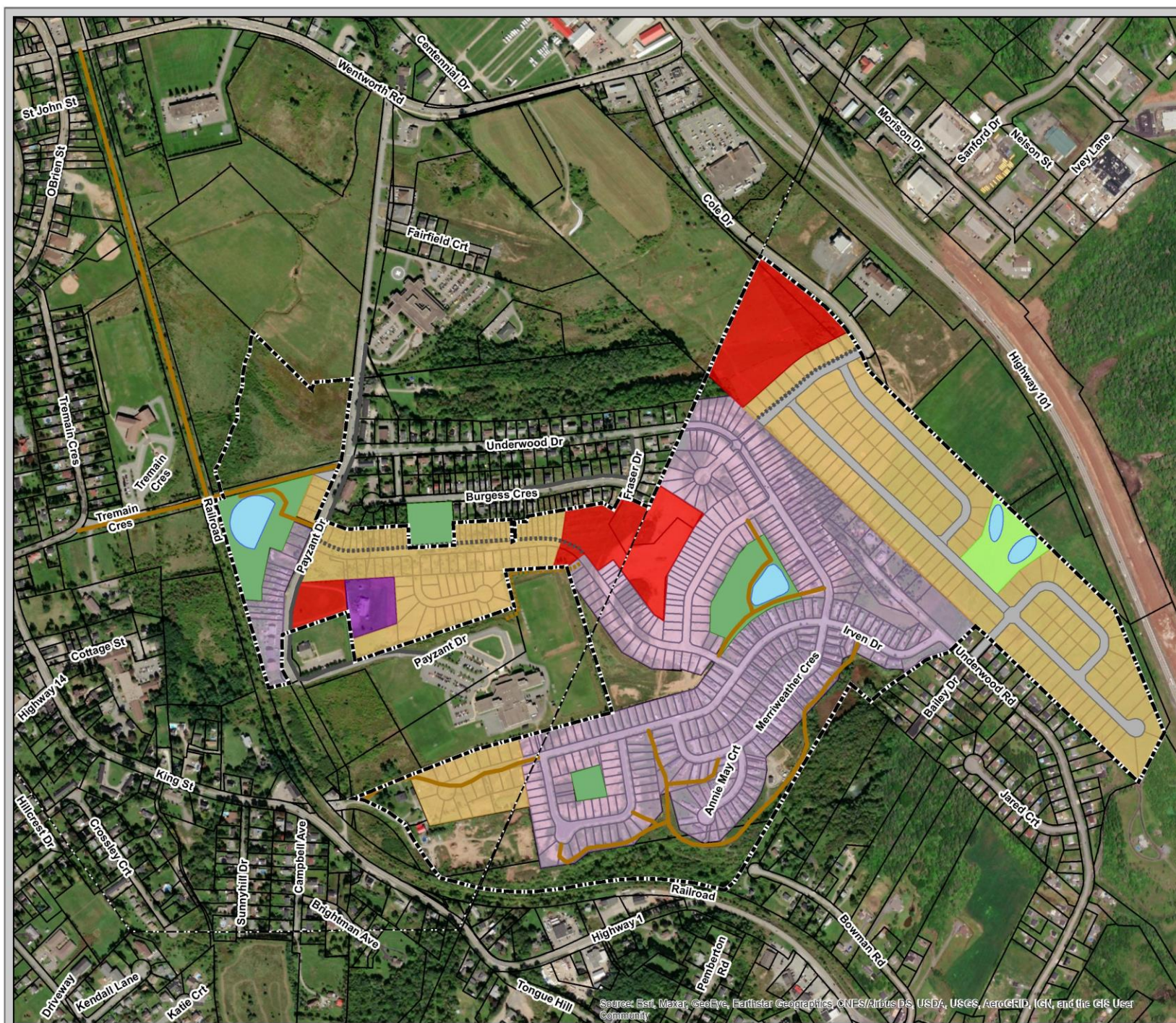


3-4 units per acre



15+ units per acre

3-4 units per acre

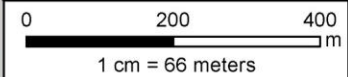


# The Crossing - Community Vision

Garlands Crossing, Nova Scotia

## Legend

- Crossing Community Border
- ..... Proposed Trails
- Trails
- ..... Proposed Sidewalks
- Sidewalks
- Proposed Park
- Proposed Development
- Proposed Multi Units
- Proposed Community Centre
- Existing Parks
- Developed Land



Date: 2022-12-12

Drawn By: B. Croll

Sources: West Hants Open Data, GeoNOVA Open Data



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User community





UNIT A : MAIN FLOOR - 1273 SQ.FT.  
GARAGE - 265 SQ.FT.

UNIT B : MAIN FLOOR - 1273 SQ.FT.  
GARAGE - 265 SQ.FT.









# Housing Shortage

North American issue:

- ▶ USA ...shortage of 5.5 million homes
- ▶ Canada ... lowest number of housing units per 1,000 residents of any G7 country
  - G7 average - 471 housing units / 1,000
  - Canada - 424 housing units / 1,000
  - Canada needs 1.8 million new housing units, just to catch up to the average

# Demand and Supply



Demand



Supply

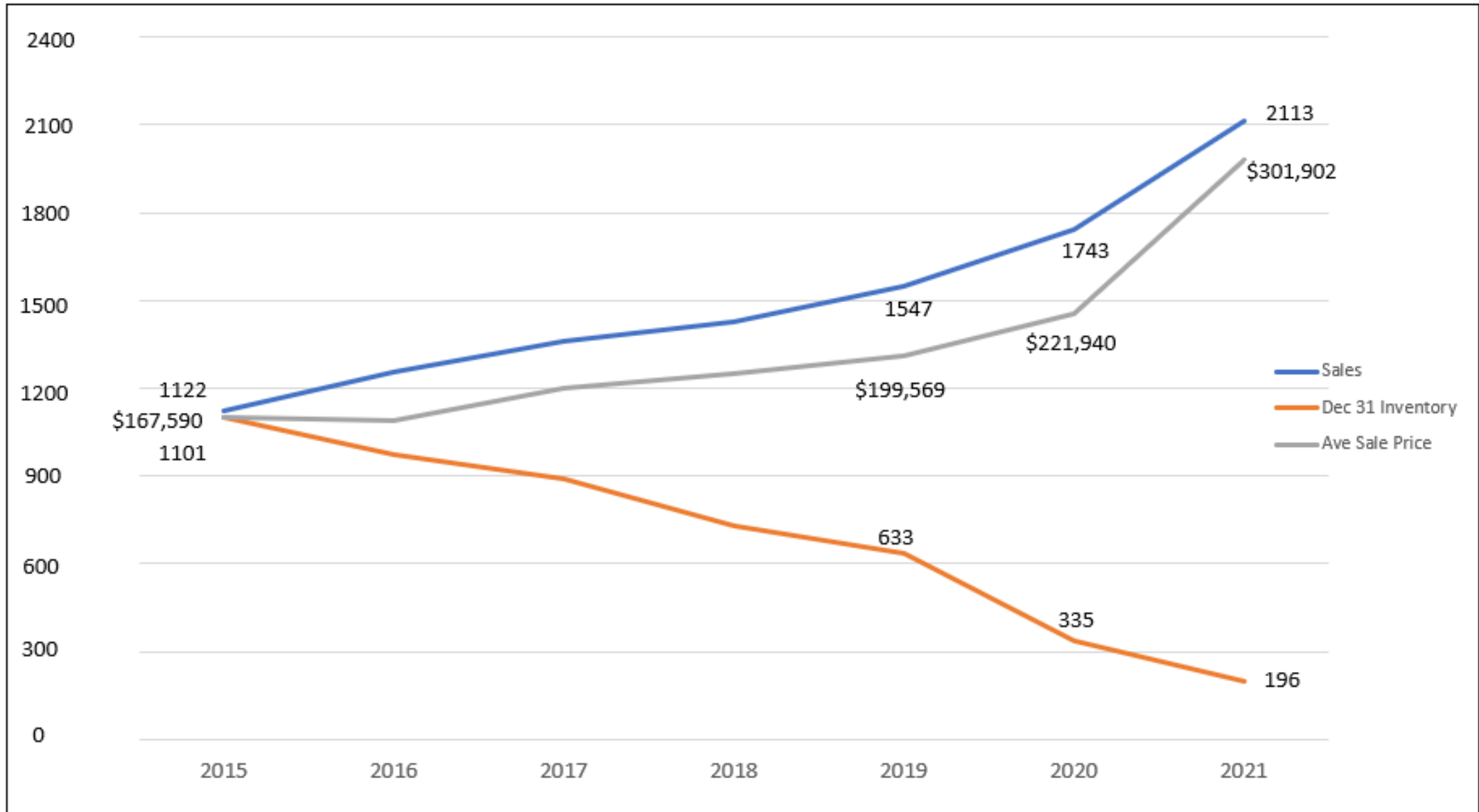


Prices

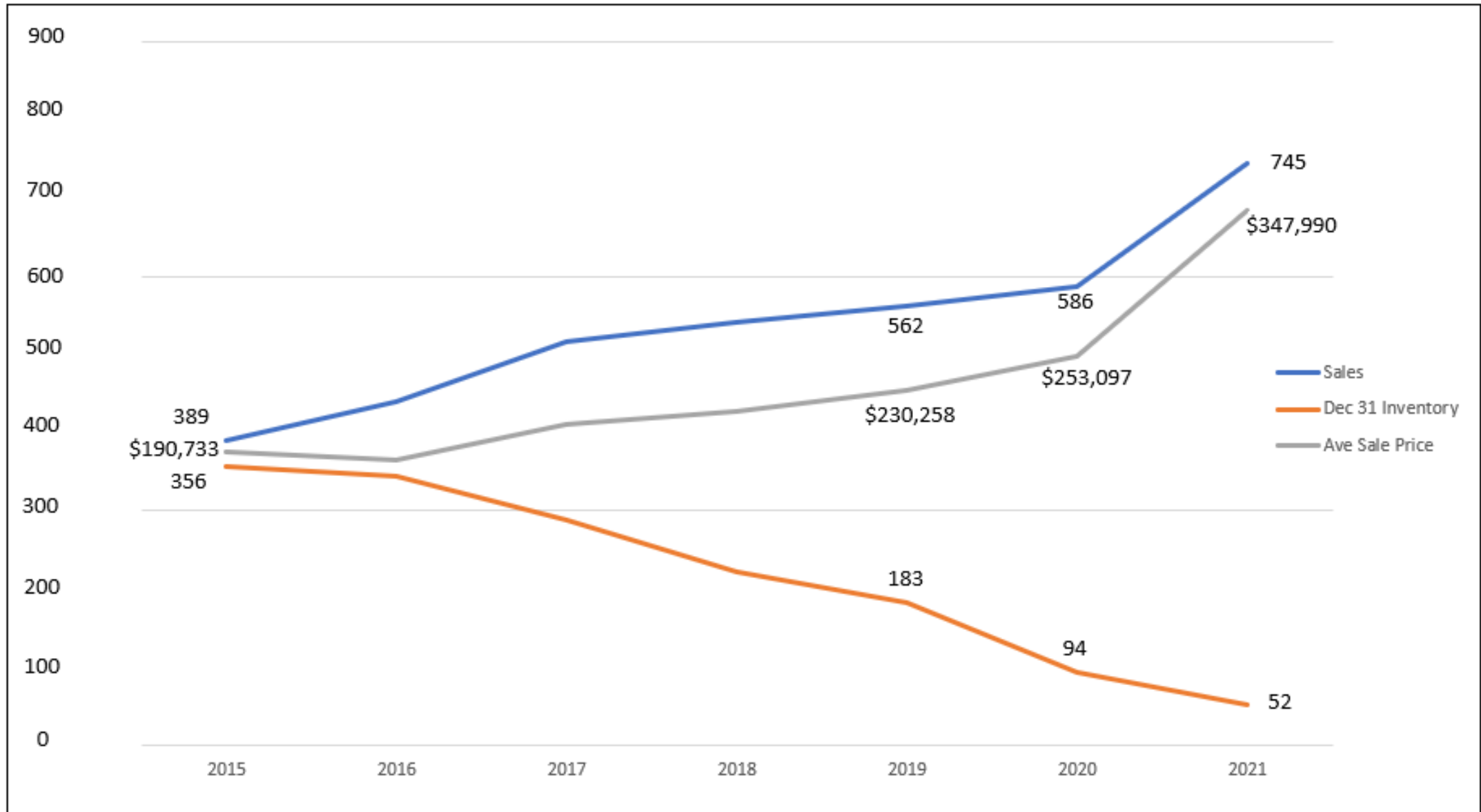


Affordability

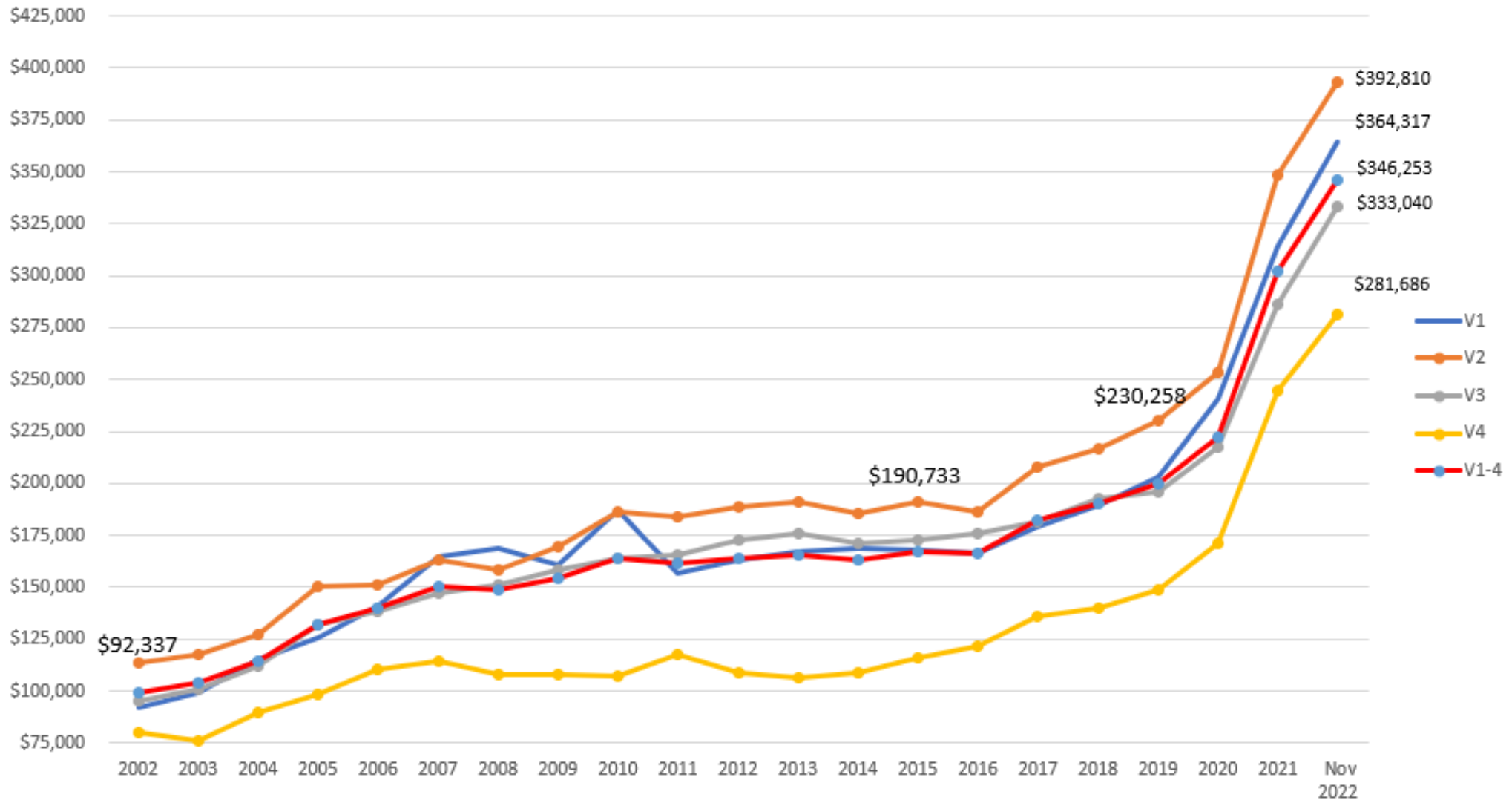
### Market Comparison Valley Wide



### Market Comparison V2:Hantsport to Aylesford



### Residential Single Family Home Sales 12 months Ave Price Increase, Year Over Year



# What is driving our housing shortage?

- ▶ People moving to the Annapolis Valley
- ▶ Poll earlier this year of 12 REALTORS®
  - 196 sales in 6 months
  - 114 (58%) to people from outside the Valley

## CMHC Report (2022)

- ▶ To have any effect on affordability, Canada needs to build an additional 3.5 million housing units by 2030
- ▶ Nova Scotia needs to build an extra 50,000 housing units
- ▶ Annapolis Valley needs to build 6,400 housing units

## CMHC Report (2022)

- ▶ To have any effect on affordability, Canada needs to build an additional 3.5 million housing units by 2030
- ▶ Nova Scotia needs to build an extra 50,000 housing units
- ▶ Annapolis Valley needs to build 6,400 housing units

**We can't possibly build enough single family homes to meet the need!**



# Solution

- ▶ Build more semi-detached and multi-unit buildings
- ▶ Allow more diversity in zoning and housing policies

# Make decisions to address housing issues

- ▶ Based on needs of the overall community
- ▶ Based on the need for diversity
- ▶ Based on the need for more affordable housing

## Jennifer West

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**From:** Jennifer Holleman <j.holleman@ns.sympatico.ca>  
**Sent:** December 7, 2022 12:18 PM  
**To:** Jennifer West  
**Subject:** Presentations (not in any particular order) beginning June 14, 2017...

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

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Some of my accomplishments.

Presentations (not in any particular order) beginning June 14, 2017 to Present. I was invited to tell Maddison's story at all Annual General Meetings, as well as to members of Parliament from our Province/Country.

Tri County Women's Center-Forum on Sexualized Human Trafficking  
Nova Scotia Department of Justice AGM  
Nova Scotia Department of Corrections  
Nova Scotia Victim Services AGM  
Nova Scotia Federation of Foster Families AGM  
Province House-Nova Scotia  
Meeting with Zach Churchill-Nova Scotia Minister of Education  
Standing Committee for Justice and Human Rights-Ottawa  
House of Assembly-Second Session 2019

Three bills were brought before legislation:

- to mandated education for youth
- to dedicate a team of Crown Attorneys to prosecute Human Trafficking cases.
- to ensure court support workers are available to survivors when taking their cases to court.

I am happy to say that I have met and will continue to meet with the NS Department of Education to help to devise and implement an education program that works, to teach our youth about the dangers of Human Trafficking in our area. As well, Crown Attorney Josie McKinney was the provinces first Crown attorney dedicated to Human Trafficking prosecutions.

The Standing Committee for Justice and Human Rights did a cross Country tour of Canada, stopping in five major cities to learn more about how Human Trafficking is affecting our Country and why it is such a crises. Their first stop was Halifax, NS and I was the first to tell them how horrific this is in our Province and how it has tortured my daughter and my soul. My submission and recommendations can now be read online.

In 2018 Maddison was honored at the Shine the Light Campaign in London, Ontario. There was also a bursary started in her honor, "The Maddison Fraser Bursary", that will give \$2000 annually, every January to a survivor of Human Trafficking and/or Domestic Violence.

## Radio Interviews:

iHeart Radio

The Doc Project-CBC-Halifax

The Weekender-CJLS-Yarmouth

The Terminator Foundation-Podcast

The Sheldon MacLeod Show

Paul Brandt (Canadian Country Music Artist and Chair of Alberta Human Trafficking Task Force) and I had a two hour telephone conversation about Maddison in July of this year. I was then very privileged to be able to share her story with the Alberta HT Task Force via Zoom conference call. Paul also has founded #NotInMyCity, which I know that I will be able to become a part of and hopefully help to implement this amazing program in our province of Nova Scotia along with the RCMP Human Trafficking Task Force in Halifax.

Yarmouth Consolidated Memorial High School

South Queens Middle School

(Sadly, before covid, I had numerous dates set to speak in schools throughout the Province. Hopefully, as things get settled, I will be able to continue with this adventure.)

EBC Clare Community Church

Salvation Army Church-Yarmouth

Yarmouth Catholic Church Women's Group

Finally, I have used FaceBook as my social media platform and I cannot even begin to count the number of young women that have reached out to me after hearing Maddison's story. To date, the video of my first presentation, has been viewed over 100,000 times. Countless numbers have messaged me to tell me their personal stories, to tell me how much hearing my child's story has helped them, to tell me they are in the lifestyle and they cannot get out, to tell me they have managed to get out and are no longer involved, to tell me that they have been inspired to get out and reach out for help after hearing Madd's story, to tell me to please keep doing what I am doing in order that change will finally take place. Of all of the things that I have done to date, these young women are what fuels my fire to keep moving forward for change. They are our future and they need to know their true worth. They need to know that there is more out there for them, that there IS life after Human Trafficking. Will it ever be "normal" for them? Absolutely not, but it can most definitely be better.

Jennifer :)



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**Department of Finance**  
**NOVEMBER 30, 2022**

**Summary:**

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

- The final Temporary Borrowing Resolution was returned fully authorized which enables the Town to temporarily finance capital acquisitions.
- The Investment Advisory Committee will meet on December 14 to hear the details of the month ended November 30, 2022.

**Attachments**

- Schedules A & B (Revenue and Expenditures) are included for the month ended November 30, 2022.
- Schedule C (Outstanding Taxation) is attached for the month ended November 30, 2022.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will be heard after the fourth quarter is billed in January 2023.
- Schedules E and F (Perpetual Investment Fund) are not included for the month ended November 30, 2022. The IAC meets December 14.
- 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 66.7% of the budget would be recorded. To November 30, 2022, overall revenue exceeds the average at 88.8% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 100.0%.

- **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 and second quarters. 100% of the annual library funding has been invoiced 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. Seven months external sales along with eight months of local sales are recorded. This section also accounts for the sale of financial services to KVFD. Eight 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 (and indeed, the budget) 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 (and budget) due to funds on held on deposit coupled with increased interest rates.
- **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 half 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 72.4% expended. Some segments have exceeded the 66.7% 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 3<sup>rd</sup> quarter to Property Valuation Services Corporation.
- **Protective Services- Fire Fighting** exceeds the guideline as 100% of the Fire Area Rate has been transferred to KVFD along with 75% 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 guideline 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 three quarters of the annual payment for the service regarding Kings Transit and 100% payment to Kings Point to Point. **Debt Charge** exceeds the guideline but reflects the debt repayment schedule.
- **Environmental Health Services-** exceeds the threshold but reflects the invoicing from Valley Waste Resource Management Authority.
- **Environmental Development-** Community development exceeds the benchmark due to payments made to Kentville Business Community (KBC) and expenditures in the marketing segment.
- **Recreation- Facilities** exceeds the benchmark due to maintenance of various parks and the swimming pool. **Debt Charge** exceeds the guideline but reflects the debt repayment schedule. **Cultural** exceeds the threshold as the third quarter payment was made to the Annapolis Valley Regional Library.
- **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)**

Current tax levy outstanding at November 30, 2022 is \$147,374 (98.6% collected) (last year- \$93,008 (99.0% collected)). Total property tax outstanding at November 30, 2022 is \$151,136 (98.6% collected) (last year \$94,686 – 99.0% collected).

### **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, \$984,618 (21.7%) has been expended.

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

Respectfully Submitted,



Debra Crowell  
Director of Finance

## Town of Kentville Operating Fund

November 30, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	9,983,000	9,978,210	100.0%
Resource	48,800	48,896	100.2%
Economic development	120,300	113,900	94.7%
	<u>10,152,100</u>	<u>10,141,006</u>	99.9%
<b>Area rates and frontages</b>			
Area rates	661,100	672,392	101.7%
Special assessments	3,000	2,176	72.5%
	<u>664,100</u>	<u>674,567</u>	
<b>Based on revenue</b>			
Business property	35,500	34,307	96.6%
<b>TOTAL TAXATION</b>	<b><u>10,851,700</u></b>	<b><u>10,849,881</u></b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	387,900	379,258	97.8%
Provincial and agencies	164,800	-	0.0%
	<u>552,700</u>	<u>379,258</u>	<b>68.6%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	136,600	63,070	46.2%
Local government	93,300	43,291	46.4%
	<u>229,900</u>	<u>106,362</u>	<b>46.3%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,040,900</u>	<u>619,752</u>	<b>59.5%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	30,880	102.6%
Rentals	405,300	181,285	44.7%
Interest	92,000	117,666	127.9%
Return on investments	630,000	100,000	15.9%
Other	46,400	30,169	65.0%
	<u>1,203,800</u>	<u>460,000</u>	<b>38.2%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>220,900</u></b>	<b><u>148,858</u></b>	<b>67.4%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>170,400</u></b>	<b><u>80,060</u></b>	<b>47.0%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	280,300	280,300	100.0%
	<u>280,300</u>	<u>280,300</u>	<b>100.0%</b>
<b>TOTAL REVENUE 2022/2023</b>	<b>14,550,600</b>	<b>12,924,470</b>	<b>88.8%</b>



## Town of Kentville Operating Fund

November 30, 2022

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	272,400	175,483	64.4%
General administration	1,523,700	1,107,895	72.7%
	<u>1,796,100</u>	<u>1,283,379</u>	<b>71.5%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,784,400	1,858,657	66.8%
Police-sales of service	171,600	79,662	46.4%
Law enforcement	205,600	128,999	62.7%
Fire fighting	861,100	810,098	94.1%
Protective service- debt charge	4,200	4,021	95.7%
Emergency measures and other	143,200	80,488	56.2%
	<u>4,170,100</u>	<u>2,961,925</u>	<b>71.0%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	1,170,200	798,339	68.2%
Road transportation	774,300	478,922	61.9%
Public transit	300,600	224,379	74.6%
Transportation- debt charge	51,800	49,866	96.3%
Other	94,000	58,424	62.2%
	<u>2,390,900</u>	<u>1,609,931</u>	<b>67.3%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	709,200	550,695	77.7%
<b>PUBLIC HEALTH</b>			
Public health and housing	90,000	(10,151)	-11.3%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	240,200	146,947	61.2%
Other community development	442,300	342,637	77.5%
	<u>682,500</u>	<u>489,584</u>	<b>71.7%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	546,300	368,572	67.5%
-Programmes (net)	163,100	105,978	65.0%
-Facilities	668,000	495,123	74.1%
-Debt charge	29,500	28,331	96.0%
Cultural	134,700	91,552	68.0%
	<u>1,541,600</u>	<u>1,089,555</u>	<b>70.7%</b>
<b>EDUCATION</b>			
	<u>1,622,000</u>	<u>1,082,198</u>	<b>66.7%</b>
<b>FINANCING AND TRANSFERS</b>			
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>	<b>95.7%</b>
<b>TOTAL EXPENDITURE 2022/2023</b>	<b>14,550,600</b>	<b>10,539,276</b>	<b>72.4%</b>

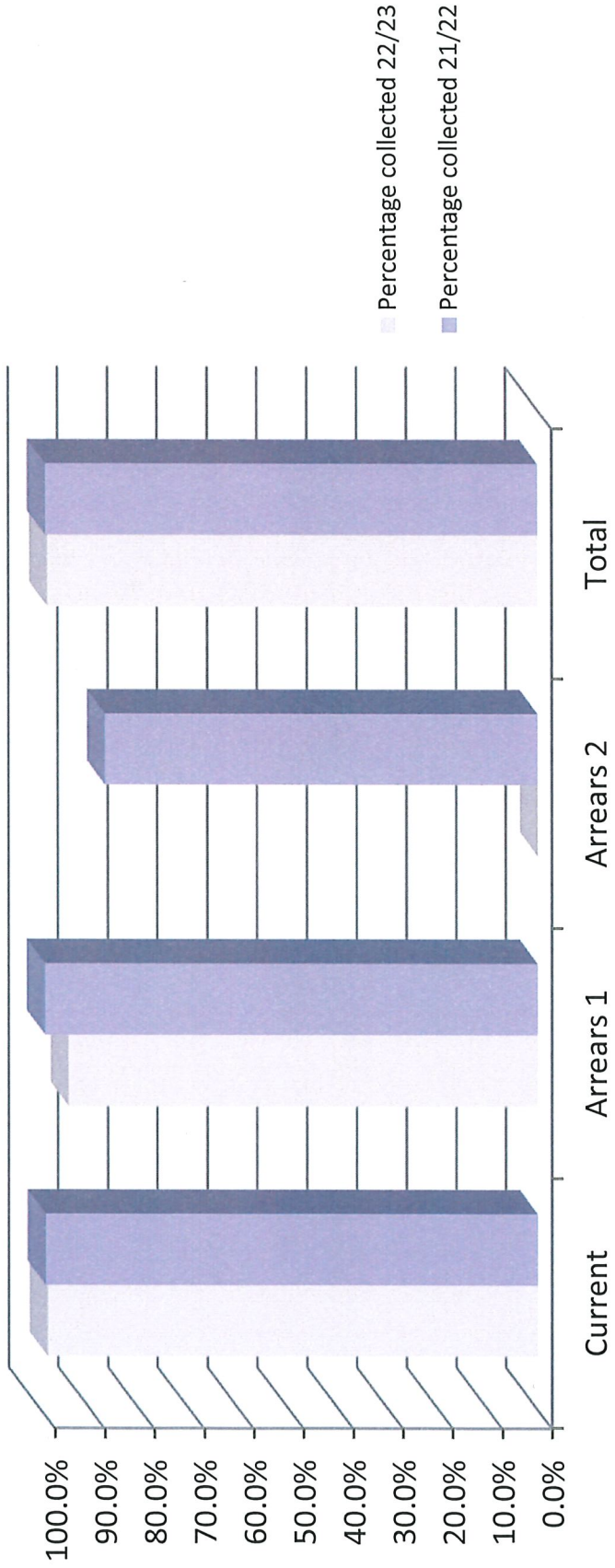
# Town of Kentville Operating Fund

## 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> <u>OUTSTANDING</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>(8,793)</u>	<u>0</u>	<u>0</u>	<u>(8,793)</u>
Total collectible	10,491,944	40,082	1,492	10,533,518
Total collected	<u>10,344,570</u>	<u>37,812</u>	<u>0</u>	<u>10,382,382</u>
Outstanding	<u>147,374</u>	<u>2,270</u>	<u>1,492</u>	<u>151,136</u>
Percentage collected 22/23	98.6%	94.3%	0.0%	98.6%
Percentage collected 21/22	99.0%	99.1%	87.0%	99.0%

# Town of Kentville Outstanding Taxes as at November 30, 2022



March 31, 2023

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	976,800	97,490	10.0%
Green Infrastructure Fund	1,280,100	13,479	1.1%
General Administration	20,000	10,307	51.5%
Protection	206,000	135,568	65.8%
Transportation	850,500	260,996	30.7%
Planning/Development	285,000	139,926	49.1%
Recreation	926,200	326,852	35.3%
	<b>4,544,600</b>	<b>984,618</b>	<b>21.7%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal- Green Infrastructure Funds	512,000	5,392	0.0%
FCM- Municipal Asset Management Programme	24,500	49,050	0.0%
Provincial- Green Infrastructure Funds	426,700	4,493	1.1%
Province of Nova Scotia	180,000	76,197	42.3%
	<b>1,143,200</b>	<b>135,132</b>	<b>11.8%</b>
Capital Contributions			
Contributions	90,000	147,073	163.4%
Proceeds	4,000	8,500	212.5%
	<b>94,000</b>	<b>155,573</b>	<b>165.5%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	976,800	97,490	10.0%
<b>Own Sources</b>			
Equipment Capital	50,000	0	0.0%
Town Capital			
General allocation	688,400	344,371	50.0%
Recreation	18,000	0	0.0%
	<b>1,733,200</b>	<b>344,371</b>	<b>19.9%</b>
Operations			
Operations	5,300	0	0.0%
Capital from revenue- KPS	66,000	66,000	100.0%
	<b>71,300</b>	<b>66,000</b>	<b>92.6%</b>
<b>BORROWING</b>			
	<b>1,502,900</b>	<b>186,052</b>	<b>12.4%</b>
	<b>4,544,600</b>	<b>984,618</b>	<b>21.7%</b>

# Town of Kentville Capital Fund

SCHEDULE G-1

March 31, 2023

GENERAL LEDGER #	CANADA COMMUNITY-BUILDING FUND <b>GAS TAX INFRASTRUCTURE</b>	Budget	Actual
	<b>Transportation</b>		
	Local Roads- Paving projects		
05-35-71-470	Macdonald Avenue Subdivision	976,800	97,490
	Paving-\$693,500		
	Storm Sewer-\$283,300		
	<b>PROJECTS</b>	<b>976,800</b>	<b>97,490</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Reserve- Gas Tax Interest	1,200	
	Reserve- Gas Tax 21-22	596,900	97,490
	Reserve- Gas Tax Current 2022-2023	378,700	
	<b>TOTAL</b>	<b>976,800</b>	<b>97,490</b>

# Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	<b>GREEN INFRASTRUCTURE GRANT</b>		
#	Description	Budget	Actual
05-35-71-250	<b>West Main Street Pathway</b>	40,000	0
05-35-71-300	<b>Aldershot (Meadowview) Rail Trail</b>	150,000	0
05-35-71-330	<b>Signs, line painting (13 locations)</b> Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	55,100	13,479
15-35-71-340	<b>Harvest Moon Trail Connector</b>	1,000,000	0
05-35-71-200	<b>Miner's Marsh Trail</b>	35,000	0
	<b>PROJECTS</b>	<b>1,280,100</b>	<b>13,479</b>
	<b>FUNDING</b>		
	Green Infrastructure Fund (Federal)	512,000	5,392
	Green Infrastructure Fund (Provincial)	426,700	4,493
	Province of Nova Scotia Borrowing	341,400	3,595
	<b>TOTAL</b>	<b>1,280,100</b>	<b>13,479</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 2022-23 IT HRIS My Way	20,000	1,994
05-35-72-250	Electric vehicle charging stations	0	8,313
	<b>PROJECTS</b>	<b>20,000</b>	<b>10,307</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	20,000	2,494
	Capital contribution- Clean Nova Scotia Foundation		7,813
	Borrowing		
	<b>TOTAL</b>	<b>20,000</b>	<b>10,307</b>

# Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2023

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Vehicles	132,000	135,568
	<b>Technology</b>		
05-35-75-700	TMR Radios	49,000	0
	<b>Building</b>		
05-35-75-600	Building upgrades	25,000	0
	<b>PROJECTS</b>	<b>206,000</b>	<b>135,568</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	66,000	66,000
	Proceeds on sale		8,500
	Capital contribution		
	Reserves	66,000	61,068
	Borrowing	74,000	0
	<b>TOTAL</b>	<b>206,000</b>	<b>135,568</b>



# Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	<b>Equipment</b>	<b>350,000</b>	0
05-35-71-450	<b>Public Works building</b>	<b>58,000</b>	43,782
	<b>Downtown improvements</b>		
05-35-71-350	Belcher Street street lights	<b>10,000</b>	6,416
	<b>Flood mitigation</b>		
05-35-71-490	Palmer S/D- \$40,000 Condon Ave- \$15,000	<b>55,000</b>	0
05-35-71-440	<b>Bridge- Pre-Cast Bridge- Meadowview</b>	<b>115,000</b>	153,962
05-35-71-500	<b>Sidewalks</b> Park Street Prospect Avenue	<b>125,000</b>	0
05-35-71-400	<b>Streets</b> Burke top lift- \$90,000 Carmen & Alicia curbing- \$20,000	<b>110,000</b>	0
05-35-71-580	<b>Study- Asset Management Storm Sewer CWIP</b>	<b>27,500</b>	56,836
	<b>PROJECTS</b>	<b>850,500</b>	<b>260,996</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Equipment capital reserve	<b>50,000</b>	
	Capital reserve- general allocation	<b>146,000</b>	83,006
	FCM MAMP	<b>24,500</b>	49,050
	Contributions	<b>90,000</b>	128,940
	Borrowing	<b>540,000</b>	
	<b>TOTAL</b>	<b>850,500</b>	<b>260,996</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
05-35-75-250	Municipal Flood Line Mapping Project	180,000	76,197
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$8,000	8,000	19,526
05-35-75-450	Bike racks	5,000	0
	<b>Signage</b>		
05-35-75-400	Gateway signage- green spaces	15,000	1,593
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 2)	12,000	820
05-35-75-260	Public art display areas	15,000	5,800
	<b>Buildings</b>		
05-35-75-200	VIC- \$30,000	30,000	5,584
05-35-75-170	66 Station Lane- \$20,000	20,000	30,404
	<b>PROJECTS</b>	<b>285,000</b>	<b>139,926</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General	105,000	63,728
	Capital contribution- Province	180,000	76,197
	Borrowing		
	<b>TOTAL</b>	<b>285,000</b>	<b>139,926</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	0
	<b>Green Places</b>		
05-35-74-200	Gorge survey/trails \$17,200	17,200	27,604
05-35-73-300	Kentville Trail bridge- \$25,000	25,000	5,266
05-35-73-400	Miner's Landing trail- \$30,000	30,000	200
05-35-73-500	Miner's Marsh trail- \$20,000	20,000	5,244
	<b>Arena</b>		
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
	<b>Parks/Playgrounds</b>		
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	15,638
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	62,467
05-35-74-700	<b>Equipment- 2 pickups</b>	100,000	58,664
05-35-72-400	<b>Pool/Splashpad</b>	25,000	18,935
	<b>PROJECTS</b>	<b>926,200</b>	<b>326,852</b>
	<b>FUNDING</b>		
	Proceeds	4,000	
	Contribution		10,320
	Operating fund- Park fees	5,300	
	Capital reserve- General allocation	351,400	134,074
	Capital reserve- Recreation	18,000	
	Borrowing	547,500	182,458
	<b>TOTAL</b>	<b>926,200</b>	<b>326,852</b>



# Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: December 7, 2022

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

---

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

In this report, the Town of Kentville is projecting a surplus position of **\$23,300** (last month surplus \$22,700).

Everything known to date is captured in this report.



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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$105,500**. The particulars are as follows:

**2 TAXES** (budget \$10,851,700; projected \$10,845,800; **UNDER BUDGET \$5,900**)

- Taxation is **under budget \$4,700** due to assessment changes which 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 \$1,278,000; **OVER BUDGET \$74,200**)

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

- Permits (Admin)- reports **\$100 over budget**.

- Fines- Provincial court will **exceed budget \$5,000.**
- Parking tickets will **exceed budget \$1,000.**
- Permits (Planning) **exceed budget by \$1,000.**
- Rentals – Lions Club building will **exceed budget by \$300.**
- Rentals- Tennis Court fell **short of budget- \$500.**
- Rentals- Pool fell **short of budget \$200.**
- Rentals- HUB building could **fall short of budget \$500.**
- Interest revenue will end the year **over budget by \$68,000**, 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 \$204,500; **OVER BUDGET \$34,100**)

**This section will be over budget by 20.0%.**

- 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 and **\$4,100** for lane ropes at the swimming pool.
- 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 \$82,200.** The Town Operating Fund is projecting **a surplus of \$23,300.** 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 \$1,567,600; **OVER BUDGET \$43,900**)

**This department is projected to end the year over budget by 2.9%.**

- Office expenses are projecting **over budget by \$39,600** – Mainly due to a \$30,000 increase in legal expenditure and \$6,700 increase in the annual insurance premium for Administration. Other accounts which will exceed budget include Advertising, Convention & travel and Dues and fees.
- Debt charges fall **under budget \$1,000**, as the Spring 2022 debenture discount expenditure fell under budget.
- Programmes **exceeds budget by \$5,300** due to a decrease in Reduced taxes Section 69 of \$1,200 and an increase in Grants (in total) of \$6,500. (The *Physician Navigator project* was awarded \$5,000, which was not budgeted and the *Frugal Moms Society* was granted \$ 2,000, also not budgeted).

**11 12 13 PROTECTIVE SERVICES** (budget \$4,170,100; projected \$4,206,600; **OVER BUDGET \$36,500**)

**Police Protection- core program** is projecting to be **over budget \$24,100.**

- Remuneration (in total) will fall exceed budget by \$3,500. "M" time is discounted \$4,500; however, Overtime- Sergeant is increased \$6,000 while Overtime-constables is increased \$ 2,000.
- Office expenditures will fall under budget by \$300. General insurance premium for 22/23 exceeded its budget but is offset by a reduction in expenses for the Police Commission meetings and expenses for Chief and the Deputy.
- Occupancy- building segment will exceed budget \$600 due to the annual insurance premium.
- Operations- Communication will exceed budget \$18,800 as one billing from last fiscal year was not received by KPS offset by savings in the Maintenance account.
- Operations- Vehicle exceed budget \$2,400 due to the annual insurance premium offset by savings in the Operation and Maintenance account.
- Operations- Programmes provide savings of \$900. Special projects will provide savings of \$ 7,000 and Crime prevention/community relations falls short of budget by \$1,500 offset by an increase of \$ 7,600 for the Community Crisis Navigator project which has been extended until March 31.

**Sales of Service- KPS**

This section is projected to meet its budget.

**Law Enforcement**

This section is projected to provide **savings of \$7,000.**

- Prosecutorial services should provide savings of \$2,000
- Savings of \$5,000 will be found in Legal as there are no outstanding grievances or collective bargaining issues.

### **Fire Protection**

This section is projected to meet its budget.

### **Emergency Measures/Other Protection**

This section is projected to **exceed its budget by \$19,400.**

- Building inspection (purchased service from Kings County) will exceed budget by \$ 19,300 partly to an adjustment to last year of \$ 5,800 and an increase in this year's charge.
- Fire inspection (purchased service from Kings County) will exceed budget by \$ 100.

### **14, 15 TRANSPORTATION SERVICES** (budget \$2,390,900; projected \$2,429,700; **OVER BUDGET \$38,800**)

**Transportation Services is projecting to end the year over budget 1.6%.**

- **Common Services** is projecting to be **under budget \$200.** Office expenditures will exceed budget \$1,600 in total due to the general insurance expenditure exceeding budget. Operations- vehicles and equipment provide savings of \$1,800 related to vehicle insurance.
- **Road transport programmes** will **exceed budget by \$46,400.** Street repairs exceed budget by \$2,300 due to patch paving. Sidewalk repairs will exceed budget by \$1,400. Street cleaning exceeds budget by \$ 2,000. An overage of \$36,700 will occur in Street lighting due to NSP not billing the Town for streetlights for 3 months last fiscal year. Traffic services will exceed budget by \$4,000 due to the purchase of signage for the Town.
- **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 \$643,500: **UNDER BUDGET \$39,000**)

**Environmental Development expects to fall under its budget by -5.7%.**



- Planning and zoning will fall **short of budget by \$40,600**. Remuneration will fall short of budget \$37,500 due to changes in staff complement. Office expenditures will fall short of budget by \$3,100 due to savings in several accounts.
- Community Development will **exceed budget by \$1,600** due to surveys conducted.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,541,600; projected \$1,567,000; **OVER BUDGET \$25,400**)

**This department is projected to exceed its budget by 1.6%.**

- Administration (overall) is projecting to be **over budget \$7,600**. Office expenditures will exceed budget by \$8,400. Overages will show in Legal expenditures, Professional fees, Training, 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 \$5,100**. Savings are found in Swimming pool, Camps, offset by overages in Other programmes and Canada Cup.
- “Other” is projecting **savings of \$3,000**, as recreation positions remain vacant.
- “Recreation Facilities” (overall) are projected **over budget by \$15,700**. Segments under budget include Tennis Courts, Memorial Park, other parks accounts & Rail corridor maintenance offset by increases in Swimming pool and Parks and playgrounds-general expenditures.

**23 EDUCATION** (budget \$1,622,000; projected \$1,623,300; **OVER BUDGET \$1,300**)

- Annapolis Valley Region for Education released this year’s student numbers along with the final assessments for each of its municipal partners. Kentville picked up one student and the assessment for the Hantsport region was updated.

**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

November 30, 2022

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	10,813,200	10,808,500	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>10,845,800</u>	-0.1%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
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%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
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%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,040,900</u>	<u>1,040,900</u>	0.0%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	37,200	23.6%
Rentals	405,300	404,400	-0.2%
Interest	92,000	160,000	73.9%
Return on investment	630,000	630,000	0.0%
Other	46,400	46,400	0.0%
	<u>1,203,800</u>	<u>1,278,000</u>	6.2%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>220,900</u>	<u>232,700</u>	5.3%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>170,400</u>	<u>204,500</u>	20.0%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	280,300	280,300	0.0%
	<u>280,300</u>	<u>280,300</u>	0.0%
<b>TOTAL REVENUE</b>	<u>14,550,600</u>	<u>14,656,100</u>	0.7%

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	272,400	272,400	0.0%
10	General Administration	1,523,700	1,567,600	2.9%
		<u>1,796,100</u>	<u>1,840,000</u>	2.4%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,784,400	2,808,500	0.9%
11-1	Police- Sales of service	171,600	171,600	0.0%
11-2	Law enforcement	205,600	198,600	-3.4%
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	162,600	13.5%
		<u>4,170,100</u>	<u>4,206,600</u>	0.9%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	1,170,200	1,170,000	0.0%
15	Road transportation	774,300	820,700	6.0%
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>2,429,700</u>	1.6%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	709,200	709,200	0.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	90,000	65,300	-27.4%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	240,200	199,600	-16.9%
19	Other community development	442,300	443,900	0.4%
		<u>682,500</u>	<u>643,500</u>	-5.7%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	546,300	553,900	1.4%
21	-Programmes & other	163,100	165,200	1.3%
22	-Facilities	668,000	683,700	2.4%
22	-Recreation- Debt charges	29,500	29,500	0.0%
22	Cultural	134,700	134,700	0.0%
		<u>1,541,600</u>	<u>1,567,000</u>	1.6%
23	<b>EDUCATION</b>	<u>1,622,000</u>	<u>1,623,300</u>	0.1%
<b>FINANCING AND TRANSFERS</b>				
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%
<b>TOTAL EXPENDITURE</b>		<u>14,550,600</u>	<u>14,632,800</u>	0.6%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>23,300</u>	0.2%

# Town of Kentville Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	7,070,800	7,084,500
Commercial property	2,143,900	2,114,200
Commercial-Industrial Park	768,200	779,500
Resource-Taxable assessments	48,800	48,800
Resource-Forest under 50,000 acres	100	100
	<u>10,031,800</u>	<u>10,027,100</u>
Fire Area Rate (KVFD)	222,200	222,200
Fire Protection Area Rate (Hydrant)	438,900	438,900
	<u>661,100</u>	<u>661,100</u>
Economic development levy	120,300	120,300
	<u>10,813,200</u>	<u>10,808,500</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	3,000	3,000
	<u>3,000</u>	<u>3,000</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	35,000	33,700
Assessment Act- Farm property acreage	500	600
	<u>35,500</u>	<u>34,300</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>10,851,700</u>	<u>10,845,800</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(5,900)</b>

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	387,900	379,200
<b>Province</b>		
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
<b>OVER BUDGET (UNDER BUDGET)</b>		(8,700)

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

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

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
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	-	-
	<b>1,040,900</b>	<b>1,040,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	15,000	20,000
Law enforcement		
Licenses	2,700	2,700
Parking tickets	9,000	10,000
Emergency Measures		
Animal licenses	1,500	1,500
Planning		
Permits	1,800	2,800
	<u>30,100</u>	<u>37,200</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	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	-
Fields	20,000	20,000
Recreation Centre	13,000	13,000
Pool	1,000	800
HUB building	500	-
Arena	323,500	323,500
	<u>405,300</u>	<u>404,400</u>
Interest	92,000	160,000
Return on investments	630,000	630,000
Miscellaneous-General	46,400	46,400
Miscellaneous-Police	-	-
Miscellaneous- Recreation	-	-
	<u>1,203,800</u>	<u>1,278,000</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>74,200</u>



# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
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
<b>OVER BUDGET (UNDER BUDGET)</b>		11,800

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	18,500
Canadian Parks & Recreation Assoc.	10,000	10,000
	<u>10,000</u>	<u>28,500</u>
<b>Province</b>		
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		
<b>Other</b>		
Trans Canada Trail		
Sport Nova Scotia		5,800
TIANS (re VIC)		4,500
	<u>160,400</u>	<u>176,000</u>
	<u>170,400</u>	<u>204,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>34,100</u>

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

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

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	614,900	614,900
Benefits 121-22-02X	125,700	125,700
<b>Office Expenditures</b>		
Legal and audit	60,000	90,000
Advertising and promotion	4,000	5,000
Expenses- CAO	6,000	6,000
Convention and travel	3,800	5,000
Training	5,000	5,000
Dues and fees	9,000	9,700
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
	<b>199,300</b>	<b>238,900</b>
<b>Information Technology</b>		
Administration	91,000	91,000
Operations	111,000	111,000
Special projects	20,500	20,500
	<b>222,500</b>	<b>222,500</b>

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	118,100	118,100
Various building 121-26..27-0XX	5,000	5,000
	123,100	123,100
<b>Debt Charges</b>		
Debenture interest	3,800	3,800
Term loan interest	-	-
Debenture discount	6,000	5,000
	9,800	8,800
<b>Programmes</b>		
Reduced taxes- Section 69/69A	9,300	8,100
Reduced taxes- Section 71	50,000	50,000
Grant - Contingency	26,000	32,500
Grant-Kentville Lions Club		-
Assessment Services	90,100	90,100
	175,400	180,700
<b>Valuation Allowances</b>		
Accrued sick leave	50,000	50,000
Other doubtful A/R	3,000	3,000
	53,000	53,000
<b>TOTAL GENERAL ADMINISTRATION</b>	1,523,700	1,567,600
<b>OVER BUDGET (UNDER BUDGET)</b>		43,900

Town of Kentville  
Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
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	500
Overtime-Sergeant	16,000	22,000
Overtime-Constable	40,000	42,000
Special event overtime- Sergeants & Constables	-	7,200
Secondment	108,600	108,600
	1,914,800	1,925,500
<b>Benefits 122-12-02X</b>	394,500	394,500
<b>Internal allocation 122-13-010</b>	-	(7,200)
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	1,000
Chief's expenses	7,000	5,000
Deputy Chief's expenses	3,000	1,000
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	133,400
<b>Occupancy-Police Building</b>		
Custodial	8,100	8,100
Insurance	2,200	2,800
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	51,700
<b>Operations-Communication</b>		
Communications	91,900	112,700
Radio license	3,600	3,600
Maintenance	3,000	1,000
	98,500	117,300

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	28,000	28,000
<b>Operations-Vehicle</b>		
Insurance	10,900	14,300
Gasoline	28,000	28,000
Operations & maintenance	20,000	19,000
	58,900	61,300
<b>Operations-Programmes</b>		
Special projects	22,000	15,000
Community Crisis Navigator project	35,400	43,000
Crime prevention/community relations	2,500	1,000
Custody and detention of prisoners	45,000	45,000
	104,900	104,000
<b>TOTAL POLICE PROTECTION</b>	2,784,400	2,808,500
<b>OVER BUDGET (UNDER BUDGET)</b>		24,100
	-	
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,784,400	2,808,500
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	136,600	136,600
Fines and fees- Province	15,000	20,000
Miscellaneous revenue		-
Law enforcement- Province	100,000	100,000
Department of Justice-Province		5,300
Community Crisis Navigator Project- Province	35,400	35,400
<b>TOTAL POLICE PROTECTION REVENUE</b>	287,000	297,300
<b>NET POLICE PROTECTION</b>	2,497,400	2,511,200
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	99,400	99,400
Remuneration Part time	48,000	48,000
Benefits	24,200	24,200
Internal allocation		-
	171,600	171,600
<b>NET SALES OF SERVICES</b>		-
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	480,000	480,000
<b>NET SALES OF SERVICES</b>		(308,400)

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	86,600	86,600
<b>OTHER</b>		
Prosecution	8,500	6,500
Legal	10,000	5,000
Other-Crossing guards	30,000	30,000
Parking enforcement officer	70,500	70,500
	119,000	112,000
<b>TOTAL LAW ENFORCEMENT</b>	205,600	198,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(7,000)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,700	2,700
Parking Tickets	9,000	10,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	11,700	12,700
<b>NET LAW ENFORCEMENT</b>	193,900	185,900



# Town of Kentville

## Operating Fund -22/23

November 30, 2022

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

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debt interest	4,200	4,200
Term loan interest	-	-
<b>TOTAL DEBT CHARGES</b>	<b>4,200</b>	<b>4,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>EMERGENCY MEASURES</b>		
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
	<b>32,200</b>	<b>32,200</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	38,900	58,200
Occupational Health & Safety	15,000	15,000
Fire inspection	45,100	45,200
	<b>111,000</b>	<b>130,400</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>143,200</b>	<b>162,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>19,400</b>

# Town of Kentville Operating Fund - 22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
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>
<b>Benefits 123-12-02X</b>	<u>270,700</u>	<u>270,700</u>
<b>Internal allocation 123-13-010</b>	<u>(501,300)</u>	<u>(501,300)</u>
<b>Office Expenditures</b>		
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>
<b>Occupancy-Public Works building 123-15-0XX</b>	<u>57,000</u>	<u>57,000</u>
<b>Operations-Communications</b>		
Communication	<u>4,000</u>	<u>4,000</u>
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	65,000	65,000
Insurance	15,000	13,200
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>314,200</u>
<b>TOTAL COMMON SERVICES</b>	<u>1,170,200</u>	<u>1,170,000</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(200)</u>

# Town of Kentville Operating Fund - 22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	120,000	122,300
Sidewalk repairs	5,000	6,400
Storm sewer maintenance	65,000	65,000
Street cleaning	30,000	32,000
Snow and ice removal	285,000	285,000
Street lighting	160,000	196,700
Traffic services	62,000	66,000
Parking and other	47,300	47,300
<b>TOTAL ROAD TRANSPORTATION</b>	<b>774,300</b>	<b>820,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>46,400</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	288,000	280,900
Kings Point to Point	12,600	12,300
<b>TOTAL PUBLIC TRANSIT</b>	<b>300,600</b>	<b>293,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(7,400)</b>
<b>DEBT CHARGES</b>	<b>51,800</b>	<b>51,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
<b>TOTAL OTHER TRANSPORT</b>	<b>94,000</b>	<b>94,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

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

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

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

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration Administrative	169,500	132,000
<b>Benefits 126-12-02X</b>	30,900	30,900
<b>Office Expenditures</b>		
Legal	10,000	10,000
Committee meeting expenditure	100	100
Advertising and promotion	1,500	1,500
Expenditures-Director	4,500	3,100
Training and development	3,000	3,000
Insurance	9,700	9,000
Office supplies	2,000	1,000
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	36,700
<b>TOTAL PLANNING AND ZONING</b>	240,200	199,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(40,600)

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	95,300	95,300
Community economic development	4,300	4,300
Development studies	4,000	4,000
Survey costs	1,000	2,600
Climate change action plan	10,000	10,000
Kentville Futures & Lions Club operating costs	13,000	13,000
	32,300	33,900
	156,600	158,200
<b>OVER BUDGET (UNDER BUDGET)</b>		1,600
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	27,800	27,800
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	81,800	81,800
CED Office	7,000	7,000
	88,800	88,800
<b>Tourism</b>		
Tourism	20,500	20,500
<b>Promotions</b>		
Promotions	125,100	125,100
<b>Other</b>		
Apple Blossom Festival	17,000	17,000
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	251,400	251,400
<b>OVER BUDGET (UNDER BUDGET)</b>		-



# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	387,300	387,300
Benefits 127-12-02X	84,600	84,600
Internal allocation 127-13-010	(52,200)	(52,200)
<b>Office Expenditures</b>		
Legal fees	500	2,500
Professional fees	500	1,500
Committee meeting expenditure	3,000	2,500
Promotion and publicity	2,500	2,000
Expenses-Director	5,000	4,500
Training	6,500	7,000
Insurance	16,000	18,000
Office supplies	3,000	5,000
Materials and supplies	2,500	2,500
Communication	12,000	15,000
Equipment lease	2,000	2,000
Other	10,600	10,000
	64,100	72,500
<b>Vehicles and equipment</b>		
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
<b>TOTAL ADMINISTRATION-RECREATION</b>	546,300	553,900
<b>OVER BUDGET (UNDER BUDGET)</b>		7,600

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	-	-
Swimming pool 127-22-0XX	29,700	18,000
Day camp 127-23-0XX	19,100	18,000
Multi-sport camp 127-24-0XX	15,300	14,500
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	18,700
Spike fund 127-28-0XX	-	-
<b>TOTAL RECREATION PROGRAMMES</b>	<b>92,100</b>	<b>97,200</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	71,000	68,000
<b>TOTAL OTHER RECREATION</b>	<b>163,100</b>	<b>165,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>2,100</b>

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
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	1,500
Other facility maintenance 127-46-065	16,600	16,000
Kentville arena 127-52-XXX	385,600	385,600
Parks and playgrounds - general 127-61-0XX	102,000	120,000
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
<b>TOTAL RECREATION FACILITIES</b>	<b>668,000</b>	<b>683,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>15,700</b>
<b>TOTAL DEBT CHARGES</b>	<b>29,500</b>	<b>29,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
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	-	-
<b>TOTAL CULTURAL</b>	<b>134,700</b>	<b>134,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -22/23

November 30, 2022

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,622,000</u>	<u>1,623,300</u>
TOTAL APPROPRIATION	<u>1,622,000</u>	<u>1,623,300</u>
OVER BUDGET (UNDER BUDGET)		<u>1,300</u>

# Town of Kentville Operating Fund -22/23

November 30, 2022

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	833,100	833,100
Temporary financing- principal	-	-
	833,100	833,100
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
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
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(280,300)	(280,300)
From Capital Reserve fund	(280,300)	(280,300)
	(280,300)	(280,300)
<b>NET FINANCING AND TRANSFERS</b>	<b>1,267,900</b>	<b>1,267,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: November 29, 2022

Re: **TOWN OF KENTVILLE SANITARY SEWER INTEREST WRITE OFFS**

You will find a listing attached from the Town's Collection Officer indicating the need to write off interest charged to several Sanitary Sewer accounts in the amount of **\$834.31**. This amount represents late-payment interest charged to Province of Nova Scotia authorities in 2019 and early 2020.

The Town's policy indicates that accounts are written off once it is known that the account is uncollectible.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached Sanitary Sewer Area Service accounts in the amount of **\$834.31** be approved for write off and forwarded to Town Council for ratification.





# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: November 29, 2022

Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**

---

## **BACKGROUND**

You will find information attached provided by the Town's Collection Officer concerning the need to write off sundry accounts receivable in the amount of **\$3,060.78**.

Collection attempts over the years have failed and the above-noted amounts are not collectible.

Write-offs are a housekeeping matter. The Town's policy indicates that accounts are written off once it is known that the account is uncollectible.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the sundry receivable amounts in the amount of **\$3,060.78** be approved for write off forwarded to Town Council for ratification.







## Town of Kentville

# Staff Report to Council Advisory Committee

### Department of Planning and Development

Planning Technician/Acting Development Officer  
December 2022

#### Administration and Operations

- **Development Permits:** 12 Development Permits were issued in the month of November, with a total building valuation of \$1,127,403. Bringing the overall year-to-date Development Permit totals to 130 permits issued and building valuation total of \$20,793,347 so far this year. Activity & Development Permit Report is attached.
- **Subdivision Applications:** 3 new Subdivision Applications were submitted in November. 1 file is in the final registration stage of the process and the 2 other files have been completed and closed. This office has 3 Subdivision files from earlier months that are awaiting deed submissions before they can be submitted for final registration, the applicants have been notified.
- **GIS:** A “Bridge Closure” map was completed for the Parks and Rec Department to communicate to the public the location of the closure. The Capital Infrastructure Map has been updated on the Town’s website to show up-to-date information on this year’s projects.
- **Civic Addressing:** 1 Residential civic address has been retired this month due to the renovation of the existing dwelling to reduce the number of units from 2 units to 1 unit.

#### Projects

- **McDougall Heights Rezoning:** Staff have been working to draft a report and finalize plans to bring first reading of this rezoning application to CAC in January.

- **Enquire:** Staff have been working with the developer to prepare a revised Site Plan Approval package to be circulated to all property owners within 30 metres of the subject property.
- **Curling Club:** Staff met with the President and Vice President of the Glooscap Curling Club to discuss potential upgrades to the facility to improve accessibility. The Club has been informed that they will be subject to the Site Plan Approval process to achieve a Development Permit for an addition.

### **Meetings**

- Weekly Staff Meetings
- Social Committee Meetings
- Internal Meeting re: Rezoning Proposal
- Off-Site meeting at the Glooscap Curling Club to discuss future changes to the Site

### **Public Engagement**

- Frequent phone calls and email correspondence
- Appointments are encouraged with staff for those who wish to have support with Development Permit Applications and Subdivision Applications

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kirsten Duncan". The signature is fluid and cursive, with the first letter of "K" being particularly large and stylized.

Kirsten Duncan

Planning Technician/Acting Development Officer

# Activity Report

Planning & Development  
November 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> November 2022		<i>PERMITS ISSUED</i> November 2021	
	Month Total	Year Total	Month Total	Year Total
<b>Number of Permits</b>	12	130	10	136
<b>Total Building Value</b>	\$ 1,127,403.00	\$ 20,793,347.00	\$ 1,289,650.00	\$ 25,707,425.00
<b>Permit Revenue</b>	\$ 897.97	\$ 18,964.55	\$ 1,211.30	\$ 31,908.44

# Permit Report

Planning & Development

November 2022



<b>Permit #:</b> 4097	<b>Permit Date:</b> 2022-11-01
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant - Change of Tenant from Hair Salon to Personal Service Business.	

<b>Permit #:</b> 4098	<b>Permit Date:</b> 2022-11-01
<b>Value of Construction:</b> \$40,000.00	<b>Fee:</b> \$111.61
Renovations/New Accessory Construction - Renovating a two unit dwelling to become a single unit dwelling, and constructing a new 232 sq ft deck on the back.	

<b>Permit #:</b> 4100	<b>Permit Date:</b> 2022-11-01
<b>Value of Construction:</b> \$40,000.00	<b>Fee:</b> \$0.00
New Accessory Construction - Constructing a 6' chainlink fence for the new Kentville Dog Park.	

<b>Permit #:</b> 4101	<b>Permit Date:</b> 2022-11-08
<b>Value of Construction:</b> \$500,000.00	<b>Fee:</b> \$292.84
New Residential Construction - Constructing a new two unit dwelling, residential space is 1,133 sq ft per unit and garage space is 268 sq ft per unit	

<b>Permit #:</b> 4102	<b>Permit Date:</b> 2022-11-24
<b>Value of Construction:</b> \$500,000.00	<b>Fee:</b> \$327.56
New Residential Construction - Constructing a new Single Unit Dwelling, residential space is 2,796 sq ft	

<b>Permit #:</b> 4103	<b>Permit Date:</b> 2022-11-23
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$30.00
Demolition - Demolishing a small building in the Downtown Commercial core	

<b>Permit #:</b> 4104	<b>Permit Date:</b> 2022-11-16
<b>Value of Construction:</b> \$30,603.00	<b>Fee:</b> \$50.00
Solar Panel Permit - Installing 29 Solar Panels on the roof of a new residential dwelling	

<b>Permit #:</b> 4105	<b>Permit Date:</b> 2022-11-16
<b>Value of Construction:</b> \$1,000.00	<b>Fee:</b> \$22.20
Renovations - Renovating a two-unit commercial building for adequate fire separation to accommodate new businesses	

<b>Permit #:</b>	<b>4106</b>	<b>Permit Date:</b>	2022-11-16
<b>Value of Construction:</b>	\$10,000.00	<b>Fee:</b>	\$42.00
Renovations - Renovating a three unit dwelling to revert it back to a single unit dwelling			

<b>Permit #:</b>	<b>4107</b>	<b>Permit Date:</b>	2022-11-16
<b>Value of Construction:</b>	\$800.00	<b>Fee:</b>	\$21.76
Renovations - Renovating a previous Restaurant unit to revert the space back into two units for a Retail space and a Medical Clinic			

<b>Permit #:</b>	<b>4108</b>	<b>Permit Date:</b>	2022-11-16
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$0.00
Change of Tenant - Change of Tenant from a Restaurant to a Retail Store			

<b>Permit #:</b>	<b>4110</b>	<b>Permit Date:</b>	2022-11-16
<b>Value of Construction:</b>	\$5,000.00	<b>Fee:</b>	\$0.00
New Accessory Construction - Constructing a 12' x 16' (192 sq ft) accessory building in the rear yard			



# **Town of Kentville**

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

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

**December 2022**

#### **Programs and Operations**

- We are conducting a survey to gauge needs for improved cell coverage and business internet along Park Street (west end) and in the Kentville Business Park. We have been hearing from some of our business tenants that service is limited and are collecting this data to help inform how we might influence improvements by service providers in that section of town.
- Holiday messaging is out now. We are again running the "It Feels Like Christmas" campaign on radio with AVR/Magic, and holiday greetings from the Town have also been voiced there and on Rewind. Winter marketing will be minimal this year, and we will pick up again with tourism marketing in the spring.

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

- The CEDC attended the recent Municipal Partners Session for the Annapolis Valley Strategic Tourism for Areas and Regions (STAR) Project. The update session was for elected officials and staff. Consultant Richard Innes will present the strategy through a series of presentations held in late January, stay tuned.
- Tourism Nova Scotia is offering matched contribution funding to support online marketing campaigns for businesses and tourism operators, including municipalities. The opportunities for participation are varied in buy-in amounts and inclusive of many digital platforms. The Town is applying for this funding. This opportunity is of particular interest because of the access to expertise and the partnership on delivery support that comes with it.
- Next in the signature event line up is the Kentville Fire and Ice Festival. Planning for that event will continue after the holidays, for execution in February.

## **Projects & Beautification**

- Some of the activation items are being removed from Centre Square ahead of the snow removal season. This is the third year of activation under the project plan, and it was a great season. The interest in the space continues to grow with new events and groups booking and using the space. Feedback continues to be very positive, and we are working on plans for next season.
- The Kentville Business Community “Holly Jolly Decorating Contest” is in full swing and voting closes on December 16<sup>th</sup>. The contest encourages businesses to decorate and compete for the David White trophy. The campaign contributes significantly to overall downtown beautification efforts. This has made Kentville more of a desirable destination for shopping this year.

Respectfully Submitted,  
Lindsay Young  
Community & Economic Development Coordinator





**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of November 2022  
DEPARTMENT OF PARKS AND RECREATION  
PRESENTED ON DECEMBER 12<sup>TH</sup>, 2022**

**Administration and Operations**

- Operations
  - Kentville Ravine: a session was held with Carolyn Landry and interested stakeholders to discuss how we want to move forward together. The theme of this discussion was through the lens of reconciliation and working together as nature for nature.

**Facilities and Operations**

- Arena
  - Arena attendant Mike Daphinee will begin their courses to obtain their arena ticket. Once completed this will mean that we have three staff with completed arena tickets increasing our safety practices.
- Parks and Trails
  - The Harvest Moon Trail remains closed between Leverett and Eve's Hollow until December 20<sup>th</sup>. The two bridges located behind the Curling Club are being repaired and brought up to the correct safety and accessibility standard.
- Recreation Center
  - A new accessible door will be replacing the existing lower recreation center door. We are looking forward to this new addition by the New Year.

**Programs and Operations**

- Operations

- 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.
- Programs
  - Regular programs continue.

### **Community Outreach**

- Events
  - Holly Days Festival was a great success this month. Thanks to Ashley Sheffield and Nick Gerrard for ensuring the tree was up and lit and Santa and his elves were there to take pictures with everyone. Congratulations to Lindsay Young and the team from KBC, along with the Kentville Police Service for an excellent event overall!
  - November 30<sup>th</sup> our department held our annual community partner gathering. The theme for this year was focused on sport. Community partners came together and called for more action to ensure their clients could both access and feel safe when participating in sport. Congratulations to Bekah Craik and Grayson Titcomb from our office for a great job facilitating this session. These two will continue to meet with community stakeholders and collect feedback. A final report will be prepared.

### **Capital Projects**

- We recently purchased a truck. Once the wrapping of our brand is complete the truck will be added to our fleet.

### **Council Related**

- Kentville’s Accessibility Action Plan
  - *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: [accessibility@kentville.ca](mailto:accessibility@kentville.ca), or visit our website at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility) for more information.
  - The Committee met on December 1<sup>st</sup> and discussed the following:
    - Anti-racism action items were discussed and are currently being drafted. Once completed, this supplement will be added to the current Accessibility Action Plan for the Kentville and Inclusion

Advisory Committee, at which point it will be presented to council for final approval.

- We began the process of looking at priority actions. Our next meeting will focus on transportation, which includes our Active Transportation Strategy and Public Transit.
  - Director Bell presentation to the group about how decisions are made around which sidewalks receive attention first.
  - The committee reviewed the letter from the province that acknowledges that the Kentville Bridge requires lighting.
- 
- Kentville's Active Transportation Plan
    - Bekah Craik has taken over as staff lead on this file and will continue to support all departments in ensuring that the recommendations in the Active Transportation Plan are completed.
  - Regional Recreation Complex:
    - There are no updates at the time of submission.

Respectfully Submitted,



Rachel Bedingfield  
Director of Parks and Recreation



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

902-679-2501  
dtroke@kentville.ca

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October 11<sup>th</sup>, 2022

RE: Homeless No More Engagement

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On October 24<sup>th</sup>, 2022 approximately 60 individuals representing over 40 organizations attended a meeting to discuss the next steps for the Homeless No More (HNM) Initiative. We focused the discussion around four points of focus:

1. Current Conditions
2. What do we know
3. Things would be better if
4. The New Role of Homeless No More

A summary of “what we heard” can be found in the attached document.

Four main factors arose when the group was asked to consider how HNM could support their work.

1. The group imagined that HNM could work to amplify homelessness first-voice, practitioner experiences and organizational barriers.
2. Work to connect organizations through information sharing and hosting opportunities to learn, ideate and collaborate.
3. For HNM to act as influencers or catalyst of change
4. While being led by local organizations, HNM can represent rural homelessness across the region and advocate to address the housing crisis. As well, preliminary data have been collected following a regional effort to collect information on homelessness

in the Annapolis Valley in the month of November.

Though there is still more information coming in, below is a look at some of the numbers we are seeing:


- The current amount of Individuals accounted for is 230. Of the 230, 99 are provisionally accommodated, 53 are at risk of homelessness, 32 are emergency sheltered and 32 are unsheltered.
- Over 50% of the individuals reported reside in Kings County and 118 of the individuals are accessing support services in Kentville.
- 98 of the individuals are known to have children with only 35 individuals receiving child tax benefits.
- Of the individuals, 20 are known to be experiencing sexual exploitation, 14 criminal exploitation and 9 are experiencing unpaid labour.
- 18 are in, or returning to, an abusive relationship.
- 184 of the individuals reported that the high costs of rent is a barrier to accessing housing, followed by 167 expressing there are poor housing options available to them.
- In terms of assets, 122 individuals are noted to have community connects as positive support, 60 have access to reliable transportation, with 108 having access to primary care or family doctor.

We will have more quotes and testimonies from the data in the coming weeks once we stop the active survey link. A full report will be available to council in the new year.

At the same time as our data collection for the Annapolis Valley, the Province is also conducting data through online mediums. Please consider filling out the survey:

<https://www.nshousingneeds.ca/>.

Respectfully,

A handwritten signature in black ink that reads "Rachel Bedingfield". The signature is written in a cursive style with a large, stylized initial "R".

Rachel Bedingfield  
Director of Parks and Recreation

# Homeless No More Engagement

Oct 24th, 2022

Berwick Lions Club, NS

## Report Overview

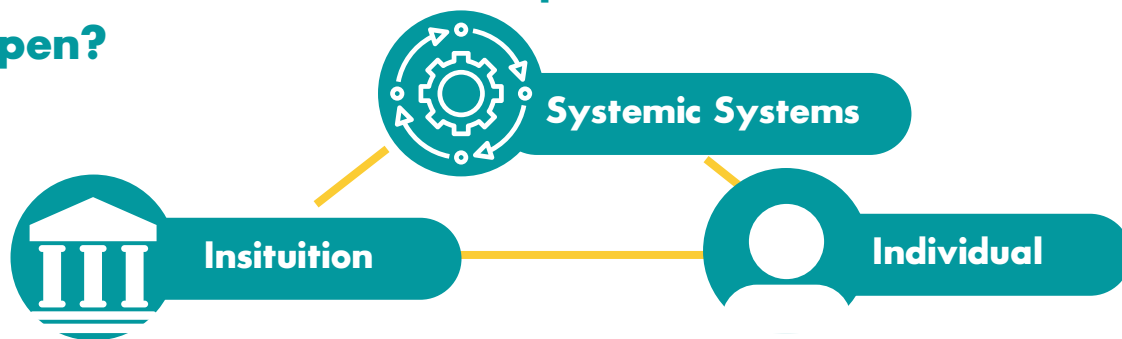
To the common eye, rural homelessness is invisible. However, the evidence shows it is a growing issue across Nova Scotia. As of August 2022, The South Shore Open Door Association reported 162 individuals, including children, were experiencing homelessness in Lunenburg County and the surrounding area. In addition, as of November 2022, 192 individuals were reported to be experiencing homelessness or at risk of homelessness between Digby to West Hants (Community Support and Service-Based Count 2022). These statements were further validated by the number of concerned and determined practitioners attending the Homeless No More engagement on October 24th, 2022.

There were approximately 60 participants representing approximately 40 organizations. The following document captures their voices and experiences regarding rural homelessness and their perspectives on how Homeless No More (HNM) could support their work and organizations. To do so, participants interacted with multiple question sheets and engaged in discussion prompts. The sections below share key themes from each discussion with four focus points; (1) Conditions, (2) What do We Know, (3) Things Would be Better if and (4) the New Role of the Homeless No More Committee. To find out more on Homeless No More or to hear about future engagements, visit [www.homelessnomore.ca](http://www.homelessnomore.ca)

### Question Sheet #1 Conditions

## What is the lived reality of our community?

## And What conditions are in place that allow for this to happen?



The lived reality of the participant's community was identified with intersectional influences from institutions, various systems and individual experiences. Individuals, such as refugees, struggle to access resources from an institutional level. Additionally, organizations are struggling to access sustainable funding options from institutions. The system individuals and institutions operate in is layered with built-in discrimination, racism, inaccessibility, stigmas and a lack of representation among funders or institutional service providers. The group identified a need for policy to represent people and to be led by first-voice experiences. There was a clear expression of reimagining and rebuilding the current system, with an understanding that a lack of housing is not an isolated issue but one that is influenced by multiple individuals, systems and institutional factors.

## What is good practice telling us about a Housing First approach?



Good practice tells us that a Housing First Approach offers the potential to reduce barriers by ensuring good access to support, community and services. Effective and collaborative circles of care that utilize a human-centric approach benefit the practitioner and client. Additionally, Housing First requires systems thinking and seeing the intersectionality of situations combined with the individual experience.

*Note: participants also expressed a lack of understanding of the Housing First Approach. More education and literacy on the topic is required before fully understanding what good practice might be telling us about a Housing First Approach*

### Is a community hub good practice?

Based on participants' responses, there is a clear potential for a Community Hub. However, the group identified various barriers and expectations if it was ever to come to fruition. In order to expand the idea of a Community Hub, participants requested that community members and first-voice experience would need to be involved in the ideation process. People and funding are needed to make it happen. Collaboration would be crucial to achieving beneficial results for clients and practitioners if a Community Hub were implemented. The group identified numerous key aspects of a Hub's provided services; (1) using a client-centric or case-by-case approach, (2) offering multifaceted supports and support at every level, (3) tenant support and eviction prevention, (4) a focus on accessibility in both access to supports and build environment with 24/7 access, and (5) operate as an example of best practices and advocacy.

When thinking about a Community Hub, the group also identified organizations working with a collaborative approach, such as the Native Council of Nova Scotia and Kings Family Resource Centre. Questions on how we might connect existing supports to clients and practitioners to funding to continue offering support.



## What is preventing us from being successful?



According to the participant's responses, four key areas prevented practitioners and service providers from success. First, the group felt they need more access to staff funding and sustainable multi-year project finding. Note that the group mentioned the struggle of the ask to innovate a program to secure funding. Sometimes, groups need regular funding for already successful programs. Additionally, there needs to be more equity for the clients they serve. Participants feel support is often off-loaded to organizations, and staff are experiencing low emotional and practical capacity. They need support and reciprocity from the government to increase staff capacity. Finally, government, policymakers and community members also need a greater understanding of the lived reality of rural homelessness across their communities.

## Who needs to hear this?

The group felt that all levels of government, Federal, Municipal, Provincial, healthcare workers, landlords and tenants, community leaders, Airbnb owners, and large businesses should all learn more about rural homelessness in communities. Participant responses articulate that the homelessness crisis must be seriously considered during policy change and implementation. The group felt that the homelessness community is written out of public policy.

## Whats the ask?

After exploring what is preventing us from being successful and considering who needs to hear this, the group generated ideas for moving forward. Discussions of potential asks offer a tension point when considering government involvement. On the one hand, the government directly impacts policy and policy changes. Many participants noted that the government needs to transition to a community-based and informed approach. Especially when it comes to decisions on rental caps, extending funding periods (to 3 to 5 years) and zoning municipalities for affordable housing.

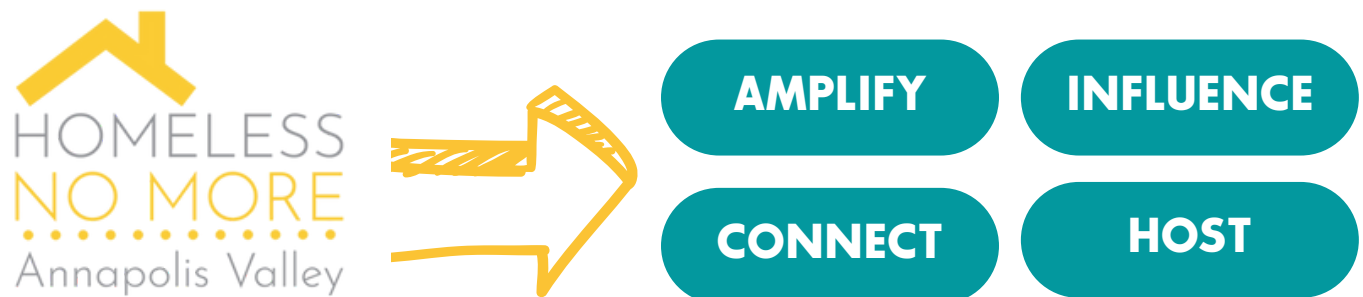
On the other hand, participants are looking for grassroots approaches toward educating communities on where to access support, program awareness and, in particular, for landlords to gain more understanding and empathy towards the current housing crisis. Based on the responses, it is clear that both are valuable and needed. The group has multiple asks. The group wants to see more information brought to the various levels of governing bodies. As well as focused and specific education in communities to help rebuild the current approach to and understanding of the housing crisis and rural homelessness.

### Question Sheet #3 Things would be better if...

## Who needs to be at the table?

When considering the new role of HNM, the group expressed a main priority of representation and identified various key groups to be at the table. Some of the main groups included; first voice experience, healthcare, LGBTQ2S+ community, educators, municipal staff or council members, Department of Child Services, youth, seniors, funders, policy influencers, historic black communities, as well as African Nova Scotian and Mi'kmaq organizations. There was a tension point when considering the involvement of landlords.

## How can this network support you?



Four main factors arose when the group considered how Homeless No More could support their work. The group imaged that HNM could work to amplify homelessness first-voice, practitioner experiences and organizational barriers. While also working to connect organizations through information sharing and hosting opportunities to learn, ideate and collaborate. The group's main hope is for HNM to act as an influencer or catalyst of change. While being led by local organizations, HNM can work to represent rural homelessness across the region and advocate to address the housing crisis.

## What would you bring to the table, and what would you take from it?

Based on participant responses, there were various expectations and hopes about what could be brought to the Homeless No More table and what could come from it. Participants hope that the representatives at the HNM table can collect and share perspectives, be knowledgeable about rural homelessness in our region, understand a harm reduction approach and be passionate about the work to reimagine the status quo. In addition, participants feel it is important to have healthcare professionals and individuals with lived experience at the HNM table. The group should also represent diverse community backgrounds, experiences and generations. Participants hope that HNM can help and represent the work to reduce barriers and bring local organizations to a thriving state instead of only surviving.

**Looking for more information or to get involved in HNM?**  
email [info@homelessnomore.ca](mailto:info@homelessnomore.ca)



## **Town of Kentville**

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

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

### **December 12, 2022**

#### **Programs and Operations**

- **Kentville Water Commission:** The KWC recently repaired a leaking water valve at the bottom of Southview that would have caused severe ice issues at the intersection this winter without repair. The reason that I mention this repair is that its location created some operational challenges. In order to isolate this area for the repair meant everything east of Southview would be without water for up to a day (this included the Research Station, Miners Landing, Melbourne Avenue and the homes along East Main Street). In order to keep these lines pressurized and water customers with domestic service and fire protection, we reached out to the Village of New Minas and the New Minas Volunteer Fire Department for assistance. Several years ago, both the Town and Village extended their respective water systems to within about 60 feet of each other each ending with a hydrant. A big thank-you goes out to the Village and NMVFD for their assistance in making this connection and repair go extremely smooth and to Howard Little Excavating for their efficient repair.
- **Sanitary Sewer Area Service:** Operationally there were no issues with the Kentville Sanitary Sewer Service.

#### **Projects**

- **MacDonald Avenue Subdivision Upgrades** – The concrete curbs are now complete, and paving is scheduled to be completed this week. This will essentially wrap up Phase 1 of this Capital Investment Project. Phase 2 will be ready to be start next spring which will complete this project.

- **AT Project** – Much like the MacDonald Avenue project, the AT Project is on hold until spring. This will give the contractor an early start to the construction season so this important Downtown AT Connector can be completed early in the season.

### **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
- November 2<sup>nd</sup> OHS Meeting
- November 14<sup>th</sup> Region Sewer Committee
- November 14<sup>th</sup> CAC

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**Town of Kentville**  
**CAO to Council Advisory Committee**  
**DECEMBER 12, 2022**

Budget: In a surplus situation. 2022-23 capital budgets being worked on.

Training: Occupational Health and Safety certifications being completed for year end.

Human Resources: Updating the Director of Finance job description and will be posting this week.

Awards: Four staff received the Queen Elizabeth the II Jubilee Medal's at a ceremony before CAC tonight.

Meetings: Inclusion and Access Advisory Committee, Orientation meeting for new Police Commission, Recreation Facilities meeting, Occupational Health and Safety Committee and Mee Road developer.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

# **Kentville New Horizons Seniors Club**

354 Main Street,  
Kentville,  
Nova Scotia  
B4N3J5  
[kentvillenewhorizons@outlook.com](mailto:kentvillenewhorizons@outlook.com)

**December 6, 2022**

## **Re: Donation from Town of Kentville**

To the Town of Kentville, Mayor and Council,

On behalf of the Kentville New Horizons for Seniors Club, we are writing this letter to thank you most sincerely for your gracious and kind donation of \$2000 from the Community Grants Program in support of our club.

The purpose of our organization is to encourage inclusivity of seniors ages 50 plus in fun community activities, develop friendships, be mentors and leaders, participate in knowledge/skills transfer, be more active and enjoy healthy, productive, and independent lives.

We strive to encourage our seniors to share their cultural heritage with other seniors and citizens. We attempt to make sure that our facility and activities are fully accessible and inclusive for all seniors.

Your grant will help us with the costs of operating our clubhouse and to provide inclusive activities for seniors living in Kentville and the surrounding area. We also wish to thank you very, very much for the install of the accessible unit in our washroom, for the lovely painting of the clubhouse and the numerous other things the Town of Kentville staff, Ashly, Rachel, Ian and Jessie do to help us have such a wonderful senior accessible and friendly space. We appreciate your collaboration and partnership.

Thank you so very much!

Yours sincerely,

A handwritten signature in cursive script that reads "Brenda Kelley". The signature is written in dark ink on a light-colored background.

Brenda Kelley, President

Kentville New Horizons for Seniors Club

362 Prospect Ave.  
Kentville, N.S.  
September 20, 2022

Mr. Dan Troke CAO  
Town of Kentville

Dear Mr. Troke:

I am writing to inform you of an incident which took place in front of the house on September 17, 2022.

There was a wedding at the Healy Property, 437 Prospect Ave., and at approximately 6:30 pm September 17, 2022 a white sports car was screeching their tires which caused thick black smoke. I had no idea what was happening. This really scared me. I called the police and they were here in about 10 minutes. The black marks starts where the pavement ends and goes out to Deer Haven Dr. about 220 feet. The police went back again at about 10 past 10 pm. and also the ambulances. This was very upsetting for me. If you or any of the councillors or mayor would like to speak with me, please call.

Please share this letter with the councillors and the mayor.

Thank you,  
Pauline Barnes  
902-678-9172