

## **COUNCIL ADVISORY COMMITTEE**

### **November 12<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) Draft Council Advisory Committee meeting minutes October 15, 2019

**4. PRESENTATIONS**

- (a) Regional Emergency Management Organization – Winter Storm Plan
- (b) Property Assessed Clean Energy – Update

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

- (1) Director's Report
- (2) Projection Report
- (3) Recommendation for External Audit Services

**(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

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

- (a) Mentoring Plus Project
- (b) Council Meeting Dates 2020

**7. CORRESPONDENCE**

- (a) Kentville Wildcats Senior Baseball Club – November 4, 2019
- (b) 14 Wing Greenwood – Base Tour Invitation – November 5, 2019

**8. NEW BUSINESS**

- (a) Regional Emergency Management Organization – Winter Storm Plan
- (b) Commissionaires Support of Council and CAC Meetings
- (c) Review of Existing Appointments to Council Committees
- (d) Review of Council Representatives on Community Committees

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) Property
- (b) Legal

**11. ADJOURNMENT**

DRAFT

# STRATEGIC PRIORITIES

## Kentville's top priorities for 2019-2020

The Town of Kentville Council developed the 2019-20 strategic priorities through a facilitated workshop with senior staff and themselves in April 2019. The most important priorities and here are the top priorities of council:



### AT Plan Implementation

Increase opportunities for Active Transportation in Kentville

**In Progress**



### Community Expansion

Overall expansion of residential, commercial and industrial areas.

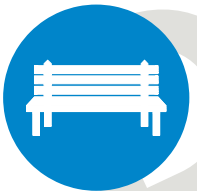
**In Progress**



### Environmental Champions

Explore and determine opportunities for increasing environmental stewardship in the TOK

**In Progress**



### Green Space Plan

Carry out a parks and open space Green Plan

**In Progress**



### Multi-Purpose Facility

Foundational steps toward a multi purpose facility in TOK.

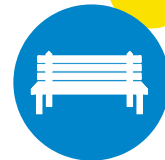
**In Progress**

The following issues and projects were of secondary interest:

Arts and Culture Strategy  
College Town Branding  
Housing Strategy

Land Bank Inventory  
Recreation Service Agreement

*Kentville*  
A BREATH OF FRESH AIR

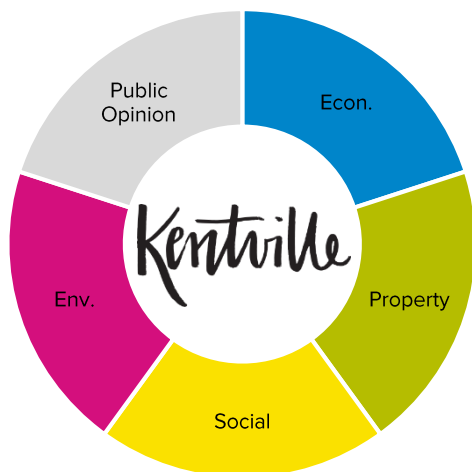


## Schedule A: Decision Making by Council

Councillors assess every issue presented in council through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council has the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council strives to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Town of Kentville and the people it serves.

- **Property:** “something at the disposal of a person, a group of persons, or the community or public”.  
Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** “the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time”. Examples include regulatory requirements and land use.
- **Economic:** “pertaining to the production, distribution, and use of income, wealth, and commodities”.  
Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** “of or relating to human society”. Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** “the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like”. Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.

### GOAL: BALANCED DECISION MAKING

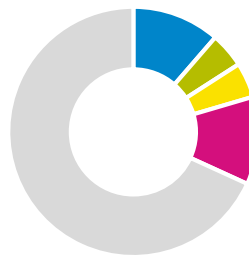
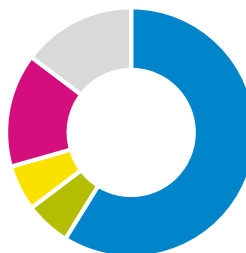


KEEP EMOTIONS OUT  
OF DECISION MAKING



ADHERE TO THE  
CODE OF ETHICS

### UNBALANCED:



### SKEWED:





## **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE**

### **Meeting Minutes: October 15<sup>th</sup>, 2019**

#### **1. CALL TO ORDER AND ROLL CALL**

Mayor Snow called the meeting to order at 6:00 p.m., and Acting CAO Crowell 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, Acting Chief Administrative Officer (CAO) Debra Crowell, Recording Secretary Carla MacDonald (training), Recording Secretary Jennifer West, Recreation Director Rachel Bedingfield, Deputy Police Chief Darryl Brown, 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 Mayor Sandra Snow and seconded by Deputy Mayor Cate Savage

That the agenda of October 15, 2019 be approved with the noted additions

Addition – 6.b Code of Conduct

Addition – 8.d Request for Ministerial Inquiry

**MOTION CARRIED**

#### **3. APPROVAL OF THE MINUTES**

##### **(a) Council Advisory Committee meeting minutes of September 9, 2019**

That the Minutes of September 9, 2019 be approved as circulated.

**MOTION CARRIED**

#### **4. PRESENTATIONS**

##### **(a) Kings Regional Sewer System – Scott Quinn – Update**

Scott Quinn, Kings Regional Sewer System Coordinator, gave a presentation about the regional sewer system including an overview of the catchment area and description of seasonal turnover. Odor in the spring is common, however odor in 2019 was higher than usual. Weather and wind contributed to increased odor, however there may have been additional sources of odor. Currently the lagoons are back to normal and reports of odors have significantly decreased.

*Presentation available*

- Points of Discussion
  - The methods of processing produce at facilities in Kentville and New Minas have been evolving and improving.
  - What is the impact of normal volumes of residential waste? Industrial waste has a much larger impact than residential.

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending September 30, 2019. Highlights included the request for proposals for external audit services, 50% of the budget has been consumed, and total taxation is reporting at 99.8%.

*See report for more information*

#### (2) Projection Report

Director Crowell presented her projection report for the period ending September 30, 2019. Highlights included decreased revenue, projecting a shortfall of \$60,100.

*See report for more information*

- Points of Discussion:
  - How will this kind of deficit be remedied? This is not an uncommon situation at this time of the year. Senior staff will be keeping track of opportunities to reduce costs in other areas.
  - The overages in emergency measures category are not covered by any insurance and will increase further.

### (b) Planning and Development

#### (1) Director's Report

Director Gentleman presented her report for September 2019. Highlights included a building valuation of \$564,075, discussions regarding the former KCA lands and Green Parsons Developments, and parkland developments.

*See report for more information*

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

Acting CAO Crowell presented the CEDC report for September 2019. Some of the highlights included fall marketing campaigns, Pumpkin People displays, gateway sign, and public gardens.

*See report for more information*

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

#### (1) Director's Report

Director Bedingfield presented her report for September 2019. Some of the highlights included activities at the Centennial Arena, hurricane Dorian clean up, partnership with Autism Nova Scotia, the pilot program of the Forest School, natural features in the Memorial Park playground, and a Planning Excellence Award for the Town's Active Transportation Plan.

- Points of Discussion:
  - The entrance from Klondyke into Miners Marsh may have some safety issues relating to the lack of a physical barrier between the trail and the river in that section.
  - Will the Wee Library return this year? It will be repaired and returned in the Spring.

*See report for more information*

**(d) Police Report**

**(1) Chief's Report**

Deputy Chief Brown presented the police report for September 2019. Some of the highlights included firearms training, major crime investigators training, a human trafficking course, meetings and events. Bylaw statistics are slightly lower as a result of the Bylaw Officer being on vacation for part of the month.

- Points of Discussion
  - There are some members on leave, and their positions are being filled.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

Acting CAO Crowell presented the report for September 2019. The new Director of Engineering and Public Works David Bell was welcomed to Town Hall. Some of the highlights of the report included the pipeworks tender, discussions with Enqore Developments, review of the River Street river wall project proposals, and Condon avenue stormwater infrastructure.

*See report for more information*

- Points of Discussion
  - There is some outstanding paving activity which has yet to be completed.

**(f) Administration**

**(1) Communication Report**

Acting CAO Crowell presented the report for September 2019. Some of the highlights included statistics from the website and activity on social media.

*See report for more information*

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

Acting CAO Crowell presented her report for September 2019. Some of the highlights included legal action with Valley Waste Management, union negotiations with the Association of Police Administrators, selection committee for the new CAO and Director of Engineering, and meetings and events.

*See report for more information*

It was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*  
*and Snow*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage*

## 6. UNFINISHED BUSINESS

### (a) Capital Projects Update

Acting CAO Crowell gave a report on the status of Town's capital projects. There are currently 44 capital projects, which are defined by their large scale and large cost relative to other investments that involve less planning and resources.

*Report available*

### (b) Code of Conduct Policy Amendment

Mayor Snow reviewed the proposed changes to the Code of Conduct Policy Statement. Two letters from Councillor Cathy Maxwell were delivered to the Mayor relating to conflict of interest issues and were discussed.

- Points of Discussion
  - COI issues were dealt with, and expectations were discussed. Investigations were completed by the Mayor and the former CAO.
  - There is no more that can be done to Councillor Andrew through this policy.
  - Discussion of the Municipal Governance Act, and municipal Code of Conduct policies.
  - The enforcement of the Code of Conduct has very limited consequences to violators.
  - The Code of Conduct policy and enforcement is largely dictated by the Province. Until the Province allows municipalities to have greater power, there continues to be very little enforcement options.
  - Discussion about increased engagement of Council for investigations of violations.
  - Discussion of the process of the Code of Conduct

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

**That Council Advisory Committee conduct a special meeting of the Council Advisory Committee for review of the Code of Conduct Policy and that each councillor will make a document review prior to the meeting, for the January meeting of the Council Advisory Committee.**

**MOTION CARRIED**

*To be ratified at the October 28, 2019 meeting of Council*  
*Councillors who voted in favour of this motion:*  
*and Snow*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage*

- Points of Discussion
  - This council may have had some unspoken agreements around respect which were not upheld. Complaints about Councillor Andrew have been directed to the Mayor and not directly to Councillor Andrew first for resolution.
  - Is there an opportunity to consult an ethics commissioner process? The Solicitor is not aware of anyone in Nova Scotia who fulfills this role.

## 7. CORRESPONDENCE

### (a) New Horizons Club

Acting CAO Crowell outlined the phonecall she received from New Horizons Seniors Club expressing appreciation for their community grant from the Town.

## 8. NEW BUSINESS

### (a) Moved to 6.b.

### (b) Deputy Mayor Discussion

Mayor Snow reviewed the process of selecting a Deputy Mayor for the 2019-2020 session of Council, which will occur at the October 28 meeting of Council.

### (c) River Wall Tender Preapproval

Mayor Snow reviewed the tender process for the River Wall Project, and the request to Council for pre-approval.

*Report available for more information*

- Points of Discussion
  - This agreement allows the Town to do the work with landowner permission.
  - Is this work associated with a river boardwalk? No, this wall is too narrow for walking. It is purely for protection.

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

**That Council recommend to Special Council Meeting on 15 October 2019 that Howard Little Excavating Limited be awarded the River Street Disaster Mitigation Project – River Wall for \$152,910 + HST with the understanding that the award depends on the signing of permission letters by the affected property owners.**

### **MOTION CARRIED**

*To be ratified at the October 15, 2019 special meeting of Council*

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage*

*and Snow*

### (d) Request for Ministerial Inquiry

Councillor Andrew reviewed the background of his request for a ministerial review. Interpersonal conflict among councillors may have resulted in weak governance, unethical or illegal activity.

- Points of Discussion
  - Solicitor Muttart gave input on the wording of the motion.
  - Solicitor Muttart indicates that Council just needs to have sufficient concern to make a report of a breach and investigate by the Attorney General.
  - Is there a cost for this process? Yes, there is a cost to the Town for legal representation.
  - Comments that a Councillor may want to share legal costs with the Town instead of incurring fees individually.
  - The resolution is to have the Attorney General to investigate a potential breach of Conflict of Interest.

- If the motion is defeated, does Councillor Andrew have the ability to move this forward on his own? Yes.

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

**COUNCIL ADVISORY COMMITTEE RECOMMENDS**

**That a section 12 inquiry to the Attorney General be made into alleged Conflict of Interest with Councillor Craig Gerrard concerning the large rental family company in Kentville with five properties on Oakdene Avenue and on either side of 118 Oakdene.**

**MOTION FAILED**

*To be ratified at the October 28, 2019 meeting of Council*

*Councillors who voted in favour of this motion:*

*Andrew and Snow*

*Councillors who voted against this motion:*

*Bolland, Maxwell, Pulsifer, and Savage*

*Councillors who abstained from voting on this motion:*

*Gerrard*

Councillor Andrew reviewed the background of potential conflict of interest for Councillor Maxwell's family property.

- Points of Discussion
  - The Solicitor recommends removal of references to voting on Open Arms motions.
  - The motion refers to the implication that the Open Arms project would impede opportunities in revenue by the Maxwell family.

It was moved by Councillor John Andrew

**CAC that a section 12 inquiry to the Attorney General be made into alleged Conflict of Interest with Councillor Cathy Maxwell concerning:**

**1. Advocating for her brother's development property resulting in zoning changes in to a draft document that resulted in the property belonging to her brother being upzoned while the zoning upgrade the draft had applied to 118 Oakdene was removed.**

**2. Councillor Maxwell has openly campaigned against Open Arms and voted negatively on every motion brought forward regarding the group and aforementioned property.**

**MOTION FAILS** (no seconder)

**9. PUBLIC COMMENTS**

**(a) Janet Specht, 23 Condon Avenue**

- Requested that a flood on June 21 be added to the department report.
- Requested that the statement that "the infrastructure did not fail" be corrected to include the impacts of the flood on June 21.
- Requested clarification on the Town's position of no-fault.

**(b) Marissa Davidson, 280 Park Street**

- She has owned the property across from Kings County Academy since 2011.
- Her property has been impacted by the floods, and is requesting further information and support after the recent floods.
- Past floods have impacted her property repeatedly, and may pose a risk to the adjacent Kings County Academy.
- She invites Council to visit her property and the impacts from the infrastructure above her property.

Council may visit the property but they may have little knowledge or expertise about the infrastructure and assessment of her property.

**(c) Bunny Bennett, 12 Condon Avenue**

- Pleased to see work beginning on Condon Avenue. Would like to know what the Town can do to prevent further damage, and prevent impacts such as happened at 23 Condon Avenue.

**10. IN-CAMERA**

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

**That council move into a closed session at 8:16 pm to discuss a legal issue.**

**MOTION CARRIED**

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

**That Council return to open session at 9:33 pm**

**MOTION CARRIED**

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

*Councillor John Andrew declared a conflict at 9:34pm and left the chambers.*

**Land Purchase**

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

**Motion to recommend sale of Robinson Property, PID 55267371, Lot 2018-2 Main Street Kentville for the purchase price of \$71,000 + HST – Closing October 31, 2019 as per agreement to Special Council Meeting 15 Oct 2019, to include description of construction as per submission by the buyer to the Town.**

**MOTION CARRIED**

*To be ratified at the October 15, 2019 special meeting of Council*

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

*Councillor Andrew returned to his seat at 9:37pm.*

**CAO Committee**

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

**That Council direct the Acting CAO to make an offer of employment to fill the position of CAO as directed in camera.**

**MOTION CARRIED**

*To be ratified at the October 15, 2019 special meeting of Council*

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

#### **11. ADJOURNMENT**

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

Adjourned at 9:38p.m.

DRAFT



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## PRESENTATION COVER PAGE

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**PRESENTATION BY:** Kings Regional Emergency Management Organization  
Dan Stovel, Kings REMO Coordinator

**TOPIC:** Winter Storm Preparedness Plan

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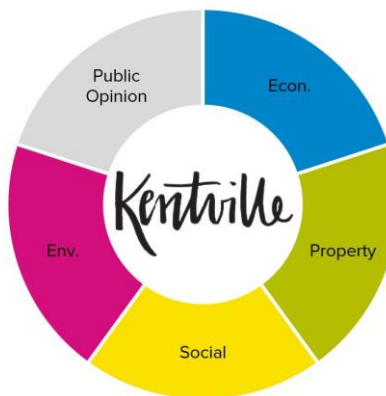
### **Kings Regional Emergency Management Organization**

The Town of Kentville provides emergency management services at the local level for Kentville residents, and participates in the regional coordination of emergency response with the other municipal units in Kings County. The Town is a partner with the Kings County Regional Emergency Management Organization whose job is to ensure emergency management is coordinated and efficient with regards to procedures, training, and planning exercises.

### **Draft Plan**

As part of emergency preparedness in the Kings County region, plans are developed that will enhance regional coordination during emergencies. This presentation relates to the proposed plan for Winter Storm Preparedness.

Town of Kentville Decision Wheel:



# Kings REMO Emergency Management Support Plans

2019-11-12  
Town of Kentville



Dan Stovel

Regional Emergency Management Coordinator (REMC)

# Kings REMO EM Support Plans



## Kings County, NS Winter Storm Preparedness & Response Plan

September 2019



## Winter Storm Preparedness & Response Plan



# Winter Storm Preparedness & Response Plan



Extreme cold and heavy snowfall can immobilize the entire County:

- Road closures,
- Power outages,
- Disruption in communication services, and
- No heat for several days



# Winter Storm Preparedness & Response Plan



Under the most severe conditions, winter storms can require residents to **abandon their homes** and **seek shelter**





# Winter Storm Preparedness & Response Plan



## White Juan (February 2004)

- Set record for 24-hour period of snow (60+ cm)
- Total of 18 municipalities impacted
- Businesses, schools and government offices shut down for two-days
- State of Emergency Declared in NS
  - Curfew invoked in Halifax 11pm-7am for everyone except emergency service workers
- Roads so bad – emergency staff had trouble getting to work



# Winter Storm Preparedness & Response Plan



## Purpose:

To provide Kings County municipal employees with **information and guidelines** that may be required in the event of a winter storm impacting Kings County.



# Winter Storm Preparedness & Response Plan



## EM Considerations:

- Comfort Centres/Shelters
- Need for generators and fuel supplies for essential services
- Need for heating equipment
- Responding to building collapse emergencies
- Search and rescue





# Winter Storm Preparedness & Response Plan



## EM Priorities:

- **Life Safety** (responders, residents and visitors)
- **Support** for stranded and evacuated persons (Shelters)
- Protection of **critical infrastructure**
- Protection of **environment**

..... (continued)



# Winter Storm Preparedness & Response Plan



## EM Priorities:

- Reduction of **economic** impact
- Returning communities to **normal**
- Reducing **impact** to private property where possible and appropriate



# Winter Storm Preparedness & Response Plan



- 1.0 Introduction
- 2.0 Concept of Operations (CONOPS)
- 3.0 Responsibilities
- 4.0 Public Education & Awareness
- 5.0 Plan Testing, Review & Maintenance
- 6.0 Distribution List

## Annexes



# Winter Storm Preparedness & Response Plan



Important for Kings REMO EM Support Plans to have **pre-scripted Public Service Announcements (PSAs)**



## Annexes

- A [Declaring a State of Local Emergency \(SOLE\)](#)
  - [Form 4 \(Council\)](#)
  - [Form 5 \(Mayor\)](#)
- B [Kings County Comfort Centres/Emergency Shelters](#)
- C [Winter Storm Event – Kings REMO Actions](#)
- D [Winter Storm Checklist](#)
- E [Criteria for Public Weather Alerts](#)
- F [Lessons Learned – Winter Storm Disasters](#)
- G [Winter Storms – Public Service Announcements \(PSAs\)](#)
- H [Winter Storms – Frequently Asked Questions \(FAQ\)](#)
- I [Winter Storms – References \(Federal / Provincial / Regional\)](#)
- J [Abbreviations & Acronyms](#)
- K [Glossary](#)

# Winter Storm Preparedness & Response Plan



## Proposed Approval Timeline:

2019-09-19 Kings REMO REMPC Meeting

2019-10-21 Kings REMO REMAC Meeting

2019-11-05 Wolfville COW

➔ 2019-11-12 Kentville CAC

2019-11-19 MoK COW

2019-11-19 Wolfville Council

2019-11-25 Kentville Council

2019-11-26 Berwick COW

2019-12-03 MoK Council

2019-12-10 Berwick Council

For approval

For approval

For approval

For approval





# Winter Storm Preparedness & Response Plan



## Draft Motion:

**That Council approve the Kings REMO Winter Storm Preparedness and Response Plan, dated September 2019**



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## PRESENTATION COVER PAGE

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**PRESENTATION BY:** Property Assessed Clean Energy

**TOPIC:** Update on the PACE Program

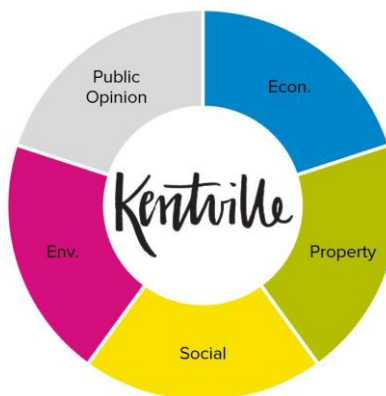
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### Property Assessed Clean Energy (PACE) Program

Mr. Lutes and Mr. Boyle of Equilibrium Engineering gave an update about the Property Assessed Clean Energy (PACE) program. This is a financing model for clean energy that may be available to Kentville residents. PACE has opportunities for partnership with multiple municipalities to access funding through the Federation of Canadian Municipalities. In July of 2019, Equilibrium received \$5,000 to support the logistics and grant application for this project.

This presentation is an update on the PACE program in Nova Scotia and in Kentville.

Town of Kentville Decision Wheel:





# Kentville PACE

(Property Assessed Clean Energy)

## Program:

### Kick-off & Equilibrium Administration

**November 12, 2019**  
**Equilibrium Engineering,**  
**Jeremy Lutes and Julian Boyle, P.Eng.**



# A 10-minute Agenda! (maybe 12)

Experience in Town of Berwick

Equilibrium Administration of PACE for Town of Kentville

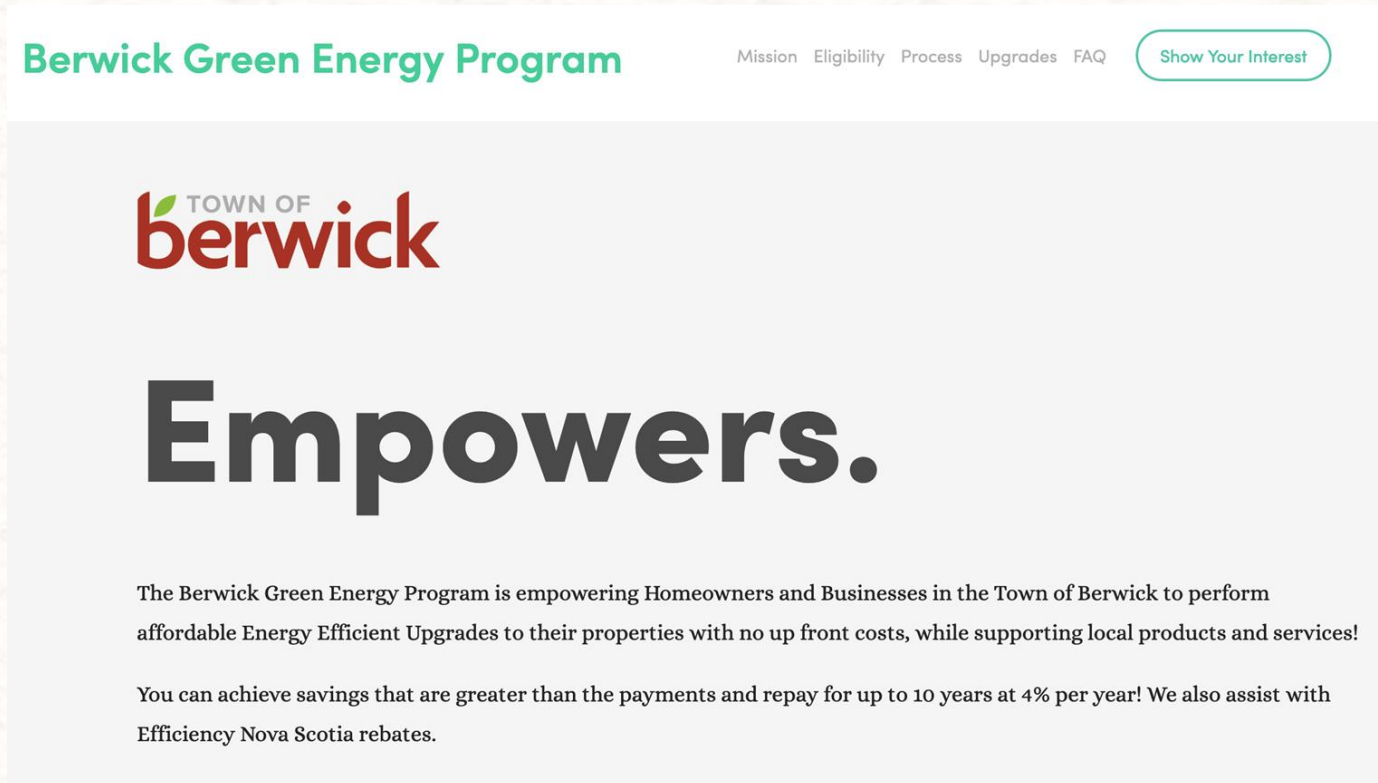
What Kentville can anticipate?

Next steps?



# Berwick PACE Program Highlights (Berwick Green Energy Program)

- Equilibrium administrating for Town of Berwick since May 2019
- Streamlined processes. Made it easy for homeowners and small businesses.
- New website created, new participation agreement – see [www.Berwickenergy.ca](http://www.Berwickenergy.ca)



# Berwick PACE Program Highlights (Berwick Green Energy Program)

- Almost 20 homes have signed participation agreements.
- Forecasting between 40-60 homes in Year 1.



- Reduce community energy costs

- Aiding Berwick's climate goals



- Reduce greenhouse gases
- Increase beneficial electrification

- Program finances



- Efficiency measures (insulating, lighting, heat pumps, doors/windows, etc),
- Renewable energy (solar and storage)
- Even EV chargers!

- Average projects: \$12,000.



# Berwick PACE Program Highlights (Berwick Green Energy Program)

- High participant satisfaction, low risk for Town of Berwick.

**"WE FEEL FORTUNATE TO HAVE PARTICIPATED IN THE BERWICK GREEN ENERGY PROGRAM. THE PROCESS WAS CLEAR, EASY, EXPEDIENT AND VERY AFFORDABLE. WE APPRECIATED THE PROMPT DIRECTION AND COMMUNICATION FROM EQUILIBRIUM ENGINEERING AND THE TOWN OF BERWICK, WHO MADE HAVING OUR HEAT PUMP INSTALLED A POSITIVE EXPERIENCE. HIGHLY RECOMMEND THIS PROGRAM!"**

**BRIAN AND EVELYN COLEMAN - JUNE 2019**

**"THANKS FOR ALL YOUR HELP STEFAN WITH THE TOWN OF BERWICK GREEN ENERGY PROGRAM. I'M THRILLED TO BE IN THIS PROGRAM! SO MUCH BETTER THAN TRYING TO DO THE RIGHT THING FOR THE ENVIRONMENT WITHOUT GUIDANCE. I WILL DO MY PART TO SPREAD THE WORD ABOUT THE BERWICK GREEN ENERGY PROGRAM TO HELP ENSURE ITS SUCCESS."**

**JOEY THORPE - OCTOBER 2019**

# Details of Equilibrium Administration offer to Town of Kentville...

- Initial one time program start-up cost - \$2,500
  - Brand program,
  - Website,
  - Host community kick-off in January
  - Host local industry kick-off
  - Train Kentville finance staff on billing processes.
- No other immediate costs to Town of Kentville – possibly small marketing costs later
- Equilibrium will charge a one time 5% administration fee to participants to recover costs. Equilibrium assumes participation risk.
- Town of Kentville will charge interest on PACE loans to homeowners to recover financing costs 100%. % - to be determined after consulting with Kentville Finance staff. (Berwick interest costs are 4%).
- Equilibrium will handle calls and enquiries from residents, helping them navigate through rebate programs and provide unbiased advice and assistance to ensure homeowners maximize savings.
- Equilibrium will help manage risks and ensure processes for recovery of loans by Town of Kentville.
- Program goal is to ensure savings are always greater than payments for any investment (no guarantee).
- Equilibrium will provide an interim and annual report of participation, investments, and energy and greenhouse gas reductions enabled.
- Equilibrium administration offer is for 1 year and can be renewed/reviewed annually.



## What can Town of Kentville anticipate?

Based on experience and current modeling...and after initial start-up phase (3-4 months)...

- Expect 60-80 homeowners participating
- Expect 10 small businesses to participate (requires bylaw amendment)
- Total annual investment by residents: \$850,000
- Potential annual investment by businesses: \$320,000  
Total = \$1.17M
- Program would increase local participation in Efficiency NS programming as compared to other communities.
- Increased awareness and participation in free programming, low income programming and small business programming.
- Investments are before rebates. Program would enable approximately \$200,000 in rebates.
- A large reduction in oil use in the community and approx. 20 solar new solar installations per year.
- Benefit from Valley regional approach to PACE administration

## Next steps...

1. A council motion to endorse program start in January 2020.
2. A council motion to endorse Equilibrium Engineering administering program as proposed.
3. Equilibrium will work with town staff to prepare for program launch.



Thank you

Equilibrium Engineering

Jeremy Lutes &

Julian Boyle, P.Eng.







**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
October 31, 2019**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended October 31, 2019.

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**Finance Department Update**

- The 2<sup>nd</sup> quarter utility bills were released middle of October with a due date of November 25, 2019.
- The Request for Proposals for External Audit Services closed on October 23, 2019. A recommendation is part of this CAC agenda.

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**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended October 31, 2019.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended October 31, 2019.

**Schedule D** (Sanitary Sewer Area Service) is included for the quarter ended September 30, 2019.

**Schedules E and F** (Perpetual Investment Fund) are included for the month ended September 30, 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 October 31, 2019.

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## **Analysis**

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

If revenue were averaged evenly over the year, 58% of the budget would be consumed. To October 31, 2019, overall revenue exceeds the average at 86.2% recorded. Items worth noting are:

**Taxes-**The final tax levy due date of September 30, 2019 has passed. Total taxation is reporting at 99.7% 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 half 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. Six months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Seven 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. "Rentals" will report below the guideline as the arena ice rentals account for the larger portion of this section.

**Unconditional Transfers-** The Province forwarded two quarters of the Municipal Finance Capacity Grant (aka Equalization payment), along with the annual Power Corporation grant. The NSP HST rebate arrived in July \$2,537 under budget.

**Conditional Transfers-** 50% of Provincial Law Enforcement is recorded along with 80% of Provincial cost-sharing for Active Living. Recreation Nova Scotia forwarded cost-sharing of \$680. TIANIS provided \$3,500 to the Town for operations of the Visitor Information Centre. 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.

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

To date, overall expenditures are slightly over the benchmark at 61.3% expended. Some departments have exceeded the 58% 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 consumed 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 KTA 2018/2019 deficit position of \$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.

**Public Health and Housing** falls under the benchmark, as the accrual for the 2018/19 Housing NS expenditure exceeded the actual billing.

**Environmental Development Services- Planning and zoning** exceeds the guideline due to legal expenditures and payment of the annual insurance premium. **Other community development** exceeds the benchmark due to 100% payments made to the Valley REN and Kentville Business Community. Shade Trees exceeds the guideline due to clean up after various wind storms this summer.

**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. **Facilities** exceeds the guideline slightly due to maintenance of the various parks and playgrounds over the spring and summer. **Cultural** exceeds the yardstick, as 75% of the 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.

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

As at October 31, 2019, 94.9% of the 2019/2020 levy is collected (last year-96.0%). Total property tax outstanding as at October 31, 2019 is \$488,734 (last year- \$395,672). This equates to 94.8% collected in total (last year- 95.7%).

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### **Sanitary Sewer Area Service ( see Schedule D)**

The report from the Sanitary Sewer Area Service is attached for the quarter ended September 30, 2019. If revenue and expenses were averaged equally, 50% of the budget would be consumed.

### **Revenue**

Overall, revenue falls short of the benchmark reporting at 45.1%. One half of the 19/20 residential billings are recorded along with 6 months Industrial charges. One sewer billing occurs annually and therefore skews the percentages. However, extrapolating the current figures, it appears that the budget target will be met by end of year.

### **Expenditures**

On the expenditure side of the ledger, total expenditures are slightly over the threshold at 52.4%. "Treatment & disposal" – Agreement Co. of Kings reports slightly over the benchmark but reflects the billing from the Municipality of Kings. "Fiscal services" is reporting at 95.1% and accurately

reflects the debt repayment schedule. The transfer to the Sanitary Sewer Reserve fund is complete for the year.

The Sanitary Sewer Area Service is presently reporting a current operating deficit position of \$94,049.

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

The Investment Advisory Committee (IAC) met on October 16, 2019 to discuss the report for the month ended September 30, 2019. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.5 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$932,397	\$930,460
<b>Fixed income securities</b>	8,520,388	8,330,049
<b>Equities</b>	<u>4,015,899</u>	<u>4,429,014</u>
<b>Total investments</b>	<b><u>\$13,468,684</u></b>	<b><u>\$13,689,523</u></b>

The *Statement of Reserves (Schedule F)* reports that at September 30, 2019, interest paid is \$56,749, dividends paid into the fund total \$102,487; capital gains are \$127,877 (last year-\$135,733). At September 30, management fees totaled \$14,907 (last year- \$17,073).

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.

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**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 \$ 522,671 recorded at October 31. The program details are updated monthly.

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**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 October 31, 2019. (Please take note that the

2019 Recreation Service invoice has 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.

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This concludes the monthly report from the Finance Department for October 31, 2019.

Respectfully submitted,



**Debra Crowell**  
Director of Finance  
Kentville

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## Town of Kentville Operating Fund

Month ended October 31, 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	6,825	80.3%
	<u>585,100</u>	<u>593,883</u>	
<b>Based on revenue</b>			
Business property	39,200	39,208	100.0%
<b>TOTAL TAXATION</b>	<b><u>9,571,300</u></b>	<b><u>9,546,803</u></b>	<b><u>99.7%</u></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	61,686	54.3%
Local government	97,900	60,079	61.4%
	<u>211,500</u>	<u>121,765</u>	<u>57.6%</u>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>520,845</u>	<u>46.8%</u>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	35,074	82.9%
Rentals	419,000	193,786	46.2%
Interest	115,000	64,399	56.0%
Return on investments	630,000	-	0.0%
Other	41,900	24,961	59.6%
	<u>1,248,200</u>	<u>318,220</u>	<u>25.5%</u>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>226,900</u></b>	<b><u>140,554</u></b>	<b><u>61.9%</u></b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>141,200</u></b>	<b><u>82,537</u></b>	<b><u>58.5%</u></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><u>13,265,000</u></b>	<b><u>11,434,363</u></b>	<b><u>86.2%</u></b>

## SCHEDULE B

## Town of Kentville Operating Fund

Month ended October 31, 2019

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
<b>GENERAL ADMINISTRATION</b>			
Legislative	248,000	138,716	55.9%
General administration	1,350,100	810,033	60.0%
	<b>1,598,100</b>	<b>948,748</b>	<b>59.4%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,341,500	1,302,932	55.6%
Police-sales of service	148,300	73,579	49.6%
Law enforcement	229,500	111,334	48.5%
Fire fighting	760,200	302,000	39.7%
Protective service- debt charge	21,200	10,079	47.5%
Emergency measures and other	116,900	103,173	88.3%
	<b>3,617,600</b>	<b>1,903,098</b>	<b>52.6%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	928,500	484,763	52.2%
Road transportation	782,300	321,675	41.1%
Public transit	205,300	177,669	86.5%
Transportation- debt charge	74,300	39,199	52.8%
Other	96,800	42,001	43.4%
	<b>2,087,200</b>	<b>1,065,306</b>	<b>51.0%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	701,400	592,515	84.5%
<b>PUBLIC HEALTH</b>			
Public health and housing	99,500	(31,067)	-31.2%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	239,500	146,392	61.1%
Other community development	442,300	340,089	76.9%
	<b>681,800</b>	<b>486,481</b>	<b>71.4%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	480,700	290,924	60.5%
-Programmes (net)	129,300	81,680	63.2%
-Facilities	589,700	349,283	59.2%
-Debt charge	31,800	15,504	48.8%
Cultural	128,900	85,952	66.7%
	<b>1,360,400</b>	<b>823,342</b>	<b>60.5%</b>
<b>EDUCATION</b>	<b>1,556,300</b>	<b>907,816</b>	<b>58.3%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	974,200	883,190	90.7%
Transfers to allowances and reserves	588,500	550,000	93.5%
	<b>1,562,700</b>	<b>1,433,190</b>	<b>91.7%</b>
<b>TOTAL EXPENDITURE 2019/2020</b>	<b>13,265,000</b>	<b>8,129,429</b>	<b>61.3%</b>

## Town of Kentville Operating Fund

Month ended October 31, 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>8,773,221</u>	<u>86,331</u>	<u>3,704</u>	<u>8,863,256</u>
Outstanding	<u>468,562</u>	<u>19,876</u>	<u>296</u>	<u>488,734</u>
Percentage collected 19/20	94.9%	81.3%	92.6%	94.8%
Percentage collected 18/19	96.0%	71.8%	88.8%	95.7%

# Town of Kentville Outstanding Taxes as at October 31, 2019





## SCHEDULE D

## Town of Kentville Operating Fund

Quarter ended September 30, 2019

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Sanitary sewer charges	1,279,000	575,578	45.0%
Interest	4,300	2,388	55.5%
Bad debts collected	-	0	0.0%
Permits- sewer connections	1,300	950	73.1%
Miscellaneous revenue	-	0	0.0%
Transfer from Sanitary Sewer Operating Reserve	-	0	0.0%
<b>TOTAL REVENUE</b>	<b>1,284,600</b>	<b>578,916</b>	<b>45.1%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	87,500	29,404	33.6%
Legal	40,000	7,414	0.0%
Audit	2,400	0	0.0%
Office	2,200	1,502	68.3%
Common service charge	30,000	0	0.0%
Vehicle expense	2,000	573	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	476	47.6%
Interest on customers' deposits	100	26	25.8%
Professional studies	5,000	174	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	90,300	100.0%
	<b>261,800</b>	<b>129,869</b>	<b>49.6%</b>
<b>Domestic Sewer Maintenance</b>			
Domestic sewer mtnc-wages	26,000	10,517	40.5%
Domestic sewer-mat & supplies	46,400	12,615	27.2%
	<b>72,400</b>	<b>23,132</b>	<b>31.9%</b>
<b>Pumping Stations</b>			
Pumping stations-wages	14,400	7,950	55.2%
Pumping stations-insurance	7,900	7,918	100.2%
Pumping stations-operating	19,000	9,806	51.6%
Pumping stations-mtnc	15,000	2,053	13.7%
	<b>56,300</b>	<b>27,727</b>	<b>49.2%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	761,300	398,901	52.4%
<b>Fiscal Services</b>			
Interest - S/T & L/T	6,900	3,597	52.1%
Principal	59,700	59,740	100.1%
Discount		0	
	<b>66,600</b>	<b>63,337</b>	<b>95.1%</b>
<b>Capital from Revenue</b>	<b>35,000</b>	<b>0</b>	<b>0.0%</b>
<b>Transfer to Reserve</b>	<b>30,000</b>	<b>30,000</b>	<b>100.0%</b>
<b>TOTAL EXPENSE</b>	<b>1,283,400</b>	<b>672,964</b>	<b>52.4%</b>
<b>SURPLUS (DEFICIT)</b>	<b>1,200</b>	<b>(94,049)</b>	

# Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2019

Statement of Financial Position	2019 Actual \$	2018 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$930,460)	932,397	1,575,557
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,355	2,642
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$8,330,049)	8,520,388	8,433,261
Equities (at market- \$4,429,014)	4,015,899	3,352,265
<b>Total assets</b>	<b>13,471,039</b>	<b>13,363,725</b>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	13,471,039	13,363,725
<b>Total fund balance</b>	<b>13,471,039</b>	<b>13,363,725</b>



# Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2019

Statement of Reserves	2019 Actual \$	2018 Actual \$
Balance, beginning of year	13,198,833	13,100,897
Add:		
Interest	56,749	58,608
Dividends	102,487	88,786
Accrued interest and dividends		
Capital gains		
Equities	148,472	135,733
Fixed income securities	(20,595)	
	287,113	283,127
	13,485,946	13,384,024
Less:		
Management fees (net)	14,907	17,073
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	14,907	20,299
Balance, end of year	13,471,039	13,363,725

## SCHEDULE G

March 31, 2020

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	858,800	0	0.0%
General Administration	88,500	65,821	74.4%
Protection	108,500	64,776	59.7%
Transportation	958,200	98,757	10.3%
Planning	15,000	0	0.0%
Development	67,000	44,385	66.2%
Recreation	723,100	248,932	34.4%
Cultural	0	0	0.0%
	<b>2,819,100</b>	<b>522,671</b>	<b>18.5%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	87,500	13,536	15.5%
	<b>87,500</b>	<b>13,536</b>	<b>15.5%</b>
Capital Contributions			
Betterments			
Contributions			0.0%
Sale of surplus equipment	29,500	9,500	32.2%
	<b>29,500</b>	<b>9,500</b>	<b>32.2%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		56	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	858,800	0	0.0%
<b>Own Sources</b>			
Equipment Capital	59,000	25,167	42.7%
<b>Town Capital</b>			
General allocation	589,400	184,195	31.3%
Recreation	74,900	67,844	90.6%
	<b>1,582,100</b>	<b>277,206</b>	<b>17.5%</b>
<b>Operations</b>			
Capital from revenue- KPS	38,500	37,729	98.0%
	<b>38,500</b>	<b>37,729</b>	<b>98.0%</b>
<b>BORROWING</b>	<b>1,081,500</b>	<b>184,644</b>	<b>17.1%</b>
	<b>2,819,100</b>	<b>522,671</b>	<b>18.5%</b>

# Town of Kentville Capital Fund

SCHEDULE G-1

March 31, 2020

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
		(revised)	
	<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	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 1	200,000	0
	<b>Streets</b>		
05-35-71-200	School Street	30,000	0
	Canaan Ave	196,200	0
	Condon Ave	200,000	0
	<b>Guardrails</b>		
	Canaan Ave	24,400	
	<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	0	0
	<b>PROJECTS</b>	858,800	0
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	1,700	
	Reserve- Gas Tax 18-19	24,600	
	Reserve- Gas Tax Current 2019-2020	442,100	
	Reserve- Gas Tax Top Up	390,400	
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	858,800	0

# Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2020

GENERAL LEDGER	GENERAL ADMINISTRATION			
#	Description	Budget		Actual
	IT INITIATIVE ANNUAL			
05-35-72-200	Server system and SAN	55,000		53,371
	Integration manager	8,500		
	TOWN HALL			
	Exterior upgrades			
05-35-72-260	Town hall exterior staircase	25,000		12,450
	PROJECTS	88,500		65,821
	FUNDING			
	CASH			
	Capital Reserve- Town General allocation	88,500		65,821
	Borrowing			
	TOTAL	88,500		65,821



# 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		10,619
	<b>PROJECTS</b>	108,500		64,776
	<b>FUNDING</b>			
	<b>Cash</b>			
	Capital from revenue	38,500		37,729
	Proceeds on sale	9,500		9,500
	Reserves	60,500		17,547
	Borrowing			
	<b>TOTAL</b>	108,500		64,776

# Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2020

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	25,056
05-35-71-150	Flood mitigation (Dyke)	175,000	5,271
05-35-71-460	<b>Streets</b>		1,101
	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	20,576
	<b>PROJECTS</b>	958,200	98,757
	<b>FUNDING</b>		
	<b>CASH- OVERRUN</b>		56
	Equipment capital reserve	59,000	25,167
	Proceeds on sale	10,000	
	Province of Nova Scotia -NDMP	87,500	2,636
	Capital reserve- general allocation	237,500	28,070
	Borrowing	564,200	42,827
	<b>TOTAL</b>	958,200	98,757



# Town of Kentville Capital Fund

**SCHEDULE G-5****March 31, 2020**

GENERAL LEDGER	PLANNING SERVICES		
#	Description	Budget	Actual
05-35-75-260	IT initiatives	15,000	0
	PROJECTS	15,000	0
	FUNDING		
	Capital Reserve- Town General	15,000	
	TOTAL	15,000	0

# Town of Kentville Capital Fund

SCHEDULE G-6

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	15,311
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway) -\$25,000	25,000	20,314
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>44,385</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	54,500	20,985
	Capital contribution- DMA (Public Garden)		10,900
	Borrowing	12,500	12,500
	<b>TOTAL</b>	<b>67,000</b>	<b>44,385</b>

# Town of Kentville Capital Fund

SCHEDULE G-7

March 31, 2020

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	9,104
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-73-200	Memorial Park- Skateboard park- bowl	200,000	17,958
05-35-72-600	Memorial Park- Playground	27,000	8,618
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	9,833
05-35-74-600	Pool Change rooms and door	69,600	73,895
05-35-74-400,05-35-7	<b>Equipment</b>	220,000	13,997
05-35-73-300	<b>Studies (WIP &amp; New)</b>	108,500	93,490
	<b>PROJECTS</b>	<b>723,100</b>	<b>248,932</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	51,772
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	129,316
	<b>TOTAL</b>	<b>723,100</b>	<b>248,932</b>

# Town of Kentville Capital Fund

[illegible]



# Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings  
Month ended October 31, 2019

	Town Operating Fund				Town Capital	Kentville Water Utility		TOTAL
	Sanitary Sewer Outstanding Billing	Interest	Recreation Outstanding Billing	Interest	Other Outstanding Billing	Capital Billing	Hydrant Charge Outstanding	Interest
2014/15	45,344	25,028					45,344	25,028
2015/16	59,832	16,759	8,378	1,819			83,074	29,101
2016/17	232,836		3,946		2,106 *	54,112	16,905	1,386
2017/18	247,360		58,422				188,968	0
<b>Paid- July 9, 2018</b>							<b>(168,041)</b>	
2018/2019 (status quo bill)	171,500						188,968	0
<b>Paid- August 13, 2019</b>							<b>(234,134)</b>	
	677,792	41,787	12,323	1,819	2,106	54,112	7,530	11,909
Written out of ledger due to age (But still collectible)	(258,122)	(41,787)					(258,122)	(41,787)
	<b>419,670</b>	<b>0</b>	<b>12,323</b>	<b>1,819</b>	<b>2,106</b>	<b>54,112</b>	<b>495,742</b>	<b>13,728</b>
			<b>14,142</b>		<b>(Invoice #17591)</b>		<b>19,439</b>	
								<b>509,470</b>

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

Accounts Receivable- Due to the Municipality of the County of Kings  
Month ended October 31, 2019

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

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

NET TOTAL **(618,597)**  
Including sewer write offs

OR

NET TOTAL **(318,688)**  
excluding sewer write offs



# Memo

To: Kelly Rice, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: November 6, 2019

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

---

The second projection report to March 31, 2020 (as at October 31, 2019) is attached to this memo.

In this report, the Town of Kentville is in a deficit position of **\$71,000** (last month-deficit 60,100).

Everything known to date has been scraped up and reported.

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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$3,900**. The particulars are as follows:

**2 TAXES** (budget \$9,571,300; projected \$9,538,300; **UNDER BUDGET \$33,000**)

- Taxation is **under budget \$31,300**. Reduction is related to successful assessment appeals received (to date).
- Curb frontage (interest) is **under budget \$1,700** due to properties selling and curb frontage paid out.

**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 \$1,262,100; **OVER BUDGET \$13,900**)

**Own source revenue is projected to be over budget by 1.1%.**

- Fines, Licenses and Permits will be **over budget \$ 100** due to a permit issued by Administration.
- Rentals- Parking spaces **exceed budget by \$4,300**. More spaces rented.
- 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 \$159,400; **OVER BUDGET \$18,200**)

**This section will be over budget by 12.9%.**

- Federal- Canada Summer Jobs will **exceed budget by \$700**.
- Province- Department of Communities, Culture, Heritage is **providing \$10,500** for a variety of Recreation programmes.
- Recreation Nova Scotia cost shared in Recreation personnel attendance at a conference- **\$700**.
- Tourism Industry Association of Nova Scotia (TIANS) forwarded **\$3,500** for expenditures at the Visitor Information Center.
- Kentville Police Service received funding from the Rotary Club for bike helmets- **\$800**.
- Valley Resource Waste Authority returned 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 \$74,900**. The Town Operating Fund is projecting **a current deficit of \$71,000**. 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 \$1,383,000; **OVER BUDGET \$32,900**)

**This department is projected to end the year over budget by 2.4%.**

- Remuneration will **exceed budget \$29,500** due to changes in personnel.
- Office expenses are projecting **over budget by \$ 800**. Advertising and promotion will exceed budget by \$2,100 due to the CAO search. Savings are found in Expenses-CAO & Convention & Travel, while Training & Insurance exceeds budget.
- 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 \$3,696,900; **OVER BUDGET \$79,300**)

**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 \$57,700.**

- Emergency measures- wages are projected over budget \$25,000 due to extra costs incurred re: Post Tropical storm Erin and Hurricane Dorian.
- Emergency measures- materials & supplies is projected to be over budget \$23,900 due to Post Tropical storm Erin and Hurricane Dorian.
- Building inspection & Fire inspection will exceed their budgets by \$8,800 and accurately reflect the billings from the Municipality of Kings.

### **14, 15 TRANSPORTATION SERVICES** (budget \$2,087,200; projected \$2,155,900; **OVER BUDGET \$28,700**)

**Transportation Services is projecting to end the year over budget 1.4%.**

- **Common Services** is projecting to be over budget **\$ 7,900**. Remuneration/Benefits will be under budget by \$30,100, due to timing for the engineer's arrival. Office expenditures will exceed budget \$38,000 in total due legal expenses over budget \$40,300 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 \$702,700; **OVER BUDGET- \$1,300**)

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

- **Solid waste- Valley Waste Resource Management Authority** will exceed budget by \$1,300. New funding information was released by the Authority last week. Kentville's share moves to 9.97%

### **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 \$689,300; **OVER BUDGET \$7,500**)

**Environmental Development expects exceed its budget by 1.1%**

- **Planning & zoning** is increased **\$5,000** in Office expenditures due to legal expenditures.
- **Environmental development- Shade Trees** will exceed budget **\$2,500** due to the necessary removal of trees damaged by recent winds.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,360,400; projected \$1,326,100;  
**UNDER BUDGET \$34,300)**

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

- "Programmes" are projected **under budget by \$16,000**. 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.
- Cultural finds **savings of \$ 1,500**. Uncommon Common Art returned the 19/20 grant as they have wound down the program.

**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	6,800	-20.0%
Business Property	39,200	39,200	0.0%
Other	-	-	0.0%
	<u>9,571,300</u>	<u>9,538,300</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	431,800	3.1%
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>1,262,100</u>	1.1%
<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>159,400</u>	12.9%
<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>13,268,900</u>	0.0%



# 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	1,383,000	2.4%
		<u>1,598,100</u>	<u>1,631,000</u>	2.1%
<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	174,600	49.4%
		<u>3,617,600</u>	<u>3,696,900</u>	2.2%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	928,500	936,400	0.9%
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>2,115,900</u>	1.4%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	701,400	702,700	0.2%
<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	244,500	2.1%
19	Other community development	442,300	444,800	0.6%
		<u>681,800</u>	<u>689,300</u>	1.1%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	480,700	480,700	0.0%
21	-Programmes & other	129,300	107,300	-17.0%
22	-Facilities	589,700	578,900	-1.8%
22	-Recreation- Debt charges	31,800	31,800	0.0%
22	Cultural	128,900	127,400	-1.2%
		<u>1,360,400</u>	<u>1,326,100</u>	-2.5%
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>13,339,900</u>	0.6%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(71,000)</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 (KVFD)	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	6,800
	<u>8,500</u>	<u>6,800</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>9,538,300</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(33,000)</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>	<u>392,600</u>	<u>399,700</u>
<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
	<u>107,800</u>	<u>107,800</u>
	<u>500,400</u>	<u>507,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>7,100</u>

# 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
	1,112,700	1,113,300
<b>OVER BUDGET (UNDER BUDGET)</b>		600

# 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
	<u>42,300</u>	<u>42,400</u>
<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	12,900
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
	<u>419,000</u>	<u>431,800</u>
Interest	115,000	115,000
Return on investments	630,000	630,000
Miscellaneous-General	41,900	41,900
Miscellaneous-Police		1,000
Miscellaneous- Recreation	-	
	<u>1,248,200</u>	<u>1,262,100</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>13,900</u>

# 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		
Municipal Finance Capacity Grant	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	10,100
Seniors mentoring program	-	
	<u>9,400</u>	<u>10,100</u>
<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- Dept of Communities, Culture, Heritage		10,500
Province- Facility Access Program		
<b>Other</b>		
Recreation Nova Scotia		700
TIANS (re VIC)		3,500
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
	<u>131,800</u>	<u>149,300</u>
	<u>141,200</u>	<u>159,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>18,200</u>



# 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	-	-
	<b>248,000</b>	<b>248,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<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	7,500
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	16,300
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	154,000
<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 121-25-0XX	96,400	96,400
Various building 121-26..27-0XX	29,200	29,200
	<b>125,600</b>	<b>125,600</b>
<b>Debt Charges</b>		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	<b>10,800</b>	<b>10,800</b>
<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
	<b>157,300</b>	<b>159,900</b>
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	<b>67,200</b>	<b>67,200</b>
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,350,100</b>	<b>1,383,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>32,900</b>

# 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
	<b>1,695,900</b>	<b>1,695,900</b>
<b>Benefits 122-12-02X</b>	<b>294,100</b>	<b>294,100</b>
<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
	<b>105,900</b>	<b>125,400</b>
<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
	<b>64,800</b>	<b>64,800</b>
<b>Operations-Communication</b>		
Communications	44,100	44,100
Radio license	2,500	2,500
Maintenance	3,000	3,000
	<b>49,600</b>	<b>49,600</b>



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	<b>21,500</b>	<b>21,500</b>
<b>Operations-Vehicle</b>		
Insurance	5,800	5,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	<b>53,800</b>	<b>58,800</b>
<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
	<b>55,900</b>	<b>55,900</b>
<b>TOTAL POLICE PROTECTION</b>	<b>2,341,500</b>	<b>2,366,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>24,500</b>
<b>TOTAL POLICE PROTECTION (carried forward)</b>	<b>2,341,500</b>	<b>2,366,000</b>
<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>	<b>237,600</b>	<b>237,600</b>
<b>NET POLICE PROTECTION</b>	<b>2,103,900</b>	<b>2,128,400</b>
<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)
	<b>148,300</b>	<b>145,300</b>
<b>NET SALES OF SERVICES</b>		<b>(3,000)</b>
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	<b>590,000</b>	<b>590,000</b>
<b>NET SALES OF SERVICES</b>		<b>(444,700)</b>

# 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>	229,500	229,500
<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>	13,600	13,600
<b>NET LAW ENFORCEMENT</b>	215,900	215,900

# 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	25,300
Emergency control-M & S	100	24,000
911 System	17,700	17,700
	<b>32,000</b>	<b>80,900</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>174,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>57,700</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
	<b>818,400</b>	<b>788,300</b>
<b>Benefits 123-12-02X</b>	<b>214,900</b>	<b>214,900</b>
<b>Internal allocation 123-13-010</b>	<b>(500,700)</b>	<b>(500,700)</b>
<b>Office Expenditures</b>		
Professional/engineering	5,000	45,300
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
	<b>47,200</b>	<b>85,200</b>
<b>Occupancy-Public Works building 123-15-0XX</b>	<b>39,200</b>	<b>39,200</b>
<b>Operations-Communications</b>		
Communication	<b>3,500</b>	<b>3,500</b>
<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
	<b>306,000</b>	<b>306,000</b>
<b>TOTAL COMMON SERVICES</b>	<b>928,500</b>	<b>936,400</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>7,900</b>

# 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
	<u>39,000</u>	<u>39,000</u>
Landfill		
Landfill contract-Kings Co.	<u>8,000</u>	<u>8,000</u>
Valley Waste Resource Management Authority	<u>652,900</u>	<u>654,200</u>
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	<u>699,900</u>	<u>701,200</u>
<b>OTHER AIR POLLUTION</b>		
Other air pollution	<u>1,500</u>	<u>1,500</u>
<b>TOTAL</b>	<u>701,400</u>	<u>702,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>1,300</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial Housing</b>		
Deficit of Housing Nova Scotia	90,000	49,500
<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
	9,500	9,500
<b>TOTAL PUBLIC HEALTH</b>	99,500	59,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(40,500)

# 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	179,500	179,500
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	15,000
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
	34,300	39,300
<b>TOTAL PLANNING AND ZONING</b>	239,500	244,500
<b>OVER BUDGET (UNDER BUDGET)</b>		5,000



# 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	9,000
<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>		2,500

# 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)
Office Expenditures		
Legal fees	4,000	2,000
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	63,100
Vehicles and equipment		
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>	<b>480,700</b>	<b>480,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# 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	13,000
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>42,300</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>107,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(22,000)</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	-
Grant-Kentville Historical Society	1,500	1,500
<b>TOTAL CULTURAL</b>	<b>128,900</b>	<b>127,400</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(1,500)</b>

# Town of Kentville Operating Fund -19/20

March 31, 2020

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



# 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
	<u>974,200</u>	<u>974,200</u>
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	66,900	66,900
To Capital Reserve fund	483,100	483,100
	<u>550,000</u>	<u>550,000</u>
To Capital fund- from operations	38,500	38,500
Total transfers to other funds	<u>588,500</u>	<u>588,500</u>
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(245,500)	(245,500)
From Capital Reserve fund	(7,300)	(7,300)
	<u>(252,800)</u>	<u>(252,800)</u>
<b>NET FINANCING AND TRANSFERS</b>	<u>1,309,900</u>	<u>1,309,900</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>-</u>



# Memo

**TO:** Kelly Rice, Chief Administrative Officer

**FROM:** Debra Crowell, Director of Finance

**DATE:** November 5, 2019

**SUBJECT: EXTERNAL AUDIT SERVICES PROPOSALS-2020-2025**

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## **BACKGROUND**

The term for external audit services expired on March 31, 2019. The incumbent fully completed the requirements under the terms of the prior agreement. A ***Request for Proposals for External Audit Services*** (RFP) was placed on the Provincial Procurement website and the Town's website on September 25, 2019, with a submission date of October 23, 2019.

Five audit firms expressed interest in the RFP and, on October 23, 2019, I received one qualifying response. The submission was opened publicly on October 23, 2019 at 3:15 p.m. by Finance Department representatives, Debra Crowell, Director of Finance and Robin Paish, Accountant. The submitter was not in attendance.

The following audit firm submitted a proposal for consideration:

- **Kent & Duffett** (incumbent)

## **ANALYSIS**

**Kent & Duffett** responded to all required aspects of the Request for Proposal.

## Pricing

Pricing over the five-year term (compared to final year of last contract) is as follows:

<i>Fees</i>	<i>18/19</i> <i>(last</i> <i>proposal)</i>	<i>19/20</i>	<i>20/21</i>	<i>21/22</i>	<i>22/23</i>	<i>23/24</i>
	\$	\$	\$	\$	\$	\$
<i>Town</i>	11,250	<b>11,000</b>	<b>11,250</b>	<b>11,500</b>	<b>11,750</b>	<b>12,000</b>
<i>Water Utility</i>	6,750	<b>6,700</b>	<b>6,800</b>	<b>6,900</b>	<b>7,000</b>	<b>7,100</b>
<i>Total Fees</i>	18,000	<b>17,700</b>	<b>18,050</b>	<b>18,400</b>	<b>18,750</b>	<b>19,100</b>
		<b>-1.7%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>

There is no extra charge for the Internal Controls Letter or for any auditing services required by upper levels of government related to BCF/MRIF (or similar) funding agreements.

## Registered municipal auditor

The Town benefits greatly from an audit team which has experience in auditing municipalities and public sector reporting. It is important to us that the audit team understand the Town's unique business and its operational and financial circumstances. **Kent & Duffett** is a registered municipal auditor with the Province of Nova Scotia.

## Local representation

Both Mr. Duffett and Mr. Forse are rooted within the firm and community. **Kent & Duffett** is aware that continuity of key engagement people is very important to the Town and it will take every practical step to ensure that continuity.

## Ability to meet the audit schedule

The Town insists on a reasonable but rigid audit schedule, which ensures that our audited statements are fully complete by the end of June every year. **Kent & Duffett** acknowledges and agrees to the Town's audit schedule and related milestones.

## Public Sector Accounting Standards

All senior members of the engagement team have in-depth training in the area of Public Sector Accounting Standards.

## **Audit team & Town of Kentville experience**

The audit team assigned will consist of three team members in order to ensure appropriate levels of experience throughout the engagement. Mr. Forse will be the engagement partner, Mr. Duffett will serve as a team senior and, finally, Ms. Hill will assist as part of the audit team. Familiarity with the Town, its functions and its financial processes is a benefit to us because it eliminates the time required to acquaint a new auditor with our financial practices. All team members are familiar with the Town of Kentville audit.

## **Continuity of audit staff**

Continuity of audit staff is important to the Finance department because staff turnover can consume a great deal of the Finance department's time to familiarize new audit staff with the Town of Kentville. Continuity translates into efficiencies. **Kent & Duffett** is confident that the Town will not be introduced to new key audit personnel within the five-year term.

## **Audit approach**

**Kent & Duffett** cites a risk-based approach whereby the firm will evaluate risks and focus the audit effort by reviewing our control environment and evaluating audit risks at all levels.

## **Estimate of audit hours**

**Kent & Duffett** expect the audit should take in the range of 150-200 hours to complete- with audit planning & risk analysis = 50 to 75 hours, audit execution = 75 to 100 hours with final evidence gathering, reporting and quality control procedures = 25 hours.

## **Ancillary services**

**Kent & Duffett** offers ancillary services which are non-audit services related to advisory services on many varied topics such as general consulting, grant applications, HST instruction, accounting assistance, to name a few. Because consulting falls outside the scope of the external audit proposal, fee estimates would be discussed before any ancillary work was completed.

## **RECOMMENDATION**

Based on the above-noted analysis, I recommend to Council Advisory Committee that **KENT & DUFFETT** be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be

contingent on Council's satisfaction with performance and fees (among other things). Fees for each year are as follows:

Year ended March 31, 2020 = **\$ 17,700** plus HST

Year ended March 31, 2021 = **\$ 18,050** plus HST

Year ended March 31, 2022 = **\$ 18,400** plus HST

Year ended March 31, 2023 = **\$ 18,750** plus HST

Year ended March 31, 2024 = **\$ 19,100** plus HST

And further,

I recommend that this matter be placed before Town Council for ratification.



Town of Kentville – Planning Department

October 2019 Activity Report

Report to CAC – November 12, 2019



<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• 10 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 – 3</li><li>• Vending Permit - 0</li></ul>	<b>Highlights</b> <ul style="list-style-type: none"><li>• building Valuation of \$289,113, for a year total of \$19,066,974</li><li>• Special Events are over for the year</li></ul>
<b>Projects</b>	<ul style="list-style-type: none"><li>• Glooscap curing club has submitted their draft survey plan identifying the portion of Crescent Ave they wish to acquire. Changes are required to accurately address a number of easements associated with the property</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. 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>• Staff continued to work with River Street landowners to acquire an easement over their lands for the dyke/wall.</li><li>• Open Arms have applied to rezone the R-1 portion of their lot on Oakdene</li></ul>	

	<p>Ave to R-2 to remove the split zoning. A report will be submitted at the December CAC meeting.</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>• Weekly Engineering meetings</li> <li>• KCA Stormwater – Building Official</li> <li>• AMA's accessibility Workshop</li> </ul>	

# Activity Report

Planning & Development

October 2019



	<i>PERMITS ISSUED</i> OCTOBER 2019		<i>PERMITS ISSUED</i> OCTOBER 2018	
<i>PERMITS</i>	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	10	123	14	106
Total Building Value (\$)	289,113	19,066,974	563,368	5,508,818
Permit Revenue (\$)	744.91	24,699.06	952.62	10,701.14

# Permits Report

Planning & Development

October 2019



<b>Permit #:</b> 3702	<b>Permit Date:</b> October 09 / 19
<b>Value of Construction:</b> \$10,000.00	<b>Fee:</b> \$42.00
Renovations – Interior Renovations include new flooring, paint and constructing new non-structural walls.	

<b>Permit #:</b> 3703	<b>Permit Date:</b> October 09 / 19
<b>Value of Construction:</b> \$30,000.00	<b>Fee:</b> \$86.00
Renovations – Entire unit restoration after fire.	

<b>Permit #:</b> 3700	<b>Permit Date:</b> October 21 / 19
<b>Value of Construction:</b> \$30,000.00	<b>Fee:</b> \$44.58
Residential Addition – Constructing a new porch, replacing the back deck and front steps.	

<b>Permit #:</b> 3705	<b>Permit Date:</b> October 17 / 19
<b>Value of Construction:</b> \$15,000.00	<b>Fee:</b> \$53.00
Renovations – Re-Shingling a roof	

<b>Permit #:</b> 3704	<b>Permit Date:</b> October 18 / 19
<b>Value of Construction:</b> \$33,163.00	<b>Fee:</b> \$38.39
Accessory Structure Addition and Renovations – Installing a new double patio door and a new raised landing with walkway to freestanding, partially covered deck.	

<b>Permit #:</b> 3706	<b>Permit Date:</b> October 21 / 19
<b>Value of Construction:</b> \$2,000.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Constructing a 12' x 12' (144 sq ft) shed in the rear of the property.	

<b>Permit #:</b> 3707	<b>Permit Date:</b> October 22 / 19
<b>Value of Construction:</b> \$143,200.00	<b>Fee:</b> \$335.04
Renovations – Re-roofing a commercial property	

<b>Permit #:</b> 3708	<b>Permit Date:</b> October 24 / 19
<b>Value of Construction:</b> \$4,500.00	<b>Fee:</b> \$29.90
Renovations – Reconstructing a roof, to change from a flat roof to a pitch roof.	

<b>Permit #:</b> 3709	<b>Permit Date:</b> October 28 / 19
<b>Value of Construction:</b> \$21,000.00	<b>Fee:</b> \$66.00
Industrial Addition – Constructing an addition to the front of the building for office space.	

<b>Permit #:</b> 3710	<b>Permit Date:</b> October 29 / 19
<b>Value of Construction:</b> \$250.00	<b>Fee:</b> \$50.00
Sign – Wall sign, measures 10' x 1' (10 sq ft)	

<b>Total Value of Construction:</b>	<b>\$289,113.00</b>	<b>Total Permit Fees:</b>	<b>\$744.91</b>
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## Town of Kentville

### Community & Economic Development

#### Report to CAC – November 12<sup>th</sup>, 2019

Submitted November 7<sup>th</sup>, 2019



<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• Fall marketing campaigns have wrapped up and we have transitioned into Holiday messaging.</li><li>• We are again running “It Feels Like Christmas” with MBS Radio and this year we are also partnering with KBC to further promotional mentions about shopping in downtown, and the WIN-ter Wonderland contest. This year’s campaign will have a wider reach and impact because of this partnership, and we hope it results in more holiday traffic in Kentville.</li></ul>
<b>Projects &amp; Beautification</b>	<ul style="list-style-type: none"><li>• The cornstalks are down, and installation of holiday lighting will begin on or just before the 18<sup>th</sup> of November. The Town’s holiday beautification efforts will again be complimented by KBC’s Holly Jolly Decorating campaign. Businesses participating in that campaign will have their storefronts fully decorated by November 22<sup>nd</sup>.</li><li>• The Kentville Business Park working group is delivering a new campaign this holiday season called “light up the park”. Businesses in the park will be encouraged to decorate using lights and the Town will help jointly promote the park as an area for visitors to drive through and check out over the holiday season. The Town is planning to supplement the efforts of the park businesses by adding some décor/lighting to the Business Park Entrance at Roscoe Drive. The campaign was created as a way to increase awareness of the businesses that are currently calling the park home, and also showcase the park in a way that may entice future development. People will be able to vote for their favourite display online.</li><li>• The downtown signage project is still in the design phase, hopefully there will be some progress to report next month!</li></ul>

<b>Tourism /events</b>	<ul style="list-style-type: none"> <li>Devour! Kentville: Sip and Savour was a success again this year in its new location at the Main Street Station. Participation was up from last year as the venue was larger so the KBC Devour committee was able to sell more tickets. Numbers have not yet been finalized but draft numbers are suggesting attendance over 230. The committee plans to work with Devour! Again, next year, and make a few modifications to improve on the event even further.</li> <li>The season end report for the VIC will now be presented at the November CAC.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>KBC's first video in the series being produced with the special projects funding has been released, and very well received! The committee is working on the second video currently. The first video featured fall activities for families, the second will be more holiday themed and promote downtown specifically. We anticipate that video being released the first week in December 2020.</li> <li>The AVCC Business Awards were held on Thursday November 7<sup>th</sup> and 13 of the nominees were Kentville Businesses!</li> </ul>
<b>Meetings and Events</b>	<p><b>October 2019</b></p> <p>9 – STORM</p> <p>10 – Downtown signage plan site visit and planning meeting</p> <p>11 – Special Event consultation meeting</p> <p>15 – Weekly AVR Radio spot</p> <p>16 – STORM</p> <p>16 – Special Event support, strategic planning with recreation</p> <p>21 – Acadia Entrepreneurship Centre</p> <p>22 – Small Business Networking Event -Fire Hall</p> <p>22 – Weekly AVR Radio spot</p> <p>22 – Devour! Kentville: Sip and Savour</p> <p>23 – STORM</p> <p>28 – Torchlight event planning committee</p>

Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

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



**Presented on November 12<sup>th</sup>, 2019**  
**Presented by Rachel Bedingfield**  
**Director of Parks and Recreation**

<b>Facility</b>	<ul style="list-style-type: none"> <li>💡 The Kentville Centennial Arena is in full operation. As always, a complete list of happenings can be found on our website.</li> <li>💡 Our park facilities have been shut down for the winter. This means that the water has been shut off and drained to prevent any pipes bursting over the colder months.</li> <li>💡 We are continuing to complete repair work at Miners Marsh. This also means keeping up with the muskrats that continue to dig holes in our walkways. As always, we ask folks to be aware when they are out on our trails.</li> <li>💡 Our parks staff were also busy this month building, placing and maintaining pumpkin people, and renovating the Visitor Information Centre. Both projects fall under Community Economic Development.</li> </ul>
<b>Programs and Operations</b>	<ul style="list-style-type: none"> <li>💡 Free walking and tot time has started at the Credit Union Rec complex. This opportunity runs from Monday – Friday.</li> <li>💡 Our piloted Forest School completed it's 8 week session. We had a full program and will explore the options of running it again in the Spring, based on the feedback we received from the community.</li> <li>💡 Lydia Broderick has started in the term position as our new Active Living Community Coordinator. We are excited to welcome Lydia to our team.</li> <li>💡 Indoor Pickleball has begun at KCA school; this program serves over 70 adults in our community and offers opportunities for beginners to advanced.</li> <li>💡 Community yoga has begun and continues to act as a fundraiser for the Spike Fund. We appreciate all those who attend and help support folks in our community have access to recreation.</li> <li>💡 Our recreation center usage has increased thanks to a solid effort from our Communications and Resource Coordinator. This facility is filled with our own program offerings, but also community members who rent the facility from us. Currently the recreation center hosts programs such as rug hooking, kick boxing, Zumba, belly dancing and ski waxing, along with community meetings and support groups. It is our hope to continue to diversify our offerings to the community and we encourage community members to bring their ideas to us.</li> </ul>

<b>Capital Project Update</b>	<ul style="list-style-type: none"> <li>♀ Memorial Park Playground: recently this capital project received some publicity with the addition of a large tree placed in the center of the playground. This tree, which was re-used after Dorian blew it down on Oakdene Avenue, has turned into a focal feature of the Memorial Park Playground. We are nearing completion with this project and are excited to be able to re-open this space to the community.</li> <li>♀ With the playground nearing completion, we will be moving on to the building of the gazebo structure at Oakdene Park Playground.</li> </ul>
<b>Public Engagement/Community Events</b>	<ul style="list-style-type: none"> <li>♀ We were very fortunate with the weather for Harvest Fest this year which drew record crowds. This year we were able to book two musical acts; Donna and Andy, and Ida Red. This great talent along with fantastic community support from some of our partnering organizations (Kentville Girl guides, Kings County Family Resource Centre, Community Inc) created a hometown feel. I would like to thank our Communications and Resource Coordinator, our Facility Manager, and all our park staff who help to ensure everything ran smoothly and safely.</li> <li>♀ Our Partner Meeting was held on October 29<sup>th</sup>. This annual gathering is an opportunity for us to bring together key stakeholders in our community to check in on what's working and what could be improved with regards to access to parks and recreation in the Town of Kentville. This gathering is part of our evaluation of the Recreation for All policy, which is a guiding document for our department. This year we were able to share with our partners some of the changes made based on their feedback from the last event. These changes include:             <ul style="list-style-type: none"> <li>• Accessibility information for each community event we host</li> <li>• New website where programs can be filtered by cost, age group, season, etc.</li> <li>• A municipal Active Transportation Plan with a focus on equity that will guide the work of the Town, including sidewalks, trails, etc., for the next 10 years</li> <li>• Expanded equipment library (including lawn games and binoculars) and new events try-it (including Spring Outside, and Learn to Camp)</li> <li>• Development of targeted communications and county-wide conversations about improving communications as a region.</li> </ul> </li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>♀ NSHA</li> <li>♀ Acadia Co-op student placement</li> <li>♀ ALCC Interviews</li> <li>♀ Targeted Communications</li> <li>♀ AMA Accessibility Workshop</li> <li>♀ Harvest Fest</li> </ul>

	<ul style="list-style-type: none"> <li>♀ Community Hike NS Hike Series</li> <li>♀ <b>Canadian Parks Conference, Quebec City</b></li> <li>♀ Personnel meetings</li> <li>♀ Guest Lecturer</li> <li>♀ Conference Planning Discussions</li> <li>♀ HNM</li> <li>♀ Kings County Recreation</li> <li>♀ PBJ Community Warming Hut project</li> <li>♀ <b>Recreation Nova Scotia Conference</b></li> <li>♀ Kentville Accessibility Committee</li> <li>♀ Event Planning – Torch Light</li> <li>♀ Recreation for All, Partner Gathering</li> <li>♀ KCA school SAC meeting</li> <li>♀ Recreation and Public Works</li> </ul>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>♀ Our annual Kentville Plays! Event will take place on November 17<sup>th</sup> from 1-3pm at the Kentville Fire Hall. This will be the 3<sup>rd</sup> event that celebrates the launch of our Kentville Plays! Initiative, and it will be the second year where we partner with the Acadia Community Development program to help run the event. Join us as we continue to work towards our target of being Canada's most playful community.</li> <li>♀ This year the annual Torch Light celebration will take place on November 22<sup>nd</sup> beginning at 6:00pm. The event will take place at the recreation center and will not include the parade as in previous years. We will still have a tree lighting, cookie decorating, hot apple cider, candy canes, free skating at the arena, a choir and much more.</li> </ul>



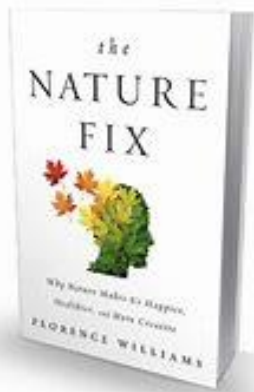


CANADIAN  
CONFERENCE **PARKS**

**October 7 to 10, 2019 • Québec City • Convention Centre**

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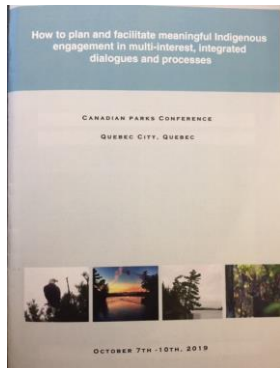
# HIGHLIGHTS



## Florence Williams

Cites research that will be helpful for our health partners, MPALs and LGM interventions re walking  
i.e. the difference in health benefits between walking in nature vs walking in urban settings.

[www.florencewilliams.com/the-nature-fix](http://www.florencewilliams.com/the-nature-fix)

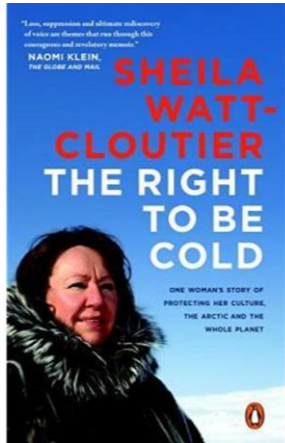


## How to plan & facilitate meaningful Indigenous engagement

Really insightful session co-led by Guy Freedman and Barb Sweazey who had vast experience facilitating and working with Indigenous communities. I have a few copies of this resource they created for the session. I scan and email it to you.

<https://firstpeoplesgroup.com/> & [www.stratos-sts.com/](http://www.stratos-sts.com/)

# HIGHLIGHTS

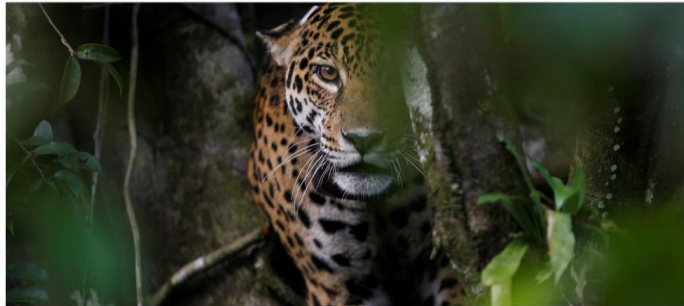


## Sheila Watt-Cloutier

Humanizing climate change. Powerful session about the impact of our behaviours on the people of the north.

<https://www.nationalobserver.com/2018/10/19/opinion/its-time-humanize-climate-change-issues-says-sheila-watt-cloutier>

We need to protect 30% of the planet by 2030. This is how we can do it



## Dr. Jonathan Baillie (National Geographic's Chief Scientist is Canadian)

Amazing presentation about the need for more conservation of nature in Canada and around the world.

<https://blog.nationalgeographic.org/2019/09/06/protecting-30-percent-of-the-planet-by-2030-requires-strong-country-leadership/>

# HIGHLIGHTS



## **Towards an Accessibility Guarantee - BC Parks**

Informative session that provided several resources that could be used in NS, like their universal design standards. I couldn't find the resources online - might have to contact the presenter directly to get access.

## **EVERYONE BELONGS IN NATURE**

Power To Be is a nonprofit organization that empowers people living with a barrier or disability to explore their limitless abilities [t]hrough inclusive adventures rooted in nature.

## **Everyone Belongs in Nature**

Accessibility of parks and outdoor spaces was a common theme throughout the conference. Opportunities to learn from other provinces and not re-invent resources/tools.

<https://powertobe.ca/>



## **Outdoor Play Canada**

A growing network of leaders and organizations working to galvanize an outdoor play movement across Canada.

PlaTO-net (Play, Learn and Teach Outdoors Network) - a global network of thought leaders interested in advancing research and practice related to outdoor play, risky play, etc..

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



# Resources

## Conference Program

- ▶ [http://canadianparksconference.ca/public/images/pdf/PGIMP-3741\\_PARCS\\_brochure\\_CCP2019\\_en\\_vF.pdf](http://canadianparksconference.ca/public/images/pdf/PGIMP-3741_PARCS_brochure_CCP2019_en_vF.pdf)
- ▶ You can see the quality of the presentations and if there is a topic that is of interest to a community you're currently working with - I'm sure the presenters wouldn't mind you reaching out to ask questions.

## Parks for All

- ▶ <https://www.cpra.ca/parks-for-all>
- ▶ The conference was a reminder to go back to this resource and bring it forward to partners to start conversations and take action
- ▶ Had a conversation with Rachel Bedingfield re putting forward a resolution at RNS Conference highlighting one of the actions.



# Resources

## BC Education Curriculum

- ▶ Has been recently updated to embed outdoor education throughout.
- ▶ <https://curriculum.gov.bc.ca/curriculum/physical-health-education/k>

Super  
Awesome!



## CPRA Green Jobs

- ▶ They had a resource highlighting examples of how organizations employed students across the country using the Green Jobs funding. Program is not highly subscribed in Nova Scotia.
- ▶ <https://www.cpra.ca/green-jobs/>

## Canadian Parks Collective for Innovation & Leadership

- ▶ A pan-Canadian Centre of Excellence that develops and connects emerging leaders, innovative managers, and engaged scholars in pursuit of the effective, inclusive, equitable, and sustainable stewardship of parks and protected areas.
- ▶ <https://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/InstituteForEnvironmentalSustainability/Projects/CanadianParksCollectiveforInnovationandLeadership/index.htm>

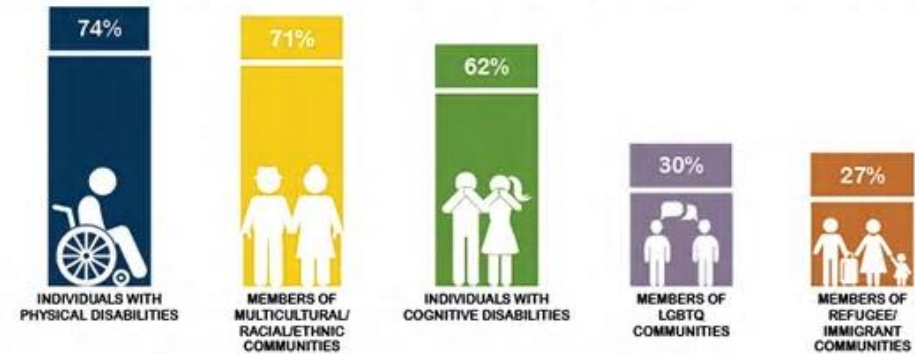
# Resources

## Parks for Inclusion Infographic

- <https://www.nrpa.org/publications-research/research-papers/parks-and-recreation-inclusion-report/>



Removing barriers so that all people have an equal opportunity to enjoy the benefits of parks and recreation.  
Park and recreation agencies offer programming and activities for many community members, including:



**2 in 5** PARK AND RECREATION AGENCIES HAVE A **FORMAL INCLUSION POLICY** THAT ENSURES ALL MEMBERS OF A COMMUNITY CAN ACCESS AND ENJOY ALL THAT PARKS AND RECREATION HAS TO OFFER

THE GREATEST CHALLENGES KEEPING PARKS AND RECREATION FROM BEING INCLUSIVE TO ALL MEMBERS OF A COMMUNITY:



# Resources

## Visitor Use Management Framework

- ▶ <https://visitorusemanagement.nps.gov/VUM/WhatIsIt>

## Smart Parks Tool Kit

- ▶ <https://meetingoftheminds.org/smart-cities-toolkit-smart-urban-parks-25128>

## Use of Big Data for Planning (i.e. Strava, Telus Analytics & ParksPass)

- ▶ <https://www.telus.com/en/bc/business/enterprise-solutions/big-data-analytics>

## Classification & Service Standards for Municipal Parks

- ▶ <https://ottawa.ca/en/city-hall/planning-and-development/new-park-development>

## Equity Initiative Zones - VANplay

- ▶ <https://vancouver.ca/parks-recreation-culture/vanplay-background.aspx>

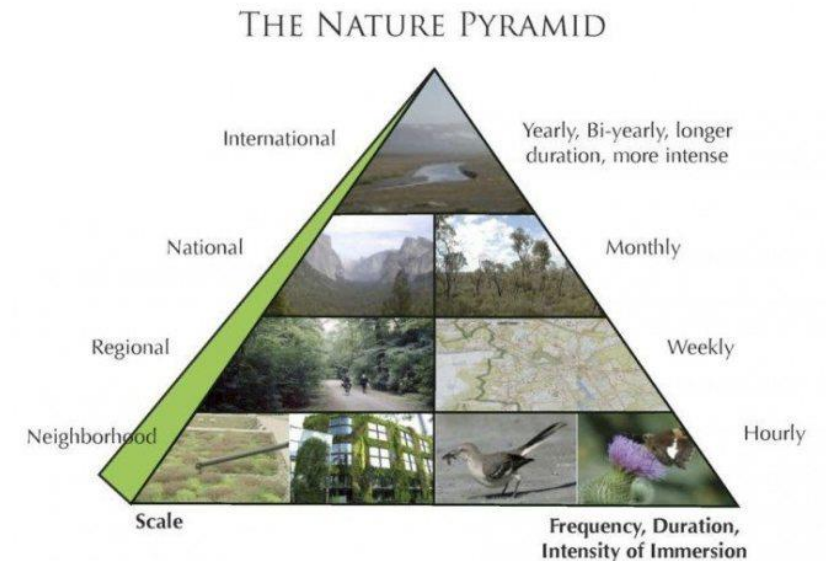
# Resources

## #natureforall

- ▶ #NatureForAll is a global movement to inspire love of nature. At its core is a very simple idea: the more people experience and share their love of nature, the more support and action there will be for its conservation.
- ▶ <https://static1.squarespace.com/static/597b547aebbd1a681f3883f2/t/5bffd7488251be6ba105bd8/1543494264718/Connecting+with+Nature.pdf>

## Dose of Nature Pyramid

- ▶ Provides a response to the question “how much time should I spend outside?”
- ▶ <https://leadership.saportareport.com/people-places-parks/2019/08/19/the-nature-pyramid-a-defense-of-local-access-to-nature/>



Concept by: Tanya Denckla-Cobb

# Overheard at the Conference



Even if you're on the right track, you're going to get run over if you just sit there!



I am a Canadian, working on reconciliation (from a presenter during their introduction)



The planet is reacting to the trauma it has experienced, especially during recent decades. Just like a child acts out...so is our planet in the form of severe weather and climate change.



Most people are not driven by facts, but rather by powerful stories



What if municipal parks could contribute to provincial and federal conservation targets?

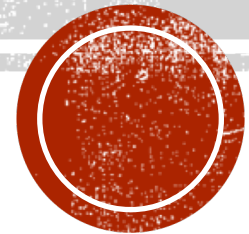


when people experience  
and benefit from nature,  
they are more likely  
to appreciate and  
care for it.

[rae.gunn@novascotia.ca](mailto:rae.gunn@novascotia.ca)



# **DESIGNING RECREATION ACCESS PROVISIONS TO SUPPORT LOW-INCOME FAMILIES' PARTICIPATION**



**Jackie Oncescu, UNB Faculty of Kinesiology**

**Rachel Bedingfield, Town of Kentville Recreation Department**

**Supported by Moni Loewen, Executive Director, ROC Inc. Eastman**

# TODAY WE WANT TO...

- Give examples of what access to recreation can feel and look like for low-income families.
- Share insight into how poverty intersects with recreation provisions and the impact it has on low-income families' access to recreation.
- Share new ways of thinking about creating access to recreation provisions.



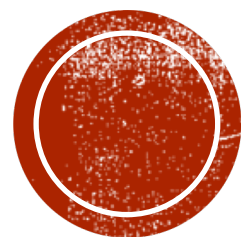
# access **noun**

ac·cess | \ 'ak-,ses 🔊 *also* ik-'ses 🔊 \

## Definition of *access* (Entry 1 of 2)

- 1 a** : permission, liberty, or ability to enter, approach, or pass to and from a place or to approach or communicate with a person or thing  
// Investigators wanted to get *access* to his home.  
// consultants who have easy *access* to the president
- b** : freedom or ability to obtain or make use of something  
// paying for *access* to the Internet
- c** : a way or means of entering or approaching  
// A canal provides *access* to the river.  
// a building that provides wheelchair *access* [=a way for people in wheelchairs to enter]
- d** : the act or an instance of accessing something





# CONTEXTUALIZING ACCESS



# JUMPING HOOPS

You are a low-income single parent of four children. You struggle with consistent employment and have your children part time as you have shared custody with your Ex (who you don't get along with). You have access to a vehicle when you can borrow one from a family member. Your one son wants to participate in wrestling. It costs 400.00/year, registration is required upfront, and payment made online. Good news—you qualify for Jumpstart funding. However, Jumpstart funding only provides 150.00/per intake (up to a total of \$600/per child per year). Only one sport/activity may be applied for in each intake. Funding is dependent on how early you apply because the fund runs out as applications get processed. You do not have the extra 250.00 to fill the gap. When you called to talk to the Jumpstart coordinator for advice they recommended that you to contact the wrestling club to see if they would divide out the registration into 2 150.00/receipts, and 1 100.00/receipt.

**Did this parent get their child registered for wrestling?**





# LOST IN RECREATION

You are a parent of three children and just learned about the recreation department's programs, and that they have some free programming options. You notice there are lots of program choices and that they are scheduled in sessions of 8-10 weeks. Your children haven't been involved in many recreation activities, so they are unaware of what will be of interest to them. You are stressed out because you don't know which program your child would like, and you don't want to lose your subsidy if your child drops out of the activity. You also aren't sure you can commit to 8-10 weeks consistently because of your work schedule and balancing child care on your own.

**Did this parent register their child into an activity?**



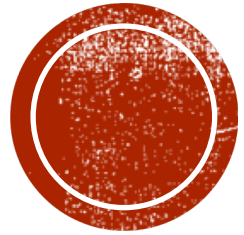


# PINCHED PENNIES

You are single parent of 2 teenage boys. You live in low-income housing, and have access to a decent car. You work part-time, but on casual shift work, so you pick up shifts whenever you can. Your one son got access to Kidsport funding for football, and another organization provided funding for equipment, which is amazing. However, the football clubs has extensive fundraising campaigns, including selling raffle tickets. Your social network doesn't have a lot of money, and your family is tired of supporting your kids activities. The shame you feel is becoming unbearable because you've been given so much support. You are afraid to ask for more help, and you don't want to be perceived as getting a free ride.

**Did this parent raise the money needed to support her son's football experience?**





# **LOW-INCOME & RECREATION PROVISIONS**



# WE ASKED OURSELVES THESE QUESTIONS:

What are some of the "less" discussed aspects of access to recreation that we feel community practitioners may not be aware of?

How can we illuminate the experience of poverty in community recreation provisions?



# DIVERSITY IN FAMILY STRUCTURES/DYNAMICS

## COMMON EXPERIENCES

- Custody arrangements/scheduling
- Solo parenting
- Chaotic, stressful, and unpredictable
- Disconnection from immediate/extended family
- Inconsistent employment (casual, part-time, on call)

## IMPACT TO ACCESS

- Parents **cannot** always be **present** for child's activities, or get the child to activity, .
- Lack of **extended family support** to facilitate activity involvement: car pooling, child care, etc.
- **Participation** on a **regular** basis may be unlikely, which can deter participation.



# PARENTAL INVOLVEMENT/EXPECTATIONS

## COMMON EXPERIENCES

- Time is a resource that low-income families do not have a lot of
- Limited funds to support child's activity participation, as well as limited access to social networks for extra financial support.
- Lack of personal transportation, or poor public transportation creates for longer days getting around communities to meet basic needs.

## IMPACT TO ACCESS

- **High commitment** activities (e.g. sport) can turn away low-income families.
- **Location** of activities, and/or travel for activities can limit some families that do not have adequate transportation. This also includes getting to "registration nights".
- **Requiring volunteer** hours in exchange for discounts, or to support the child's activity can deter families from participation.
- **Fundraising** can be stressful particularly for low-income families with social networks that also do not have much money--also time consuming.



# PARENTAL INVOLVEMENT/EXPECTATIONS...CONTINUED

## COMMON EXPERIENCES

- Low-income families leisure values are not always the same as middle-upper families, and tend to be more about family bonding and functioning. Time spent with kids.

## IMPACT TO ACCESS

- Access policies that subsidize only certain leisure activities can lead to **unsatisfying experiences**, and just further **deprive** families by reducing choices related to leisure.





# LEISURE LITERACY

## COMMON EXPERIENCES

- Many families have limited experiences in leisure to understand their leisure interests, leisure skills, and the benefits that can come from participation.
- Families can, at times, also lack awareness related to leisure resources, registration nights, and where leisure programs are advertised.

## IMPACT TO ACCESS

- Leisure programs and services are largely designed for people that have **an understanding of the activity**, subtle nuances or expectations, and norms related to recreation/leisure programs/systems.
  - In some cases, parents do not know where to register, how to register, who to contact, or know what activities are available.
- There can be **too much to choose from**, it's hard to know what you/your child will enjoy and then you often have to commit far in advance via funding applications so it is less overwhelming not to do so.



# PROCESSING/COMMUNICATION SYSTEMS

## COMMON EXPERIENCES

- Families can have limited access to Internet, computer, or online banking, and lines of credit.
- Family members, including parents, can have literacy/learning and disabilities.
- Services providers for low-income families are disconnected and often require families to bounce between providers to get information.

## IMPACT TO ACCESS

- Knowing about recreation opportunities. It is hard for parents to know where to look and to stay on top of what is offered. For some, they have to check so many papers, websites, Facebook pages, message people etc.
- Online applications/processes limit some families from access because they do not have access to Internet, or online banking or credit cards.
- Registration forms can be complicated, so even with simple forms families may need extra support.
- Not all **subsidized programming personnel** (Kidsport/Jumpstart) **communicate** with local community clubs/rec org's so families are bounced between providers to sort through the application process.



# UNWELCOMING ENVIRONMENTS

## COMMON EXPERIENCES

- Some families fear front line recreation staff, and/or have been treated poorly by staff.
- Stigma and reputation in smaller communities can be heightened for low-income families.
- Low income parents face a lot more lecturing, patronizing etc.
- An active culture of exclusion that codes families as low-income. People get the sense that this activity/space is not "for" them, it is for middle income and up families. This comes from active exclusion or disdain by coaches and those leading activities, neighbours, business owners monitoring spaces etc.
  - "When every other parent is a two-parent, straight, white, upper middle class parent they often do not speak to you and you have nothing in common."

## IMPACT TO ACCESS

- **Proving** low-income status can be **stigmatizing** and demoralizing—deter families from applying.
- Parents have a hard time **asking for help**, which can limit their ability to reach out to recreation providers.
- Parents can struggle to support their child's activity because they **feel unwelcome** and that they do not fit in.



# WE ASKED OURSELVES THIS QUESTION:

In what ways would we **change/alter/adapt** recreation provisions so that they could be more accessible for low-income parents and children?



# STRATEGIES FOR ACCESS

If families live in constant levels of **deprivation**, how could we alter programs and services so that families feel they have **choice, control and abundance** within recreation experiences?

## Create the “Freedom to Choose”

- Create policies and programs so that families have choices in their recreation vs dictating recreation choices.
- Create/support leisure experiences outside structured recreation programming.
- Provide/find ways to cover the full cost to participate.



# STRATEGIES FOR ACCESS

## Family efficient systems

If family systems are **dynamic and/or stressful**, how could recreation programs and services be altered so they are more fluid, flexible and supportive?

- Re-create registration processes so they are efficient for low-income families.
- Reduce paperwork, steps, simplify the process.
- Variety of payment options, including delays in payment
- Make payment options mobile friendly with a pay in person option
- Management needs to understand and authorize staff time to help folks with registrations/processes





# STRATEGIES FOR ACCESS

## Leisure education

If families **do not understand leisure**, its benefits or the resources in the community that can support participation, how could recreation provisions become centres of leisure education?

- Offer programs that teach residents about leisure, the benefits of leisure, where to experience leisure, and various resources in the community for leisure.
- Educate residents on common recreation practices: registration processes, timelines, guidelines, etc.
- Educate staff, activity providers and front line staff on the barriers/challenges that low-income families experience.



# STRATEGIES FOR ACCESS

If families **struggle to navigate the recreation delivery system**, how could recreation practitioners strengthen communication among partners?

## System-Wide Collaboration & Knowledge Sharing

- Round table discussions with community organizations (activity providers, RCMP, schools, resource centre staff, health care staff, recreation, etc.) to educate each other and identify barriers to open the door to understanding and community specific solutions.
- Educate and raise awareness with allied stakeholders on the barriers families face.
  - Foundations that subsidize recreation and sport
  - Sport clubs
  - Other leisure providers



# STRATEGIES FOR ACCESS

## Build Relationships

If families experience **shame, are stigmatized or feel unwelcomed**, how could provisions be created so that confidence, empathy and respect are enhanced?

- Reach out and build relationships.
- Developing relationships, drop own agenda, approach with a genuine care and empathy
- Drop the “shoulds”



# KEY PRINCIPLES TO ADDRESSING COMPLEX PROBLEMS

1. **Innovative, adaptive and flexible**—poverty is dynamic and no one community approach will fit for the next. Flexibility is needed when applying solutions. Creativity is also needed.
2. **Knowledge transfer and integration.** Collecting and sharing of relevant knowledge across disciplines and among groups of people and agencies with varied expertise. That knowledge can then be integrated into practice.
3. **Multi-level change**—to make changes, stakeholders need to assess the levels of influence on the problem behaviour and then develop strategies for working at the various levels of influence.
4. **Community development**—effectively engaging stakeholders and citizens in understanding the problem and in identifying possible solutions.
5. **Comprehensive strategy**--as wicked problems have multiple causes they require sustained effort and resources.



# MOVING FORWARD—THANK YOU

Research on Access Provisions For Low-Income Families:

- If you are doing work on access provisions that involve supporting low-income families, I'd love to learn more about your work.
- If there is more information and support you need to help support your work, I'd love to learn more.

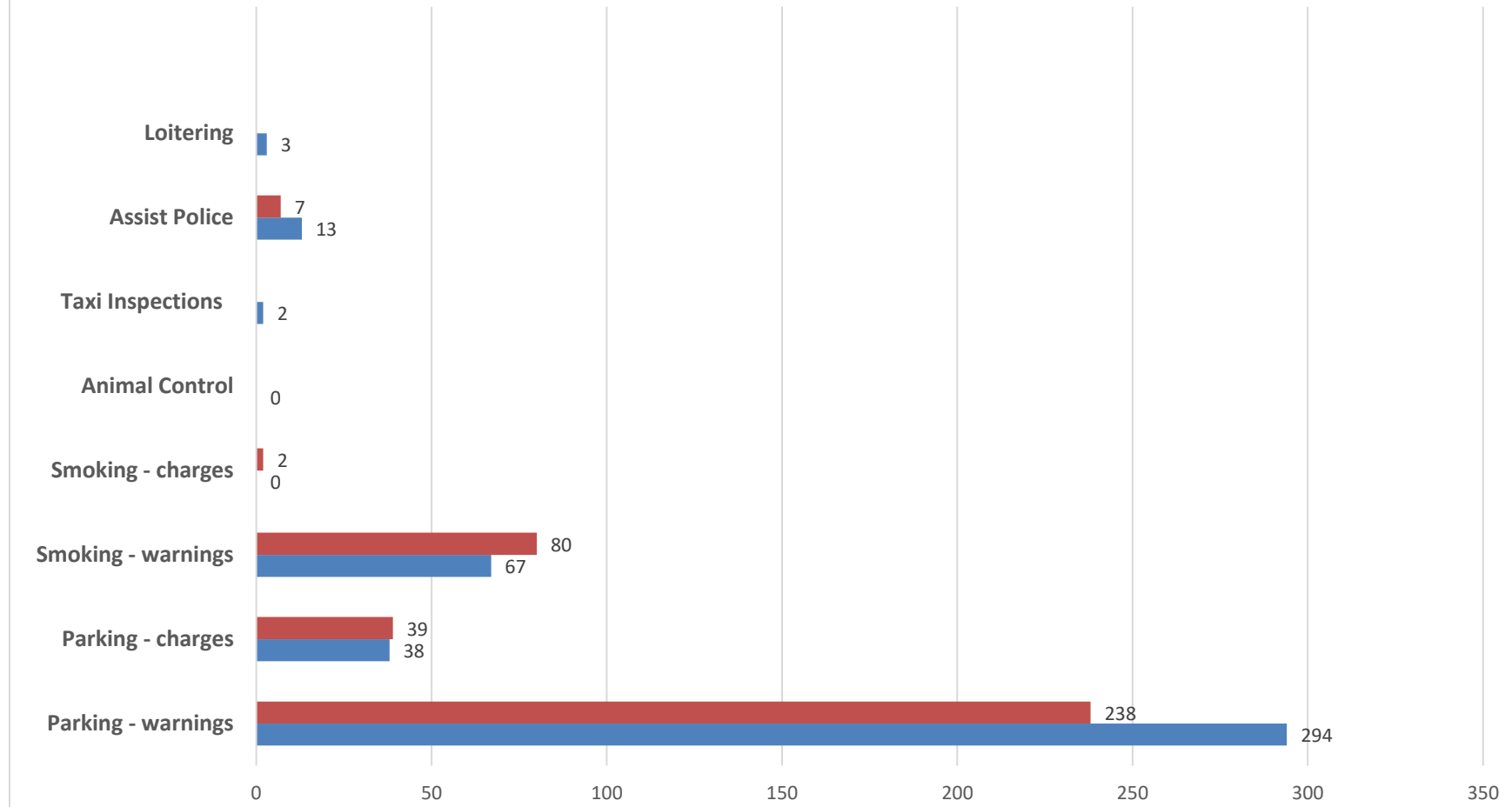




Administration	Time	Sept	Oct
	Auxiliary off. hours	106	108 +
	Training hours	150 +	336
	Veh. Cks 38's	164	155
	Warning tickets	28	38
	SOT Tickets	59	37
	Foot Patrol Hours	88	92.5
	CC Charges	36	11
	Calls for service	310	310
Training	<ul style="list-style-type: none"> <li>Sgt MacNeil attended CPC for Senior Police Admin Course</li> <li>Sgt Smith attended CPC for Major Case Commanders course</li> <li>Sgt Pick attended EAP training in Halifax</li> <li>Sgt Pick &amp; Cst Robichaud attended Helping the helpers in Antigonish</li> <li>Csts MacDonald, MacPhee &amp; Andrews attended Auto theft seminar in Dartmouth</li> <li>Firearms &amp; C8 Training completed</li> </ul>		
Meetings/events	<ul style="list-style-type: none"> <li>Remembrance day events</li> <li>PEC &amp; CISNS meeting in Annapolis Royal</li> <li>DV subcommittee – tele-conference meeting</li> <li>NS Chiefs of Police &amp; NS Police Governance Board conference wrap up meeting</li> <li>Attended Atlantic Women in Law Enforcement conference in Newfoundland</li> </ul>		
Notable	<ul style="list-style-type: none"> <li></li> </ul>		
Staffing	<ul style="list-style-type: none"> <li>Hired three new officers full time. Still have one as a term for a bit longer.</li> </ul>		



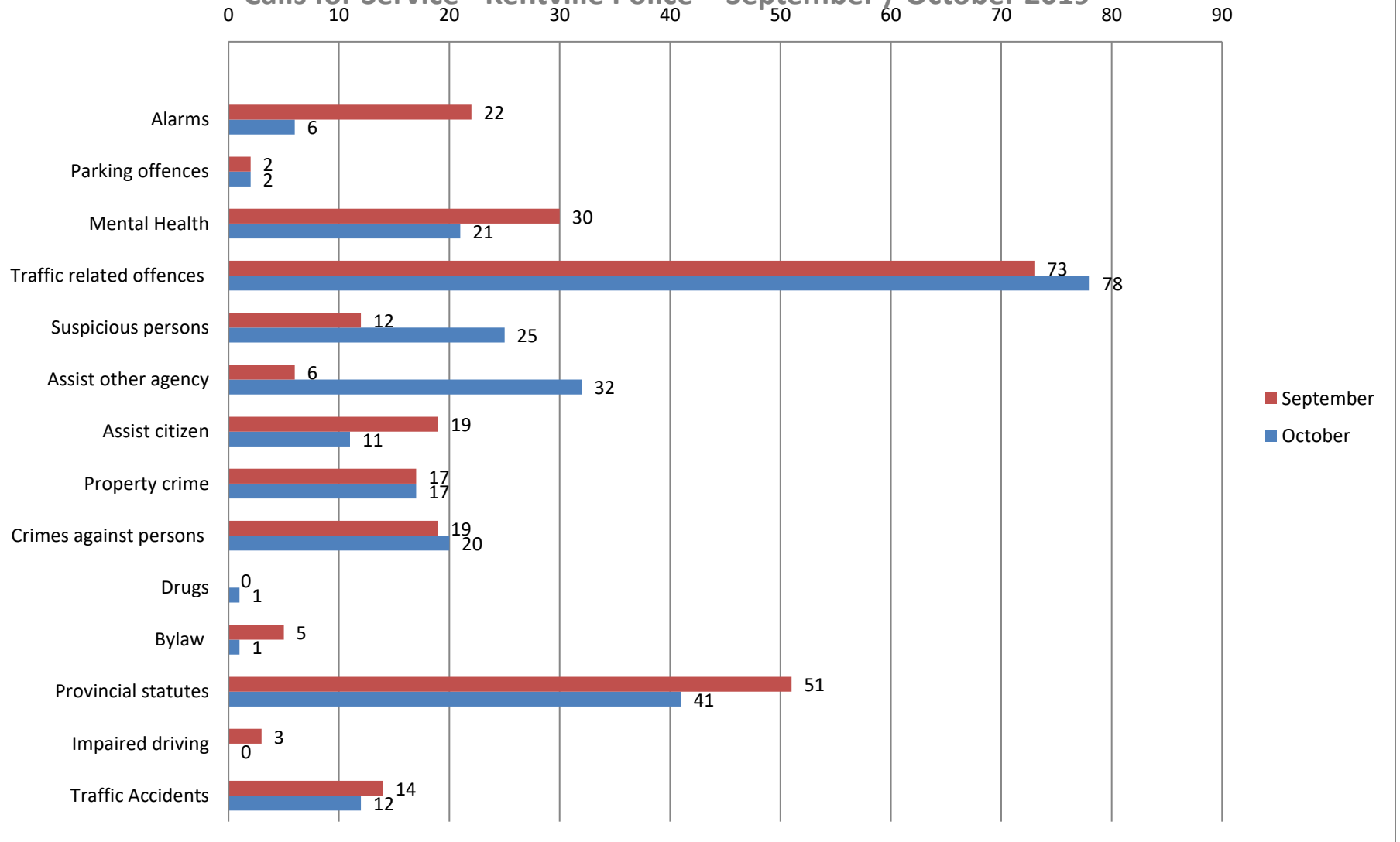
## By-Law Report - September /Oct 2019



Sept

Oct

## Calls for Service - Kentville Police - September / October 2019



Oct 310

September 310

## Town of Kentville

### Department of Engineering & Public Works

Report to CAC – November 12, 2019

Submitted by: Dave Bell, Director of Engineering & Public Works



<b>Administration</b>	<ul style="list-style-type: none"><li>• Our upstairs Customer Service Rep, Public Works Clerk and Executive Assistant (also our Recording Secretary) have all been very helpful in my transition into the Director's role – <u>everyone</u> in Town Hall have been so very helpful and welcoming.</li><li>• Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls or complaints.</li><li>• A new Case skid steer was ordered from VanOostrum's Farm Equipment in Port Williams, and we will be trading our existing CAT skid steer in when it arrives in early December.</li><li>• Tenders for winter salt hauling and winter parking lot maintenance were awarded to G.K. Morse and P.K. Construction, respectively.</li><li>• Attended my first (OHS) safety meeting on November 6, 2019.</li></ul>	<b>Highlights</b>  <b>New Skid Steer</b>  <b>GK Morse – Salt Hauling</b>  <b>PK Construction – Parking Lot Winter Maintenance</b>
<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• Signed off on final engineering plans for Enqore Developments Ryan's Park (former KCA site) so planning can issue the development permit.</li><li>• Parsons Investments Phase of MacDougall Heights is now complete pending final survey plans and turnover package opening up 25 new single-family home lots in that subdivision.</li></ul>	<b>Highlights</b>  <b>New School Street Dev.</b>  <b>25 New Building Lots</b>
<b>Projects</b>	<b>Public Works</b> <ul style="list-style-type: none"><li>• New Bridge – work continues at a steady pace.</li><li>• Capital Paving – Dexter Construction is finished on Chester Avenue, School Street &amp; Campbell Road. Canaan Ave is nearing completion; just a few finishing touches will complete the project this week.</li></ul>	<b>Highlights</b>  <b>Paving nearing Completion</b>

	<ul style="list-style-type: none"> <li>• Capital Pipe Work – Mid Valley Construction has finished the rock lined ditch on Donald Hiltz Road and are well underway with the Park Street storm sewer, curb and sidewalk extension between Kentville Toyota and Anderson Boulevard. The remaining projects for them to complete before winter shutdown are Blossom Drive (easement) sanitary replacement, Prospect Avenue sanitary replacement and East Main Street sidewalk and retaining wall replacement. Although the construction season is coming to an end, we feel these projects can be completed as long as Mother Nature cooperates.</li> <li>• Making final decisions on fuel cardlock system for gas &amp; diesel pumps at Public Works that allow for computerized tracking of fuel used by PW, KWC, REC &amp; KPS vehicles.</li> <li>• Last round of 2019 patch paving will be completed by mid-November.</li> </ul> <p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>• Finalizing “2020 Annual Sampling Plan” which will be sent in to NSE this fall.</li> <li>• Watermain break on Main Street in front of Town Hall – Leak detected in basement of this building; originally thought to be roof water entering from west alley of building, tested and found to be potable water. The leak was determined to be on the sprinkler line to this building, but repairs will have to be coordinated with Aliant as it is under their duct bank beneath the south curb.</li> <li>• Finalizing tender for propane generator for Mitchell Avenue wellhouse that will allow the deep well pumps &amp; treatment facility to run during a power failure. Businesses in the Business Park (such as Robinson Cannabis) have the potential to operate during power failures coupled with the limited storage in the Park Reservoir necessitate the need to supply treated water during extended outages.</li> <li>• Various water service leaks repaired around Town.</li> </ul>	<p><b>Pipe work in progress</b></p> <p><b>Card Lock Fuel System</b></p> <p><b>Water Break on Main Street</b></p> <p><b>New Generator for KWC</b></p>
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	<p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"> <li>Two priority areas – Blossom Drive (easement) and a section on Prospect Avenue are being replaced under this Fall's Capital Works.</li> </ul> <p><b>Kings Regional Sewer</b></p> <ul style="list-style-type: none"> <li>I attended my first Regional Sewer Committee back on October 17<sup>th</sup>, as per Scott Quinn's presentation at last CAC, operations feel the proposed aeration upgrades will help with future odour issues and discharge compliance. A tender for new aeration equipment at the Regional WWTP in lagoon cells 2-5 closed October 28 and the low bidder was Gary Parker Excavating at \$797,726.70 + HST and they are expected to be awarded the contract an the next MOK Council</li> </ul>	<b>Fresher "Air" in New Minas &amp; Kentville</b>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>Met with multiple home &amp; business owners impacted by our Capital Works paving, pipe work and sidewalk projects.</li> <li>Frequent phone calls and site visits.</li> <li>Drop-ins – Moderate</li> <li>Letter correspondence – as needed</li> </ul>	<p><b>Highlights</b></p> <p><b>Lots of Calls</b></p>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>Senior Staff meetings every Tuesday.</li> <li>Attended Kentville Business Park committee meeting with chair Lindsay Young to discuss some of the business owners needs in the Park.</li> <li>Great Pumpkin Drop at KCA – I was scheduled to attend, but the date was changed from November 1<sup>st</sup> to November 4<sup>th</sup> due to high winds – I had a conflict that morning and unfortunately couldn't attend.</li> </ul>	<p><b>Highlights</b></p> <p><b>Smashing Pumpkins</b></p>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<b>Highlights</b>

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

**SUBMITTED BY:** Communications Team

**DATE:** November 12, 2019

**SUBJECT:** Monthly Communications Report

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**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 October 1 to October 31.
- The Kentville Pumpkin People and What's Happening (events) pages received the most hits on the website. The communications team is promoting the events calendar and hopes to see increased traffic on this page.
- 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 6168 total number of Likes.

**POLICY IMPLICATIONS**

None

**BUDGET IMPLICATION**

None

**ATTACHMENTS**

1. Website analytics

**RECOMMENDATION**

None



Town of Kentville Monthly Report - October

Oct 1, 2019 - Oct 31, 2019

All Users

100.00% Sessions

Pageviews

25,760

% of Total: 100.00% (25,760)

Pages per Session

1.85

Avg for View: 1.85 (0.00%)

Avg. Time on Page

00:01:32

Avg for View: 00:01:32 (0.00%)

Pageviews by City

(not set)

Windsor

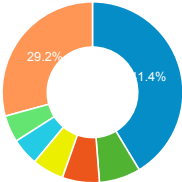
Kentville

Montreal

Wolfville

Dartmouth

Other



Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Kentville's Pumpkin People Festival   The Town of Kentville	5,103	4,477
Welcome to the Town of Kentville, Nova Scotia	3,151	2,635
What's Happening   The Town of Kentville	1,713	1,290
Programs   The Town of Kentville	1,308	1,230
Page not found   The Town of Kentville	891	757
Centennial Arena   The Town of Kentville	805	670
Appointment of Chief Administrative Officer   The Town of Kentville	797	676
Contact   The Town of Kentville	574	441
Departments   The Town of Kentville	441	313
News   The Town of Kentville	421	319

Entrances

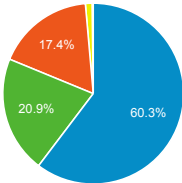
organic

direct

referral

Digital\_Display

Display



Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/signature-events/kentvilles-pumpkin-people-festival	4,127	74.87%
/	2,445	66.26%
/programs	1,147	71.49%
/parks-and-recreation/facilities/centennial-arena	581	56.97%
/events	529	72.59%
/news/18-10-2019/appointment-chief-administrative-officer	478	71.76%
/news/announcements/31-10-2019/welcome-lydia-broderick	274	54.01%
/town-hall/departments	210	61.43%
/public-safety/kentville-police-service	194	74.74%
/news/01-10-2019/kentvilles-accessibility-advisory-committee	190	62.11%

## 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. It is hopeful both parties will be able to return to the bargaining table now the new CAO is on staff.</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”. Council approved a 2 year lease to the art gallery.</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> <ul style="list-style-type: none"><li>•</li></ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"><li>• October CAC</li><li>• October Council</li></ul>	<b>Highlights</b>

	<ul style="list-style-type: none"> <li>• Investment Advisory Committee meeting</li> <li>• Weekly ABLE Engineering meetings</li> <li>• Weekly senior manager's meetings</li> <li>• Meeting with River Street property owners re: River Street Dyke project</li> <li>• Special Council meeting held October 15<sup>th</sup> to appoint new CAO</li> </ul>	
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• All regular Council related items have been accommodated at CAC, Council and special Council meeting.</li> </ul>	

**TO:** Chief Administrative Officer Kelly Rice

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

**DATE:** November 12, 2019

**SUBJECT:** Mentoring Plus Project

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### **ORIGIN**

The Mentoring Plus project was piloted in Kentville in 2018 through the Kentville Police Department, the Town of Kentville and other community partners. Mentoring Plus is a project which links seniors with professional experience with youth to increase rates of education and career access among youth.

### **BACKGROUND**

At a special meeting of Council on October 15 2019, Gordon Michael from Dalhousie University presented a new Mentoring Plus project proposal for 2020 that would partner local seniors with specific work experience with youth who are interested in these career paths. The program is funded by the Federal Government and Dalhousie and Kentville has been approached as one of a number of target communities in Nova Scotia to help run the project.

### **DISCUSSION**

Gordon Michael is ready to present a formal agreement to the Town of Kentville for their participation in this project at the November meeting of Council.

### **POLICY IMPLICATIONS**

n/a

### **BUDGET IMPLICATION**

The project would allocate funding to the Town for a local coordinator of Mentoring Plus activities.

### **ATTACHMENTS**

None.

### **NEXT STEPS**

Council and staff should consider the project success in Kentville and in other communities, and consider participation in the next phase of this project.

Town of Kentville Decision Wheel:





## **Proposed Scheduled Council and CAC Meetings for 2020**

Council Advisory Committee meetings take place on the 2<sup>nd</sup> Monday of each month at 6:00 p.m., and regular Council meetings take place on the last Monday of the month at 7:00 p.m. Conflicts may occur with holidays, conferences, etc. The following is a list of meetings, and where a conflict is seen, an alternate date is planned:

<b>Meeting</b>	<b>Scheduled Date</b>	<b>Conflict</b>	<b>New Date</b>
Council Advisory Committee	January 13		
Council Advisory Committee	February 10		
Council Advisory Committee	March 9		
Council Advisory Committee	<del>April 13</del>	Easter Monday	April 14
Council Advisory Committee	May 11		
Council Advisory Committee	June 8		
Council Advisory Committee	July 13		
Council Advisory Committee	<del>August 10</del>	Summer Break	
Council Advisory Committee	September 14		
Council Advisory Committee	<del>October 12</del>	Thanksgiving Day	October 13
Council Advisory Committee	November 9		
Council Advisory Committee	December 14		
Council	January 27		
Council	February 24		
Council	March 30		
Council	April 27		
Council	May 25		
Council	June 29		
Council	July 27		
Council	<del>August 26</del>	Summer Break	
Council	September 28		
Council	October 26		
Council	November 30		
Council	<del>December 28</del>	Christmas Break	

# KENTVILLE WILDCATS

## Senior Baseball Club



36 Carmen Drive, Kentville, NS B4N 2T9

November 4, 2019

Mayor Sandra Snow and Town Council  
Town of Kentville  
354 Main Street  
Kentville, NS  
B4N 1K6

Dear Mayor Snow and Council Members

The 2019 Kentville Wildcats Senior Baseball season has come to a close, and we are currently thanking those who were instrumental in helping us achieve our best season in recent years. The Town of Kentville is at the top of that list.

As you know, we run a very tight, no frills budget. With the financial assistance the Town provided we were able to balance our budget and have a small cushion for the 2020 season. We continue to have fund raisers to offset our expenses; however, the show of support in providing a grant of \$2875 was a significant relief for all involved. We would especially like to thank Councilor Maxwell for championing our cause. Her understanding of our importance to the Town was positive reinforcement of our commitment to providing recreational opportunities to our area and baseball entertainment for one and all.

Again, on behalf of the Kentville Wildcats Baseball Club, thanks for your continued support in our baseball endeavors.

Sincerely,

Margaret VanBlarcom  
Director



**From:** [MATT.ZALOT@forces.gc.ca](mailto:MATT.ZALOT@forces.gc.ca) <[MATT.ZALOT@forces.gc.ca](mailto:MATT.ZALOT@forces.gc.ca)>  
**Sent:** Tuesday, November 5, 2019 1:40 PM  
**To:** Kelly Rice <[krice@kentville.ca](mailto:krice@kentville.ca)>; Sandra Snow <[ssnow@kentville.ca](mailto:ssnow@kentville.ca)>  
**Subject:** Stakeholder Outreach Tour -- 14 Wing Greenwood (Thursday, 28 Nov 19)  
**Importance:** High

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

I'd like to formally invite you both (and one town council member of your choosing) to the outreach tour taking place here at 14 Wing Greenwood on Thursday, 28 November. It would involve a bus tour of the wing, as well as a finger-foods style luncheon and discussion to follow. The exact timings are to follow but I anticipate it would run from approximately 9:30-1:30.

I'm hoping to have names and numbers finalized by 14 November, with an exact agenda to follow. Please send me the names when you can.

Be in touch,

**Capt Matt Zalot**

Public Affairs Officer / 14 Wing Greenwood  
Department of National Defence / Government of Canada  
[matt.zalot@forces.gc.ca](mailto:matt.zalot@forces.gc.ca) / Tel: 902-765-1494 Ext 5101/ CSN: 568-5101

Officier d'affaires publiques / 14<sup>e</sup> Escadre Greenwood  
Ministère de la Défense nationale / Gouvernement du Canada  
[matt.zalot@forces.gc.ca](mailto:matt.zalot@forces.gc.ca) / Tél. : 902-765-1494 poste 5101/ RCCC : 568-5101



**TO:** Kelly Rice, Chief Administrative Officer

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

**DATE:** November 12<sup>th</sup>, 2019

**SUBJECT:** **Kings Regional Emergency Management Organization (REMO)  
Winter Storm Preparedness and Response Plan, dated September 2019**

---

**BACKGROUND**

The Kings County Regional Emergency Management Organization has developed a Draft Emergency Management Support Plan – Winter Storm Preparedness and Response Plan for all partner municipal units. The plans are being presented to each municipal council for review and approval and will result in a unified Winter Storm Emergency Plan in the Kings region.

2019-11-05	Wolfville COW
<b>2019-11-12</b>	<b>Kentville CAC</b>
2019-11-19	MoK COW
2019-11-19	Wolfville Council (for approval)
<b>2019-11-25</b>	<b>Kentville Council (for approval)</b>
2019-11-26	Berwick COW
2019-12-03	MoK Council (for approval)
2019-12-10	Berwick Council (for approval)

**DISCUSSION**

n/a

**POLICY IMPLICATIONS**

([Kings Regional Emergency Management Plan](#), dated September 2018)

**BUDGET IMPLICATIONS**

n/a

**ATTACHMENTS**

Draft Kings REMO Winter Storm Preparedness and Response Plan, dated September 2019

**RECOMMENDATION**

**That council approve the attached regional Emergency Management Support Plan – Winter Storm Preparedness and Response Plan, dated September 2019, from the Kings Regional Emergency Management Organization.**



# **Kings County, NS Winter Storm Preparedness & Response Plan**

September 2019



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## FOREWORD

The development of a Kings County Regional Winter Storm Preparedness and Response Plan is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Winter Storm Preparedness and Response Plan was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as Kings County's Emergency Winter Storm Plan to coordinate an integrated approach to Winter Storm response.

As a Supporting Plan to the Kings REMO Regional Emergency Management Plan, the Kings County Regional Winter Storm Preparedness and Response Plan is augmented by the Emergency Coordination Centre (ECC) Operational Guidelines and Evacuation Guidelines in order to provide the level of detail required for a comprehensive emergency response to a flood event.

Kings REMO strives for strong leadership within the emergency management community and is dedicated to continuous improvements and enhancements to this plan, training and exercising throughout the Kings County region. Therefore, this plan is a living document that will be amended as necessary through a planning process that is managed by the Regional Emergency Management Coordinator (REMC) in consultation with emergency management partners throughout the County.

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Peter Muttart

Mayor  
Municipality of the County of Kings

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Don Clarke

Mayor  
Town of Berwick

---

Sandra Snow

Mayor  
Town of Kentville

---

Jeff Cantwell

Mayor  
Town of Wolfville

## **1.0 INTRODUCTION**

### **1.1 Background**

Extreme cold and heavy snowfall can immobilize the entire County causing road closures, power outages, disruption in communication services, and no heat for several days, under the most severe circumstances. Severe storms can require persons to abandon their homes and seek shelter.

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain. One of the main concerns is that winter weather can knock out heat, power, and communication, sometimes for days at a time. Heavy snowfall and extreme cold can have serious effects on an entire region. Icy roadways can cause serious accidents.



Winter storms present a different set of challenges relative to other natural disaster types. Heavy snowfall, especially when accompanied by high winds, causes drifting snow and poor visibility. Sidewalks, streets, and highways can become hazardous to pedestrians and motorists. Extreme low temperatures can exacerbate these effects and make infrastructure and isolated populations more vulnerable. Winter storms generally do not cause the same degree of infrastructure damage as other natural disasters and rarely require population evacuations. However, they can be longer lasting and wider in geographic coverage than other types of natural disasters. The uniformity of the damage caused by severe winter storms also has a more disruptive effect on mobility than more localized disruptions from, for example, flooding. Damage to infrastructure can include power outages, while personal safety and mobility impacts include increased accident rates, increased travel times, cold-induced injuries and inability for relief services to respond to vulnerable populations.

This Regional Winter Storm Preparedness and Response Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As Kings County evolves, so should the Winter Storm Plan, which will be regularly reviewed and adapted. Due to the nature of major emergencies, there may be a need to adapt the plan during a Winter Storm. Therefore, the following plan should not be seen as a final, rigid solution, but rather the foundation for continuous planning efforts

## 1.2 Authorities

The authority for an evacuation is afforded by the [Nova Scotia Municipal Government Act](#) and the [Emergency Management Act](#).

The legal authority for local authorities to order an evacuation rests within the Nova Scotia Emergency Management Act (1990) Section 14(f) – Protection of property and health or safety

### **Protection of property and health or safety – Section 14**

Upon a state of local emergency being declared in respect to a municipality or an area thereof, the mayor may, during the state of local emergency, in respect of such municipality or an area thereof, do everything necessary for the protection of property and the health and safety of persons therein may:

- a. Cause an emergency management plan or any part thereof to be implemented;
- b. Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- c. Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- d. Control or prohibit travel to or from an area or on a road, street or highway;
- e. Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- g. Authorize the entry by a person into any building or upon land without warrant;
- h. Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or attempting to forestall its occurrence or of combating its progress;
- i. Order the assistance of persons needed to carry out the provisions mentioned in this Section;
- j. regulate the distribution and availability of essential goods, services and resources;
- k. authorize and make emergency payments;
- l. assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- m. assess damage to the environment and the costs and methods to eliminate or alleviate the damage

### 1.3 References

- [Public Health Agency of Canada – Emergency Lodging Service, 2007](#)
- [Nova Scotia Emergency Management Act](#)
- [Kings REMO Regional Emergency Management Plan, 2018-09](#)
- Kings REMO Regional Emergency Evacuation Plan, 2018-12
- Kings REMO Evacuation Operational Guidelines, 2018-05-01
- Kings REMO Emergency Coordination Centre Operational Guidelines, 2018-05-01
- [Kings County Policy – Comfort Centres/Emergency Shelters](#)

### 1.4 Purpose

Winter Storm preparedness and response planning is a strategy to minimize loss of life, injury and trauma and to reduce property damage as a result of a significant Winter Storm, as with 'White Juan' in 2003. No one can anticipate every contingency during a winter storm event, but a winter storm preparedness and response plan will help develop appropriate responses for a wide range of occurrences. This Emergency Management Support Plan will enable a quicker, more effective and more efficient response, and lead to a speedier recovery.

The Plan should be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

### 1.5 Aim and Scope

The primary goal of this Plan is to provide an integrated planning framework that recognizes the role of individual residents, business owners, emergency responders and the Municipalities of Kings County. Together these individuals, groups and agencies represent the first line of defence in responding to a winter storm event within Kings County.

This goal is supported by overarching objective of enhancing public and emergency responder education, emergency preparedness and emergency response policies and procedures. Together these are intended to prevent or reduce loss of life or severe injury and/or damage to property and infrastructure during a major winter storm event within Kings County.



If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Regional Emergency Evacuation Plan (REEP) shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE), [Annex A](#), if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

## 2.0 CONCEPT OF OPERATIONS (CONOPS)

Emergency response efforts during a winter storm may require coordination of all Municipal Governments within Kings County as well as additional support agencies. The prime requirement for effective communication is the Emergency Coordination Centre (ECC) where authorities can coordinate emergency operations, assistance and resources.



Most emergency incidents require the use of a graduated response based on the extent, size, duration and/or complexity of the event. Initially, at the onset of an emergency, a single or dual response from municipal departments (i.e., Police and Fire) may be sufficient to handle the incident. If the emergency escalates beyond the capability of a single or dual response, additional measures will be implemented as needed. The Kings County Emergency Coordination Centre provides resource-coordination across the County and maintains Situational Awareness through a Current Operating Picture (COP).

### 2.1 Planning Assumptions

The plan assumes the following:

- Kings REMO and the Emergency Coordination Centre Management Team (ECCMT) will have the primary responsibility for mitigation, prevention, preparedness, response and recovery in a winter storm emergency/disaster situation.
- It is highly probable that with events such as climate change and weather anomalies, Kings County will experience significant winter storm event to some degree in the future.
- Winter storm forecasts provide sufficient time to conduct planning and to prepare in general.
- Despite extensive public messaging, many residents of Kings County often fail to heed warnings to prepare for a storm.
- Residents of Kings County will take active measures to protect personal property.
- Because of the inherent uncertainties associated with any weather forecast, responders generally must assume the worst when it comes to preparing for a storm.
- Storm related traffic congestion, parked vehicles, and abandoned vehicles can impede efforts to clear roadways or restore power

### 2.2 Plan Limitations

The municipalities of Kings County will endeavor to make every reasonable effort to respond to a winter storm. However, regional resources and systems may become overwhelmed by the magnitude of a storm and its impacts. There is no guarantee implied by this document that a perfect response to a winter storm will be practical or possible.

### 2.3 Incident Planning

When there is sufficient notice of an incident with the potential to cause significant impacts, the Regional Emergency Management Coordinator (REMC), or designate, will review available information and recommend a course of action to the Emergency Coordination Centre (ECC) Managers (CAOs).

- **Take no action:** Municipal Departments manage the incident without activation of the ECC.
- **Monitor the Incident:** The REMC, or designate, monitors the incident in coordination with affected municipalities. The REMC keeps the ECC Managers fully briefed on the situation. If needed, the REMC will share situation reports and forecasts with stakeholders using existing email distribution groups.
- **Conduct a Planning Meeting:** The REMC may recommend to the ECC Managers the convening of a planning meeting to review a Regional Action Plan and determine when the ECC will be activated and what Emergency Support Functions (ESF) will be involved.

The decision on what action to take is based on the totality of the circumstances, such as the forecast, anticipated impacts, past experience with similar weather events, scheduled events taking place during the storm, and recommendations from those Municipal departments likely to have a role in the response.

Triggers that could cause a planning meeting to be called, include but are not limited to the following:

- When requested by a Municipal department;
- “Weather Advisory” issued by Environment and Climate Change Canada;
- Freezing rain and/or snow anticipated;
- Freezing temps. sustained for 2-days straight (daytime temps. don’t rise above freezing).

### 2.3.1 Public Messaging

Public messaging is coordinated through the ECC Information Officer. Public messaging topics common to winter storms include:

- Check on your neighbour;
- Shelter and warming center locations and hours of service;
- Extent of damage;
- Safety information; hypothermia, driving, carbon monoxide poisoning, obey road closed and other warning signs;
- What the County is doing to respond to the incident;
- Status of County services, changes in hours of operation for County programs;
- Where to get information and assistance;
- Protect pipes and water services from freezing; and
- Clear storm drains in the event of snow melt or flooding.

### 2.3.2 Vulnerable Populations

Each storm and subsequent impacts may affect populations differently. For winter storms, populations that are potentially more vulnerable are people who are homeless; are elderly; are receiving medical treatments, such as dialysis; have a disability; rely on in-home case management services; need power for medical or assistive devices; become homebound and unable to go out during prolonged storm conditions; have limited English proficiency and others.



## 2.4 Winter Storm Hazards/Impacts

- Blizzards - combine strong winds with cold temperatures, and blowing or drifting snow, which reduces visibility to zero.
- Snow storms - a period of rapid accumulation of snow, often accompanied by high winds, cold temperatures, and low visibility.
- Ice Storms - an intense formation of ice on objects by the freezing, on impact, of rain or drizzle. Occurrences of freezing precipitation in Nova Scotia may vary.
- Extreme Cold – prolonged periods of very low temperatures, often combined with high winds

In addition to the direct impacts caused by extreme winter storms – notably the loss of mobility due to the accumulation of snow and ice on roads or from diminished visibility while driving – the operation of the transportation systems can be further compromised by other factors. These factors include failure to provide clear instructions to the public, failure of the public to comply with instructions, and failure to maintain access to transit and to fuel. The transportation system is critical to public safety, especially when the needs of those without basic mobility options are considered.

Cold weather brings with it the potential for freezing temperatures, heavy snowfall and ice incidents that can have multiple impacts on a community. Impacts to drinking water and wastewater utilities may include, but are not limited to:



- Pipe breaks throughout the distribution system, due to freeze/thaw cycles
- Loss of power and communication lines
- Limited access to facilities due to icy roads or debris such as downed tree limbs
- Reduced work force due to unsafe travel conditions throughout the service area
- Source water quality impacts due to increased amount of road salt in stormwater runoff
- Potential flooding risk due to snowpack melt and ice jams (accumulations of ice in rivers or streams)
- Potential surface water supply challenges as ice and frozen slush can block valves and restrict intakes

## 2.5 Characteristics of Risk

- Access to Food/Water
- Access to source of heat
- Continuity of Government Services, if prolonged
- Ice jams potentially leading to flooding
- Motorists trapped in their cars
- Collapsed buildings
- Major traffic accidents

- Interruption of critical infrastructure systems
- People isolated in their residences
- Fire during winter storms presents a great danger because water supplies may freeze and firefighters may not be able to access a scene
- Alternate heating sources may not be safe or may not be used properly leading to injury or death
- Death and heart attacks may increase due to physical overexertion and the exposure to cold weather

## 2.6 Planning for Winter Weather

Business owners and/or response teams should incorporate the following concepts into planning for winter weather:

- Monitor news and weather reports on television or the radio (with battery backup)
- Alert employees or others on-site that severe weather is approaching and communicate expectations
- Be aware of the dangers posed by ice and snow falling from equipment and buildings, mediate if possible
- Identify dangers posed by cold weather on exposed piping (hazardous releases, flooding, etc.)
- Prepare and insulate exposed piping
- Contract snow removal services or obtain the necessary equipment (snow shovels, ice scrapers, rock salt, tire chains, etc.)
- Ensure that company vehicles have a full tank of gas and are functioning properly (heater, de-icing fluid, antifreeze levels, windshield wipers)
- Ensure flashlights are in proper working order and have additional batteries on site.
- Monitor ice and snow accumulation on any onsite tanks, sheds, or buildings
- Obtain generators, if necessary, to re-power facilities or necessary equipment
- If appropriate, leave water taps slightly open so they drip continuously to prevent pipes from freezing.
- Understand and implement cold weather response techniques for product spills, as released product may flow under ice or snow.
- Establish and maintain communication with personnel
- Consider limiting vehicle traffic
- Maintain building temperature at acceptable levels and understand safety measures if using space heaters.
- Notify supervisors if facility(s) loose power or is otherwise unable to operate



## **2.7 Winter Storm Emergency Management**

### **Considerations**

- Comfort centres/Emergency Shelters with cots and food supplies
- Need for generators and fuel for essential services
- Need for heating equipment
- Emergency shelter for stranded travellers
- Responding to building collapse emergencies
- Search and rescue
- Drop in/comfort centres (e.g. hot meals and update on emergency situation)



## **2.8 Winter Storm Emergency Management Priorities**

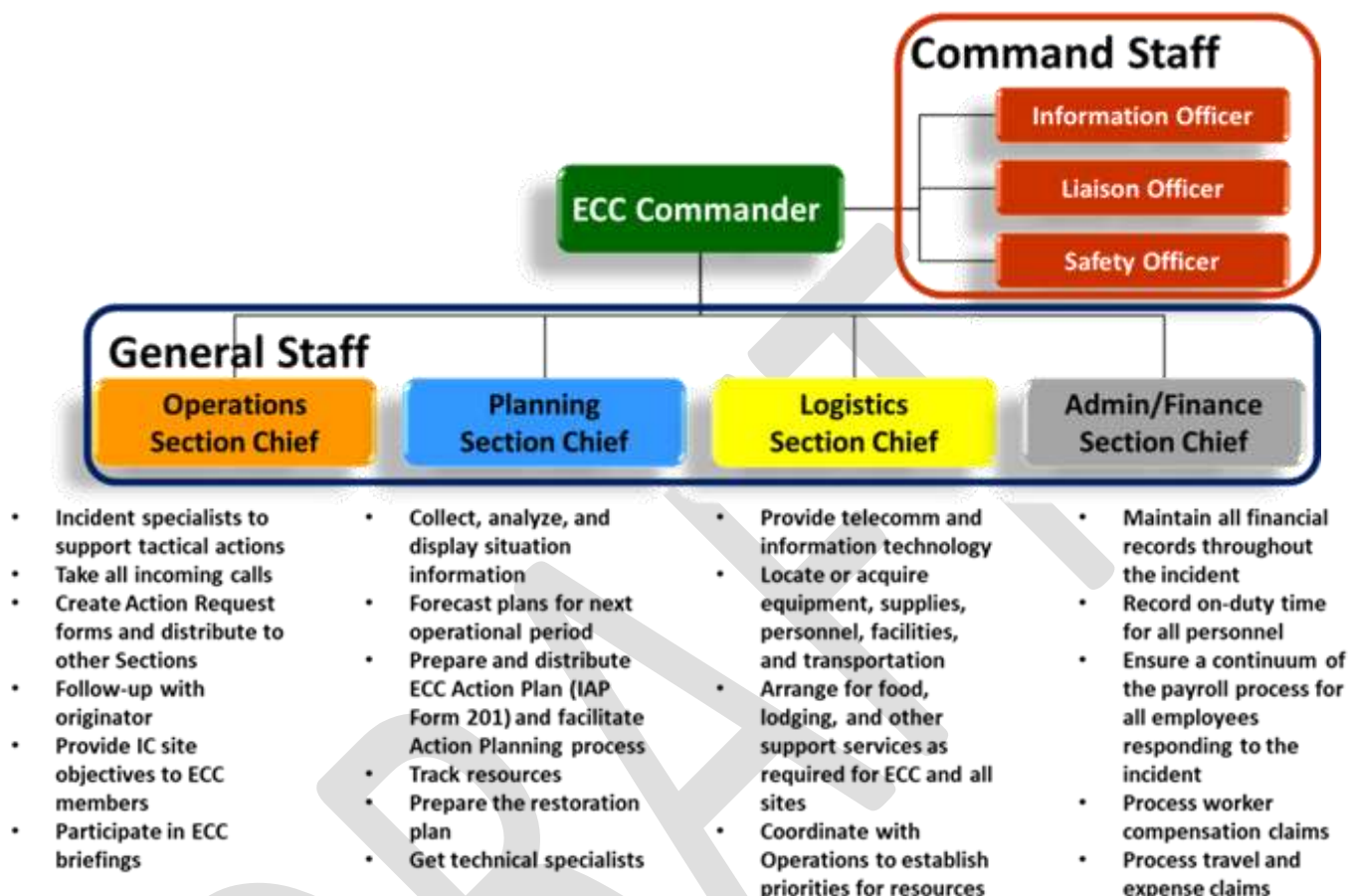
In a winter storm situation, Kings REMO and its partner agencies will focus their efforts on achieving the following objectives:

- Preservation of life and safety of emergency responders, residents and visitors.
- Support for stranded and evacuated persons.
- Protection of the water supply system, sewage treatment and other critical infrastructure of the Municipalities of Kings County.
- Protection of the environment, watercourses and potable water supplies.
- Reducing the economic and social suffering and losses to the residents of Kings County where possible.
- Returning communities to normal through a coordinated recovery process that includes re-entry of displaced persons.
- Reducing the impact to private property where possible and appropriate.



## 2.9 Winter Storm Organizational Structure

To support a regional winter storm incident within Kings County the Kings REMO Emergency Coordination Centre is structured under the Incident Command System:



## 2.10 Municipal Public Warning Strategy

As there are limited audible warning systems within the Municipalities of Kings County, the public should be alerted to winter storm conditions through local media (radio, television, newspaper) and social media (Facebook, Twitter). Warnings should also be posted on all Municipal websites and distributed through the Kings REMO Emergency Email Notification System. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to-door contact by municipal services and/or volunteers.

## 2.11 Recovery

The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster is a critical element of any emergency program. It is essential to recognize that successful recovery planning and activities depend on the rapid start-up of a recovery plan and must begin during the emergency response phase.

Through the implementation of a municipal disaster recovery strategy, Kings County Municipalities will work with their Departments, partner agencies, and volunteer resources to restore critical infrastructure (both public and private), systematically clean up affected areas, and return the community to a state of normalcy.

The prioritization of restoration and clean up efforts will be determined by the Kings REMO ECC Management Team based on a number of influencing factors, with the primary focus being on the protection of public safety.

DRAFT

## 3.0 RESPONSIBILITIES

### 3.1 Federal

The Government of Canada has disaster assistance programs available to respond to the financial needs of provinces and territories in the wake of major natural disasters including the [Disaster Financial Assistance Arrangements](#)

Municipal staff across departments receive regular weather reports, advisories and warnings from Environment Canada weather services. These services are provided by weather meteorologists located in at Nova Scotia EMO Headquarters in Dartmouth, NS.

### 3.2 Provincial

A number of Nova Scotia government departments and agencies are engaged in winter storm related activities, including:

#### 3.2.1 Department of Municipal Affairs (DMA)

- Provides programs, grants, and funding to municipalities and community groups
- Provides services and guidance to municipalities, towns, and villages in many areas including safety and security, budget planning and finance, and policy and program development
- Helps municipalities across the province govern and provide municipal services in times of emergency and are responsible for the Emergency Management Office and the Office of the Fire Marshal

#### 3.2.2 Nova Scotia Emergency Management Office (NS EMO)(DMA)

- [NS EMO](#) takes an “all-hazards” approach to emergency management that recognizes that mitigation, preparedness, response and recovery can be used to address the impact of disasters.
- [NS EMO](#) regional staff (Emergency Management Planning Officers - EMPO's) work with municipal emergency management coordinators to ensure there are emergency management plans in place for each municipality in Nova Scotia.
- Municipal planning and local knowledge is represented in the development of emergency management plans.
- The [MCCAP](#) process requires municipal emergency management coordinators to work with EMPOs in the development of their respective climate change action plans.



#### 3.2.3 Nova Scotia Department of Transportation and Infrastructure Renewal (NS TIR)

- [NS TIR](#) is responsible for delivering quality public infrastructure for Nova Scotia and deal with approximately 23,000 km of roads, 4,100 bridges, 7 ferries, and 2,400 buildings.
- [NS TIR](#) designs, constructs and operates this infrastructure in accordance with nationally and internationally recognized standards.



- **NS TIR** consults with communities on infrastructure developments. Often this infrastructure is developed or renewed in partnership with the Federal or municipal governments.

### **3.3 Regional – Kings REMO**

Kings REMO will work with partners to determine functional roles and responsibilities. Departments and agencies that may be involved in a response include (but is not limited to) fire, police, emergency medical services, public works, emergency social services, Amateur Radio Emergency Services, volunteer agencies (e.g. Canadian Red Cross, Salvation Army, etc.), provincial ministries (e.g. Lands and Forestry, and Environment), and utility companies. The table below provides a sample of responsibilities that may need to be assigned.

- Health Checks
- Provision and operation of snow removal equipment
- Alternate modes of transportation
- Search and Rescue
- Alternate heat sources
- Health care at comfort centres / emergency shelters
- Set up and operation of comfort centres / emergency shelters

#### **3.3.1 Prevention and Mitigation**

Kings REMO is responsible for developing and implementing mitigation strategies to prevent or lessen the severity of winter storms.

These strategies include:

- ☐ Coordinating the Kings REMO training program;
- ☐ Development and maintenance of the Kings REMO Regional Emergency Management Plan (REMP), and Emergency Management Support Plans
- ☐ Developing and circulating public education material concerning winter storm preparedness.

#### **3.3.2 Response / Recovery Responsibilities**

When winter storms will occur, the initial responsibility for the welfare of residents is at the Municipal level. As with any emergency, the first priority is responder and public safety. The second priority is the protection and maintenance of public critical infrastructure in order to maintain basic services (hydro, water / wastewater, gas, telecommunication systems, etc.).

When winter storm conditions are present within Kings County, Kings REMO should:

- ☐ Activate the Kings REMO Winter Storm Preparedness and Response Plan
- ☐ Activate the Kings REMO Regional Emergency Management Plan.
- ☐ Convene the Emergency Coordination Centre Management Team
- ☐ Appoint an Incident Commander (if not already appointed).
- ☐ If necessary, recommend the declaration of a Municipal emergency.
- ☐ Direct and control all winter storm response operations in Kings County.

- ☐ Coordinate the acquisition of emergency response equipment, personnel and other resources required at the incident site.
- ☐ Coordinate assistance to residents displaced by winter storm conditions.
- ☐ Disseminate vital emergency information to staff, the media and citizens using appropriate channels.
- ☐ Provide information to the public concerning water supply safety, alternative sources of water, and protective actions to be taken.
- ☐ Request assistance from agencies not under Municipal control, as required (i.e. Municipal Mutual Assistance Agreements, Red Cross, local industry, etc.).
- ☐ Request Provincial assistance to perform specific flood combat / control tasks as may be required.
- ☐ Coordinate community disaster financial assistance (Nova Scotia Disaster Relief Assistance Program) as deemed necessary.
- ☐ Facilitate arrangements for the inspection of evacuated premises and provide for their orderly re-occupation as appropriate.
- ☐ Assist the Provincial authorities with damage estimation and assessment after the winter storm.
- ☐ Provide residents and businesses with information on safe handling of items damaged by winter storm conditions.
- ☐ Explore mitigation and prevention strategies to reduce the impact of future winter storm events

### **3.3.3 Regional Emergency Management Coordinator (REMC)**

Coordinate winter storm specific education materials for distribution to residents and business owners within identified winter storm damage areas to include:

- ☐ The Winter Storm Preparedness and Response Plan;
- ☐ Established evacuation routes (minimum of two) from each identified flood damage centre, including locations of a primary and secondary Evacuation Centre / Emergency Shelter;
- ☐ Emergency preparedness and response education information for residents and businesses including pre-event, during an event, and post event (including information related to sandbags and building a sandbag dike); and
- ☐ Contact information for the REMC.

### **3.3.4 Site Operations (Incident Commander)**

The Incident Commander (IC) assumes responsibility for the overall coordination of all operations at the emergency site and is the point of contact between the ECC Management Team and site operations.

The Incident Commander is responsible for:

- ☐ Identifying the impacts from winter storms.
- ☐ Prioritizing response activities.
- ☐ Evaluating and identifying equipment and resources needed.

### **3.3.5 Fire Services**

- ☐ Conduct rescues, as required.
- ☐ Rescue / evacuate any persons in danger with minimum delay and provide first aid as necessary.
- ☐ Assist Police Services with evacuations in the affected areas as required.
- ☐ Control Fires, released chemicals and other hazards.

### **3.3.6 Kings RCMP/Kentville Police**

- ☐ Evacuate the affected areas as required.
- ☐ Perform traffic and crowd control operations.
- ☐ Disperse people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the flood combat/control operation.
- ☐ Secure the affected areas (based on need and availability of staff).
- ☐ Provide community security to prevent against looting and other unruly activities.
- ☐ Identify and establish detour routes due to high water and maintain proper traffic flow patterns as deemed appropriate.

### **3.3.7 Infrastructure Services – Water / Wastewater**

- ☐ Implement actions to protect water and sewer systems and identify threats to drinking water.
- ☐ Work with ECC Information Officer to advise the public of protective actions that may be required in the event of damage or concerns related to the sewer systems and/or drinking water sources.
- ☐ Request the disconnection or discontinuance of any service that may constitute a public hazard.
- ☐ In the event a flood emergency results in the release of untreated or partially treated sewage into lakes and rivers, implement internal procedures and notify the Ministry of the Environment, and the Department of Fisheries and Oceans Canada.

### **3.3.8 NS TIR & Engineering Departments**

- ☐ Clear snow-covered roads
- ☐ Free obstructions to storm and wastewater drainage
- ☐ Coordinate activities of utility companies

### **3.3.9 Infrastructure Services – Transit**

- ☐ Provide transportation for residents and emergency responders as required.

### **3.3.10 Community Development – Social Services**

- ☐ Provide assistance to residents displaced by flooding as required.

- ☐ Coordinate Emergency Shelter operations.

#### **3.3.11 Utilities (NS Power, Berwick Electric, Gas etc.)**

- ☐ Perform disconnect operations where this is considered necessary and in the interest of public safety.
- ☐ Secure services and equipment to ensure continuity of supply.
- ☐ Coordinate the priority restoration of affected services as dictated by emergency needs of municipal services and other essential users.
- ☐ Assist with clean up and restoration of services.
- ☐ Assess ability to resume normal operations.

DRAFT

## 4.0 PUBLIC EDUCATION & AWARENESS OF WINTER STORM PREPAREDNESS

Since public awareness of winter storm preparedness and response will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Plan, as part of the Regional Emergency Management Plan, shall be posted on the [Municipality of the County of Kings](#), the Towns of [Berwick](#), [Kentville](#) & [Wolfville](#)'s websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

As part of Community Outreach, the Kings REMO Regional Emergency Management Coordinator should provide an overview of Emergency Evacuation procedures to members of the community on an ongoing basis.

### 4.1 Evacuation Warnings

To be effective, Evacuation Warnings/Announcements should have the following characteristics:

- ☐ **Authority**—Warnings are more credible and more likely to stimulate appropriate public actions if they are issued by a recognised authority.
- ☐ **Consistency**—To avoid confusion and uncertainty, it is important that consistency be maintained when multiple warnings are issued to the public.
- ☐ **Accuracy**—Accuracy and currency of information contained in the warning also affect understanding and belief. Errors can cause people to doubt subsequent warnings.
- ☐ **Clarity**—An unclear warning can cause people to misunderstand or ignore it. Warnings should be in simple language, without the use of jargon.
- ☐ **Level of Certainty**—Certainty determines the level of belief in a warning and affects decision making by those to whom the warning is given.
- ☐ **Level of Detail**—Insufficient information creates confusion, uncertainty and anxiety, and public imagination will tend to fill the information void. This can promote rumours, uninformed misconceptions or fears.
- ☐ **Clear Guidance**— Messages containing clear guidance about protective actions people should take and the time available for doing so are more effective than those which provide no specific instructions.
- ☐ **Repetition of Warnings**—Where time permits, warnings should be repeated preferably using more than one delivery method. This provides confirmation of the warning message, helps increase

persuasiveness and overcomes the problem of people not responding after hearing a warning only once.

- ☐ **Impact Areas**—Warning information that clearly states the areas actually or likely to be affected by the event is most effective.
- ☐ **Methods of Information Dissemination**—Warnings are more effective if a range of methods is used rather than a single method, thereby reaching as many people as possible in the shortest time. Methods need to be chosen to fit the time-frame available and should recognise that some modes are appropriate in reaching many people but with only relatively simple or generalised information (e.g. radio, television) whereas others can provide more specific information to targeted individuals (e.g. telephone, facsimile machine, computer, two-way radio, door-knocking or use of community leaders or wardens). Use of the Standard Emergency Warning Signal (SEWS) “[Alert Ready](#)” can enhance the effectiveness of electronic media warnings by alerting listeners for an urgent safety message to follow.
- ☐ **Information Dissemination for Special Needs Groups**—Consideration must be given to the specific problems of special needs groups. Dissemination to, and receipt of information by, many of these groups will pose different challenges, for example, language. Neighbours can also help by checking on special-needs people in close proximity.



## 5.0 PLAN TESTING, REVIEW & MAINTENANCE

### 5.1 Plan Testing Schedule & Responsibility

The Kings County Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual testing (in whole or in part) of the Regional Winter Storm Preparedness and Response Plan in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise.

### 5.2 Plan Review & Maintenance

The Kings County Winter Storm Preparedness and Response Plan will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The FPRP will be reviewed annually and, where necessary, revised by a meeting(s) of the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Advisory Committee (REMAC). The REMP shall be revised subject to the approval of Municipal Councils.

#### REVIEWS

MONTH	DAY	YEAR	BY

#### PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED

## 6.0 DISTRIBUTION LIST

Distributed electronically:

### Municipal Units:

- [Municipality of the County of Kings](#)
- [Town of Berwick](#)
- [Town of Kentville](#)
- [Town of Wolfville](#)
- [Village of Aylesford](#)
- [Village of Canning](#)
- Village of Cornwallis Square
- [Village of Greenwood](#)
- [Village of Kingston](#)
- [Village of New Minas](#)
- [Village of Port Williams](#)

### Fire Departments

- Kings County Fire Departments

### Regional Emergency Management Planning Committee (REMPC)

- [NS EMO](#) – Western Zone Planning Officer
- [Acadia University](#)
- [Annapolis Valley Amateur Radio Club](#) (AVARC)
- [Annapolis Valley First Nation](#)
- [Annapolis Valley Regional Centre for Education](#) (AVRCE)
- [Brigadoon Village](#)
- Community Services – Kings County
- [NS Department of Lands and Forestry](#)
- [NS Department of Transportation and Infrastructure Renewal](#) (DTIR)
- [NS Emergency Health Services](#)
- Fire Services
- [Glooscap First Nations EMO](#)
- [Kentville Police](#) / [Kings County RCMP](#)
- [Kings Transit Authority](#) (KTA)
- [NS Department of Agriculture](#)
- [NS Health Authority](#)
- [Canadian Red Cross](#)
- [Valley Communications](#)
- [Valley Search and Rescue](#) (SAR)

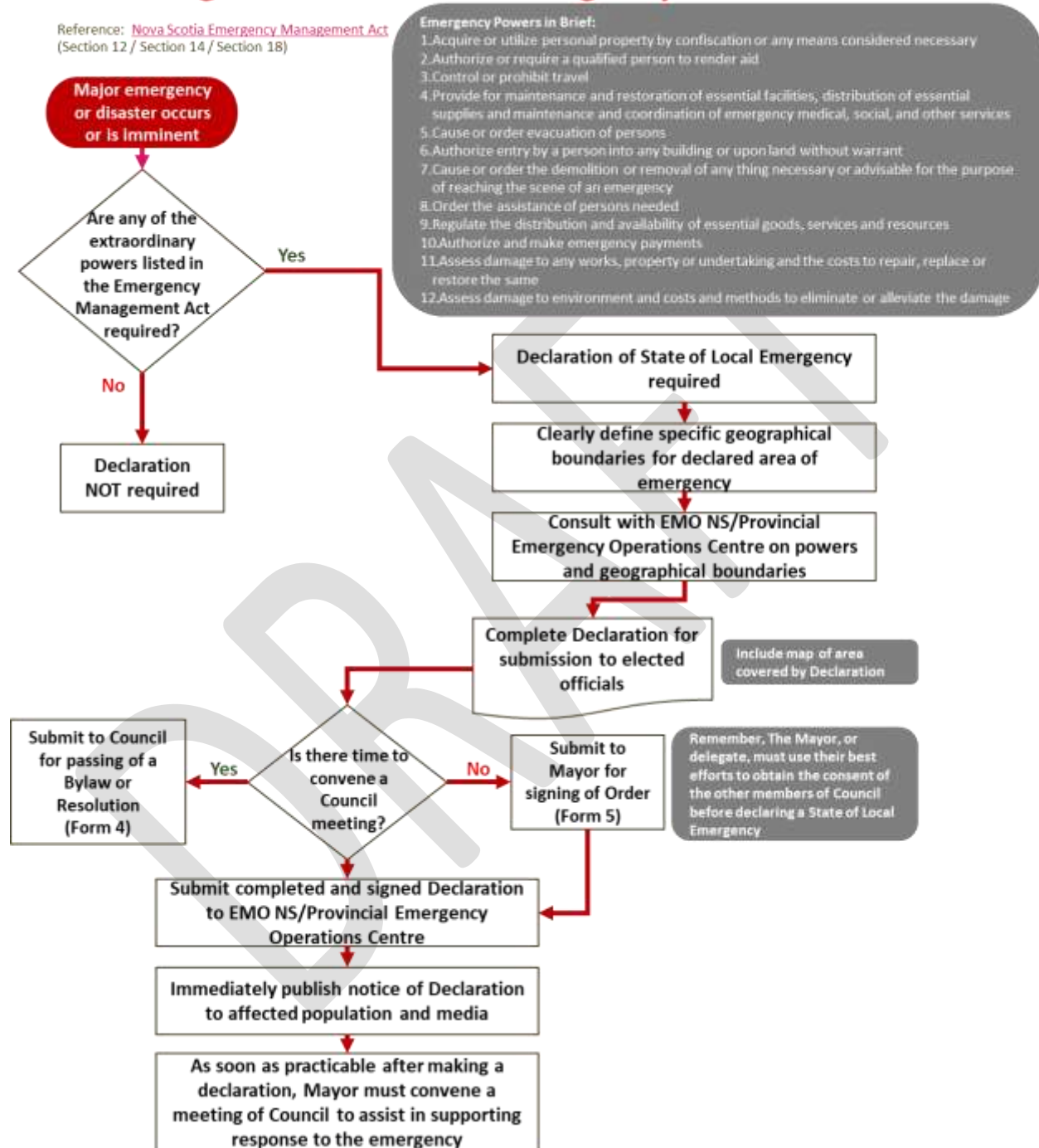
## Annexes

- A [Declaring a State of Local Emergency \(SOLE\)](#)
  - [Form 4 \(Council\)](#)
  - [Form 5 \(Mayor\)](#)
- B [Kings County Comfort Centres/Emergency Shelters](#)
- C [Winter Storm Event – Kings REMO Actions](#)
- D [Winter Storm Checklist](#)
- E [Criteria for Public Weather Alerts](#)
- F [Lessons Learned – Winter Storm Disasters](#)
- G [Winter Storms – Public Service Announcements \(PSAs\)](#)
- H [Winter Storms – Frequently Asked Questions \(FAQ\)](#)
- I [Winter Storms – References \(Federal / Provincial / Regional\)](#)
- J [Abbreviations & Acronyms](#)
- K [Glossary](#)

## Annex A – Declaring a State of Local Emergency (SOLE)

### Declaring a State of Local Emergency

Reference: [Nova Scotia Emergency Management Act](#)  
(Section 12 / Section 14 / Section 18)



FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: \_\_\_\_\_

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

**Emergency Area:**

The area general described as:

Province of Nova Scotia (hereafter  
referred to as the "Designated Area(s)")

Yes

No

**Nature of the Emergency:**

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Council, Municipality \_\_\_\_\_

Name \_\_\_\_\_

Positions \_\_\_\_\_

[Authorized by Resolution No. \_\_\_\_\_ dated the  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: \_\_\_\_\_

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

**Emergency Area:**

The area general described as:

Province of Nova Scotia (hereafter  
referred to as the "Designated Area(s)")

Yes

No

**Nature of the Emergency:**

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**AND WHEREAS** the Council of the Municipality is unable to act;

**AND WHEREAS** the undersigned has (check appropriate box)

- |  |     |    |
|--|-----|----|
| (a) Consulted with a majority of the members of the<br>Municipal Emergency Management Committee          | Yes | No |
| (b) Found it impractical to consult with the majority<br>of the Municipal Emergency Management Committee | Yes | No |

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor's Signature

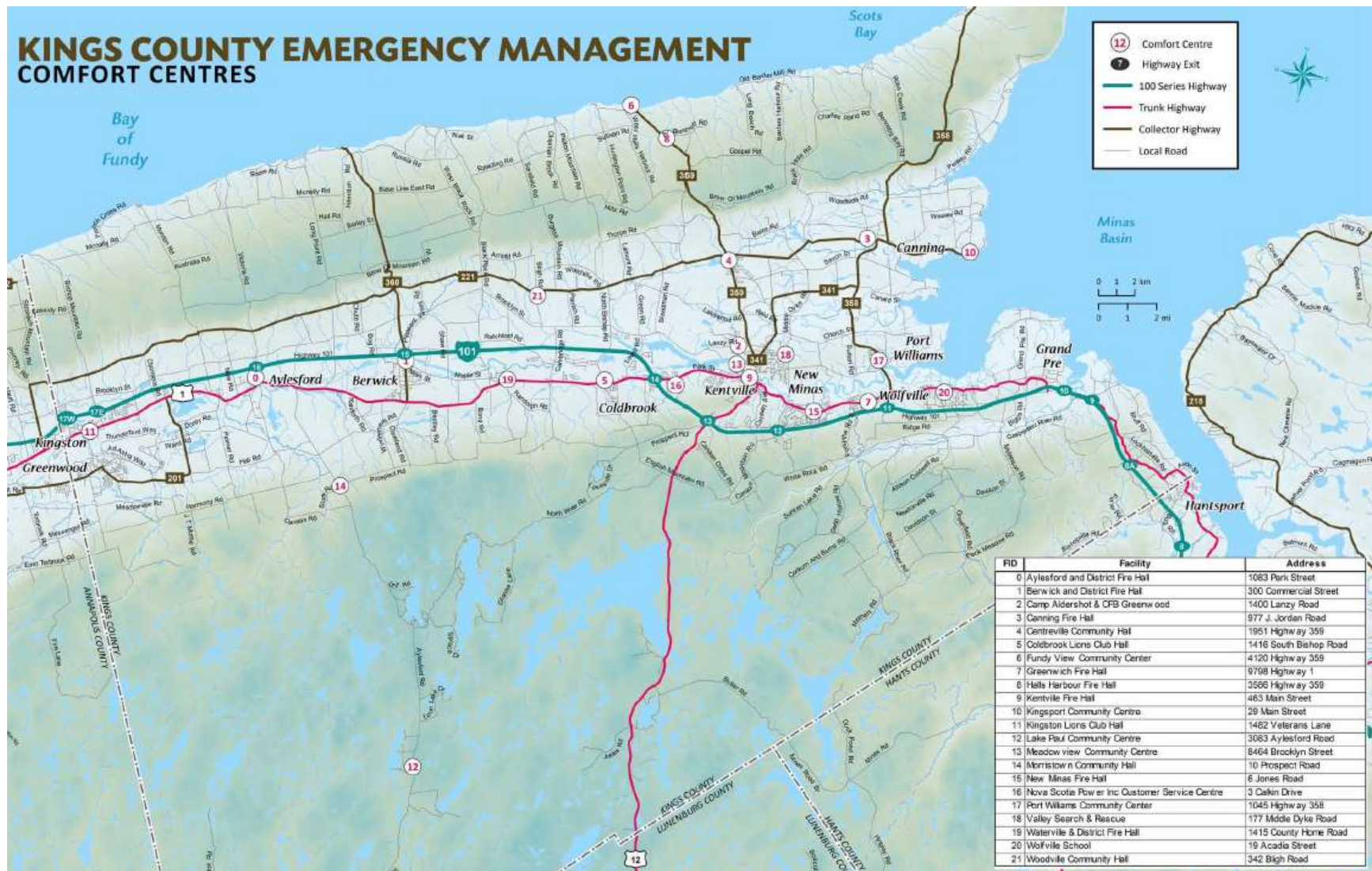
\_\_\_\_\_

Municipality of

\_\_\_\_\_



## Annex B – Kings County Comfort Centres/Emergency Shelters



## Annex C – Winter Storm Event – Kings REMO Actions

Reference: Kings REMO Regional Emergency Management Plan (REMP), 2018-09

### Snow Storm

A. Possible Major Effects	Probability
1. Casualties / Death	High (Numbers increase by Hurricane Category)
2. Disruption of community	High
3. Disruption of utilities	High
4. Damage to property	Light & isolated to extreme
5. Disruption of traffic	High
6. Disruption of communications	Moderate to High
7. Disruption to Hospitals & Social Services	Low to Moderate
8. Disruption to Emergency Providers	Moderate to High
9. Evacuation	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Meteorological service/CBC/Other news media
2. Establish an emergency headquarters	Town Council Chambers - ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Protection of property	Police
14. Provide auxiliary power	Engineering
15. Clear debris	Engineering

C. Equipment	Sources
1. Rescue equipment	Police/EMO
2. Fire equipment	Fire Department
3. Ambulances	Medical/Transportation
4. Road clearing equipment	Engineering
5. Barricades	Engineering
6. Auxiliary generators	Various sources
7. Mobile public-address equipment	Police/EMO/Radio stations/Fire Department
8. Food and lodging	Welfare/Social Services

## Annex D – Winter Storm Event Checklist

### Pre-Incident Phase

- ☐ Arrange for personnel to participate in necessary training and develop exercises relevant to winter storm events in Kings County
- ☐ Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in winter storm scenarios
- ☐ Ensure that emergency contact lists are updated
- ☐ Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- ☐ Annually review and update the Kings REMO Regional Emergency Management Plan and Emergency Management Support Plans
- ☐ Familiarize staff with requirements for requesting a State of Local Emergency (SOLE)
- ☐ Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems
- ☐ Identify and review local contractor lists to see who may provide support specific to winter storm response
- ☐ Review, revise, and, where necessary, establish mutual aid agreements with local agencies and other County agencies and private contractors relevant to multiple agency response to winter storms

## Response Phase

- ☐ The Kings REMO ECC Manager will provide overall guidance for the deployment of resources across Kings County
- ☐ Activate mutual aid agreements
- ☐ Activate the Kings REMO Emergency Coordination Centre (ECC) and implement appropriate staffing plans. Contact appropriate supporting agencies to assign liaisons to the ECC for coordination of specific response activities
- ☐ Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors
- ☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes (set the operational period briefing cycle)
- ☐ Submit request for State of Local Emergency (SOLE), as applicable
- ☐ Coordinate the evacuation of affected area, if necessary. Assign appropriate agency liaisons to the ECC, as the situation requires
- ☐ Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction
- ☐ Request the Canadian Red Cross to activate Emergency Shelters and open shelters, if needed
- ☐ Formulate Emergency public information messages and media response using “one voice, one message” concept
- ☐ Record all ECC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in ECC logbooks
- ☐ Begin damage assessments in coordination with Public Works Departments

- ☐ Assist with coordinating Public Works activities, such as debris removal from:
  - Storm drains
  - Main arterial routes
  - Public right-of-way
  - Dams
  - Other structures, as needed
- ☐ Contact local contractors for support, if necessary. Establish contact with private sector partners
- ☐ Coordinate with law enforcement agency (Kentville Police and/or Kings RCMP) to provide law enforcement to affected areas (road closures, security, etc.)
- ☐ Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement (Finance/Administration Section)

## Recovery Phase

- ☐ Monitor secondary hazards associated with winter storms (power outages, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards
- ☐ Deactivate/demobilize the ECC. Deactivate mutual aid resources as soon as possible
- ☐ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/governments plans until normal daily operations can be completely restored
- ☐ Implement revisions to the Kings REMO Regional Emergency Management Plan (REMP) and Supporting Plans based on lessons learned and best practices adopted during response
- ☐ Offer recommendations to Municipal Government and Public Works departments for changes in planning, zoning, and building code ordinances
- ☐ Participate in After Action Reports and critiques
- ☐ Submit valuable success stories and/or lessons learned to NS EMO and other County partners



## Annex E – Criteria for Public Weather Alerts

Reference: [Environment and Climate Change Canada](#)

Alert Type	Threshold Criteria
<b>Blowing Snow Advisory</b>	When blowing snow, caused by winds of at least 30km/h, is expected to reduce visibility to 800 metres or less for at least 3 hours
<b>Flash Freeze Warning</b>	When significant ice is expected to form on roads, sidewalks or other surfaces over much of a region because of the freezing of residual water from either melted snow, or falling/fallen rain due to a rapid drop in temperatures.
<b>Freezing Drizzle</b>	When a period of freezing drizzle is expected for at least eight (8) hours.
<b>Freezing Rain</b>	When freezing rain is expected to pose a hazard to transportation or property; Or When freezing rain is expected for at least four (4) hours.
<b>Frost Advisory</b>	Issued during the growing season when widespread frost formation is expected over an extensive area. Surface temperatures are expected to fall near freezing in the overnight period.
<b>Snowfall Warning</b>	When 15cm or more of snow falls within 12 hours or less.
<b>Winter Storm Watch</b>	When conditions are favourable for the development of severe and potentially dangerous winter weather, including: <ul style="list-style-type: none"><li>• A blizzard;</li><li>• A major snowfall (25cm or more within a 24 hour period); and</li><li>• A significant snowfall (snowfall warning criteria amounts) combined with other winter weather hazard types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.</li></ul>
<b>Winter Storm Warning</b>	When severe and potentially dangerous winter weather conditions are expected, including: <ul style="list-style-type: none"><li>• A major snowfall (25cm or more within a 24 hour period); and</li><li>• A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing snow and/or extreme cold.</li></ul> <p>Blizzard conditions may be part of an intense winter storm, in which case a Blizzard Warning is issued instead of a winter storm warning.</p>



## Annex F – Lessons Learned – Winter Storm Disasters

Issue	Lesson Learned
<b>Disaster Management Process</b>	An effective disaster management process should also include a strong commitment to mitigation.
<b>Public Awareness</b>	
<b>Hospital Staffing</b>	Hospitals should look at making accommodations for clinicians and hospital staff to stay overnight at the facility to avoid poor road conditions. This also ensures there will be enough staff on hand in the event of weather-related emergencies.
<b>Travel Bans</b>	Travel Bans can effectively bar citizens from use of roads in ways that assist public works crews and first responders.
<b>ECC Activation</b>	Activate the Emergency Coordination Centre well in advance of any weather system that is forecast to deliver a significant winter storm.
<b>Public Communications</b>	<p>A variety of methods should be employed to communicate with the public about any impending winter storm, including paid ads across broadcast, online and print platforms, face-to-face events and using social media. Public information efforts should ramp up in November of each year.</p> <p>The public should be briefed by various media sources before the incident begins.</p>
<b>Resident's Safety</b>	Prior to any storm event during which power outages are anticipated, efforts should be made for enhanced public information on generator safety.
<b>Situational Awareness</b>	<p>In many severe weather disruptions, decision-makers can be faced with the problem of obtaining reliable data about real-time conditions that could facilitate timely response and effective recovery actions.</p> <p>Stakeholders from the regional to the local level should make better use of traditional and non-traditional sources of information, including social media analysis to inform preparation, response and recovery strategies.</p>
<b>Commerce Restoration</b>	<p>The imperative to quickly restore commerce is particularly critical in the face of slow-moving long duration weather events. Small businesses are acutely vulnerable to extended disruptions of their businesses.</p> <p>Reenergizing municipal commercial activity is heavily reliant on the restoration of power and communications to the businesses themselves, and the restoration of the transportation system that provides mobility for their work force, supply chains and consumers.</p>

Issue	Lesson Learned
<b>Municipal Services</b>	Dependent on the weather system, municipal services may be limited because many employees may not get to work.

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## Annex G – Winter Storms – Public Service Announcements (PSAs)

### Winter Preparedness & Safety

#### Preparedness for Winter

Before a winter storm arrives, plan ahead so you can comfortably and safely carry on during the winter season.

- Make arrangements with family members who may be elderly or have limited mobility issues and who do not live with you – help them prepare for winter.
- Get your home winter ready – have your furnace inspected, shut off outside water to protect plumbing and built-in sprinkler systems, and clean the catch basin grates before snow arrives.
- Assess the trees on your property and trim dead branches to reduce the danger of them falling onto power lines or your house during a storm.
- Winterize your vehicle and, when it snows, drive only with good winter tires.
- Make alternate plans for getting to work in the snow.
- Be sure to have warm clothing and solid shoes or boots with good traction.
- Assemble a [basic emergency supplies kit](#) to help your family be self-sufficient for 72 hours.

#### Planning Ahead

##### Home

- Have a flashlight, electric lantern, and extra batteries on hand.
- Consider an alternative safe heating system - choose approved heating units that do not depend on an electric motor, electric fan or other electrical device to function. Check with the dealer or manufacturer regarding power requirements and proper operating procedures.
- Use caution and follow directions when operating generators, insuring they are in a proper well-ventilated area.
- Furnace and fireplace maintenance considerations are very important in preparing for winter weather.
- Never use a camp stove, barbecue, or propane or kerosene heater indoors.

##### Vehicle Preparation

- Colder temperatures demand a lot of your vehicle so it's important to prepare for the winter season. Visit a qualified technician to ensure your vehicle is in good working condition. Prepare a small, portable [Emergency Car Kit](#) to keep in your vehicle to help you in the case of an emergency
- Slow down. Speed limits posted on the highways and on municipal roads are for ideal driving conditions, which are considered to be sunny summer days.
- Look ahead. Leave plenty of space between you and the vehicle ahead of you. Remember to look far ahead as you drive so you can recognize hazards and have plenty of time to respond.
- See and be seen. Turning your headlights on helps with visibility during the dark winter months and during inclement weather. It also helps other drivers see you.

- Get ready. Prepare your vehicle for the tough winter months. Check and make sure that your battery, ignition system, lights, brakes, heating and cooling system and windshield wipers are all in working order.
- Watch the weather. Check the weather before you leave your home. If conditions are bad the safest strategy is to avoid driving. If you must travel give yourself extra time and drive to the conditions.
- Prepare yourself and your vehicle. Always be prepared for winter driving. Wear warm clothes, have a fully charged cell phone with you and equip your vehicle with a winter survival kit.
- Maintain visibility. Clear snow and ice from all windows, lights, mirrors and the roof to help other drivers see you on the road and to assist with your own visibility while driving. After starting your vehicle, wait for the fog to clear from the interior windows before driving so you will have full visibility.

### **Preparedness Tips in the case of Power Outages**

The most common occurrences during a winter storm is often extended periods of power outage mainly due to trees and other debris impacting power lines.

- Residents should have personal preparedness kits made up with up-to-date supplies and be prepared to stay on their own for a minimum of 72 hours. This is the minimum requirement and, more practically, residents should consider being prepared to be on their own for up to a week. Information on preparing a kit, contents etc., can be found [here](#).
- Residents should ensure their insurance coverage is up to date and keep copies of their coverage in their emergency kit.
- While a power outage is not a disaster and generally will not require residents to evacuate their home, residents can further prepare by having a portable generator to power items such as fridges and freezers. However, make sure if you are operating a generator it's placed outside your residence and the exhaust does not enter your home.
- Residents might want to consider maintaining a land line phone - these units do not require power and as long as your phone line is intact, access should be maintained. Cordless phones stop working when the power is out.
- Consider purchasing an external battery device that will charge a couple of smartphones and a tablet in just over an hour. These devices are readily available at most electronic stores for a reasonable cost (\$20-\$100) and are invaluable during power outages.

### **Personal Winter Safety**

Winter storms can create personal safety issues if you are not prepared. Following weather forecasts and paying attention to personal emergency preparedness will reduce any possible impacts to your family and your property.

There are also a number of precautions you can take which will help to comfortably get through the winter season safely:

- Dress appropriately for the inclement weather. Protect exposed skin and help prevent heat loss by wearing a hat, scarf, mittens or gloves.
- Choose well insulated and waterproof footwear that has a thick, non-slip tread sole, a wide and low heel and is light in weight.
- Try not to drive unless you have to and only if you have good snow tires.
- Keep a medical emergency kit in your vehicle.
- Always, walk on the left side of the road facing traffic and pay close attention.
- When you see a snow plow approaching, please move to the inside of the sidewalk, and stay far away from the road when it is passing by.
- Allow extra time to get to your destination whether you are walking, taking transit or driving – slow down.
- Be aware of your surroundings. A covered patch of ice or a pothole filled with snow may cause an unexpected slip or fall.
- Stay at home, unless you absolutely need to travel when weather conditions are bad.
- Run errands during daylight hours whenever possible since it is easier to see slippery spots.
- Be careful when shoveling snow - although there is limited physical action, the strain of shoveling can put a strain on a person's heart. People with a heart condition should use caution. Use a smaller shovel, take your time and see a doctor if you experience discomfort.
- Stay off of the ice on lakes and ponds during the winter as the ice is too thin and poses a safety risk. Ice is not thick enough to support people or animals.
- Students should use caution walking to and from school when it has snowed, and when playing in the snow.

## Annex H – Winter Storms – Frequently Asked Questions (FAQ)

### Why is predicting the exact amount of snowfall so challenging

Snow forecasts continue to improve, but they remain a challenging task for meteorologists. Heavy snow often falls in small bands that are hard to discern on larger resolution computer models. In addition, extremely small temperature differences define the boundary line between rain and snow.

### What should you do before a Winter Storm?

#### Protecting Your Home

Some major threats to your home are the loss of heat, power and phone service, as well as a shortage of supplies if the weather lasts longer than expected.

#### Facing the Cold

Those with prolonged exposure or those not dressed appropriately for extremely cold weather are in danger of frostbite and hypothermia.

#### How to keep your car safe

When the temperature dips, problems behind the wheel include dead car batteries, iced-over windshields, broken car locks and driving with no traction.

### What are the Provincial Plowing Service Levels?

Levels of Service	
100-Series and trunk highways, and other high traffic roads	Cleared within 8 hours after snow stops
Secondary routes and other medium traffic roads	Cleared within 12 hours after snow stops
Local paved roads, most subdivision and residential streets	Cleared within 24 hours after snow stops
Gravel roads	Cleared within 24 hours after snow stops



## Annex I – Winter Storms - References

### Federal

- [Severe Storms – What to Do?](#)
- [Disaster Financial Assistance Arrangements](#) (DFAA)

### Provincial

- [Nova Scotia – Winter Time website](#)
- [Provincial Plowtracker](#)
- [NS Department of Transportation and Infrastructure Renewal](#) (DTIR)

### Regional

- [Kings REMO Regional Emergency Management Plan \(REMP\)](#)
- [Kings REMO Policy – Comfort Centres/Emergency Shelters](#)



## **Annex J – Abbreviations & Acronyms**

<b>AREP</b>	Agency Representative
<b>DFAA</b>	Disaster Financial Assistance Arrangements
<b>ECC</b>	Emergency Coordination Centre
<b>ECCC</b>	Environment and Climate Change Canada
<b>ECCMT</b>	Emergency Coordination Centre Management Team
<b>EMO</b>	Emergency Management Office
<b>FPRP</b>	Flood Prevention and Response Plan
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IMT</b>	Incident Management Team
<b>IO</b>	Information Officer
<b>LO</b>	Liaison Officer
<b>LSC</b>	Logistics Section Chief
<b>MAC</b>	Multiagency Coordination (MAC) Group
<b>OSC</b>	Operations Section Chief
<b>PSC</b>	Planning Section Chief
<b>REMAC</b>	Regional Emergency Management Advisory Committee
<b>REMC</b>	Regional Emergency Management Coordinator
<b>REMP</b>	Regional Emergency Management Plan
<b>REMPC</b>	Regional Emergency Management Planning Committee
<b>SO</b>	Safety Officer
<b>UC</b>	Unified Command

## Annex K – Glossary

Reference: [Environment and Climate Change Canada – Weather and Meteorology Glossary](#)

<b>Blizzard</b>	A severe weather condition characterized by reduced visibility from falling and/or blowing snow and strong winds that may be accompanied by low temperatures.
<b>Blowing Snow</b>	Snow lifted from the earth's surface by the wind to a height of 2 metres or more.
<b>Flurries</b>	Precipitation in the form of snow from a convective cumulus-type cloud, are known as flurries. They are characterized by the suddenness with which they start and stop, by their rapid changes in intensity, and usually by rapid changes in the appearance of the sky.
<b>Freezing Drizzle</b>	Drizzle that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects..
<b>Freezing Rain</b>	Rain that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects.
<b>Frost</b>	A deposit of ice crystals that forms through a process called sublimation.
<b>Snow</b>	Precipitation of ice crystals, isolated or as part of a cluster, falling from a cloud.
<b>Snow Grains</b>	Minute, white and opaque grains of ice. When they hit hard ground, they do not bounce or shatter. They usually fall in very small quantities, and never in the form of a shower.
<b>Snow Pellets</b>	Snow pellets are brittle and easily crushed; when they fall on hard ground, they bounce and often break up. They always occur in showers. They are often accompanied by snow flakes or rain drops, when the surface temperature is around zero Celsius.
<b>Snow Squall</b>	A moderate to heavy snow flurry, which is driven by strong, gusty winds. Visibility during snow squalls is usually poor
<b>Snowdrift</b>	Sea-ice terminology. Describes an accumulation of wind-blown snow that is deposited in the lee of an obstacle. A crescent-shaped snowdrift, with ends pointing down-wind, is called a snow barchan.
<b>Wind Chill</b>	Chill that results from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).
<b>Wind Chill Index</b>	Index used to determine the relative discomfort resulting from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).



**TO:** Chief Administrative Officer Kelly Rice

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

**DATE:** November 12, 2019

**SUBJECT:** Commissionaires Support at Council Meetings

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**ORIGIN**

It has come to the attention of staff that the Town Hall building is in need of greater security to protect the building contents, staff, councillors and the public. The Kentville Police Commission has recommended increased security during public meetings, and the Kentville Police Service are currently reviewing the security features and opportunities of Town Hall. In addition to increased security features, it is recommended that dedicated security personnel check in all participants of a public meeting, check people out at the completion of the meeting, and perform a security sweep of the building.

**BACKGROUND**

n/a

**DISCUSSION**

There are two options for increased security for the building:

1. Kentville Police Service was suggested for this service, however the cost to add a full shift to support each council meeting, of undetermined duration, is not economical.
2. The Commissionaires was suggested to offer this service and has the capacity to provide building security and meeting support when necessary during conflict events.

Staff request that security for the building during council and CAC meetings be provided by the Commissionaires to protect the building and its contents, its staff and Council.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

Commissionaires offer their services on an hourly basis of \$18.90 per hour, with a 4-hour minimum call out. The total for this service would be approximately \$150.00 each month.

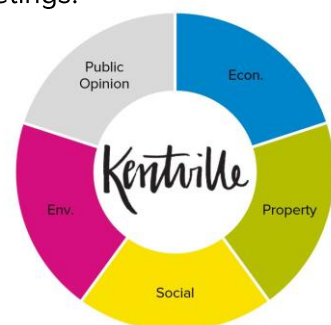
**ATTACHMENTS**

The proposed contract for services of the Commissionaires.

**RECOMMENDATION**

That Council support staff's request to have Commissionaires provide security services during public meetings such as Council and Council Advisory Committee meetings.

Town of Kentville Decision Wheel:



Short Term Contract

Contract Site: Town of Kentville		Site No.: 4499-000	
Location: Kentville NS		Contact on-site: Jennifer West	
Start Date: 6 <sup>th</sup> November 2019		End Date: 31 <sup>st</sup> March 2020	
DESCRIPTION OF SERVICES REQUIRED and FEES			
Type of Work	Sentry x Access control x Alarm Monitoring Driver Other - specify		
Commissionaires (Number and levels)	1 Basic	Hours As Required	Billing Rate
Supervisors (Number and levels)			
Work Hours	2 <sup>nd</sup> and last Monday of the month unless advised. 17:45- 21:45 or as required.		
Additional fees for Special Requirements	Bilingual - \$0.80 per hour		\$18.90/hr + HST
	Cellular Phone - \$1.00 per call		
	Use of Vehicle – Shelter - \$2.50 per hour		
	Personal Vehicle for Escort - \$5.00 per hour + \$0. 50 per km		
	Security Clearance Required – Specify Classification		
	Commuting Allowance (if required)		
	Other – e.g. (parking) Mileage		
Travel			
Note: Additional fees will be added to the invoice			
			HST
			Total

Company Name	Town of Kentville		
Billing Address	354 Main Street Kentville NS B4N 1K6		
Company Representative Name	Jennifer West		
Phone Number	902 679 2503	Fax	902 679 2375
Email	jwest@kentville.ca		
PO Number (if required)			

Payments are due upon receipt of invoice. Late payments are charged 2% per month.

Please note: Depending on the holidays to which you may be subject, billing will be 2 ½ times the regular hourly billing rate.

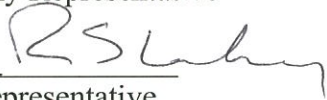
Commissionaires’ hours over 48 hours per week will be billed at 1 ½ times. Hours are not to exceed 16 hours per day per Commissionaire. The minimum call out is payment for 4 hours.

Any contract that carries over to the new fiscal year (1 April) may be subject to a new rate.

Signature of Company Representative

Shawn Lahey


Signature of CNS Representative



Date

05 November 2019

Date







**TO:** Council Advisory Committee

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

**DATE:** November 12, 2019

**SUBJECT:** Existing Citizen Appointments to Council Committees

---

**ORIGIN**

Citizens can be appointed to Council Committees in order to ensure committees have broad representation of skills and experience. Citizens are appointed to terms which depend on each committee of Council. Citizen appointments to committees are reviewed annually to discuss their capacity to participate and their terms of membership.

**BACKGROUND**

There are three standing committees of Council which meet regularly, and have the following community appointments:

- Council Advisory Committee: No community appointments
- Audit Committee: Susan McDougall and Peter Rainforth (two-year term, reviewed annually)
- Finance and Administration Committee: No community appointments.

There are five ad hoc committees of Council which meet regularly, or as required, and have the following community appointments:

- Kentville Board of Police Commissioners: Stephen Pearl and Debbie Mahoney (2-year terms)
- Kentville Water Commission: Hal Henderson (2-year term, reviewed annually)
- Kentville Source Water Protection Advisory Group: Hal Henderson (2-year term, reviewed annually)
- Investment Advisory Committee: Chris Maynard and (vacant) (2-year term, reviewed annually)
- Accessibility Advisory Committee: This committee is being developed, does not yet have official members and has not started meeting.

**DISCUSSION**

Council representatives from each committee should provide feedback to Council about each citizen appointment.

**POLICY IMPLICATIONS**

n/a

**BUDGET IMPLICATION**

n/a

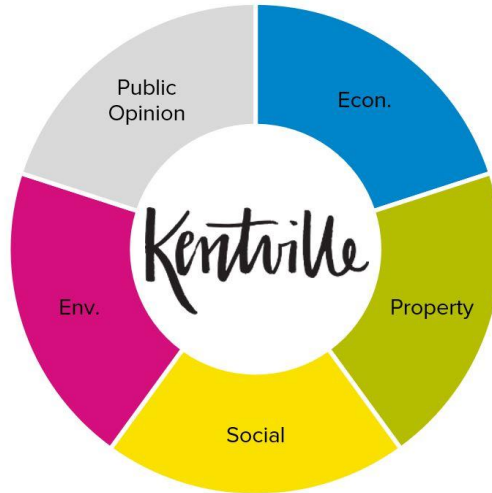
**ATTACHMENTS**

Policy Statement G57 Committees of Council

**RECOMMENDATION**

That the citizen representatives from each committee of council continue with their terms of service on their respect committee.

Town of Kentville Decision Wheel:



**TO:** Council Advisory Committee

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

**DATE:** November 12, 2019

**SUBJECT:** Existing Council Appointments to Community Committees

---

**ORIGIN**

Councillors in the Town of Kentville sit on a number of committees and boards in the community. These are assigned annually to councillors based on their own interests and experience. These appointments are reviewed annually and Councillors have the opportunity to change their commitments if necessary.

**BACKGROUND**

Council appointments to committees and groups are outlined in the attached document.

**DISCUSSION****POLICY IMPLICATIONS**

n/a

**BUDGET IMPLICATION**

n/a

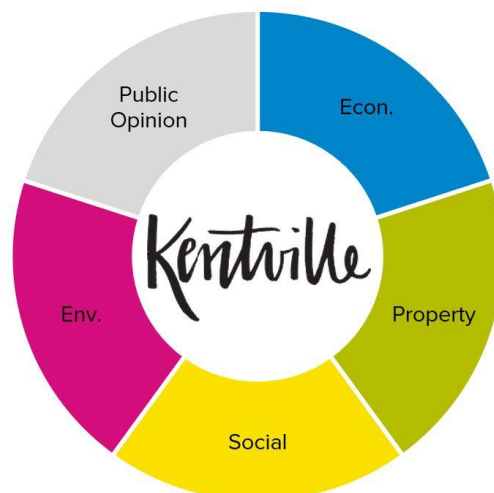
**ATTACHMENTS**

Proposed Committees of Council for 2019-2020

**RECOMMENDATION**

That Councillors remain on their existing committees in the community until October 2020.

Town of Kentville Decision Wheel:



## **Committee and Commission Appointments of Council**

### **November – 2019-2020**

- Deputy Mayor – Craig Gerrard

#### Internal Committee Membership

- Council Advisory Committee – all Council Members
- Audit Committee – **Snow**, Savage, Bolland, MacDougall (CA), Rainforth (CA)
- Finance and Administration Committee – **Snow**, Savage, Bolland
- Board of Police Commissioners – **Gerrard**, Maxwell, Pearl (CA), Mahoney (CA), Pearl (CA)
- Investment (Perpetual Fund) – **Savage**, Snow (A), Maynard (CA), vacant
- Water Commission – **Snow (chair)**, Bolland (vice chair), Pulsifer, Gerrard, County, Fire, Henderson (CA)
- Source Water Protection Advisory Group – **Snow**, Pulsifer, County, Fire, Henderson (CA), Nova Scotia Environment
- Collective Bargaining Appointment – CUPE (At Large) Maxwell, Police (Police Chair) Gerrard, Snow

#### External Committee Membership

- Annapolis Valley Regional Library – Pulsifer, Bolland (A)
- Annapolis Valley Trails Coalition – Maxwell
- ECO Kings Action Team – Bolland
- Joint Fire Services Committee – Gerrard, Andrew, Bolland (A), County (3), Fire (2)
- KCA/PTA – Maxwell, Bolland (A)
- Kings Point-to-Point – Pulsifer, Andrew (A)
- Kings Regional Sewer Committee – Savage, Andrew (A)
- Kings Transit Authority – Andrew, Pulsifer (A)
- Regional Emergency Management Operation – Mayor and Deputy Mayor
- REN – **Snow**, Savage (A)
- Valley Waste Resource Management Authority – Bolland, Gerrard (A)
- Friends of the Library – Pulsifer, Maxwell (A)
- Diversity Kings County – Savage, Gerrard (A)
- Western Regional Housing Authority – Ashley Hancock (CA)
- Student Bursary Committee –

#### (Ad Hoc Committees)

- Parks and Recreation Ad Hoc Committee – Maxwell, Andrew, Snow, Pulsifer (A), Citizens (4)
- Planning and Development Ad Hoc Committee – Snow, Gerrard, Andrew, Savage (A), Citizens (4)
- Transportation Services Ad Hoc Committee – Snow, Savage, Bolland, Maxwell (A)

Chairs of committees are in bold. CA - Citizen appointments. A – Alternate: With the exception of the Investment Committee alternate, alternates are not expected to attend regular meetings.

The Mayor shall be an ex officio member of any Committee to which she/he is not appointed and will have a voice and a vote. Except to the extent that the Chair is otherwise determined by bylaw or policy of Council, Council may appoint a person to serve as chair of the Committee. If not, the committee shall select a chair.

Committees, by Councillor

**Sandra Snow**

- Audit Committee
- Finance and Administration Committee
- Investment (Perpetual Fund) (A)
- Water Commission
- Regional Emergency Management Operation (Mayor)
- Regional Enterprise Network

**Lynn Pulsifer**

- Water Commission
- Annapolis Valley Regional Library
- Kings Point-to-Point
- Kings Transit Authority (A)
- Friends of the Library

**Cate Savage**

- Audit Committee
- Finance and Administration Committee
- Investment (Perpetual Fund)
- Kings Regional Sewer Committee
- Regional Enterprise Network (A)
- Regional Emergency Management Operation (Deputy Mayor)
- Diversity Kings County

**Cathy Maxwell**

- Board of Police Commissioners
- Collective Bargaining Committee
- Annapolis Valley Trails Coalition
- Friends of the Library (A)

**Craig Gerrard**

- Board of Police Commissioners
- Water Commission
- Collective Bargaining Committee
- Joint Fire Services Committee
- Valley Waste Resource Management Authority (A)
- Coalition of Canadian Municipalities Against Racism & Discrimination (A)

**John Andrew**

- Joint Fire Services Committee
- Kings Point-to-Point (A)
- Kings Regional Sewer Committee (A)
- Kings Transit Authority

**Eric Bolland**

- Audit Committee
- Finance and Administration Committee
- Water Commission (vice chair)
- Annapolis Valley Regional Library (A)
- ECO Kings Action Team
- Joint Fire Services Committee (A)
- KCA/PTA (A)
- Valley Waste Resource Management Authority