

# COUNCIL ADVISORY COMMITTEE

## October 15<sup>th</sup>, 2019

### AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
  - (a) Dashboard and action items
- 3. APPROVAL OF THE MINUTES**
  - (a) Council Advisory Committee Minutes, September 9, 2019
- 4. PRESENTATIONS**
  - (a) Regional Sewer Update – County of Kings – Scott Quinn
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    - (1) Director's Report
    - (2) Projection Report
  - (b) Planning and Development
    - (1) Director's Report
    - (2) Community Economic Development Coordinator's Report
  - (c) Parks and Recreation
    - (1) Director's Report
  - (d) Police
    - (1) Chief's Report
  - (e) Engineering and Public Works
    - (1) Director's Report
  - (f) Administration
    - (1) Communications Report
    - (2) Chief Administrative Officer's Report
- 6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**
  - (a) Capital Projects Update
- 7. CORRESPONDENCE**
  - (a) New Horizons Club – Appreciation for Grant – Phonecall

**8. NEW BUSINESS**

- (a) Code of Conduct Policy Amendment
- (b) Deputy Mayor Election – October 28, 2019
- (c) River Wall Project

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) Legal – Hurricane Dorian
- (b) Legal – Land Purchase
- (c) Labour – CAO Committee

**11. ADJOURNMENT**

DRAFT

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: September 9<sup>th</sup>, 2019

### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and CAO Phillips reported that all members of Council were present, in addition to all department heads.

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard, Councillor Cathy Maxwell, and Councillor Lynn Pulsifer.

Also present: Solicitor Geoff Muttart, Chief Administrative Officer (CAO) Mark Phillips, Recording Secretary Jennifer West, Recreation Director Rachel Bedingfield, Deputy Police Chief Darryl Brown, Community and Economic Development Coordinator Lindsay Young, Recreation Facilities Manager Kevin Bennett, Finance Director Debra Crowell and Planning Director Beverly Gentleman.

### REGRETS

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

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

### 2. APPROVAL OF THE AGENDA

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

That the agenda of September 9, 2019 be approved as presented

**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of July 8<sup>th</sup>, 2019

That the Minutes of July 8, 2019 be approved as circulated.

**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Kings Regional Emergency Management Organization – Dan Stovel – Heat Advisory & Response System and Hurricane Preparedness & Response Plan

Dan Stovel, Kings REMO Coordinator, gave a presentation about the proposed Heat Advisory & Response System and Hurricane Preparedness & Response Plan. These plans will improve coordination and efficiency of resources during emergencies.

*Report available*

- Points of Discussion

- What comfort stations were available for Kentville residents? None were activated in Kentville.
- Appreciation for the dedication and consistency during the recent hurricane activities.

**(b) Kentville Business Community - Quarterly Report and Special Projects Request**

Zach Best, Executive Director, and Wade Tibbo gave a presentation about the progress and activities at KBC from April to September 2019, including events, initiatives, board members and the strategic plan. Mr. Best also presented a request to special projects funding to support a marketing campaign for KBC.

*Report available*

- Points of Discussion
  - What area is represented by this initiative? The Downtown is the target, including up to Foodland.
  - What is your engagement with residents? The survey reached out to residents and received significant support.
  - How will the public see the videos? Social media, and google ads.

**(c) Valley Regional Enterprise Network - Quarterly Report**

Jennifer Tufts, Executive Director, gave a presentation on the progress and activities at the Valley REN, including the strategic plan, the annual general meeting, the BusinessNOW program, and a manufacturing industry showcase.

*Report available*

- Points of Discussion
  - What are some action plans around the Valley manufacturer task force? Many of the initiatives are linked and support the growing labour force in manufacturing.
  - Screening of the movie the Social Shift at the Waterville Drive In Theatre.

**(d) Kentville Art Gallery Society – Arts Centre Proposal**

Mr. Bob Hainstock gave a presentation about a potential arts centre in the town-owned Calkin Building on Cornwallis Street. The Kentville Art Gallery Society submitted a business plan that would support this activity, and asked Council to consider supporting the plan with an ad-hoc committee, and a 2-year lease.

*Report available*

- Points of Discussion
  - Would the lower recreation centre be appropriate for educational workshops? Part of the appeal is to have member artists on site offer the workshops.
  - What is the basis for the Town's poor reputation for artists? Artists and the arts community have seen galleries leave, cooperatives close down. The only gallery is at the Valley Regional Hospital which is not a professional space. There may be some negative attitudes toward artists in Kentville.
  - Are both options intertwined or could only one option proceed? Each would contribute traffic to the other. The gallery could be successful, but would benefit from the upper workshop space.

- It is possible that increased education around the arts would increase appreciation of the arts as well. There are art educators in the region who are very supportive of this project. It is difficult to measure the progress and success of art education and appreciation but this building may be an opportunity for a larger positive initiative for the Town.

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending August 30, 2019. Highlights included revenue exceeding the average of 42% at 81% of the budget recorded, and expenditures are under the average at 41%.

*See report for more information*

#### (2) Temporary Borrowing Resolution – Sanitary Sewer Area Service 2019-2020

Director Crowell presented her report to support the sanitary sewer capital program.

*See report for more information*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Eric Bolland

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council authorise the temporary borrowing resolution TBR 19/20-02 for Sewer in the amount of \$125,000. Following approval it will be sent the Minister For Department of Municipal Affairs for the Provincial authorization.**

#### **MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

#### (3) Temporary Borrowing Resolution – Town of Kentville Capital Works 2019-2020

Director Crowell presented her report to support the capital program for various purposes.

*See report for more information*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council authorise the temporary borrowing resolution TBR 19/20-01 for various purposes for capital in the amount of \$1,081,500. Following approval it will be sent the Minister For Department of Municipal Affairs for the Provincial authorization.**

#### **MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

### (b) Planning and Development

#### (1) Director's Report

Director Gentleman presented her report for July and August 2019. Highlights included a building valuation of \$1,111,530 for a year total of \$18,213,786. Seven special events permits were granted and 3 zoning certificates were issued.

- Points of Discussion:
  - What uses did staff determine about potential uses for the Calkin Building? Change of use could trigger building code improvements.
  - The entrances to Parsons Green development will be realigned and the wall will be adjusted if necessary at the builders expense.

*See report for more information*

*Councillor John Andrew leaves his seat due to a conflict of interest at 7:40pm.*

## **(2) Staff Report on 118 Oakdene Avenue Public Engagement Process**

Director Gentleman presented her report on the public engagement process for the development of the site at 118 Oakdene Avenue.

- Points of Discussion:
  - Some councillors believe there may be greater benefit for the use of these funds than for consulting services.
  - Some councillors believe this is the wrong location for this project.
  - Some councillors will not support this motion because it is not inclusive as previous discussions which were in camera.
  - Some councillors are surprised about the high cost of this project however Council is not being asked to approve the expenditure, it is part of the budget. Staff decide how to spend the budget.
  - Staff are being proactive to find other uses that are not currently permitted but which could be permitted for that property.
  - Staff have been directed to proceed with this activity. Council must decide whether this is their course of action.

*See report for more information*

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Cate Savage

### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council recommend support of the consultation process for future development of the 118 Oakdene property.**

### **MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Bolland, Savage and Snow*

*Councillors who voted against this motion:*

*Gerrard, Maxwell, and Pulsifer*

*Please refer to Council meeting minutes for September 30, 2019 for follow up discussion on this topic.*

*Councillor John Andrew returned to his seat at 7:57pm.*

## **(2) Community Economic Development Coordinator's Report**

Lindsay Young presented the CEDC report for July and August 2019. Some of the highlights included the new gateway sign, multicultural festival, the Visitor Information Centre, planning for the Pumpkin People, World Council on City Data designation as a Smart Region, and a new tenant in the Calkin Building.

- Points of Discussion:
  - There are 4 locations for smaller scale gateway signs which will be installed in coming years.

*See report for more information*

*Council took a break during the meeting from 8:02pm to 8:14pm.*

**(c) Parks, Recreation and Community Development**

**(1) Director's Report**

Director Bedingfield presented her report for July and August 2019. Some of the highlights included Canada Cup, arena events at the arena, summer camp programs, youth employment programs, Kentville Marlins swim team, and new arena staff Mike Dauphinee.

- Points of Discussion:
  - Kentville Marlins are invited to a future Council Advisory Committee meeting.

*See report for more information*

**(d) Police Report**

**(1) Chief's Report**

Deputy Chief Brown presented the police report for June, July and August 2019. Some of the highlights included roadside checkpoints, support of Special Olympics at Acadia University, Canada Cup, and the Multicultural Festival.

- Points of Discussion
  - Have the two electric bikes (diesel, not charged) been stopped? If they are under a certain CC, they are permitted. The excessive noise is undesirable.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

CAO Phillips presented his report for July and August 2019. Some of the highlights include asphalt placement, hiring of the Director of Public Works, traffic calming, tour of the regional sewer facility, demands on the stormwater system, Kentville Bridge, significant rain events on August 30 and September 7.

*See report for more information*

**(2) Condon Avenue Stormwater Pipe Renewal Award**

CAO Phillips presented an update on the stormwater pipe renewal for Condon Avenue in relation to recent flooding in that area.

- Points of Discussion
  - Review of the work to be completed for this project.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council recommend the following project: Town of Kentville Capital Works – Condon Avenue to the low bidder, Howard Little Excavating Ltd, a unit price contract in the amount of \$187,450 HST included.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

*See report for more information*

**(f) Administration**

**(1) Communication Report**

CAO Phillips presented the report for July and August 2019. The focus of the recent months has been finalizing the new website.

*See report for more information*

**(2) Chief Administrative Officer's Report**

CAO Phillips presented his report for July and August 2019. Some of the highlights included a legal action against Annapolis County regarding Valley Waste, union negotiations, appointment of the Town Clerk and the Responsible Officer for Freedom of Information and Protection of Privacy, Kentville Business Park, and storm-related activities. Appreciation to Council and staff for years of service for the benefit of the Town.

*See report for more information*

- Points of Discussion
  - Why does the Town only use one realtor? In the past the Town has sought tenders for realtor services.

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

**That the reports from the directors be received.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**6. UNFINISHED BUSINESS**

**(a) Multi Purpose Complex Strategy**

CAO Phillips gave a verbal report on this issue in the absence of a written report. Council has many good resources for this project: the regional recreational needs assessment, a community group, and funding. Council has many options but is well-positioned to pursue a facility in this community.



**(b) Funding Opportunities Including a Deed Transfer Tax**

CAO Phillips gave a verbal report on this issue in the absence of a written report. Council has a report from June that defines many financial options. Would not recommend a deed transfer tax for operations, but significant infrastructure requires additional revenue which may include a deed transfer tax. Citizen response has been positive around a deed transfer tax associated with a specific return.

**(c) Policy Revision: Committees of Council (Accessibility Advisory Committee)**

CAO Phillips reviewed the proposed amendments to Policy Statement G57 Committees of Council which would reflect the changes made to support the new Accessibility Advisory Committee.

*See report for more information*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the attached changes to Policy Statement G57 Committees of Council which reflect the new Accessibility Advisory Committee.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(d) Kings Transit Request for Operating Reserve**

CAO Phillips reviewed the report to Council Advisory Committee on July 8, 2019 from the Kings Transit Authority regarding a request to create an Operating Reserve at that organization.

*See report for more information*

- Points of Discussion
  - Have other municipal units approved this? Kings has approved it and Wolfville and Berwick have not supported it.
  - If Kings Transit can't afford something, they can request for funding allocation. A reserve gives them flexibility, but municipal partners can ask for funding at any time.
  - A confidential report may have indicated that Kings Transit may not have been following accounting best practices. They may have also used capital assets to cover operating expenses inappropriately. The date for this report was addressing the 2018-2019 audit.
  - Kings Transit seems to be under good financial oversight and may have overcome these financial barriers.
  -

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the request by the Kings Transit Authority for the creation of an Operating Reserve for \$83,000, with the Town of Kentville share of this reserve totaling \$16,600 from the 2019-2020 Operating Budget.**

**MOTION FAILED**

Councillors who voted in favour of this motion: Bolland and Pulsifer  
Councillors who voted against this motion: Andrew, Gerrard, Maxwell, Savage and Snow

**(e) Capital Projects Update**

CAO Phillips reviewed the ongoing capital projects in each department as they relate to the 2019-2020 Capital Works Plan.

*See report for more information*

**7. CORRESPONDENCE**

**(a) Letters from residents regarding 118 Oakdene Avenue**

CAO Phillips presented letters from Sherry Harvey, Shelby Vanderhoning and Brenda Wood regarding the property at 118 Oakdene Avenue, however this property is not officially before council for any decision or approval.

Specific portions of the letter from Brenda Wood regarding the conduct of Councillor John Andrew.

*Letters available*

**(b) David Archibald – Appreciation for Student Bursary**

CAO Phillips read the card from Mr. Archibald with appreciation for this bursary from the Town.

*Card available*

**(c) Kings County Planning – Source Water Protection**

CAO Phillips read the letters between Mayor Sandra Snow and the County of Kings Planning Office regarding Source Water Protection Planning and the development of the County's Municipal Planning Strategy and Land Use Bylaw.

*Letters available*

**(d) Kings Point to Point – Financial Reports**

CAO Phillips read the letter from Faye Brown, Manager at Kings Point to Point Society expressing appreciation to Council for their ongoing support of their operations, and sharing their 2018-2019 Financial Statements for their information.

*Letter available*

**(e) Robinsons Cannabis – Amendment to License**

CAO Phillips read the letter from Andrew Robinson informing Council of the change in their licence to operate under the *Cannabis Act* and *Regulations*.

*Letter available*

**(f) Medic Monday – September 30, 2019**

CAO Phillips read the letter from Remo Zaccagna, Communications Specialist with Emergency Health Services regarding September 30 as a day to honour Nova Scotia paramedics.

*Letter available*

**(g) Regional Emergency Management Organization (REMO) – Timeline**

CAO Phillips read the letter from Dan Stovel, Coordinator of the Kings County REMO, regarding the 2019-2020 timeline for activities and adoption of policies.

*Letter available*

**(h) Right to Know Week – September 23 to 29, 2019**

CAO Phillips read the letter from Catherine Tully, Information and Privacy Commissioner for Nova Scotia, regarding Right to Know Week from September 23 to September 29, 2019.

*Letter available*

**8. NEW BUSINESS**

**(a) Appointment of Interim Chief Administrative Officer**

Finance Director Debra Crowell was appointed as the Interim Chief Administrative Officer for the Town of Kentville.

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Cate Savage

**That Council approve the Appointment of Director Debra Crowell as the Interim Chief Administrative Officer.**

**MOTION CARRIED**

*To be ratified at the September 9, 2019 special meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Appointment of Traffic Authority**

Public Works Superintendent Richard Boyd was appointed as the Traffic Authority for the Town of Kentville.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council approve the Richard Boyd Public Works Superintendent as the Traffic Authority and that Policy Statement G57 Appointment of Traffic Authority be amended.**

**MOTION CARRIED**

*To be ratified at the September 9, 2019 special meeting of Council*

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(c) Kings REMO - Heat Advisory & Response System and Hurricane**

CAO Phillips reviewed the request by Kings REMO to approve the proposed plans for Heat Advisory and Response System, and Hurricane Preparedness and Response Plan.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Eric Bolland

**That Council approve the Kings REMO Draft Heat Advisory & Response System and Hurricane Preparedness and Response Plans.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

Councillors who voted in favour of this motion:  
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

**(d) Kentville Business Community Special Projects Request**

CAO Phillips reviewed the request by KBC for a grant of \$20,091.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the Kentville Business Community's request for a grant of \$20,091 to support a special project.**

**MOTION CARRIED**

To be ratified at the September 30, 2019 meeting of Council

Councillors who voted in favour of this motion:  
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

**(e) Bob Hainstock Arts and Culture Request**

CAO Phillips reviewed the request by Bob Hainstock for Council to support an arts centre in the Calkin Building.

- Points of Discussion
  - Is this something that Council would like to happen. How it happens can occur through the committee.
  - There is some interest in this project, and curiosity in the details.
  - Solicitor recommends that staff discuss the current tenant's lease regarding an extension of their lease during this period of discussion. Council supports the concept but the building is still for sale. If the building receives an offer of sale, Council will make a decision about the sale and this project.
  - What will this arts group need to do to move this idea forward? A committee to discuss and support this concept.

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Cate Savage

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council support in principle the concept as presented by Mr. Hainstock.**

**MOTION CARRIED**

To be ratified at the September 30, 2019 meeting of Council

Councillors who voted in favour of this motion:  
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

**9. PUBLIC COMMENTS**

**(a) None**

**10. IN-CAMERA**

It was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**That council move into a closed session at 10:17 pm to discuss a legal issue.**

**MOTION CARRIED**

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

**That Council return to open session at 11:17pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**11. ADJOURNMENT**

It was moved by Councillor Eric Bolland and seconded by Councillor Craig Gerrard

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjourned at 11:17p.m.**

DRAFT

# Odour Investigation

## Presentation to Town of Kentville

Scott Quinn, Director EPW,  
Lands & Parks

Kentville Council Advisory  
Committee

October 15, 2019



# Outline

Background

Situation Report

Mitigation Measures

Conclusion



# Background





# Regional Sewer System Overview



## Regional Sewer System consists of:

- Regional STP - treatment works located in NW New Minas between Jones Road & Middle Dyke Road
  - Over 20 acres of Aerated Lagoons
- Trunk Collection System that extends from Coldbrook to New Minas/Greenwich border
- Total catchment area includes Kentville, New Minas, North Kentville, Coldbrook, Greenwich, parts of Canaan/North Alton

## Assets owned and operated by Municipality

## System is funded and overseen by Four Partners (listed in order of usage)

- Town of Kentville
- Village of New Minas
- Pepsico
- Municipality



# Lagoons Behave Similar to Lakes

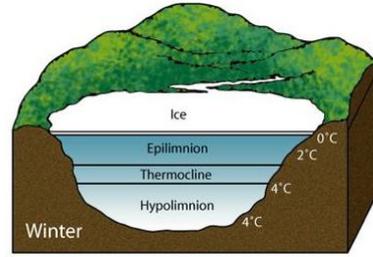
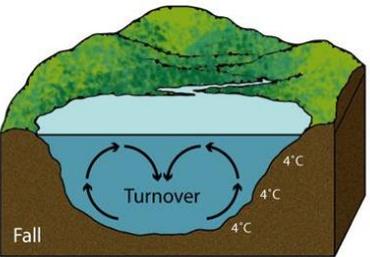
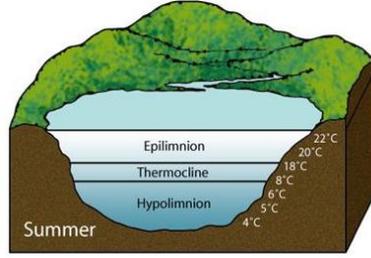
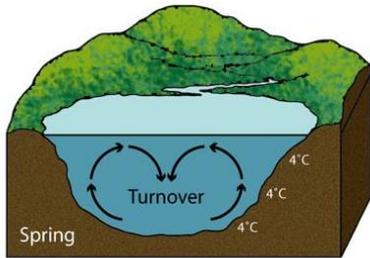
Undergo Seasonal turnover  
Have multiple layers

Anaerobic bacteria in bottom layers  
Aerobic bacteria reside in top layers

- Acts as a blanket trapping Odours

Regional STP spring turnover usually start mid-May

- Lasts 2-3 weeks
- Some Odour but usually not overly strong and short duration



# Finding the Right Balance



Regional System designed to handle High Strength Discharges (HSD)

Regional STP based on aerobic bacteria being dominant

But...

Like any ecosystem, need right balance of nutrients, oxygen, etc.

For Lagoons, too much HSD will “strip” oxygen turning them anaerobic => Odour

Potential for septic conditions in parts of Collection System and Lift Stations



# Situation Report



# Situation Report

**\*Update\*** Odour Complaints seem to have fallen off in August

Persistent Odour complaints received since May

- Initially issue for Kentville and New Minas
- Situation has seemingly improved for Kentville
- Complaints from New Minas persist

Staff has been investigating the root causes

Interim mitigation measures have either already been deployed or will be deployed soon

Some longer term are already being worked on, others will be examined



# A Combination of Factors...

There is no one factor that we can pinpoint the issue on

## Confluence of key factors

- Reoccurrence of HSDs from industrial users
- Unusual Weather Patterns this Spring/Summer
- Weather related conditions within the Trunk Collections System



# Industrial Discharges

Staff has observed “slugs” in the lagoons

- Some similar to previous discharges from vegetable storage facility

Real-time monitoring probe in Lift Station RG 5 (Kentville Bridge) has been recording “spikes” similar to graph below



# Unusual Weather Patterns

Colder and wetter than normal thru May and first part of June

- Delayed normal lagoon “turnover” cycle
- Media reports of other weather related delays for field preparation and planting, Museum of Natural History report delays in ecosystem (e.g., flies)

Changes in Prevailing Wind Patterns

Rapid Transition to Unusually Warm Summer conditions

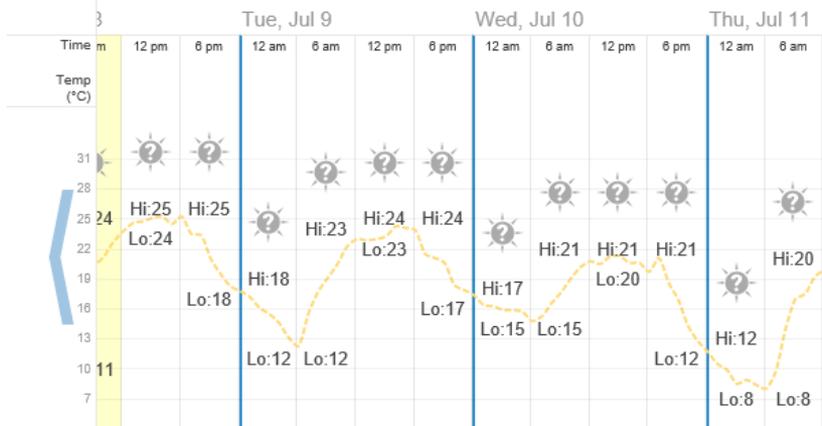




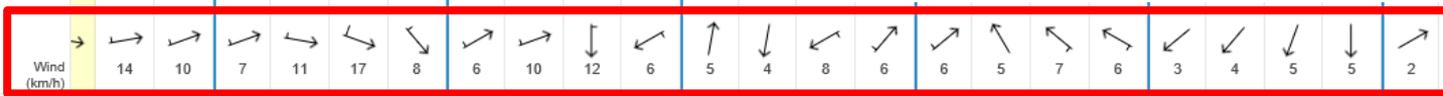
# The Wind is not Helping

- Previous years, winds generally out of the West and South (away from Kentville/New Minas)
- Winds from East and North more frequent this year (see example below)

Past Weather in Kentville — Graph



It Also Suggests...



Monday, July 8, 2019, 6:00 am — 12:00 pm

**24 / 11 °C**  
 Mild.

Humidity: 63%  
 Barometer: 101.22 kPa

W  
 Wind: 7 km/h

[Sat, Jun 29](#) | [Sun, Jun 30](#) | [Mon, Jul 1](#) | [Tue, Jul 2](#) | [Wed, Jul 3](#) | [Thu, Jul 4](#) | [Fri, Jul 5](#) | [Sat, Jul 6](#) | [Sun, Jul 7](#) | [Mon, Jul 8](#) | [Tue, Jul 9](#) | [Wed, Jul 10](#) | [Thu, Jul 11](#) | [Fri, Jul 12](#) | [Sat, Jul 13](#) | [Sun, Jul 14](#)

# Another Odour Source

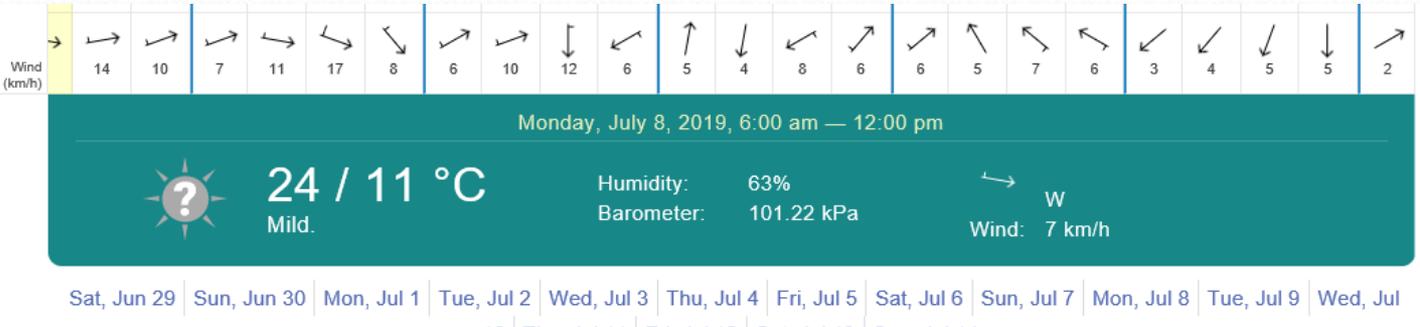
Odour reports in New Minas when winds from East prevail

- Regional STP downwind of most of New Minas in this case

**Can Regional STP be the source in this case?**



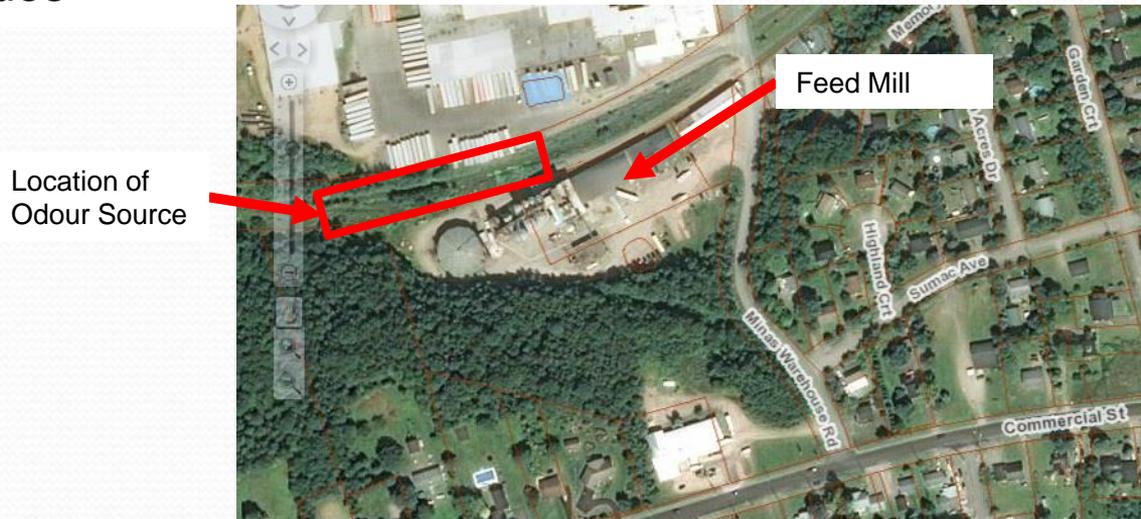
Photo of Presumed Brush Fire taken July 13, 2019



# \*NEW\* Another Odour Source

## Coop Feed Mill (New Minas)

- Odours reported in this area
- Understand active NSE file for drainage related issues



# Rapid Transition to Summer

So far, summer has been unusually warm and humid

- Harder to keep proper oxygen levels in lagoons
- Additional industrial discharges compounding problem

Lower than normal flow in Collection System leading to septic conditions

- System design allows for storm water infiltration
  - No system is 100% tight
- Recent rain events shorter, higher intensity
  - Less storm water getting into System

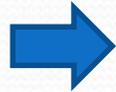


**In Other Words...**





May – Mid June



Late June – Early July



To End of July...

Weather conditions kept lagoons turning over

**Started turning the corner!**

HSD “slugs” have returned stronger than before

Temperature spikes and HSD “slugs” added to problem

- Lagoons looking better
- Solid oxygen levels
- Break from Temperature and HSD “slugs”

Higher than normal temperatures and humidity

Rain only in short intense bursts



# **\*NEW\*** Improvement!

Weather has stabilized

- Allowed lagoons to settle

Monitoring Equipment in place since early Aug  
show low odour levels along STP boundary



# Mitigation Measures





# We are working on it...

Number of interim and mid-term measures Staff are working on to mitigate items that are within our control

We will be working with Regional Partners on measures that require their assistance or is fully dependent on them

Some factors that Regional Partners cannot readily deal with



# Interim Measures Already Implemented

Monitoring/recording of industrial discharges

Added industrial “perfume” into Collection System

Increased air flow into cells

Examining vents at Trunk Lift Stations

Increased maintenance around lagoons

Adding air monitoring equipment at Regional STP

Increased monitoring of lagoons and lift stations

Retrofitting vents at Trunk Lift Stations

Coordination between available Partner Technical staff



# Interim Measures to be Deployed by Aug

Putting “Lagoon Masters” horizontal aerators back into service 

- Increase air content in lagoons
- Put sludge back into suspension for treatment

Add more industrial “perfume” into Collection System 



# Mid-Term Measures

Item	Comments	Implementation
<i>By-Law/Agreement Enforcement</i>	<ul style="list-style-type: none"> <li>Will require coordinated effort between Partners</li> </ul>	Q3 FY19-20
<b><i>Regional STP Aeration System Replacement</i></b>	<ul style="list-style-type: none"> <li><b>Already in approved Capital Plan</b></li> <li><b>Detailed engineering work in progress</b></li> <li>Multi-Year, Multi-million dollar program               <ul style="list-style-type: none"> <li>Phase 1 scheduled for FY 2020-21 (subject to budget approval)</li> </ul> </li> </ul>	Tender could be issued by Q3-Q4 FY 2019-20 (subject to budget approval)
<i>Headwork HVAC Filtration Unit</i>	<ul style="list-style-type: none"> <li>Not in approved Capital Plan</li> <li>Require external engineering consultant</li> </ul>	Design could start late Aug/early Sept (subject to budget approval)
<i>Collection System Masking &amp; Treatment Agents</i>	<ul style="list-style-type: none"> <li>2018 Pilot study identify potential sites</li> <li>Not in approved Operating Budget</li> </ul>	Q1 FY20-21
<ol style="list-style-type: none"> <li><i>Collection System Infiltration/Illegal Connection Investigation</i></li> <li><i>Industrial Pre-Treatment Study</i></li> </ol>	<ul style="list-style-type: none"> <li>Can be joint project of Technical Sub-Committee</li> <li>Will require MoK Sewer Inspection team or similar external capacity</li> <li>May require external consultant support (not in budget)</li> </ul>	Q3 FY19-20

# Conclusion



# Conclusion

We appreciate the impact Odours are having on our customers

Municipal Staff are working to mitigate the factors we can control

Some factors simply beyond our direct control

There are longer term solutions already in the works

- We'll continue to explore other potential options





**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
September 30, 2019**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended September 30, 2019.

---

**Finance Department Update**

- The final tax levy was due September 30, 2019.
- The 2<sup>nd</sup> quarter utility bills will be released middle of October.
- The Request for Proposals for External Audit Services was released on the Provincial Procurement site and the Town's website. Closing date for proposals is October 23, 2019 at 3:00 pm.

---

**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended September 30, 2019.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended September 30, 2019.

**Schedule D** (Sanitary Sewer Area Service) is **not** included for the quarter ended September 30, 2019. The next report will be tabled after the billing has occurred.

**Schedules E and F** (Perpetual Investment Fund) are included for the month ended August 31, 2019.

**Schedules G** (Town of Kentville Capital Investment Plan-2019-2020) are included.

**Schedule H** (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended September 30, 2019.

---

## **Analysis**

### **Revenue (see Schedule A)**

If revenue were averaged evenly over the year, 50% of the budget would be consumed. To September 30, 2019, overall revenue exceeds the average at 83.8% recorded. Items worth noting are:

**Taxes-**The final tax levy due date of September 30, 2019 has passed. Total taxation is reporting at 99.8% of budget.

**Payments in Lieu-** Both the Federal and Provincial claims for *Payments in Lieu of Tax* have been tabled with the respective government agencies. The Federal government remitted in July. The amount received exceeded budget by \$7,052. We await payment from the Province. Payment was received from Kings County related to its rental of the Provincial property in Kentville.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One quarter of the secondment is recorded along with 100% of the County's share of the library lease.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Five months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Six months of sales are recorded.

**Other Revenue-Own Sources-**This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting above the guideline due to the collection of animal licenses, taxi licenses and Provincial court fines. "Interest" exceeds the benchmark due to increased deposit interest. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section.

**Unconditional Transfers-** The Province forwarded the first quarter Equalization payment in June, along with the annual Power Corporation grant. The NSP HST rebate arrived in July \$2,537 under budget.

**Conditional Transfers-** 25% of Provincial Law Enforcement is recorded along with 80% of Provincial cost-sharing for Active Living. Recreation Nova Scotia forwarded cost-sharing of \$680. Rotary Club of Kentville gave Kentville Police Service \$ 800 to purchase bike helmets. Valley Waste



Resource Management returned consulting management fees paid by the Town last fiscal year. All of these were unexpected revenues.

**Financing & Transfers (Revenue)** All budgeted transfers from various reserves have been transacted.

---

### **Expenditures (see schedule B)**

To date, overall expenditures are slightly over the benchmark at 52.9% expended. Some departments have exceeded the 50% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration-** exceeds the yardstick due to change in staff complement in September. In addition, payment of insurance premiums and bulk purchases of office supplies have added to the indicator. As well, 75% of the mandatory payment has been issued for assessment services and 100% of tax exemptions related to Sections 69 and 71 are recorded.

**Protective Services- Emergency Measures** exceeds the benchmark due to wages and materials used regarding post tropical storm Erin in August and Hurricane Dorian in September.

**Transportation Services–Public Transit** exceeds the benchmark but reflects the payment schedule forwarded by Kings Transit Authority. The Town received its share of the 2018/2019 deficit position \$17,407, which will add to the budget overage. Payment to Kings Point to Point is complete for the year.

**Environmental Health Services** exceeds the benchmark but reflects the funding schedule set out by Valley Waste Resource Management Authority.

**Environmental Development Services- Planning and zoning** exceeds the guideline due to payment of the annual insurance premium and conference attendance.

**Recreation- Administration** exceeds the benchmark due to the expenditures related to summer staff and payment of the annual insurance premiums for liability and vehicles. **Programmes** exceed the benchmark because most Recreation programs are held during the summer months. **Cultural** exceeds the yardstick, as 50% Provincial mandatory funding has been made for the Regional Library, along with full payments of budgeted grants to cultural organizations.

**Financing and transfers- Expenditures- Debt Charge- principal** exceeds the benchmark but accurately reflects the debt repayment schedule. **Transfers to allowance and reserves** exceed the standard as all transfers to various reserves have been transacted. Capital paid out of current revenue is partially expended.

---

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

As at September 30, 2019, 92.5% of the 2019/2020 levy is collected (last year-92.5%). Total property tax outstanding as at September 30, 2019 is \$720,181 (last year- \$713,351). This equates to 92.3% collected in total (last year- 92.2%).

---

**Perpetual Investment Fund- (see Schedules E and F)**

The Investment Advisory Committee (IAC) met on September 11, 2019 to discuss the report for the month ended August 31, 2019. The *Statement of Financial Position (Schedule E)* for year-end shows that investments total \$13. million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$899,743	\$898,088
<b>Fixed income securities</b>	8,520,388	8,362,038
<b>Equities</b>	4,015,899	4,262,072
<b>Total investments</b>	<b><u>\$13,436,030</u></b>	<b><u>\$13,522,198</u></b>

The *Statement of Reserves (Schedule F)* reports that at August 31, 2019, interest paid is \$42,577, dividends paid into the fund total \$80,730; capital gains are \$127,877 (last year-\$135,733). At August 31, management fees totaled \$11,937 (last year- \$14,180).

Income budgeted for 2019/2020 is \$ 430,000 interest and dividends, \$30,000 capital gains and \$ 70,000 supplement (if required). The supplement will be withdrawn only if the Town is in a deficit position end of year 2020.

---

### **Town of Kentville Capital Investment Plan- 2019-2020**

Information on the 2019/2020 Town of Kentville capital program is updated. The program is ongoing with \$ 276,371 recorded at September 30. The program details are updated monthly.

---

### **Accounts Receivable- Due from the Municipality of the County of Kings- (see Schedule H)**

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at September 30, 2019. (Please take note that the 2019 Recreation Service invoices have not been released and, therefore, is not added into the total).

The total due from the County is offset by amounts due to the County.

---

This concludes the monthly report from the Finance Department for September 30, 2019.

Respectfully submitted,

  
**Debra Crowell**  
Director of Finance  
*Kentville*

## Town of Kentville Operating Fund

Month ended September 30, 2019

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,791,500	8,761,116	99.7%
Resource	43,700	42,868	98.1%
Economic development	111,800	109,728	98.1%
	<u>8,947,000</u>	<u>8,913,712</u>	<u>99.6%</u>
<b>Area rates and frontages</b>			
Area rates	576,600	587,058	101.8%
Special assessments	8,500	8,500	100.0%
	<u>585,100</u>	<u>595,557</u>	
<b>Based on revenue</b>			
Business property	39,200	39,208	100.0%
<b>TOTAL TAXATION</b>	<b>9,571,300</b>	<b>9,548,477</b>	<b>99.8%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	392,600	399,652	101.8%
Provincial and agencies	107,800	51,154	47.5%
	<u>500,400</u>	<u>450,806</u>	<u>90.1%</u>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	113,600	33,226	29.2%
Local government	97,900	40,337	41.2%
	<u>211,500</u>	<u>73,563</u>	<u>34.8%</u>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>423,829</u>	<u>38.1%</u>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	28,615	67.6%
Rentals	419,000	105,628	25.2%
Interest	115,000	64,964	56.5%
Return on investments	630,000	-	0.0%
Other	41,900	21,023	50.2%
	<u>1,248,200</u>	<u>220,231</u>	<u>17.6%</u>
<b>UNCONDITIONAL TRANSFERS</b>	<b>226,900</b>	<b>98,591</b>	<b>43.5%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>141,200</b>	<b>51,638</b>	<b>36.6%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	252,800	252,833	100.0%
	<u>252,800</u>	<u>252,833</u>	<u>100.0%</u>
<b>TOTAL REVENUE 2019/2020</b>	<b>13,265,000</b>	<b>11,119,969</b>	<b>83.8%</b>

## SCHEDULE B

## Town of Kentville Operating Fund

Month ended September 30, 2019

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
<b>GENERAL ADMINISTRATION</b>			
Legislative	248,000	121,761	49.1%
General administration	1,350,100	745,271	55.2%
	<u>1,598,100</u>	<u>867,032</u>	<u>54.3%</u>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,341,500	1,155,998	49.4%
Police-sales of service	148,300	63,059	42.5%
Law enforcement	229,500	84,235	36.7%
Fire fighting	760,200	302,000	39.7%
Protective service- debt charge	21,200	10,079	47.5%
Emergency measures and other	116,900	89,189	76.3%
	<u>3,617,600</u>	<u>1,704,561</u>	<u>47.1%</u>
<b>TRANSPORTATION SERVICES</b>			
Common services	928,500	405,581	43.7%
Road transportation	782,300	249,811	31.9%
Public transit	205,300	129,215	62.9%
Transportation- debt charge	74,300	37,124	50.0%
Other	96,800	42,001	43.4%
	<u>2,087,200</u>	<u>863,732</u>	<u>41.4%</u>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	701,400	404,614	57.7%
<b>PUBLIC HEALTH</b>			
Public health and housing	99,500	9,500	9.5%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	239,500	129,551	54.1%
Other community development	442,300	229,243	51.8%
	<u>681,800</u>	<u>358,794</u>	<u>52.6%</u>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	480,700	259,481	54.0%
-Programmes (net)	129,300	69,822	54.0%
-Facilities	589,700	283,364	48.1%
-Debt charge	31,800	15,504	48.8%
Cultural	128,900	69,848	54.2%
	<u>1,360,400</u>	<u>698,019</u>	<u>51.3%</u>
<b>EDUCATION</b>	<u>1,556,300</u>	<u>778,128</u>	<u>50.0%</u>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	974,200	787,360	80.8%
Transfers to allowances and reserves	588,500	550,000	93.5%
	<u>1,562,700</u>	<u>1,337,360</u>	<u>85.6%</u>
<b>TOTAL EXPENDITURE 2019/2020</b>	<b>13,265,000</b>	<b>7,021,739</b>	<b>52.9%</b>

Town of Kentville Operating Fund

Month ended September 30, 2019

**Summary of Taxes Collected & Outstanding**

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2019	(200,057)	106,207	4,000	(89,850)
Billed 2019	9,439,754	0	0	9,439,754
19/20 net adjustments	<u>2,086</u>	<u>0</u>	<u>0</u>	<u>2,086</u>
Total collectible	9,241,783	106,207	4,000	9,351,990
Total collected	<u>8,545,080</u>	<u>83,025</u>	<u>3,704</u>	<u>8,631,809</u>
Outstanding	<u>696,703</u>	<u>23,182</u>	<u>296</u>	<u>720,181</u>
Percentage collected 19/20	92.5%	78.2%	92.6%	92.3%
Percentage collected 18/19	92.5%	69.0%	88.8%	92.2%

# Town of Kentville Outstanding Taxes as at September 30, 2019



# Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2019

Statement of Financial Position	2019 Actual \$	2018 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$898,088)	899,743	1,942,536
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,050	2,344
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$8,362,038)	8,520,388	8,433,261
Equities (at market- \$4,262,072)	4,015,899	2,952,586
<b>Total assets</b>	<b>13,438,080</b>	<b>13,330,727</b>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	13,438,080	13,330,727
<b>Total fund balance</b>	<b>13,438,080</b>	<b>13,330,727</b>



# Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2019

Statement of Reserves	2019 Actual \$	2018 Actual \$
<b>Balance, beginning of year</b>	<b>13,198,833</b>	<b>13,100,897</b>
<b>Add:</b>		
Interest	42,577	44,436
Dividends	80,730	67,067
Accrued interest and dividends		
Capital gains		
Equities	148,472	135,733
Fixed income securities	(20,595)	
	<b>251,184</b>	<b>247,236</b>
	<b>13,450,017</b>	<b>13,348,133</b>
<b>Less:</b>		
Management fees (net)	11,937	14,180
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<b>11,937</b>	<b>17,406</b>
<b>Balance, end of year</b>	<b>13,438,080</b>	<b>13,330,727</b>

# Town of Kentville Capital Fund

SCHEDULE G

March 31, 2020

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	478,200	0	0.0%
General Administration	88,500	15,091	17.1%
Protection	108,500	54,158	49.9%
Transportation	958,200	46,753	4.9%
Planning	15,000	0	0.0%
Development	67,000	26,610	39.7%
Recreation	723,100	133,759	18.5%
Cultural	0	0	0.0%
	<u>2,438,500</u>	<u>276,371</u>	<u>11.3%</u>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	87,500	0	0.0%
	<u>87,500</u>	<u>0</u>	<u>0.0%</u>
Capital Contributions			
Betterments			
Contributions			0.0%
Sale of surplus equipment	29,500	9,500	32.2%
	<u>29,500</u>	<u>9,500</u>	<u>32.2%</u>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	478,200	0	0.0%
<b>Own Sources</b>			
Equipment Capital	59,000	25,167	42.7%
Town Capital			
General allocation	589,400	83,614	14.2%
Recreation	74,900	27,466	36.7%
	<u>1,201,500</u>	<u>136,247</u>	<u>11.3%</u>
Operations			
Capital from revenue- KPS	38,500	37,729	98.0%
	<u>38,500</u>	<u>37,729</u>	<u>98.0%</u>
<b>BORROWING</b>	<u>1,081,500</u>	<u>92,895</u>	<u>8.6%</u>
	<u>2,438,500</u>	<u>276,371</u>	<u>11.3%</u>

# Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-250	Main Street (East End)	73,200	0
05-35-71-340	Canaan Ave	80,000	
05-35-71-250	Park Street West sidewalk	200,000	
	<b>Streets</b>		
05-35-71-200	School Street	30,000	
	<b>Business Park</b>		
05-35-71-400	Storm sewer laterals	55,000	0
	<b>Recreation &amp; sport infrastructure</b>		
05-35-74-100	Trail- Bridge canoe launch	40,000	0
	<b>PROJECTS</b>	<b>478,200</b>	<b>0</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest		
	Reserve- Gas Tax 18-19	24,600	
	Reserve- Gas Tax Current 2019-2020	453,600	
	Reserve- Gas Tax Interest		
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>478,200</b>	<b>0</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	Server system and SAN	55,000	2,668
	Integration manager	8,500	
	<b>TOWN HALL</b>		
	<b>Exterior upgrades</b>		
05-35-72-260	Town hall exterior staircase	25,000	12,423
	<b>PROJECTS</b>	<b>88,500</b>	<b>15,091</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	88,500	15,091
	Borrowing		
	<b>TOTAL</b>	<b>88,500</b>	<b>15,091</b>

# Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2020

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	48,000	47,229
	<b>Equipment</b>		
05-35-75-700	Mobile speed signs (2)	7,800	6,866
	<b>Building</b>		
05-35-75-600	New Roof	42,700	63
	<b>Information technology</b>		
05-35-75-800	Server replacement	10,000	0
	<b>PROJECTS</b>	<b>108,500</b>	<b>54,158</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	38,500	37,729
	Proceeds on sale	9,500	9,500
	Reserves	60,500	6,866
	Borrowing		63
	<b>TOTAL</b>	<b>108,500</b>	<b>54,158</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	134,000	25,167
05-35-71-450	Public Works building	15,000	0
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights	25,000	0
05-35-71-490	Flood mitigation (Dyke)	175,000	0
05-35-71-460	<b>Streets</b>		0
	Chester Ave	200,000	
	Campbell Road	100,000	
05-35-71-480	New bridge approaches	97,500	1,970
	<b>Parking lots</b>		
05-35-71-470	Arena	15,000	0
	"Home Hardware"	5,000	
	<b>Storm sewer</b>		
05-35-71-500	New bridge- Duck bill/Storm drain	141,700	19,616
05-35-71-510	Shannex/GVJ	50,000	0
	<b>PROJECTS</b>	<b>958,200</b>	<b>46,753</b>
	<b>FUNDING</b>		
	<b>CASH- OVERRUN</b>		
	Equipment capital reserve	59,000	25,167
	Proceeds on sale	10,000	
	Province of Nova Scotia -NDMP	87,500	
	Capital reserve- general allocation	237,500	
	Borrowing	564,200	21,586
	<b>TOTAL</b>	<b>958,200</b>	<b>46,753</b>



# Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-100	Downtown benches- \$5,000	5,000	0
05-35-75-150	Public Garden-\$6,500	6,500	4,314
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway) -\$25,000	25,000	13,536
05-35-75-250	Kentville Business Park signage-\$8,000	8,000	8,760
	<b>Buildings</b>		
05-35-75-170	Remediation- Calkin building	15,000	0
			0
			0
	<b>PROJECTS</b>	<b>67,000</b>	<b>26,610</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	54,500	25,574
	Borrowing	12,500	1,036
	<b>TOTAL</b>	<b>67,000</b>	<b>26,610</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	5,944
	<b>Green Areas</b>		
05-35-73-250	Wayfinding- AT Plan Station Lane signage	5,000	0
	<b>Tennis Court</b>		
05-35-72-360	Clubhouse and washrooms	10,000	0
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Bonavista	10,000	4,161
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-73-200	Memorial Park- Skateboard park- bowl	200,000	8,604
05-35-72-600	Memorial Park- Playground	27,000	7,227
05-35-74-200	Memorial Park- Fencing	8,000	6,081
05-35-72-650	Memorial Park- New mountain bike trail	11,000	10,011
	<b>Pool</b>		
05-35-73-500	Pool coating	30,000	7,357
05-35-74-600	Pool Change rooms and door	69,600	48,855
-74-400,05-35-7	<b>Equipment</b>	220,000	13,997
05-35-73-300	<b>Studies (WIP &amp; New)</b>	108,500	21,522
	<b>PROJECTS</b>	<b>723,100</b>	<b>133,759</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	36,084
	Capital reserve- Recreation	74,900	27,466
	Borrowing	504,800	70,210
	<b>TOTAL</b>	<b>723,100</b>	<b>133,759</b>



SCHEDULE H

**Town of Kentville**

Accounts Receivable- Due from the Municipality of the County of Kings  
Month ended September 30, 2019

	Sanitary Sewer		Recreation		Other	Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest		Capital Billing	Hydrant Charge	Outstanding	Interest	Outstanding	Interest
2014/15	45,344	25,028							45,344	25,028	
2015/16	59,832	16,759	8,378	1,819				14,864	83,074	29,101	
2016/17	232,836		3,946		2,106*	54,112		16,905	309,905	1,386	
2017/18	247,360		58,422					188,968	494,750	0	
<b>Paid- July 9, 2018</b>								<b>(168,041)</b>	<b>(168,041)</b>		
2018/2019 (status quo bill)	171,500		(bill not released yet)**					188,968	360,468	0	
<b>Paid- August 13, 2019</b>			<b>(58,422)</b>					<b>(234,134)</b>	<b>(371,636)</b>		
2017/18	677,792	41,787	12,323	1,819	2,106	54,112	7,530	11,909	753,864	55,515	
2018/2019	(258,122)	(41,787)							(258,122)	(41,787)	
Written out of ledger due to age (but still collectible)	419,670	0	14,142		2,106	54,112	7,530	11,909	495,742	13,728	
					*Invoice #17591			19,439			<b>509,470</b>

\*\* Bill = \$38,000/yr.

Accounts Receivable- Due to the Municipality of the County of Kings  
Month ended September 30, 2019

	Town Operating Fund		Sewer Connections
	Regional Sewer Current Billing 4 quarters	Building & Fire Inspection Disposal site Current Billing	
2017/2018			27,218
2018/2019	703,000	81,916	34,349
2019/2020	363,500 Q.1+2	38,870 Q.1+2	
<b>PAID September 2019</b>	<b>(120,786)</b>	<b>(120,786)</b>	
	1,066,500	0	61,567

TOTAL DUE COUNTY	2017/2018	2018/2019	2019/2020
	27,218	819,265	402,370
			<b>PAID (120,786)</b>
			1,128,067

**NET TOTAL (618,597)**  
Including sewer write offs  
OR  
**NET TOTAL (318,688)**  
excluding sewer write offs



# Memo

To: Council Advisory Committee

From: Debra Crowell, A/CAO, Director of Finance

CC: Directors of Town of Kentville

Date: October 9, 2019

Re: **PROJECTION REPORT- March 31, 2020 as at September 30, 2019**

The first projection report to March 31, 2020 (as at September 30, 2019) is attached to this memo.

In this report, the Town of Kentville is in a deficit position of **\$60,100.**

However, everything known to date has been scraped up and reported.



**TOWN OF KENTVILLE OPERATING FUND  
PROJECTIONS TO MARCH 31, 2020  
As at September 30, 2019**

**REVENUE**

Overall, actual revenue is projected to end the year under budget **\$10,200**. The particulars are as follows:

**2 TAXES** (budget \$9,571,300; projected \$9,540,000; **UNDER BUDGET \$31,300**)

- Taxation is **under budget \$31,300**. Reduction is related to successful assessment appeals received (to date).

**3 PAYMENTS IN LIEU** (budget \$500,400; projected \$507,500; **OVER BUDGET \$7,100**)

**Payments in Lieu of Taxation will exceed budget by 1.4%.**

- Federal Payment in Lieu re: the Federal Research Farm arrived \$ 7,100 over budget.
- 

**4 SERVICES PROVIDED TO OTHER GOVERNMENTS** (budget \$211,500; projected \$211,000; **UNDER BUDGET \$500**)

**This section falls slightly short of its budget.**

- Local- slight decrease in the actual library contribution by the County of Kings.

**5 SALES OF SERVICE** (budget \$1,112,700; projected \$1,113,300; **OVER BUDGET \$600**)

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

- Recreation- Capital records \$ 600 which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,248,200; projected \$1,257,800; **OVER BUDGET \$9,600**)

**Own source revenue is projected to be over budget by 0.8%.**

- Fines, Licenses and Permits will be **over budget \$ 100** due to a permit issued by Administration.
- Rentals- VIA Rail building **exceeds budget by \$700**, space is rented.
- Rentals- Calkin building **exceeds budget by \$7,800** due to new tenant.
- Miscellaneous-Police **exceeds budget by \$1,000** due to billing the province for transport of prisoners.

**7 UNCONDITIONAL TRANSFERS** (budget \$226,900; projected \$224,500; **UNDER BUDGET \$2,400**)

- NS Power Inc. (HST rebate) falls **below budget by \$2,500**.
- NS Power Grant also **exceeds its budget by \$100**.

**8 CONDITIONAL TRANSFERS** (budget \$141,200; projected \$147,900; **OVER BUDGET \$6,700**)

**This section will be over budget by 4.7%.**

- Recreation Nova Scotia cost shared in Recreation personnel attendance at a conference- **\$700**.
- Tourism Industry Association of Nova Scotia (TIANS) forwarded **\$3,200** for expenditures at the Visitor Information Center.
- Kentville Police Service received funding from the Rotary Club for bike helmets- **\$800**.
- Valley Resource Waste Authority paid back funds released the prior year for management services- **\$2,000**.

**24 FINANCING AND TRANSFERS (revenue portion)** (budget \$252,800; projected \$252,800)

**This section is projected to meet its budget.**

**EXPENDITURES**

Overall, expenditures are projected to **exceed budget by \$49,900**. The Town Operating Fund is projecting **a current deficit of \$60,100**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$248,000; projected \$248,000)

**This sector is projecting to meet its budget.**

**10 GENERAL ADMINISTRATION** (budget \$1,350,100; projected \$1,380,200; **OVER BUDGET \$30,100**)

**This department is projected to end the year over budget by 2.2%.**

- Remuneration will **exceed budget \$29,500** due to changes in personnel.
- Office expenses will **fall under budget by \$ 2,000**. Advertising and promotion will exceed budget by \$1,100 due to the CAO search. Expenses-CAO will fall under budget \$3,000 for the same reason.
- Programmes **exceeds budget \$2,600** due to an increase in Reduced taxes Section 69A (reductions due to loss by fire) offset by savings in Reduced taxes Section 71.

**11 12 13 PROTECTIVE SERVICES** (budget \$3,617,600; projected \$3,688,300; **OVER BUDGET \$70,700**)

**Police Protection- core program** is projecting to be **over budget \$24,500**.

- Office expenditures exceed budget by \$19,500 due to DNA testing and software maintenance. Under Other Administration purchases were made for bulk ammunition, a pistol and taser cartridges.
- Operations-vehicle will exceed budget by \$5,000 due to vehicles involved in traffic accidents.

**Sales of Service- KPS**

This section is projected to be **under budget \$3,000**.

- Remuneration will be under budget due to the reallocation of Back Check wages to other parts of the budget.

**Law Enforcement**

This section should meet its budget.

**Fire Protection**

This section is projected to meet its budget.

**Protective services- Debt charge.**

This section is projected to be slightly **over budget by \$ 100**, due to term loan interest.

**Emergency Measures/Other Protection.**

This section is projected to **exceed its budget by \$49,100**.

- Emergency measures- wages are projected over budget \$23,400 due to extra costs incurred re: Post Tropical storm Erin and Hurricane Dorian.
- Emergency measures- materials & supplies is projected to be over budget \$17,000 due to Post Tropical storm Erin and Hurricane Dorian.

**14, 15 TRANSPORTATION SERVICES** (budget \$2,087,200; projected \$2,105,600; **OVER BUDGET \$18,400**)

**Transportation Services is projecting to end the year over budget 0.9%.**

- **Common Services** is projecting savings of **\$ 2,400**. Remuneration/Benefits will be under budget by \$30,100, due to timing for the engineer's arrival. Office expenditures will exceed budget \$27,700 in total due legal expenses over budget \$30,000 and insurance exceeding budget by \$1,100.
- **Road Transport** is projecting to meet its budget.
- **Public transit** will **exceed budget by \$20,800**, due to Kings Transit Authority tabling its final 18/19 budget in September. Our budget figure fell short by \$3,400. KTA also forwarded our share of its 2018/19 deficit- \$17,400, after its year-end process was finalized.

**16 ENVIRONMENTAL HEALTH SERVICES** (budget \$701,400; projected \$701,400)

**This section is projected to meet its budget.**

**17 PUBLIC HEALTH AND HOUSING** (budget \$99,500; projected \$59,000; **UNDER BUDGET \$40,500**)

- This section is projected to end the year under budget, as accruals for the prior years exceeded the actual prior year's cost from the Province.

**18, 19 ENVIRONMENTAL DEVELOPMENT** (budget \$681,800; projected \$681,800)

**Environmental Development expects to meet its budget.**

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,360,400; projected \$1,331,600; **UNDER BUDGET \$28,800**)

**This department is projected to be under budget by 2.1%.**

- Administration is projects **exceeding budget by \$2,000**. Office expense will be over budget in the Training account; however, there will some offset in revenue support.
- "Programmes" are projected **under budget by \$14,000**. Savings are found in Swimming Pool, Day Camp and Tennis offset by increases in Canada Cup program. As well, Council granted \$2,900 to the Kentville Wildcats, which placed the grant segment over budget. "Other- Parks Division" will provide **savings of \$ 6,000** as the horticulturalist left early due to personal reasons.
- "Recreation Facilities" (overall) are projected **under budget by \$10,800**. Segments under budget include Swimming pool, Tennis Courts and Other parks.



**23 EDUCATION** (budget \$1,556,300; projected \$1,556,300)

This section is expected to meet its budget.

**24 FINANCING AND TRANSFERS (expenditure portion)** (budget \$1,562,700; projected \$1,562,700)

This section is expected to meet its budget.

---

---

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,523,600	9,492,300	-0.3%
Special Assessments	8,500	8,500	0.0%
Business Property	39,200	39,200	0.0%
Other	-	-	0.0%
	<u>9,571,300</u>	<u>9,540,000</u>	-0.3%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	392,600	399,700	1.8%
Provincial and Agencies	107,800	107,800	0.0%
	<u>500,400</u>	<u>507,500</u>	1.4%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	113,600	113,600	0.0%
Local government	97,900	97,400	-0.5%
	<u>211,500</u>	<u>211,000</u>	-0.2%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>1,113,300</u>	0.1%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	42,400	0.2%
Rentals	419,000	427,500	2.0%
Interest	115,000	115,000	0.0%
Return on investment	630,000	630,000	0.0%
Other	41,900	42,900	2.4%
	<u>1,248,200</u>	<u>1,257,800</u>	0.8%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>226,900</u>	<u>224,500</u>	-1.1%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>141,200</u>	<u>147,900</u>	4.7%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	252,800	252,800	0.0%
	<u>252,800</u>	<u>252,800</u>	0.0%
<b>TOTAL REVENUE</b>	<u>13,265,000</u>	<u>13,254,800</u>	-0.1%

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	248,000	248,000	0.0%
10	General Administration	1,350,100	1,380,200	2.2%
		<u>1,598,100</u>	<u>1,628,200</u>	1.9%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,341,500	2,366,000	1.0%
11-1	Police- Sales of service	148,300	145,300	-2.0%
11-2	Law enforcement	229,500	229,500	0.0%
12	Fire protection	760,200	760,200	0.0%
13	Protective services- debt charge	21,200	21,300	0.5%
13	Emergency measures & other	116,900	166,000	42.0%
		<u>3,617,600</u>	<u>3,688,300</u>	2.0%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	928,500	926,100	-0.3%
15	Road transportation	782,300	782,300	0.0%
15	Public transit	205,300	226,100	10.1%
15	Transport- debt charges	74,300	74,300	0.0%
15	Other transportation	96,800	96,800	0.0%
		<u>2,087,200</u>	<u>2,105,600</u>	0.9%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	701,400	701,400	0.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	99,500	59,000	-40.7%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	239,500	239,500	0.0%
19	Other community development	442,300	442,300	0.0%
		<u>681,800</u>	<u>681,800</u>	0.0%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	480,700	482,700	0.4%
21	-Programmes & other	129,300	109,300	-15.5%
22	-Facilities	589,700	578,900	-1.8%
22	-Recreation- Debt charges	31,800	31,800	0.0%
22	Cultural	128,900	128,900	0.0%
		<u>1,360,400</u>	<u>1,331,600</u>	-2.1%
23	<b>EDUCATION</b>	<u>1,556,300</u>	<u>1,556,300</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	974,200	974,200	0.0%
24	Transfers to allowances and reserves	588,500	588,500	0.0%
		<u>1,562,700</u>	<u>1,562,700</u>	0.0%
<b>TOTAL EXPENDITURE</b>		<u>13,265,000</u>	<u>13,314,900</u>	0.4%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(60,100)</u>	-0.5%

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	5,950,100	5,938,400
Commercial property	2,147,600	2,110,500
Commercial-Industrial Park	693,700	712,100
Resource-Taxable assessments	43,700	42,800
Resource-Forest under 50,000 acres	100	100
	<u>8,835,200</u>	<u>8,803,900</u>
Fire Area Rate (KVPD)	161,900	161,900
Fire Protection Area Rate (Hydrant)	414,700	414,700
	<u>576,600</u>	<u>576,600</u>
Economic development levy	111,800	111,800
	<u>9,523,600</u>	<u>9,492,300</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	8,500	8,500
	<u>8,500</u>	<u>8,500</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,700	38,700
Assessment Act- Farm property acreage	500	500
	<u>39,200</u>	<u>39,200</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,571,300</u>	<u>9,540,000</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(31,300)</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	392,600	399,700
<b>Province</b>		
Province- Research Station R	16,800	16,800
Province- River Street R	37,100	37,100
Province- Cornwallis Street R	2,700	2,700
Province- 77 Cornwallis Street R	51,200	51,200
	107,800	107,800
	500,400	507,500
<b>OVER BUDGET (UNDER BUDGET)</b>		7,100

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	113,600	113,600
<b>Local government</b>		
Kings County- Recreation	38,000	38,000
Kings County- Transportation	19,900	19,900
Kings County-Cultural	40,000	39,500
	97,900	97,400
	211,500	211,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(500)

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,400	119,400
General Administration- Finance	37,900	37,900
Protection-Police	590,000	590,000
Public works- Administration	138,500	138,500
- Operations	24,000	24,000
- Water	115,000	115,000
- Sanitary Sewer	73,000	73,000
- Capital	9,000	9,000
- Street Sweeper	1,500	1,500
Recreation- capital		600
Recreation- sales	4,400	4,400
	<u>1,112,700</u>	<u>1,113,300</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>600</u>

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	24,000	24,000
Law enforcement		
Licenses	5,600	5,600
Parking tickets	8,000	8,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	2,900	2,900
	42,300	42,400
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	8,600	8,600
Rental- VIA Rail building	800	1,500
Rental- Calkin building	12,800	20,600
Rental-Lions Club building	5,600	5,600
Recreation		
Fields	20,000	20,000
Recreation Centre	10,000	10,000
Pool	1,000	1,000
Tennis courts		
HUB building	300	300
Arena	337,500	337,500
	419,000	427,500
Interest	115,000	115,000
Return on investments	630,000	630,000
Miscellaneous-General	41,900	41,900
Miscellaneous-Police		1,000
Miscellaneous- Recreation	-	
	1,248,200	1,257,800
<b>OVER BUDGET (UNDER BUDGET)</b>		9,600



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
Department of Municipal Affairs		
Equalization	167,800	167,800
NS Power Inc. (HST rebate)	51,000	48,500
NS Power Inc. grant	8,100	8,200
	<u>226,900</u>	<u>224,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(2,400)</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	9,400	9,400
Seniors mentoring program	-	
	9,400	9,400
<b>Province</b>		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		
Province- SCEI		
Province- Recreation	25,000	25,000
Province- Thrive! After the Bell		
Province- Facility Access Program		
<b>Other</b>		
Recreation Nova Scotia		700
TIANS (re VIC)		3,200
Central Kings Community Health Board	2,600	2,600
Other- Recreation- Autism NS	4,200	4,200
Other- KPS		800
Valley Waste Resource Management		2,000
	131,800	138,500
	141,200	147,900
<b>OVER BUDGET (UNDER BUDGET)</b>		6,700

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	46,000	46,000
Expenses	10,000	10,000
<b>Legislative benefits</b>		
CPP	7,800	7,800
Group insurance	3,700	3,700
<b>Council</b>		
Remuneration	152,200	152,200
Expenses	6,300	5,900
Expenses- Andrew	5,000	5,400
Expenses- Bolland	3,000	3,000
Expenses- Gerrard	3,000	3,000
Expenses- Maxwell	3,000	3,000
Expenses- Pulsifer	3,000	3,000
Expenses- Savage	3,000	3,000
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	-	-
	248,000	248,000
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville Operating Fund -19/20

March 31, 2020

<b>Expenditure</b>	<b>Budget Amount</b>	<b>Projected</b>
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	531,500	561,000
Benefits 121-22-02X	103,400	103,400
<b>Office Expenditures</b>		
Legal and audit	22,200	22,200
Consulting	-	-
Advertising and promotion	5,400	6,500
Expenses- CAO	13,000	10,000
Convention and travel	7,000	6,000
Training	1,400	1,800
Dues and fees	7,200	7,200
Insurance	14,500	14,500
Postage	10,500	10,500
Stationery and office supplies	16,000	16,000
Communications	22,900	22,900
Equipment lease	4,000	4,000
External collection expenditure	100	600
Other administration	20,000	20,000
Bank charges	9,000	9,000
	153,200	151,200
<b>Information Technology</b>		
Administration	79,900	79,900
Operations	98,200	98,200
Special projects	23,000	23,000
	201,100	201,100

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-OXX	96,400	96,400
Various building 121-26..27-OXX	29,200	29,200
	125,600	125,600
<b>Debt Charges</b>		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	10,800	10,800
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,000	16,200
Reduced taxes- Section 71	52,400	51,800
Grant - Kentville Legion	1,500	1,500
Assessment Services	90,400	90,400
	157,300	159,900
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,350,100	1,380,200
<b>OVER BUDGET (UNDER BUDGET)</b>		30,100

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	341,600	341,600
Remuneration- Sergeant	387,000	387,000
Remuneration-Constable	782,200	782,200
"Stat" pay	33,000	33,000
"M" time pay	5,000	5,000
Overtime-Sergeant	8,000	8,000
Overtime-Constable	40,000	40,000
Secondment	99,100	99,100
	1,695,900	1,695,900
<b>Benefits 122-12-02X</b>	294,100	294,100
<b>Internal allocation 122-13-010</b>		
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	600	600
Meeting-Commission	3,500	3,500
Director's expenses	9,000	9,000
Inspector's expenses	1,000	1,000
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	20,300	20,300
Office expense & supplies	12,000	18,000
Telephone	26,000	26,000
Equipment rental	4,000	4,000
Other expenditure	6,500	20,000
	105,900	125,400
<b>Occupancy-Police Building</b>		
Insurance	1,600	1,600
Heat	10,000	10,000
Electricity	16,000	16,000
Water/sewer	2,200	2,200
Maintenance- Other costs	35,000	35,000
	64,800	64,800
<b>Operations-Communication</b>		
Communications	44,100	44,100
Radio license	2,500	2,500
Maintenance	3,000	3,000
	49,600	49,600

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	21,500	21,500
<b>Operations-Vehicle</b>		
Insurance	5,800	5,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	<u>53,800</u>	<u>58,800</u>
<b>Operations-Programmes</b>		
Special projects	5,000	5,000
Crime prevention/community relations	3,500	3,500
Custody and detention of prisoners	47,400	47,400
	<u>55,900</u>	<u>55,900</u>
<b>TOTAL POLICE PROTECTION</b>	<u>2,341,500</u>	<u>2,366,000</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>24,500</u>
<b>TOTAL POLICE PROTECTION (carried forward)</b>	<u>2,341,500</u>	<u>2,366,000</u>
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	113,600	113,600
Fines and fees- Province	24,000	24,000
Law enforcement- Province	100,000	100,000
<b>TOTAL POLICE PROTECTION REVENUE</b>	<u>237,600</u>	<u>237,600</u>
<b>NET POLICE PROTECTION</b>	<u>2,103,900</u>	<u>2,128,400</u>
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	78,000	78,000
Remuneration Part time	48,000	48,000
Benefits	22,300	22,300
Internal allocation		(3,000)
	<u>148,300</u>	<u>145,300</u>
<b>NET SALES OF SERVICES</b>		<u>(3,000)</u>
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	<u>590,000</u>	<u>590,000</u>
<b>NET SALES OF SERVICES</b>		<u>(444,700)</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	85,300	85,300
<b>OTHER</b>		
Prosecution	10,200	10,200
Legal	50,000	50,000
Other-Crossing guards	24,500	24,500
Parking enforcement officer	59,500	59,500
	144,200	144,200
<b>TOTAL LAW ENFORCEMENT</b>	<b>229,500</b>	<b>229,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	5,600	5,600
Parking Tickets	8,000	8,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	<b>13,600</b>	<b>13,600</b>
<b>NET LAW ENFORCEMENT</b>	<b>215,900</b>	<b>215,900</b>



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	161,900	161,900
Transfer to KVFD-Operating	183,600	183,600
<b>TOTAL FIRE FIGHTING</b>	<b>345,500</b>	<b>345,500</b>
<b>SURPLUS (DEFICIT)</b>		-
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	414,700	414,700
<b>SURPLUS (DEFICIT)</b>		-
<b>TOTAL FIRE PROTECTION</b>	<b>760,200</b>	<b>760,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	21,200	21,200
Term loan interest	-	100
<b>TOTAL DEBT CHARGES</b>	<b>21,200</b>	<b>21,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>100</b>
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	23,700
Emergency control-M & S	100	17,000
911 System	17,700	17,700
	<b>32,000</b>	<b>72,300</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	32,900	33,700
Occupational Health & Safety	10,000	10,000
Fire inspection	30,000	38,000
	<b>84,900</b>	<b>93,700</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>116,900</b>	<b>166,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>49,100</b>

# Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	220,600	190,500
Work crew	485,800	485,800
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	818,400	788,300
<b>Benefits 123-12-02X</b>	214,900	214,900
<b>Internal allocation 123-13-010</b>	(500,700)	(500,700)
<b>Office Expenditures</b>		
Professional/engineering	5,000	35,000
Director's Expenditure	4,500	1,100
Training	9,000	9,000
Insurance-liability/ E & O	17,200	18,300
Office supplies	2,800	2,800
Telephone	7,000	7,000
Other administration	1,700	1,700
	47,200	74,900
<b>Occupancy-Public Works building 123-15-0XX</b>	39,200	39,200
<b>Operations-Communications</b>		
Communication	3,500	3,500
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	7,500	7,500
Lease of equipment	44,500	44,500
Gasoline/diesel	55,000	55,000
External equipment repairs	31,000	31,000
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,000	8,000
	306,000	306,000
<b>TOTAL COMMON SERVICES</b>	928,500	926,100
<b>OVER BUDGET (UNDER BUDGET)</b>		(2,400)

# Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	101,000	101,000
Sidewalk repairs	15,000	15,000
Storm sewer maintenance	80,000	80,000
Street cleaning	27,000	27,000
Snow and ice removal	295,000	295,000
Street lighting	155,000	155,000
Traffic services	58,800	58,800
Parking and other	50,500	50,500
<b>TOTAL ROAD TRANSPORTATION</b>	<b>782,300</b>	<b>782,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	190,400	211,200
Kings Point to Point	14,900	14,900
<b>TOTAL PUBLIC TRANSIT</b>	<b>205,300</b>	<b>226,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>20,800</b>
<b>DEBT CHARGES</b>		
	<b>74,300</b>	<b>74,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

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	30,800	30,800
Tipping fees	6,200	6,200
Material and supplies	2,000	2,000
	39,000	39,000
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Waste Resource Management Authority	652,900	652,900
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	699,900	699,900
<b>OTHER AIR POLLUTION</b>		
Other air pollution	1,500	1,500
<b>TOTAL</b>	701,400	701,400
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial</b>		
<b>Housing</b>		
Deficit of Housing Nova Scotia	<u>90,000</u>	<u>49,500</u>
<b>OTHER PUBLIC HEALTH</b>		
Chrysalis House	5,000	5,000
Kings Volunteer Resource Centre	1,000	1,000
Canadian Mental Health Association	1,000	1,000
Kings County Senior Safety Council	2,000	2,000
New Horizon's Seniors Club	500	500
	<u>9,500</u>	<u>9,500</u>
<b>TOTAL PUBLIC HEALTH</b>	<u>99,500</u>	<u>59,000</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(40,500)</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	<u>179,500</u>	<u>179,500</u>
<b>Benefits 126-12-02X</b>	<u>25,700</u>	<u>25,700</u>
<b>Office Expenditures</b>		
Legal	10,000	10,000
Committee honoraria	300	300
Committee meeting expenditure		
Advertising and promotion	1,000	1,000
Expenditures-Director	4,000	4,000
Training and development	2,000	2,000
Insurance	4,700	4,700
Office supplies	2,500	2,500
Telephone	2,500	2,500
Equipment lease	800	800
Research drafting, mapping and GIS	5,000	5,000
Registration legal documents	500	500
Miscellaneous	1,000	1,000
	<u>34,300</u>	<u>34,300</u>
<b>TOTAL PLANNING AND ZONING</b>	<u>239,500</u>	<u>239,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>0</u>

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	26,600	26,600
Transfer for economic development	86,700	86,700
Community economic development	2,000	4,300
Development studies	4,000	2,000
Survey costs	4,000	3,700
Kentville Futures & Lions Club operating costs	11,000	11,000
	21,000	21,000
	134,300	134,300
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	43,200	43,200
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	73,500	73,500
CED Office	8,000	8,000
	81,500	81,500
<b>Tourism</b>		
Tourism	50,900	50,900
<b>Promotions</b>		
Promotions	109,400	109,400
<b>Other</b>		
Apple Blossom Festival	16,500	16,500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	258,300	258,300
<b>OVER BUDGET (UNDER BUDGET)</b>		-



# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	341,700	341,700
Benefits 127-12-02X	75,200	75,200
Internal allocation 127-13-010	(45,900)	(45,900)
<b>Office Expenditures</b>		
Legal fees	4,000	4,000
Professional fees	1,000	1,000
Committee meeting expenditure	3,000	3,000
Promotion and publicity	4,500	4,500
Expenses-Director	6,500	6,500
Training	8,000	10,000
Insurance	8,100	8,100
Office supplies	4,000	4,000
Materials and supplies	2,000	2,000
Communication	12,000	12,000
Equipment lease	3,000	3,000
Other	7,000	7,000
	63,100	65,100
<b>Vehicles and equipment</b>		
Insurance	4,000	4,000
Lease of equipment	14,600	14,600
Gasoline	9,000	9,000
Operations and maintenance	19,000	19,000
	46,600	46,600
<b>TOTAL ADMINISTRATION-RECREATION</b>	480,700	482,700
<b>OVER BUDGET (UNDER BUDGET)</b>		2,000

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	6,500	9,400
Swimming pool 127-22-0XX	20,500	15,000
Day camp 127-23-0XX	3,500	(2,500)
Tennis 127-24-0XX	800	400
Other programmes 127-25-0XX	10,000	10,000
Community events 127-26-0XX	12,000	12,000
Canada Cup event 127-26-XXX	5,000	5,500
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>58,300</b>	<b>44,300</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	71,000	65,000
<b>TOTAL OTHER RECREATION</b>	<b>129,300</b>	<b>109,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(20,000)</b>

# Town of Kentville Operating Fund -11/12

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-OXX	40,400	40,400
Swimming pool 127-42-OXX	19,800	15,000
Hub building 127-42-070	-	-
Tennis courts 127-45-OXX	2,000	1,000
Other facility maintenance 127-46-065	14,700	14,700
Kentville arena 127-52-XXX	344,200	344,200
Parks and playgrounds - general 127-61-OXX	78,100	78,100
Memorial Park 127-62-OXX	51,000	51,000
Oakdene Park 127-63-OXX	1,500	1,500
Other parks (Park Division Spaces) 127-65-OXX	30,000	25,000
Other playgrounds 127-67-OXX	3,000	3,000
Rail corridor maintenance 127-69-OXX	5,000	5,000
<b>TOTAL RECREATION FACILITIES</b>	<b>589,700</b>	<b>578,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(10,800)</b>
<b>TOTAL DEBT CHARGES</b>		
	<b>31,800</b>	<b>31,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	86,900
Branch library 127-93-100	37,000	37,000
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant- Uncommon Common Art 127-92-072	1,500	1,500
Grant-Kentville Historical Society	1,500	1,500
<b>TOTAL CULTURAL</b>	<b>128,900</b>	<b>128,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

Town of Kentville  
Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,556,300</u>	<u>1,556,300</u>
TOTAL APPROPRIATION	<u>1,556,300</u>	<u>1,556,300</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	965,600	965,600
Temporary financing- principal	8,600	8,600
	974,200	974,200
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	66,900	66,900
To Capital Reserve fund	483,100	483,100
	550,000	550,000
To Capital fund- from operations	38,500	38,500
Total transfers to other funds	588,500	588,500
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(245,500)	(245,500)
From Capital Reserve fund	(7,300)	(7,300)
	(252,800)	(252,800)
<b>NET FINANCING AND TRANSFERS</b>	<b>1,309,900</b>	<b>1,309,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-

Town of Kentville – Planning Department

October 2019 Activity Report

Report to CAC – October 15, 2019



<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• 11 Development Permits Issued.</li><li>• 2 Subdivisions Applications</li><li>• Dangerous and Unsightly Premises -0.</li><li>• Zoning Certificates – 1</li><li>• Special Event Permit – 4</li><li>• Vending Permit - 0</li></ul>	<b>Highlights</b> <ul style="list-style-type: none"><li>• building Valuation of \$564,075, for a year total of \$18,777,861</li></ul>
<b>Projects</b>	<ul style="list-style-type: none"><li>• Glooscap curing club. No further update from the club has been received.</li><li>• Former KCA Lands. Engineering drawings have been submitted for the underground infrastructure. Staff are waiting for a few revisions as a result of comments from public works and our consulting engineers.</li><li>• Green Parsons Developments have had their footings in, and stormwater plans have been signed off by the Town. Additional permits were issued for the main structures (2 of the 4 proposed apartment buildings). All parkland fees have been paid which is intended to be used for a trail from the site to the adjacent Kentville trail.</li><li>• Parkland – Staff continue to work with different developers to bring them into compliance with their parkland dedication requirement.</li><li>• Staff are still working with River Street landowners to acquire an easement</li></ul>	

	<p>over their lands for the dyke/wall work that will be underway soon.</p> <ul style="list-style-type: none"> <li>• Various mapping and GIS support continues.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – ongoing</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• CAC</li> <li>• Planning Department meeting</li> <li>• Mitch Brison - Parkland</li> <li>• Weekly Engineering meetings</li> <li>• KCA Stormwater – Building Official</li> <li>• Post-Storm/Hurricane meeting</li> <li>• Privacy Lunch and Learn.</li> </ul>	

# Activity Report

Planning & Development

September 2019



<i>PERMITS</i>	<i>PERMITS ISSUED</i> SEPTEMBER 2019		<i>PERMITS ISSUED</i> SEPTEMBER 2018	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	11	113	9	92
<b>Total Building Value (\$)</b>	564,075	18,777,861	475,900	4,945,450
<b>Permit Revenue (\$)</b>	773.31	23,954.15	1,229.16	9,748.52



# Permits Report

Planning & Development

September 2019



<b>Permit #:</b> 3691	<b>Permit Date:</b> September 05 / 19
<b>Value of Construction:</b> \$275.00	<b>Fee:</b> \$0.00
Sign – Blade Sign, measures 26” x 26”	

<b>Permit #:</b> 3692	<b>Permit Date:</b> September 05 / 19
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant – Office Space to Chinese Medicine Practice	

<b>Permit #:</b> 3693	<b>Permit Date:</b> September 05 / 19
<b>Value of Construction:</b> \$20,000.00	<b>Fee:</b> \$89.39
New Industrial Construction – 450.6 sq ft concrete pad for a propane storage tank	

<b>Permit #:</b> 3684	<b>Permit Date:</b> September 17 / 19
<b>Value of Construction:</b> \$19,500.00	<b>Fee:</b> \$62.90
Renovations – Re-Shingling a roof	

<b>Permit #:</b> 3694	<b>Permit Date:</b> September 10 / 19
<b>Value of Construction:</b> \$200,000.00	<b>Fee:</b> \$363.15
Residential Addition and Renovations – 1,032.79 sq ft of residential space and 1,466.72 sq ft of accessory space being added to an existing single family dwelling, plus interior renovations.	

<b>Permit #:</b> 3695	<b>Permit Date:</b> September 17 / 19
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Installing a 8 ft x 8 ft (64 sq ft) shed in the rear of the property.	

<b>Permit #:</b> 3696	<b>Permit Date:</b> September 17 / 19
<b>Value of Construction:</b> \$4,800.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Installing a 10 ft x 10 ft (100 sq ft) shed in the rear of the property.	

<b>Permit #:</b> 3697	<b>Permit Date:</b> September 17 / 19
<b>Value of Construction:</b> \$9,000.00	<b>Fee:</b> \$39.80
Renovations – New spray foam insulation and new siding on the west side of the building.	

<b>Permit #:</b> 3698	<b>Permit Date:</b> September 25 / 19
<b>Value of Construction:</b> \$2,500.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Installing a 12 ft x 12 ft (144 sq ft) shed in the rear of the property.	

<b>Permit #:</b> 3699	<b>Permit Date:</b> September 25 / 19
<b>Value of Construction:</b> \$1,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 6’ fence along a back patio.	

<b>Permit #:</b> 3701	<b>Permit Date:</b> September 30 / 19
<b>Value of Construction:</b> \$307,000.00	<b>Fee:</b> \$218.07
New Residential Construction – New Single Family Dwelling, residential space is 1,641 sq ft and accessory space is 399 sq ft.	

<b>Total Value of Construction:</b> \$564,075.00	<b>Total Permit Fees:</b> \$773.31
--	------------------------------------

**Town of Kentville**  
**Community & Economic Development**



**Report to CAC – October 16<sup>th</sup>, 2019**

Submitted October 11<sup>th</sup>, 2019

<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>• Fall marketing campaigns are ongoing – pumpkin people are making up the bulk of what is out there now, although our last “navigate” ad is running currently and wraps that program up for the year.</li> <li>• Requests for “sponsoring” of fundraisers and special events through the purchase of advertising are up significantly this year and those types of advertising purchases have been suspended for the remainder of this fiscal in order to preserve the remaining budget for regular advertising campaigns.</li> </ul>
<p><b>Projects</b></p>	<ul style="list-style-type: none"> <li>• The landscaping work on the retaining wall around the new Gateway sign has been completed.</li> <li>• The final work remaining at the Kentville Public Gardens site includes the installation of benches, lighting, and signage, and completion of the water feature. An official ribbon cutting ceremony will be scheduled later, perhaps postponed until spring, although we are talking with the recreation department about potentially hosting this year’s torchlight parade in the garden. Stay tuned for details.</li> <li>• A downtown signage project is now in the design phase. The signage plan will deal specifically with new, more welcoming, brand compliant signage for Centre Square and the new Public Garden space. Purchase and installation of the signs will happen in phases, some this year and some next year. We have asked the designers to include some options for banner poles as part of the package.</li> </ul>
<p><b>Tourism /events</b></p>	<ul style="list-style-type: none"> <li>• The VIC is closed for the season. A final report including stats will be presented for Council’s review at the November meeting of CAC.</li> <li>• Pumpkin People are now out in full and will be on display until October 27<sup>th</sup>. The CEDC and our Pumpkin Person team have met briefly about next year and is brainstorming ideas for increasing the presence of the Pumpkin People in the downtown area specifically.</li> </ul>

<b>Other</b>	
<b>Meetings and Events</b>	<p><b>September 2019</b></p> <ul style="list-style-type: none"> <li>4 – STORM</li> <li>4 – Joint Council and KBC Board special meeting</li> <li>5 – Canada Cup organizing committee</li> <li>6 – Potential Tenant showing Calkin Bldg.</li> <li>9 – Privacy Protection lunch n learn</li> <li>9 – Hurricane Dorian: team response recap</li> <li>9 – CAC</li> <li>10 – AVR Radio morning spot</li> <li>11 – STORM</li> <li>11 – Media Interview re: Pumpkin People</li> <li>17 – KBC Board</li> <li>18 – Regional Municipal EDO Quarterly Meeting – Valley REN</li> <li>18 – Special Projects Committee</li> <li>19 – Regional Marketing working group</li> <li>24 – AVR Radio morning spot</li> <li>25 – Special Council re: Land Sales</li> <li>25 – Downtown Decorating Party</li> <li>26 – Land Sales</li> <li>27 – Chief Rupert Davis Ceremony</li> </ul>

**Respectfully Submitted,**  
**Lindsay Young, Community & Economic Development Coordinator**

**Town of Kentville  
Parks and Recreation  
Report to CAC for the month of September**



**Presented on October 15<sup>th</sup>, 2019  
Presented by Rachel Bedingfield  
Director of Parks and Recreation**

<p><b>Facility</b></p>	<ul style="list-style-type: none"> <li>💡 The Kentville Centennial Arena is in full operation with the skating season well under way</li> <li>💡 We are continuing to clean up after Dorian and ask that the public continue to use caution when enjoying our parks and trails.</li> <li>💡 Trail work has been completed at Miners Marsh, with a few more small repairs still needing to be done.</li> <li>💡 Work at Memorial park to repair the parking lot, ball fields, tree removal, trail work etc. is ongoing.</li> </ul>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>💡 We have partnered again with Autism Nova Scotia, this time to offer sensory skates at the arena. These skating times are purposeful in their design, including no music, designated space for users, a change in signage and lower lighting.</li> <li>💡 Our piloted Forest School has begun and is running smoothly at the Gorge. This program is targeted at preschoolers and provides an opportunity for kids to explore nature and gain key skills that can help prepare them for school – and a healthy future begin comfortable in the outdoors.</li> <li>💡 Interviews for the Active Living Community Coordinator position have been completed. Julia Stephenson’s last day in the office was October 11<sup>th</sup>, Lydia Broderick will begin October 25<sup>th</sup>. We are excited to welcome Lydia to our team.</li> </ul>
<p><b>Capital Project Update</b></p>	<ul style="list-style-type: none"> <li>💡 Memorial Park Playground: We have been working to update the Memorial Pars Playground. You may have noticed several upgrades to this facility, including adding natural elements that promote creativity, but also improve accessibility.</li> <li>💡 As we move forward with the Active Transportation Plan Implementation, we have purchased several new bike racks for both the parks and the Downtown. We hope to begin installing these out in the community in the Spring.</li> </ul>
<p><b>Public Engagement/</b></p>	<ul style="list-style-type: none"> <li>💡 There were none for the month of September</li> </ul>

<p><b>Community Events</b></p>	
<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li>🕒 Kings County Recreation joint meeting</li> <li>🕒 Canada Cup</li> <li>🕒 Department Meetings</li> <li>🕒 Senior Administration Committee</li> <li>🕒 Inclusion and Access Committee</li> <li>🕒 Homeless No More Committee</li> <li>🕒 Privacy Awareness</li> <li>🕒 Storm Clean-up</li> <li>🕒 Kentville Ravine Advisory Committee</li> <li>🕒 RNS Session Planning</li> <li>🕒 Miners Marsh Promotional Video</li> <li>🕒 Kings County Arts Community</li> </ul>
<p><b>Council Related</b></p>	<ul style="list-style-type: none"> <li>🕒 The Kentville Active Transportation Plan recently won a Planning Excellence award under the category: Comprehensive Policies and Plans. We are thrilled to have been recognized by the Atlantic Planning Institute and are very grateful for the work of staff, our consultant Upland Consulting, and our community for providing feedback to this plan.</li> </ul>

Town of Kentville

Office of the Chief of Police

Report to CAC – Oct 15, 2019

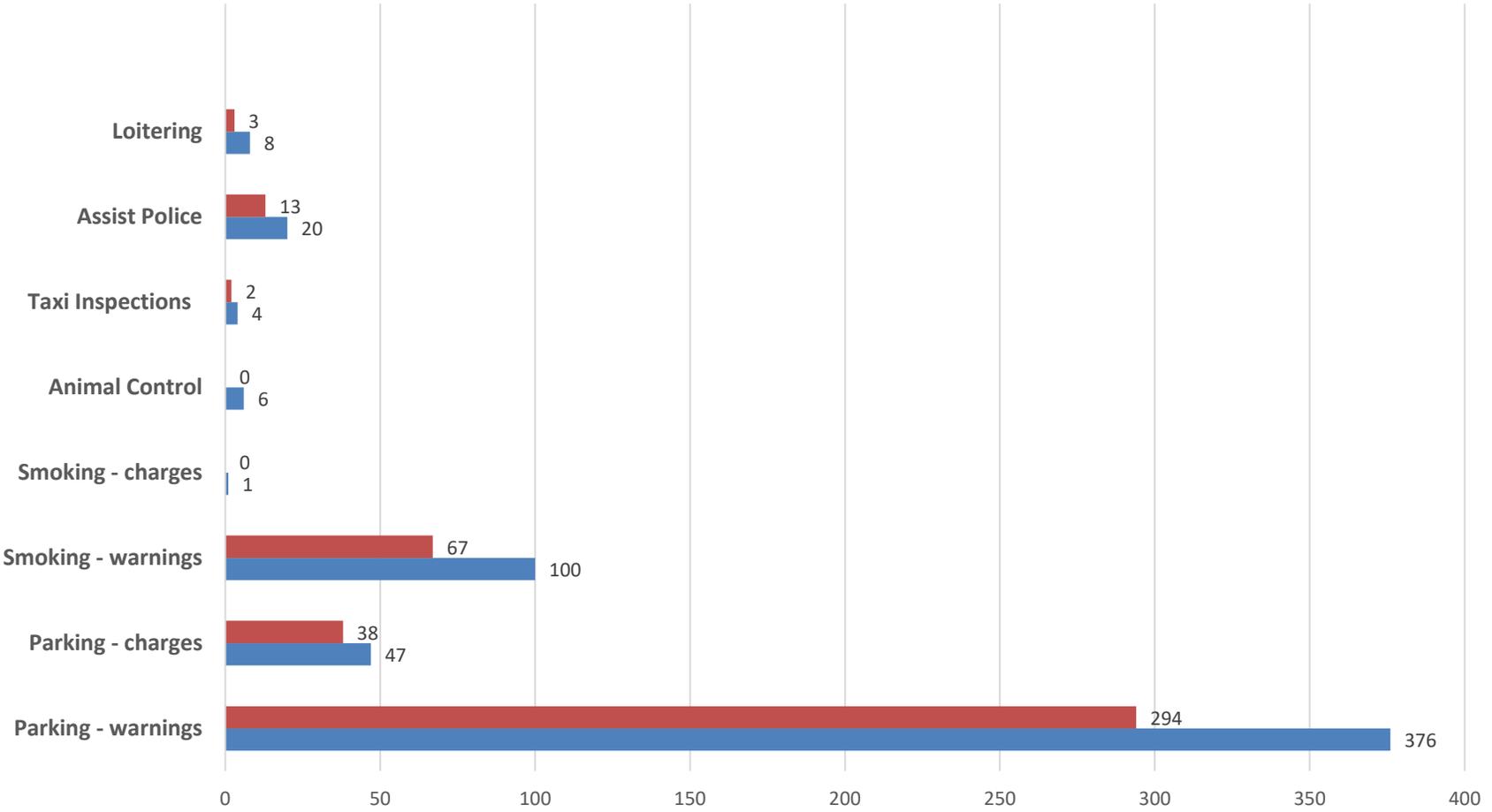


Administration	Time	August	Sept
	Auxiliary off. hours	115	106
	Training hours	0	150 +
	Veh. Cks 38's	186	164
	Warning tickets	51	28
	SOT Tickets	44	59
	Foot Patrol Hours	129	88
	CC Charges	22	36
	Calls for service	328	310
Training	<ul style="list-style-type: none"> <li>• Firearms training ongoing through end of September and this week</li> <li>• Cst Burke attended Major Crime Investigators course at CPC in Ottawa</li> <li>• Cst Burke attended RCMP HQ for Human Trafficking course Oct 7 &amp; 9<sup>th</sup></li> <li>•</li> </ul>		
Meetings/events	<ul style="list-style-type: none"> <li>• Sept 13 – Small Town Chiefs meeting in Truro</li> <li>• Sept 13 – teleconference with Deputy Justice minister re DV</li> <li>• Sept 23 – teleconference call with DV committee</li> <li>• Sept 23 – final meeting Rupert Davis committee</li> <li>• Sept 24 – meeting with Deputy Justice minister in Halifax re DV</li> <li>• Sept 26 – attended the Neuro-science of decision making</li> <li>• Oct 3 – attended swearing in of Stellarton Chief</li> <li>• Oct 9 – monthly meeting of Kings County Seniors Safety group</li> </ul>		
Notable			

	<ul style="list-style-type: none"><li>• Rupert Davis dedication went very well</li><li>• Lockdown drills at KCA and NSCC</li><li>• Compassion to Action trip – July 6-16<sup>th</sup>.</li><li>• Hosted the 2019 NSCPA &amp; NSPGA conference</li></ul>
<b>Staffing</b>	<ul style="list-style-type: none"><li>• Hiring 3-4 officers. Ongoing process – currently at the Polygraph stage</li></ul>



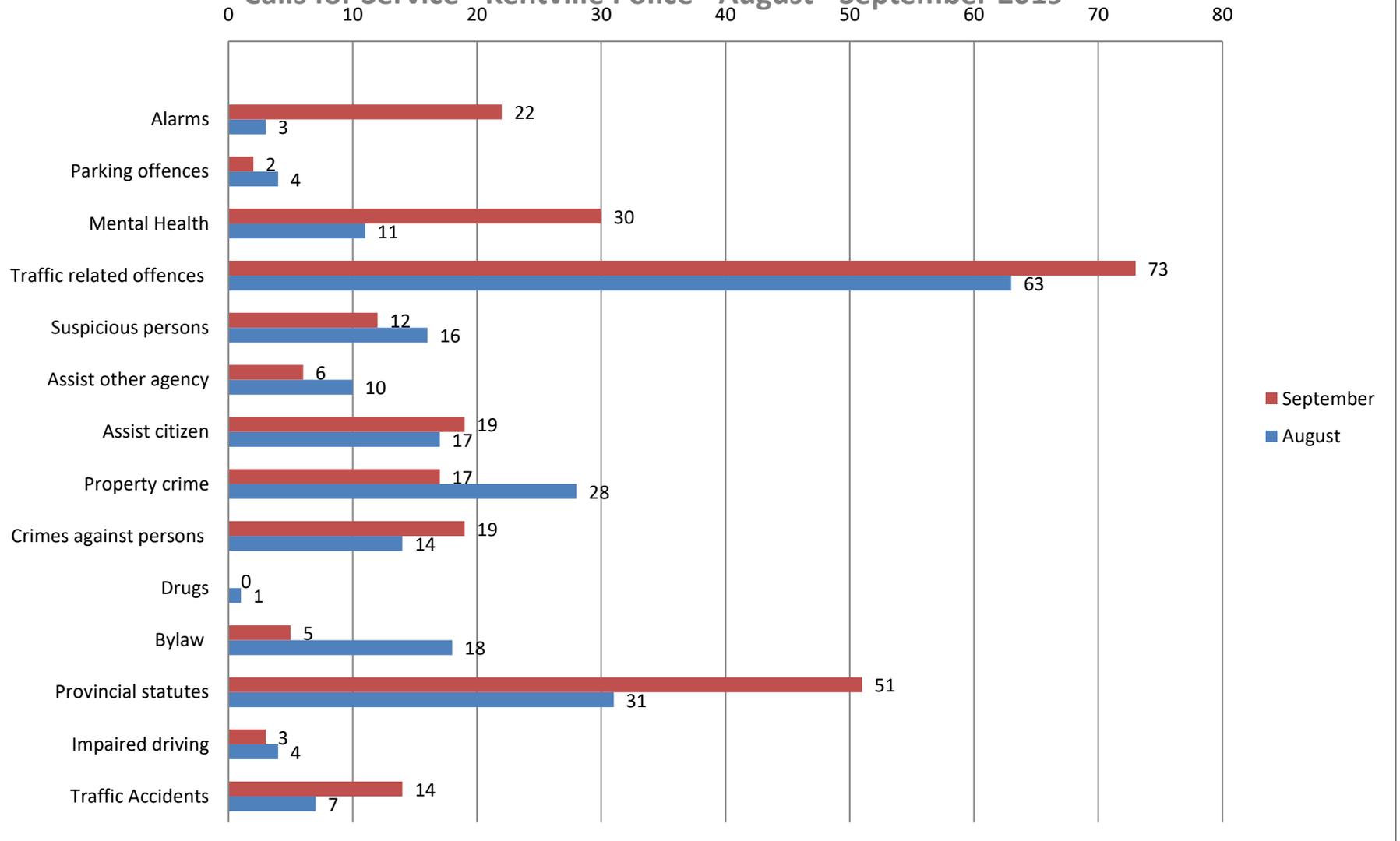
# By-Law Report - August - September 2019



August

Sept

## Calls for Service - Kentville Police - August - September 2019



August 328

September 310

## Town of Kentville

### Department of Engineering & Works

Kentville Water Commission (KWC), Kings Regional Sewer Committee (KRSC), Sanitary Sewer (SS) and Transportation Services.

Report to CAC – October 2019

Submitted by: Debra Crowell, Acting CAO



<b>Administration</b>	<ul style="list-style-type: none"><li>• I'm very pleased to welcome the Town's engineer, Dave Bell, P.Eng. to his first CAC meeting. This is Dave's first day with us, and with Council's consent, I will give the monthly report on his behalf.</li><li>• Administrative demands for the department are being satisfied.</li><li>• Ongoing support is being provided to developers or other departments through a combo of in-house supports as well as consulting engineers. Demands of the department are being met.</li><li>• The contract for Street Work was awarded to Dexter. This includes the paving capital projects for 2019/20. Work will be completed by mid-October.</li><li>• A second tender for pipework closed September 20. Consulting engineers recommended Mid Valley Construction to complete this work. This work will take place throughout the fall.</li></ul>	<b>Highlights</b>  Pipework tender awarded to Mid Valley Construction.
<b>Programs and Operations</b>	<b>Public Works</b> <ul style="list-style-type: none"><li>• The department continues to support the various special events held in our community.</li><li>• Large Developments such as the Parsons Greenway at the east end of Town (across from the Research Station) continue.</li><li>• Enquire Developments / Former KCA Site – joint support from the Planning, Public Works Department and consulting engineers is being provided to ensure the project is suitably designed for the issuance of a development permit.</li></ul>	<b>Highlights</b>

	<p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>The Water Utility is operating within the compliance standards.</li> </ul> <p><b>Sanitary Sewer</b></p> <ul style="list-style-type: none"> <li>Nothing to report at this time.</li> </ul>	
<p><b>Projects</b></p>	<ul style="list-style-type: none"> <li>Many 2019/20 Capital Projects are underway.</li> <li>River Street Dyke Work –On September 11, the Town met with individual River Street property owners regarding the impacts of the dyke on their properties. Subsequently, consulting engineers suggested a second option - a river wall, which would take less land to place and it fits within the project’s budget. Approvals from upper levels were obtained early last week for the change from dyke to concrete river wall. The Planning Technician, consulting engineers, legal and myself have been working diligently to get this program started. The Town hopes to meet with property owners this week to explain the change and obtain their acceptance of the final option.</li> <li>Kentville Bridge update – On the north abutment, they are still in the formwork/rebar/concrete stage. On the south abutment, they are installing the cofferdam.</li> <li>Condon Avenue – Condon Avenue was affected by intense rain fall on both August 30 and on September 7 (Hurricane Dorian) which overloaded our designed storm system. We know that the Town, its staff and its infrastructure is not at fault as it relates to these events. Council awarded the tender to modernize the capacity of the system to Howard Little Excavating. This reconstruction will respond to the increased storm water flows due to the intensification of storms and the impacts of climate change. Construction should begin the week of October 7 and property owners have been informed of this fact.</li> </ul>	<p><b>Highlights</b></p> <p>River Street River Wall project</p> <p>Condon Avenue storm water modernization</p>
<p><b>Public Engagement</b></p>	<ul style="list-style-type: none"> <li>Emails – all emails are being monitored and responded to</li> <li>Drop Ins – ongoing</li> <li>Letter correspondence – as needed</li> </ul>	<p><b>Highlights</b></p>

	<ul style="list-style-type: none"> <li>• Phone calls/messages – as needed</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ongoing meetings with consulting engineers regarding both current and future projects.</li> </ul>	<b>Highlights</b>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Council related issues have been addressed through CAC or Town Council meetings.</li> <li>• Daily meetings with the Public Works foreman</li> </ul>	<b>Highlights</b>

**TO:** Acting Chief Administrative Officer, Debra Crowell

**SUBMITTED BY:** Communications Team

**DATE:** October 15, 2019

**SUBJECT:** Monthly Communications Report

---

**ORIGIN**

This Communications Report includes

1. Summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and
2. Events and activities table showing the tools used to promote and share each item.

**BACKGROUND**

n/a

**DISCUSSION**

- Analytics from the website were collected from September 1 to September 30.
- The Kentville Pumpkin People and What's Happening (events) pages received the most hits on the website.
- Pageviews by city indicates that users in Kentville, Windsor, Wolfville and Montreal visited our site regularly.
- The Facebook Page continues to grow at around 100 new likes per month, with 6084 total number of Likes.

**POLICY IMPLICATIONS**

None

**BUDGET IMPLICATION**

None

**ATTACHMENTS**

1. Website analytics

**RECOMMENDATION**

None

# Town of Kentville Monthly Report - September

Sep 1, 2019 - Sep 30, 2019

All Users  
100.00% Sessions

## Pageviews

**21,008**  
% of Total: 100.00% (21,008)

## Pages per Session

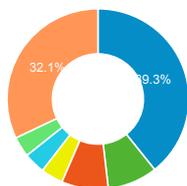
**2.29**  
Avg for View: 2.29 (0.00%)

## Avg. Time on Page

**00:01:17**  
Avg for View: 00:01:17 (0.00%)

## Pageviews by City

- (not set)
- Windsor
- Kentville
- Wolfville
- Montreal
- Dartmouth
- Other

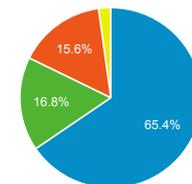


## Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Welcome to the Town of Kentville, Nova Scotia	3,380	2,750
Kentville's Pumpkin People Festival   The Town of Kentville	1,575	1,403
Page not found   The Town of Kentville	1,521	1,285
What's Happening   The Town of Kentville	1,286	979
Centennial Arena   The Town of Kentville	691	536
Contact   The Town of Kentville	675	520
Employment Opportunities   The Town of Kentville	651	520
Departments   The Town of Kentville	550	393
News   The Town of Kentville	489	386
Active Living Community Coordinator   The Town of Kentville	425	371

## Entrances

- organic
- referral
- direct
- Digital\_Display



## Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/	2,583	66.43%
/signature-events/kentvilles-pumpkin-people-festival	1,199	79.82%
/parks-and-recreation/facilities/centennial-arena	405	53.09%
/events	355	72.68%
/town-hall/employment-opportunities	319	56.74%
/town-hall/departments	261	61.30%
/public-safety/kentville-police-service	223	70.85%
/contact	187	58.29%
/parks-and-recreation/parks/the-gorge	153	67.32%
/news	148	76.35%

## Town of Kentville

### Office of the Acting CAO

Report to CAC – October 2019



<b>Administration</b>	<ul style="list-style-type: none"><li>• Valley Waste Resource Management – Legal action has been initiated between the parties and Annapolis County.</li><li>• Kings Transit – Nothing to report at this time.</li><li>• Police Commission – Police Commission met October 4.</li><li>• Union Negotiations –The APA (Police) collective agreement remains outstanding. Articles associated with compensation have been offered to the Local equal to what was offered to CUPE. It is hopefully both parties will be able to return to the bargaining table before the end of the fiscal year.</li></ul>	<b>Highlights</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Projects and Programs</b>	<ul style="list-style-type: none"><li>• Kentville Business Park – The Business Park continues to attract interest from businesses looking to relocate. Our commercial realtor and staff have revised the marketing approach which has supported the increased interest.</li><li>• Calkin Building – The building remains “for sale”. With the security of having a second tenant at “market value” the interest in the building from buyers has intensified again. The new tenant Lilypond opened its doors a few days ago. It’s a lovely shop!</li></ul>	<b>Highlights</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"><li>• Emails- on going</li><li>• Drop Ins – on going</li><li>• Phone messages-on going</li><li>• Social Media – seasonally and topic related</li><li>• YouTube / Videos -CAC and Council post meeting video cliparts are being posted on the website to inform citizens of the meeting highlights.</li></ul>	<b>Highlights</b> <ul style="list-style-type: none"><li>•</li></ul>



<b>Other</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<b>Highlights</b> •
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• September CAC</li> <li>• Special Council meeting Sept 25</li> <li>• September Council</li> <li>• Investment Advisory Committee meetings</li> <li>• Weekly ABLE Engineering meetings</li> <li>• Weekly senior manager's meetings</li> <li>• Director of Engineering &amp; Public Works selection process</li> <li>• Hurricane Dorian-planning and response efforts (various meetings)</li> <li>• Departmental meetings with former CAO and Department Heads</li> <li>• Finance &amp; Admin Committee meetings re: CAO search</li> <li>• Meeting with River Street property owners re: River Street Dyke project</li> </ul>	<b>Highlights</b>  <ul style="list-style-type: none"> <li>• Director of Engineering &amp; Public Works selected!</li> </ul>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• All regular Council related items have been accommodated at CAC, Council or Special Council Meetings.</li> </ul>	

**TO:** Acting Chief Administrative Officer, Debra Crowell

**SUBMITTED BY:** Jennifer West, Executive Assistant

**DATE:** October 15, 2019

**SUBJECT:** Town of Kentville Capital Projects – Update from Staff

---

**ORIGIN**

The Town of Kentville has more than 50 capital projects which are ongoing. The capital projects summary table is a reporting tool for monitoring the status and progress of each capital project.

**BACKGROUND**

n/a

**DISCUSSION**

n/a

**POLICY IMPACTS**

n/a

**BUDGET IMPACTS**

n/a

**ATTACHMENTS**

Capital Projects Status Table

**RECOMMENDATION / NEXT STEPS**

This summary table will be regularly updated and presented at Council Advisory Committee meetings.

# 2018-2019 Capital Budget

Last Revised: 10/8/2019 1:26 PM



Category	Project	Budget (x1000)	Proj. End Date	Ownership	Planning Phase	Tender Phase	Award Phase	Construction Phase
Gas Tax	School Street	30						
Gas Tax	Park St. West	200						
Gas Tax	Sidewalk: Main	73.2						
Gas Tax	Sidewalk: Canaan	80						
Gas Tax	Bus. Park Ditching and storm sewer	55						
Gas Tax	Canoe launch	40						
Admin.	IT solutions	63.5						
Admin.	Staircase	25						
Protection	Marked car	48						
Protection	Speed signs	7.8						
Protection	Roof	42.7						
Protection	New server	10						
Transportation	Equipment	134						
Transportation	Ornamental Lights	25						
Transportation	Public works building	15						
Transportation	Streets (various)	300						
Transportation	Parking: arena and Rockwells	20						
Transportation	Bridge approach	97.5						

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
------------------	---------------------	----------------------	---------------------------

# 2018-2019 Capital Budget

Last Revised: 10/8/2019 1:26 PM



Category	Project	Budget (x1000)	Proj. End Date	Ownership	Planning Phase	Tender Phase	Award Phase	Construction Phase
Transportation	River st. dyke	175						
Transportation	Storm sewer: Bridge	141.7						
Transportation	Storm sewer: Shannex	50						
Planning	IT initiatives	15						
Economic Development	Seasonal lights	7.5	12/2019					
Economic Development	Downtown benches	5						
Economic Development	Public garden	6.5						
Economic Development	Gateway signs	25						
Economic Development	Wayfinding	8						
Economic Development	Calkin building: cooling	15	03/2020					
Recreation	Soccer nets	8						
Recreation	Station lane signage	5						
Recreation	Tennis hut	10	10/2019					
Recreation	Playgrounds	10	03/2020					
Recreation	Oakdene: Gazebo	16	11/2019					

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
------------------	---------------------	----------------------	---------------------------

# 2018-2019 Capital Budget

Last Revised: 10/8/2019 1:26 PM



Category	Project	Budget (x1000)	Proj. End Date	Ownership	Planning Phase	Tender Phase	Award Phase	Construction Phase
Recreation	Memorial Park: Skatepark	200	Pending	NS Enviro.				
Recreation	Memorial Park: Fencing	8						
Recreation	Memorial Park: Playground	27						
Recreation	Memorial Park: Bike trail	11						
Recreation	Pool: Change room	69.6						
Recreation	Pool: Coating	30						
Recreation	Equipment: event trailer	10						
Recreation	Equipment: Digital Sign	40	03/2020	Sullivan Signs				
Recreation	Equipment: Ice resurfacer	160						
Recreation	Equipment: Bike racks	10						
<b>Public Works*</b>	Condon Ave Infrastructure	200	12/2020					

\*New addition to the budget

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
------------------	---------------------	----------------------	---------------------------

# NOTICE OF POLICY CHANGE KENTVILLE TOWN COUNCIL

---

TO: Acting CAO Crowell

DATE: October 1, 2019

SUBMITTED BY: Mayor Sandra Snow

DEPARTMENT OR SERVICE AREA:

- |   |  |                                       |
|---|--|---------------------------------------|
| <input checked="" type="checkbox"/> Governance or Legislative | <input type="checkbox"/> General Administration          | <input type="checkbox"/> Finance      |
| <input type="checkbox"/> Protective Services                  | <input type="checkbox"/> Planning and Development        | <input type="checkbox"/> Economic Dev |
| <input type="checkbox"/> Parks and Recreation                 | <input type="checkbox"/> Public Works and Transportation |                                       |

---

## POLICY TO BE ADDRESSED:

Policy Statement Code of Conduct

Created: December 14, 2005 Last Amended: October 30, 2017

## POLICY PURPOSE:

The purpose of this code is to establish guidelines for the ethical and inter-personal conduct of Members of Council.

## BACKGROUND:

Dealing with breaches to the Code of Conduct has been the responsibility of the Mayor, regardless of the number or frequency of the breaches.

## DISCUSSION:

When a member of council continues to breach the Code of Conduct, the issue should be escalated to Council, rather than remain the responsibility of the Mayor.

## RECOMMENDATION:

Amend para 4.13.3 and add new paragraph 4.13.4 as per attached.

## SUGGESTED LANGUAGE CHANGES:



## ORIGINAL LANGUAGE

### 4.13 Code Infractions and Discreditable Conduct

- 4.13.1 Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.
- 4.13.2 The Mayor should point out to the offending Council member, infractions of the Code of Conduct. If the offences continue, then the matter should be discussed in private with the offending councillor by the Mayor. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.
- 4.13.3 It is the responsibility of the Mayor to initiate action if a Council member's behaviour may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

## AMMENDED LANGUAGE

### 4.13 Code Infractions and Discreditable Conduct

- 4.13.1 Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.
- 4.13.2 The Mayor should point out to the offending Council member, infractions of the Code of Conduct. If the offences continue, then the matter should be discussed in private with the offending councillor by the Mayor. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.
- 4.13.3 It is the responsibility of the Mayor to initiate action if a Council member's behaviour ~~may~~ warrants sanction. If no action is taken by the Mayor, the alleged violation(s) ~~can~~ may be ~~brought up with the full~~ directed to Council ~~in a public~~ at a meeting of council using the Code of Conduct Breach Report .
- 4.13.4 ~~Members who continue to breach the Code of Conduct despite action initiated at para 4.13.3 will be publicly sanctioned by Council at a meeting of council.~~



# Memo

To: Council Advisory Committee  
From: Debra Crowell, A/CAO, Director of Finance  
CC:  
Date: October 11, 2019  
Re: **19/20 Capital Project- River Street- Flood Mitigation**

---

## **BACKGROUND**

The 2019/2020 Town of Kentville Capital Budget under the Transportation Segment includes the project:

- ***Flood Mitigation- River Street***                      **\$175,000**

This project is part of the National Disaster Mitigation Program. This program will fund 50% of this project or \$87,500.

The remaining funding is scheduled as long-term borrowing. (TBRs approved at the September Council meeting.)

## **DISCUSSION**

It is imperative that this project begin construction by the first of November or the window for building will close due to inclement weather. Should this happen, the Town will likely lose the funding from the National Disaster Mitigation Fund, as this project has already been carried over for 2 years. In September, the Town's consulting engineers, ABLE Engineering, provided the option of a river wall, which will be less intrusive to the back yards of the properties concerned.



Additionally, in order for the Town to react as quickly as possible, the Town's solicitor was asked to provide an **Agreement** for each of the property owners whose lands would be affected. The Agreement (duly authorized) will enable the Town and the successful contractor access to the lands in question to build the river wall.

The Town released the engineered drawing along with a copy of the draft Agreement to all property owners on October 9, 2019. A meeting will be held with property owners on October 16 at 7 pm to discuss the project with the hopes that the Agreements will be signed at that time. (Surveying and easements will take place after the wall is built.)

In order for the Town to react as quickly as possible, last week, the Town asked ABLE Engineering to tender the construction project, with a closing date of October 11, 2019.

Five tenders were received with prices varying from \$ 152,910 to over \$ 500,000. After analysis, ABLE Engineering recommends the tender is awarded to:

**Howard Little Excavating Limited for a price of \$152,910 + HST.**

Howard Little acknowledges that the award of the contract depends on the signing of the permission letters by the affected property owners.

### **RECOMMENDATION**

Per the attached letter, ABLE Engineering recommends that the ***River Street Disaster Mitigation project- River Wall*** is awarded to **Howard Little Excavating Limited** for **\$152,910 + HST**, with the understanding that the award depends on the signing of permission letters by the affected property owners.



4 Calkin Drive  
Kentville, NS B4N 3V7  
Phone: (902) 678-2774

4073 Highway #3  
Chester, NS B0J 1J0  
Phone: (902) 273-3050

5209 St. Margaret's Bay Road  
Upper Tantallon, NS B3Z 1E3  
Phone: (902) 820-3255

**Engineering Services Inc.**

---

October 15, 2019

Town of Kentville  
354 Main Street  
Kentville, NS  
B4N 1K6  
Attn: Mrs. Debra Crowell, Acting CAO

**RE: TOWN OF KENTVILLE RIVER WALL PROJECT**

Dear Mrs. Crowell

We have reviewed the tenders for the above project and would recommend the low bidder, Howard Little Excavating Limited be awarded a unit price contract in the amount of \$152,910.40 plus HST.

I trust this is the information you require, but should you have any questions please contact me at 902-678-2774.

Yours truly,

A handwritten signature in cursive script, appearing to read 'A. W. Dewar'.

A. W. Dewar, P. Eng.

AWD\ajs

word\specs\2019\tok river wall\recommend hle

4. SCHEDULE OF QUANTITIES AND UNIT PRICES

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
<b>1.0 River Street Dyke Extension</b>					
Supply & installation of the following items including all excavation, bedding, pipe laying, backfill & compaction. All PATCH PAVING, and all else to complete the work as specified and as shown on Y2019-070-01					
<b>1. Concret Wall</b>					
.1	Concrete wall as shown Y2019-070-01	In ft	460	<u>236.05</u>	<u>108 583.00</u>
.2	8" - 12" rock	tonnes	150	<u>22.94</u>	<u>3441.00</u>
<b>2. Storm Sewer</b>					
.1	10" dia R320 HDPE outlet pipe	In ft	80	<u>81.15</u>	<u>6492.00</u>
.2	24" x 24" x 48" Catchbasin c/w S401 grates	ea	4	<u>1491.10</u>	<u>5964.40</u>
.3	Duck billed check valve (for R320 HPDE pipe)	ea	5	<u>2294.00</u>	<u>11470.00</u>
TOTAL					<u>135,950.40</u>
<b>2.0 PROVISIONAL</b>					
.1	Sika Greestreak Form Liner Pattern No. 440	sq ft	1840	<u>6.50</u>	<u>11,960.00</u>
TOTAL					<u>11,960.00</u>

CONTRACT SUMMARY

1.0 River Street Dyke Extension	<u>135,950.40</u>
2.0 PROVISIONAL	<u>11,960.00</u>
CONTINGENCY	\$5,000.00
Subtotal	<u>152,910.40</u>
15% HST	<u>22,936.56</u>
<b>TOTAL TENDERED PRICE</b>	<u><u>175,846.96</u></u>