

# COUNCIL ADVISORY COMMITTEE

## December 9<sup>th</sup>, 2019

### AGENDA

**6:00 p.m.**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
  - (a) Dashboard and action items
- 3. APPROVAL OF THE MINUTES**
  - (a) Council Advisory Committee meeting minutes, November 12, 2019
- 4. PRESENTATIONS**
  - (a) None
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    - (1) Director's Report
    - (2) Projection Report
    - (3) Kings Transit Request
  - (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 as Submitted
  - (e) Engineering and Public Works
    - (1) Director's Report
  - (f) Administration
    - (1) Communications Report
    - (2) Chief Administrative Officer's Report
- 6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**
  - (a) Policy Statement G57 – Committees of Council
  - (b) Capital Projects Update

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**7. CORRESPONDENCE**

- (a) Pierre and Corinne Hoebers – Noise Bylaw
- (b) MLA Keith Irving – Physician Recruitment Campaign
- (c) Silver Gliders – Request for Support

**8. NEW BUSINESS**

- (a) None

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) Land Sale

**11. ADJOURNMENT**

DRAFT

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: November 12<sup>th</sup>, 2019 Town Hall, 354 Main Street, Kentville Nova Scotia

### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Kelly Rice reported that all members of Council were present, in addition to all department heads.

### PRESENT

Council:

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

Staff:

- Rachel Bedingfield, Director of Recreation
- David Bell, Director of Engineering
- Darryl Brown, Deputy Police Chief
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary

### REGRETS

None

### DECLARATIONS OF CONFLICT OF INTEREST

None

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 that the agenda of November 12, 2019 be approved as circulated

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of October 15, 2019

It was moved that the Minutes of October 15, 2019 be approved as circulated

### MOTION CARRIED

### 4. PRESENTATIONS

#### (a) Kings Regional Emergency Management Organization – Dan Stovel – Winter Storm Plan

Dan Stovel, Kings Regional Emergency Management Organization (REMO) Coordinator, gave a presentation about the Kings REMO proposed winter storm plan – which will improve coordination between municipal units around winter storm events.

*Presentation available*

#### (b) Property Assessed Clean Energy Program – Jeremy Lutes – Equilibrium Engineering

Jeremy Lutes and Julian Boyle from Equilibrium Engineering gave an update on the PACE program which is an opportunity for increased energy efficiency in Kentville. The Berwick Green Energy Program is an example of a successful energy efficiency program run by Equilibrium which can be a model for Kentville. *Equilibrium proposed a PACE program to Kentville with a launch date of January 2020.*

*Presentation available*

- Points of Discussion
  - Equilibrium recommends that Kentville develop a fund that can be used by residents as a loan program, then this will be repaid in full.
  - Staff does not recommend using reserves for this fund.
  - Originally there was a Federal program with full funding that the Town could utilize without using their own funds.
  - Is there a Federal grant through the Federation of Canadian Municipalities? This grant is still being processed and has not been finalized.

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending October 31, 2019. To October 31, 2019, overall revenue exceeds the average at 86.2%. To date, overall expenditures are slightly over the benchmark at 61.3% expended.

- Points of Discussion:
  - Where do the interest, dividends and capital gains from the Perpetual Fund go? Some go into the operating fund and others go back into the fund. It is possible to borrow from the Perpetual Fund but staff suggest that borrowing from another source.

*See report for more information*

#### (2) Director's Report

Director Crowell presented her projection report for the period ending October 31, 2019. Highlights included decreased revenue, projecting a year-end shortfall of \$71,000.

- Points of Discussion:
  - Many residents make appeals to their property taxes, which impacts our revenues.
  - The transition to a new CAO resulted in a change in some costs, causing the Administration Department to be over budget by 2.4%.
  - The Town has submitted to the Provincial Emergency Management Organization the total costs associated with Hurricane Dorian and will hopefully see some cost recovery.

*See report for more information*

#### (3) Recommendation for External Audit Services

Director Crowell presented her recommendation for external services – five companies expressed interest and one company submitted a proposal for financial audit services and was recommended by the Finance Department for a five-year term.

- Points of Discussion:
  - Four companies expressed interest but did only one submitted a proposal.

*See report for more information*

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

**That Kent and 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**

**MOTION CARRIED**

*To be ratified at the November 25, 2019 meeting of Council  
Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Director's Report**

Director Gentleman presented her report for October 2019. Highlights included a building valuation of \$19,066,974, and activity regarding the former KCA lands, Green Parsons Development, and the River Street Wall. An Open Arms application was submitted but was later withdrawn.

- Points of Discussion:
  - Why did residents not buy into the river wall project? Communication methods included letters starting last year, phone calls, public meetings, and emails.
  - What were the barriers that prevented buy in? There was not a common barrier for the residents. Originally the dyke project would take up a lot of space, so the river wall project would be less intrusive on their properties.
  - Will this change the proposed location of a boardwalk behind those properties? There will not be a boardwalk - there is insufficient space in those properties.
  - Were there on site visits associated with the Park Street development? This has been processed and approved.
  - Construction should begin at the former KCA property in the spring of 2020. What is the date that the purchaser agreed work would begin?
  - Will there be four Enqore buildings? Will they be built consecutively or at the same time? There will be four buidings built consecutively.

*See report for more information*

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

CEDC Young presented her report for October 2019. Some of the highlights included the It Feels Like Christmas campaign, WIN-ter Wonderland, the Kentville Business Community

decorating campaign, downtown signage project, Devour Food and Film Festival, Visitor Information Centre, and the Annapolis Valley Chamber of Commerce Business Awards.

- Points of Discussion:
  - Discussion about the International Place Making Conference which Ms. Young attended in Chattanooga Tennessee.
  - Disappointment that the Pumpkin Walk could not happen in 2019.
  - What is the downtown signage project? Branded signs that include rules and times for centre square and the public garden. Will the illustrated wayfinding maps be updated? Yes.

*See report for more information*

*Councillor Savage leaves the chambers at 7:21pm.*

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

#### **(1) Director's Report**

Director Bedingfield presented her report for October 2019. Some of the highlights included the Kentville Centennial Arena (9 free skates each week), muskrats in the Miners Marsh trail, Pumpkin People, walking and tot times, nature school for 4-year-olds, community yoga for the Spike Fund, recreation centre usage, Memorial Park, Harvest Festival, Community Partner Meeting, conferences, Kentville Plays event, and the 2019 Torchlight Parade.

*Councillor Savage returns at 7:23pm.*

- Points of Discussion:
  - The trail at Klondyke is being assessed to improve safety, and will accommodate private property on the river side of the trail.
  - Update on the Accessibility Advisory Committee, which is still seeking members.
  - Summer budgets were lower because one staff left and was not replaced. Swimming revenue was higher due to the improvements at that facility.

*See report for more information*

### **(d) Police Report**

#### **(1) Chief's Report**

Deputy Chief Brown presented the police report for October 2019. Some of the highlights included a review of calls for service, training, the bylaw report and hiring of 3 new police officers.

- Points of Discussion
  - There could be a considerable value in a human resources staff person at the Kentville Police Service. Discussion about cost sharing opportunities with other municipalities or police services.

*See report for more information*

It was moved by Councillor Cathy Maxwell

**That the CAO explore opportunities for cost sharing of a human resources staff person to be shared between Town Hall and the Kentville Police Service.**

**MOTION WITHDRAWN**

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for October 2019. Some of the highlights of the report included the transition into Town Hall, meetings with public works crew, capital purchase of a skid steer, bridge update, cardlock fuel system, and water main break on Main Street.

- Points of Discussion
  - The slow down signs will be removed before plowing.
  - Discussion about the sod and weed problem on Belcher Street. The contractor did not receive their holdback yet and Director Bell will review this project.
  - The Burke subdivision has been waiting for major infrastructure funding, the Director will review the budget for this work.

*See report for more information*

**(f) Administration**

**(1) Communication Report**

Recording Secretary Jennifer West presented the report for October 2019. Some of the highlights included statistics from the website and activity on social media, as well as a presentation she delivered at the Association of Municipal Administrators annual conference about the Town's communications team and tools.

*See report for more information*

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

CAO Rice presented her report for October 2019. Some of the highlights included an update on Valley Waste, Kings Transit, Kentville Board of Police Commissioners, CUPE Collective Agreement, Kentville Business Park marketing approach, Calkin building sale, investment advisory committee, and the first senior management meeting.

- Points of Discussion
  - Council would like to have a copy of the CAO's employment contract which has not yet been shared with Council.

*See report for more information*

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

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 6. UNFINISHED BUSINESS

### (a) Mentoring Plus Project

CAO Rice gave a report on the Mentoring Plus program, which connects youth entering the work force with local professionals in their fields of interest. The program ran in Kentville in 2018 and has been presented to the Town to be run again through a Federal grant.

*Report Available*

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

**That Council refer this project back to the CAO for time to gather more information and return with a recommendation on the Mentoring Plus project for the November 25 2019 meeting of Council.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### (b) Council Meeting Dates for 2020

CAO Rice reviewed the dates for Council and CAC meetings in 2020.

*Report Available*

It was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer

**That Council approve the Council calendar for meeting dates in 2020.**

### **MOTION CARRIED**

*To be ratified at the November 25, 2019 meeting of Council*

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

## 7. CORRESPONDENCE

### (a) Kentville Senior Wildcats Baseball Club – November 4, 2019

CAO Rice read the letter of thanks from the Wildcats for supporting the team for the 2019 season.

*Letter Available*

### (b) 14 Wing Greenwood – November 5, 2019

CAO Rice read the invitation from 14 Wing Greenwood to attend a tour of the base on November 28, 2019. Councillor John Andrew will attend the event with Mayor Sandra Snow and CAO Rice.

*Letter Available*

- Points of Discussion
  - The new Commander is interested in increasing community engagement.

## 8. NEW BUSINESS

### (a) Kings Regional Emergency Management Organization – Winter Storm Plan



Mayor Snow reviewed the Kings REMO proposal for a coordinated winter storm plan for the Kings region.

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

**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.**

**MOTION CARRIED**

*To be ratified at the November 25, 2019 meeting of Council*

*Councillors who voted in favour of this motion:*

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

**(b) Commissionaires Support of Council and CAC Meetings**

CAO Rice presented a report that outlines the Kentville Board of Police Commissioners recommendation for heightened security in Town Hall during public meetings such as Council meetings and Council Advisory Committee meetings.

*Report available for more information*

- Points of Discussion
  - Security standards and practices in Town Hall are being reviewed and assessed and should be considered as part of security changes to Town Hall.

*Staff recommendation was tabled pending results of Kentville Police Service assessment of Town Hall.*

**(c) Review of Existing Appointments to Council Committees**

Mayor Snow reviewed the Council appointments to committees of Council for 2018-2019, and Council discussed a review and updating of this document to reflect the direction of Council.

*Report available for more information*

- Points of Discussion
  - Staff will review the full list of committees and commissions.
  - Review of the strategic plan will also influence the committees and commissions to accomplish strategic goals.
  - Council will have a chance to review committees of Council, names and terms and conditions as well as policy changes.

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

**That Council refer the review of Council committees to the CAO and staff and further, that staff provide an updated recommendation on council committees to the November 25 2019 meeting of Council.**

**MOTION CARRIED**

*To be ratified at the November 25, 2019 meeting of Council*

*Councillors who voted in favour of this motion:*

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

## 9. PUBLIC COMMENTS

(a) None

## 10. IN-CAMERA

It was moved by Councillor Craig Gerrard and Councillor Eric Bolland  
**That council move into a closed session at 8:30 pm.**

**MOTION CARRIED**

It was moved by  
**That Council return to open session at 9:14 pm**

**MOTION CARRIED**

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

**That Council recommend renewal of the lease at 78 River Street with the Kentville Lions Club for a period of 3 years commencing 1 December 2019**

**MOTION CARRIED**

*To be ratified at the November 25, 2019 meeting of Council*

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

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

**That Council refer the Calkin Building matter to the CAO and staff to develop a report and recommendation on the Calkin Building for the January meeting of Council Advisory Committee.**

**MOTION CARRIED**

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

## 11. ADJOURNMENT

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjourned at 9:20p.m.**



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

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

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**Finance Department Update**

- The 2<sup>nd</sup> quarter utility bills were due November 25, 2019.
- The Investment Advisory Committee met on November 13 to hear the details of October 2019.
- The Joint Fire Services Committee met on November 21. The March 31, 2019 financial statements were presented by the audit firm and ratified by the Committee.

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**Attachments**

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

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

**Schedule D** (Sanitary Sewer Area Service) is **not** included. The next report will be for the quarter ended December 31, 2019.

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

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

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

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## **Analysis**

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

If revenue were averaged evenly over the year, 67% of the budget would be consumed. To November 30, 2019, overall revenue exceeds the average at 88.4% recorded. Items worth noting are:

**Taxes-** 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. The County forwarded payment for Recreation services for not only the current year but also last year, which was accrued. These payments arrived over the amount accrued last year as well as the budget figure for this fiscal- in total- a \$26,900 variance.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Seven months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Eight 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. The annual dividend from the Kentville Water Utility has been paid to the Town. "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-** The Federal government contributed \$10,100 to summer staff salaries- \$600 in excess of budget. 50% of Provincial Law

Enforcement is recorded along with 80% of Provincial cost-sharing for Active Living. The Provincial department of Communities & Culture forwarded \$10,500 for various Recreation programming. Recreation Nova Scotia forwarded cost-sharing of \$680. TIANS 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 over the benchmark at 71.6% expended. Some departments have exceeded the 67% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**Protective Services- Fire Fighting** exceeds the benchmark, as the third quarter operating payment has been made along with the second half of the Fire Area Rate tax collected on behalf of the KVFD. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule. **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 adds to the budget overage. Payment to Kings Point to Point is complete for the year. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule.

**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. This sector also includes Harvest Festival along with Holiday events. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule. **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 November 30, 2019, 96.5% of the 2019/2020 levy is collected (last year-97.0%). Total property tax outstanding as at November 30, 2019 is \$341,299 (last year- \$309,088). This equates to 96.4% collected in total (last year- 96.6%).

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

The Investment Advisory Committee (IAC) met on November 13, 2019 to discuss the report for the month ended October 31, 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>	\$957,423	\$955,183
<b>Fixed income securities</b>	8,520,388	8,333,883
<b>Equities</b>	<u>4,015,899</u>	<u>4,425,236</u>
<b>Total investments</b>	<b><u>\$13,493,710</u></b>	<b><u>\$13,714,302</u></b>

The *Statement of Reserves (Schedule F)* reports that at October 31, 2019, interest paid is \$63,112, dividends paid into the fund total \$124,361; capital gains are \$127,877 (last year-\$118,056). At October 31, management fees totaled \$17,819 (last year- \$22,719).

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 \$1,102,215 recorded at November 30. 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 November 30, 2019.

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 November 30, 2019.

Respectfully submitted,

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

## Town of Kentville Operating Fund

Month ended November 30, 2019

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,791,500	8,762,750	99.7%
Resource	43,700	42,868	98.1%
Economic development	111,800	109,768	98.2%
	<u>8,947,000</u>	<u>8,915,386</u>	99.6%
<b>Area rates and frontages</b>			
Area rates	576,600	583,588	101.2%
Special assessments	8,500	6,825	80.3%
	<u>585,100</u>	<u>590,414</u>	
<b>Based on revenue</b>			
Business property	39,200	39,208	100.0%
<b>TOTAL TAXATION</b>	<u><b>9,571,300</b></u>	<u><b>9,545,007</b></u>	<b>99.7%</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>	<b>90.1%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	113,600	61,686	54.3%
Local government	97,900	85,506	87.3%
	<u>211,500</u>	<u>147,191</u>	<b>69.6%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>612,434</u>	<b>55.0%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	36,776	86.9%
Rentals	419,000	230,439	55.0%
Interest	115,000	87,119	75.8%
Return on investments	630,000	100,000	15.9%
Other	41,900	27,180	64.9%
	<u>1,248,200</u>	<u>481,514</u>	<b>38.6%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<u><b>226,900</b></u>	<u><b>140,554</b></u>	<b>61.9%</b>
<b>CONDITIONAL TRANSFERS</b>	<u><b>141,200</b></u>	<u><b>97,543</b></u>	<b>69.1%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	252,800	252,833	100.0%
	<u>252,800</u>	<u>252,833</u>	<b>100.0%</b>
<b>TOTAL REVENUE 2019/2020</b>	<u><b>13,265,000</b></u>	<u><b>11,727,882</b></u>	<b>88.4%</b>



## SCHEDULE B

## Town of Kentville Operating Fund

Month ended November 30, 2019

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	248,000	165,186	66.6%
General administration	1,350,100	923,960	68.4%
	<u>1,598,100</u>	<u>1,089,146</u>	<b>68.2%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,341,500	1,501,794	64.1%
Police-sales of service	148,300	86,646	58.4%
Law enforcement	229,500	119,500	52.1%
Fire fighting	760,200	717,367	94.4%
Protective service- debt charge	21,200	20,535	96.9%
Emergency measures and other	116,900	134,662	115.2%
	<u>3,617,600</u>	<u>2,580,504</u>	<b>71.3%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	928,500	564,004	60.7%
Road transportation	782,300	363,408	46.5%
Public transit	205,300	177,669	86.5%
Transportation- debt charge	74,300	65,536	88.2%
Other	96,800	48,508	50.1%
	<u>2,087,200</u>	<u>1,219,125</u>	<b>58.4%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	701,400	596,442	85.0%
<b>PUBLIC HEALTH</b>			
Public health and housing	99,500	(31,067)	-31.2%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	239,500	166,000	69.3%
Other community development	442,300	374,827	84.7%
	<u>681,800</u>	<u>540,827</u>	<b>79.3%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	480,700	336,777	70.1%
-Programmes (net)	129,300	90,463	70.0%
-Facilities	589,700	393,545	66.7%
-Debt charge	31,800	28,732	90.4%
Cultural	128,900	91,151	70.7%
	<u>1,360,400</u>	<u>940,668</u>	<b>69.1%</b>
<b>EDUCATION</b>			
	<u>1,556,300</u>	<u>1,037,504</u>	<b>66.7%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	974,200	974,210	100.0%
Transfers to allowances and reserves	588,500	550,000	93.5%
	<u>1,562,700</u>	<u>1,524,210</u>	<b>97.5%</b>
<b>TOTAL EXPENDITURE 2019/2020</b>	<b>13,265,000</b>	<b>9,497,359</b>	<b>71.6%</b>

## Town of Kentville Operating Fund

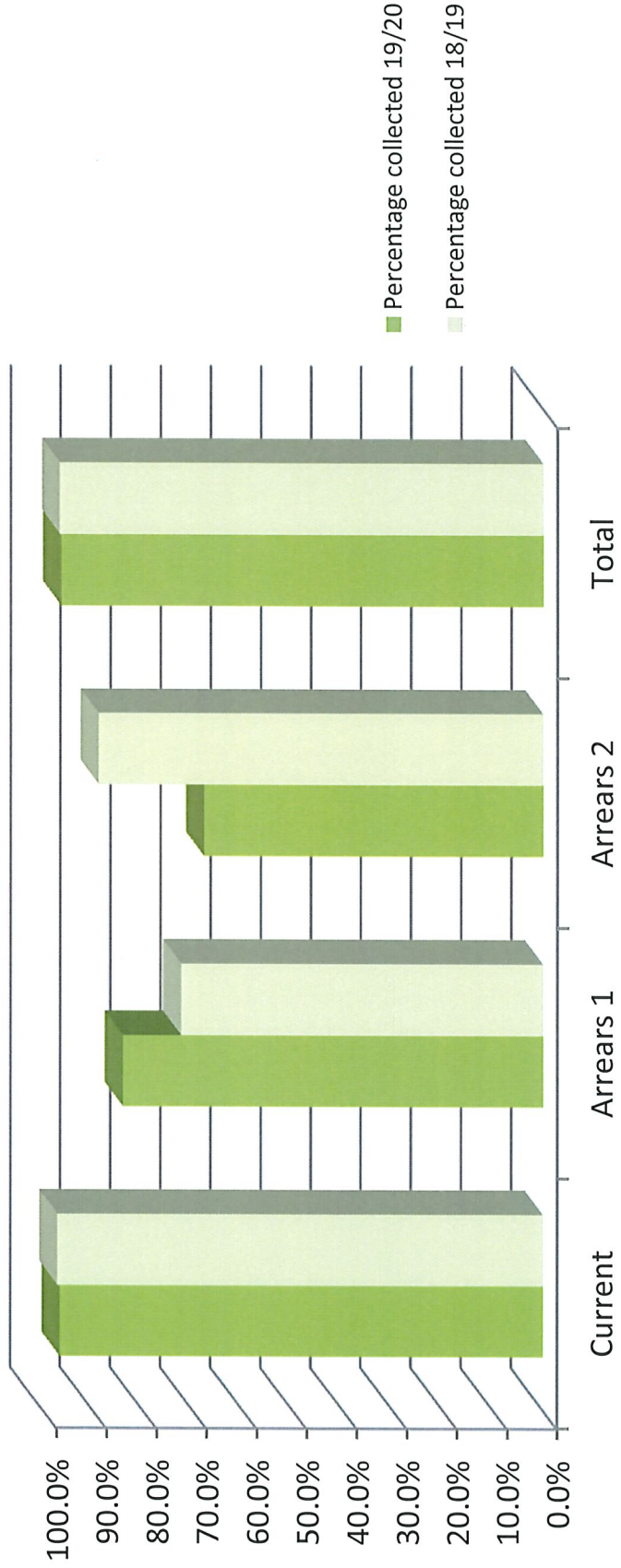
Month ended November 30, 2019

**Summary of Taxes Collected &  
Outstanding**

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

	<u>CURRENT</u> \$	<u>ARREARS 1</u> \$	<u>ARREARS 2</u> \$	<u>TOTAL OUTSTANDING</u> \$
Balance, April 1, 2019	(200,057)	106,207	4,000	(89,850)
Billed 2019	9,439,754	0	0	9,439,754
19/20 net adjustments	<u>3,780</u>	<u>0</u>	<u>0</u>	<u>3,780</u>
Total collectible	9,243,477	106,207	4,000	9,353,684
Total collected	<u>8,920,537</u>	<u>89,139</u>	<u>2,709</u>	<u>9,012,385</u>
Outstanding	<u>322,940</u>	<u>17,068</u>	<u>1,291</u>	<u>341,299</u>
Percentage collected 19/20	96.5%	83.9%	67.7%	96.4%
Percentage collected 18/19	97.0%	72.3%	88.8%	96.6%

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



# Town of Kentville Perpetual Reserve Fund

Month ended October 31, 2019

Statement of Financial Position	2019 Actual \$	2018 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$955,183)	957,423	1,856,732
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,654	3,223
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$8,333,883)	8,520,388	8,179,961
Equities (at market- \$4,425,236)	4,015,899	3,352,265
<b>Total assets</b>	<u>13,496,364</u>	<u>13,392,181</u>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	<u>13,496,364</u>	<u>13,392,181</u>
<b>Total fund balance</b>	<u>13,496,364</u>	<u>13,392,181</u>

# Town of Kentville Perpetual Reserve Fund

Month ended October 31, 2019

Statement of Reserves	2019 Actual \$	2018 Actual \$
Balance, beginning of year	<u>13,198,833</u>	<u>13,100,897</u>
Add:		
Interest	63,112	89,412
Dividends	124,361	109,761
Accrued interest and dividends		
Capital gains		
Equities	148,472	135,733
Fixed income securities	<u>(20,595)</u>	<u>(17,677)</u>
	<u>315,350</u>	<u>317,229</u>
	<u>13,514,183</u>	<u>13,418,126</u>
Less:		
Management fees (net)	17,819	22,719
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>17,819</u>	<u>25,945</u>
Balance, end of year	<u>13,496,364</u>	<u>13,392,181</u>

## Town of Kentville Capital Fund

March 31, 2020

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	858,800	307,943	35.9%
General Administration	88,500	66,494	75.1%
Protection	108,500	64,776	59.7%
Transportation	958,200	354,434	37.0%
Planning	15,000	0	0.0%
Development	67,000	44,385	66.2%
Recreation	723,100	264,182	36.5%
Cultural	0	0	0.0%
	<b>2,819,100</b>	<b>1,102,215</b>	<b>39.1%</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>			
Cash			
Capital fund cash		0	0.0%
Reserves			
<b>Restricted</b>			
Gas Tax Funds	858,800	307,943	35.9%
<b>Own Sources</b>			
Equipment Capital	59,000	31,946	54.1%
Town Capital			
General allocation	589,400	293,103	49.7%
Recreation	74,900	67,844	90.6%
	<b>1,582,100</b>	<b>392,893</b>	<b>24.8%</b>
Operations			
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>340,613</b>	<b>31.5%</b>
	<b>2,819,100</b>	<b>1,102,215</b>	<b>39.1%</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget (revised)	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	73,200	0
05-35-71-340	Canaan Ave	80,000	33,859
05-35-71-250	Park Street West sidewalk/storm sewer Phase 1	200,000	143,941
	<b>Streets</b>		
05-35-71-200	School Street	30,000	64,552
	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	65,591
	<b>Recreation &amp; sport infrastructure</b>		
05-35-74-100	Trail- Bridge canoe launch	0	0
	<b>PROJECTS</b>	<b>858,800</b>	<b>307,943</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	1,700	2,621
	Reserve- Gas Tax 18-19	24,600	24,600
	Reserve- Gas Tax Current 2019-2020	442,100	280,722
	Reserve- Gas Tax Top Up	390,400	
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>858,800</b>	<b>307,943</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	Server system and SAN	55,000	54,044
	Integration manager	8,500	
	<b>TOWN HALL</b>		
	Exterior upgrades		
05-35-72-260	Town hall exterior staircase	25,000	12,450
	<b>PROJECTS</b>	<b>88,500</b>	<b>66,494</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	88,500	66,494
	Borrowing		
	<b>TOTAL</b>	<b>88,500</b>	<b>66,494</b>



# Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	<b>PROTECTIVE SERVICES</b>		
#	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>	<b>108,500</b>	<b>64,776</b>
	<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>	<b>108,500</b>	<b>64,776</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	134,000	31,946
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	Streets	300,000	251,970
	Chester Ave- \$200,000		
	Campbell Road-\$100,000		
05-35-71-480	New bridge approaches	97,500	(0)
	<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>	<b>958,200</b>	<b>354,434</b>
	<b>FUNDING</b>		
	<b>CASH- OVERRUN</b>		
	Equipment capital reserve	59,000	31,946
	Proceeds on sale	10,000	
	Province of Nova Scotia -NDMP	87,500	2,636
	Capital reserve- general allocation	237,500	125,056
	Borrowing	564,200	194,796
	<b>TOTAL</b>	<b>958,200</b>	<b>354,434</b>

# Town of Kentville Capital Fund

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

# Town of Kentville Capital Fund

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

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	3,555
	<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	19,868
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	14,443
05-35-73-300	<b>Studies (WIP &amp; New)</b>	108,500	93,490
	<b>PROJECTS</b>	<b>723,100</b>	<b>264,182</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	63,022
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	133,317
	<b>TOTAL</b>	<b>723,100</b>	<b>264,182</b>

# Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	<b>CULTURAL SERVICES</b>		
#	Description	Budget	Actual
05-35-74-750	Library		0
	<b>PROJECTS</b>	<b>0</b>	<b>0</b>
	<b>FUNDING</b>		
	Capital reserve- Town General		
	Borrowing		
	<b>TOTAL</b>	<b>-</b>	<b>0</b>

## Town of Kentville

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

	Town Operating Fund		Town Capital	Kentville Water Utility		TOTAL
	Sanitary Sewer	Recreation		Hydrant Charge	Interest	
2014/15	45,344	8,378		14,864	25,028	45,344
2015/16	59,832	3,946		16,905	29,101	83,074
2016/17	232,836	58,422	54,112	188,968	1,386	309,905
2017/18	247,360			188,968	0	494,750
<b>PAID- July 9, 2018</b>						<b>(168,041)</b>
2018/2019 (staus quo bill)	171,500					360,468
<b>PAID- August 13, 2019</b>						<b>(371,636)</b>
	677,792	12,323	54,112	7,530	55,515	753,864
	(258,122)				(41,787)	(258,122)
	419,670	14,142	54,112	7,530	13,728	495,742
				19,439		
						<b>509,470</b>

Written out of ledger due to age  
(But still collectible)

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

	Town Operating Fund		Sewer Connections	TOTAL DUE COUNTY
	Regional Sewer	Building & Fire inspection		
2017/2018	Current Billing	Disposal site		27,218
	4 quarters	Current Billing	27,218	
2018/2019	703,000	81,916	34,349	819,265
2019/2020	363,500	38,870		402,370
	Q. 1+2	Q. 1+2		
<b>PAID September 2019</b>				<b>(120,786)</b>
	1,066,500	0	61,567	1,128,067

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: December 4, 2019

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

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

In this report, the Town of Kentville is in a deficit position of **\$47,900** (last month-deficit \$71,000).

Everything known to date has been scraped up and reported.





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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$33,700**. The particulars are as follows:

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

- Taxation is **under budget \$29,300**. 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 \$237,900; **OVER BUDGET \$26,400**)

**This section should exceed its budget by 12.5%.**

- Local- Recreation **will exceed budget \$26,900**, as the County of Kings payment for 18/19 accrued Recreation services exceeded budget by \$13,450. Payment was also made for the 19/20 fiscal year- also \$13,450 over our budget figure.
- Local- Cultural slight decrease in the actual library contribution by the County of Kings **(\$500)**.

**5 SALES OF SERVICE** (budget \$1,112,700; projected \$1,113,600; **OVER BUDGET \$900**)

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

- Public Works- Street sweeper is reduced to zero- no transactions have occurred this fiscal year. **(\$1,500)**
- Recreation- Capital records **\$2,400** which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,248,200; projected \$1,262,700; **OVER BUDGET \$14,500**)

**Own source revenue is projected to be over budget by 1.2%.**

- 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 **records \$1,300** due to billing the province for the transport of prisoners.
- Miscellaneous- Recreation **received \$300** for sponsorship of dog bags.

**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 \$81,600**. The Town Operating Fund is projecting **a current deficit of \$47,900**. 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 \$1,383,400; **OVER BUDGET \$33,300**)

**This department is projected to end the year over budget by 2.5%.**

- Remuneration will **exceed budget \$29,500** due to changes in personnel.
- Office expenses are projecting **over budget by \$ 1,200**. 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 \$3,693,400; **OVER BUDGET \$75,800**)

**Police Protection- core program** is projecting to be **over budget \$21,500**.

- Remuneration is projecting over budget \$ 2,000 in Overtime Sergeants account.
- 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.
- Occupancy- Police building is projecting savings of \$4,000 in Heat and Electricity accounts.
- Operations- Communication will provide savings of \$1,000 in Maintenance cost centre.
- 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 \$4,300**.

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

### **Law Enforcement**

- **Savings of \$9,500** will be found in Parking Enforcement due to a change in staffing.

### **Fire Protection**

- This section is projected to **exceed its budget by \$700** related to the hydrant charge paid to the Kentville Water Commission.

### **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 \$67,300**.
- Emergency measures- wages are projected over budget \$30,800 due to extra costs incurred re: Post Tropical storm Erin and Hurricane Dorian.
- Emergency measures- materials & supplies is projected to be over budget \$27,700 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 \$687,600; **OVER BUDGET \$5,800**)

**Environmental Development expects exceed its budget by 0.9%**

- **Planning & zoning** is increased **\$5,000** in Office expenditures due to legal expenditures.
- **Environmental development section** will provide **savings of \$1,700** in studies and survey costs.
- **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 \$1,337,600; **UNDER BUDGET \$22,800**)

**This department is projected to be under budget by 1.7%.**

- "Programmes" are projected **under budget by \$12,000**. Savings are found in Swimming Pool, Day Camp and Tennis offset by \$2,900 granted 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 \$3,300**. Segments under budget include Swimming pool, Tennis Courts and Other parks offset by overages in Parks & Playgrounds-general and Memorial Park.
- 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	9,494,300	-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>9,540,300</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	124,300	27.0%
	<u>211,500</u>	<u>237,900</u>	12.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>1,113,600</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	43,500	3.8%
	<u>1,248,200</u>	<u>1,262,700</u>	1.2%
<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>13,298,700</u>	0.3%

# 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	1,383,400	2.5%
		<u>1,598,100</u>	<u>1,631,400</u>	2.1%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,341,500	2,363,000	0.9%
11-1	Police- Sales of service	148,300	144,000	-2.9%
11-2	Law enforcement	229,500	220,000	-4.1%
12	Fire protection	760,200	760,900	0.1%
13	Protective services- debt charge	21,200	21,300	0.5%
13	Emergency measures & other	116,900	184,200	57.6%
		<u>3,617,600</u>	<u>3,693,400</u>	2.1%
<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	443,100	0.2%
		<u>681,800</u>	<u>687,600</u>	0.9%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	480,700	480,700	0.0%
21	-Programmes & other	129,300	111,300	-13.9%
22	-Facilities	589,700	586,400	-0.6%
22	-Recreation- Debt charges	31,800	31,800	0.0%
22	Cultural	128,900	127,400	-1.2%
		<u>1,360,400</u>	<u>1,337,600</u>	-1.7%
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>13,346,600</u>	0.6%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(47,900)</u>	-0.4%

# 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	2,111,800
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>8,805,200</u>
Fire Area Rate (KVFD)	161,900	161,900
Fire Protection Area Rate (Hydrant)	414,700	415,400
	<u>576,600</u>	<u>577,300</u>
Economic development levy	111,800	111,800
	<u>9,523,600</u>	<u>9,494,300</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>9,540,300</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(31,000)</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>	392,600	399,700
<b>Province</b>		
Province- Research Station R	16,800	16,800
Province- River Street R	37,100	37,100
Province- Cornwallis Street R	2,700	2,700
Province- 77 Cornwallis Street R	51,200	51,200
	107,800	107,800
	500,400	507,500
<b>OVER BUDGET (UNDER BUDGET)</b>		7,100

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	113,600	113,600
<b>Local government</b>		
Kings County- Recreation	38,000	64,900
Kings County- Transportation	19,900	19,900
Kings County-Cultural	40,000	39,500
	97,900	124,300
	211,500	237,900
<b>OVER BUDGET (UNDER BUDGET)</b>		26,400

# 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	-
Recreation- capital		2,400
Recreation- sales	4,400	4,400
	<b>1,112,700</b>	<b>1,113,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>900</b>

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		1,300
Miscellaneous- Recreation	-	300
	<u>1,248,200</u>	<u>1,262,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>14,500</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
	<hr/>	<hr/>
	226,900	224,500
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(2,400)</b>

# 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	5,600
Expenses- Andrew	5,000	5,600
Expenses- Bolland	3,000	3,000
Expenses- Gerrard	3,000	3,100
Expenses- Maxwell	3,000	3,000
Expenses- Pulsifer	3,000	3,000
Expenses- Savage	3,000	3,000
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	-	
	248,000	248,000
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville Operating Fund -19/20

March 31, 2020

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	1,000
Other administration	20,000	20,000
Bank charges	9,000	9,000
	153,200	154,400
<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
	125,600	125,600
<b>Debt Charges</b>		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	10,800	10,800
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,000	16,200
Reduced taxes- Section 71	52,400	51,800
Grant - Kentville Legion	1,500	1,500
Assessment Services	90,400	90,400
	157,300	159,900
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,350,100	1,383,400
<b>OVER BUDGET (UNDER BUDGET)</b>		33,300

# 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	10,000
Overtime-Constable	40,000	40,000
Secondment	99,100	99,100
	1,695,900	1,697,900
<b>Benefits 122-12-02X</b>	294,100	294,100
<b>Internal allocation 122-13-010</b>		
<b>Office Expenditures</b>		
Professional expenditure	-	
Honoraria-Commission	600	600
Meeting-Commission	3,500	3,500
Director's expenses	9,000	9,000
Inspector's expenses	1,000	1,000
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	20,300	20,300
Office expense & supplies	12,000	18,000
Telephone	26,000	26,000
Equipment rental	4,000	4,000
Other expenditure	6,500	20,000
	105,900	125,400
<b>Occupancy-Police Building</b>		
Insurance	1,600	1,600
Heat	10,000	8,000
Electricity	16,000	14,000
Water/sewer	2,200	2,200
Maintenance- Other costs	35,000	35,000
	64,800	60,800
<b>Operations-Communication</b>		
Communications	44,100	44,100
Radio license	2,500	2,500
Maintenance	3,000	2,000
	49,600	48,600

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	21,500	21,500
<b>Operations-Vehicle</b>		
Insurance	5,800	5,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	53,800	58,800
<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
	55,900	55,900
<b>TOTAL POLICE PROTECTION</b>	2,341,500	2,363,000
<b>OVER BUDGET (UNDER BUDGET)</b>		21,500
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,341,500	2,363,000
<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>	237,600	237,600
<b>NET POLICE PROTECTION</b>	2,103,900	2,125,400
<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		(4,300)
	148,300	144,000
<b>NET SALES OF SERVICES</b>		(4,300)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	590,000	590,000
<b>NET SALES OF SERVICES</b>		(446,000)

# 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	50,000
	144,200	134,700
<b>TOTAL LAW ENFORCEMENT</b>	229,500	220,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,500)
<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	206,400

# 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>-</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	414,700	415,400
<b>SURPLUS (DEFICIT)</b>		<b>700</b>
<b>TOTAL FIRE PROTECTION</b>	<b>760,200</b>	<b>760,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>700</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>	21,200	21,300
<b>OVER BUDGET (UNDER BUDGET)</b>		100
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	31,100
Emergency control-M & S	100	27,800
911 System	17,700	17,700
	32,000	90,500
<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
	84,900	93,700
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	116,900	184,200
<b>OVER BUDGET (UNDER BUDGET)</b>		67,300

# 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
	<u>818,400</u>	<u>788,300</u>
<b>Benefits 123-12-02X</b>	<u>214,900</u>	<u>214,900</u>
<b>Internal allocation 123-13-010</b>	<u>(500,700)</u>	<u>(500,700)</u>
<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
	<u>47,200</u>	<u>85,200</u>
<b>Occupancy-Public Works building 123-15-0XX</b>	<u>39,200</u>	<u>39,200</u>
<b>Operations-Communications</b>		
Communication	<u>3,500</u>	<u>3,500</u>
<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
	<u>306,000</u>	<u>306,000</u>
<b>TOTAL COMMON SERVICES</b>	<u>928,500</u>	<u>936,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>7,900</u>

# 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>		
	74,300	74,300
<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</b>		
<b>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>	<b>99,500</b>	<b>59,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(40,500)</b>

# 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	2,000
Kentville Futures & Lions Club operating costs	11,000	11,000
	21,000	19,300
	134,300	132,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(1,700)
<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)
<b>Office Expenditures</b>		
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
	<u>63,100</u>	<u>63,100</u>
<b>Vehicles and equipment</b>		
Insurance	4,000	4,000
Lease of equipment	14,600	14,600
Gasoline	9,000	9,000
Operations and maintenance	19,000	19,000
	<u>46,600</u>	<u>46,600</u>
<b>TOTAL ADMINISTRATION-RECREATION</b>	<u>480,700</u>	<u>480,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>-</u>

# 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	17,000
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	5,000
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>58,300</b>	<b>46,300</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>111,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(18,000)</b>

# Town of Kentville Operating Fund -11/12

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	40,400	40,400
Swimming pool 127-42-0XX	19,800	15,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	2,000	700
Other facility maintenance 127-46-065	14,700	14,700
Kentville arena 127-52-XXX	344,200	344,200
Parks and playgrounds - general 127-61-0XX	78,100	85,000
Memorial Park 127-62-0XX	51,000	51,900
Oakdene Park 127-63-0XX	1,500	1,500
Other parks (Park Division Spaces) 127-65-0XX	30,000	25,000
Other playgrounds 127-67-0XX	3,000	3,000
Rail corridor maintenance 127-69-0XX	5,000	5,000
<b>TOTAL RECREATION FACILITIES</b>	<b>589,700</b>	<b>586,400</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(3,300)</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
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,556,300</u>	<u>1,556,300</u>
TOTAL APPROPRIATION	<u>1,556,300</u>	<u>1,556,300</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>



# Town of Kentville Operating Fund -19/20

March 31, 2020

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



## REQUEST FOR DECISION

### Supplementary Capital Budget in Support of

### RFP KTA 19-05 Supply and Deliver Three 9.75 Metre Transit Buses

#### INTRODUCTION

On September 12<sup>th</sup>, 2019, Request for Proposal (RFP) KTA #19-05 was publicly issued inviting proponents to submit a proposal to supply and deliver three 9.75 metre transit buses. Though not stated in the RFP document, the primary objective of this RFP is to replace the three Grande West Vicinity Buses that are currently owned by Kings, Annapolis and Digby Counties (one each). Secondary objectives include obtaining robust warranty coverage that is appropriate for a high mileage rural transit system, and a procurement complimentary to our aim for logistical and operational efficiencies. In addition, the RFP requested costed options for 10.67 metre variants of the vehicles proposed, as the shorter wheel base vehicles currently owned are a challenge to handle at highway speeds (safety implications) and it is anticipated that increased passenger capacity will be required as the service expands.

The RFP has closed and the two bids received have been evaluated. As outlined in this document, the cost of the recommended bid exceeds the amount budgeted for this procurement effort (an explanation follows); therefore, before an award can be contemplated, approval of a Supplementary Capital Budget by the Owner Councils is required as outlined in the Inter Municipal Service Agreement for the Kings Transit Authority.

#### DRAFT MOTION

That the Kings Transit Board of Directors recommend for approval the attached Supplementary Capital Budget necessary to support the award of RFP KTA 19-05.

#### DISCUSSION

RFP KTA #19-05 was publicly advertised on the Nova Scotia tenders portal and the Municipality of the County of Kings website; it closed on November 1<sup>st</sup>, 2019. Proposals were received before the published deadline as follows:

- City View Bus Sales and Service (proposing the ENC El Dorado EZ Rider II model)
- Grande West (proposing the Vicinity model)

The proposals were evaluated independently by an internal team of four persons using the evaluation criteria and scoring structure outlined in the RFP document. A final score was developed by the team via consensus. A two envelope system was used, with the Technical Proposal in Envelope 1 and the Cost Proposal in Envelope 2.

Proponent Scores on the Technical Proposal are summarized as follows:

- City View Bus Sales and Service 56/70 (80%)
- Grande West Transportation Group 30/70 (42.8%)

Given the low score awarded for the Grande West proposal, only the City View cost proposal was seriously considered, with prices for each option as follows:

ENC El Dorado EZ Rider II – 9.75 Metre Variant	\$589,525.71
ENC El Dorado EZ Rider II – 10.67 Metre Variant	\$601,345.71

Considering the factors discussed in the Introduction and the relatively small cost difference between the two variants, the 10.67 Metre variant of the bus is the option that would be recommended by staff when appropriate; however, there are financial implications associated with this option that are outlined in the following section.

## FINANCIAL IMPLICATIONS

With the FY 2019/20 budget process, a total of \$400,000 was allocated from the Kings Transit Authority Capital Account for this purpose (Kings County bus only, separate approval was obtained for the Annapolis and Digby County buses); the cost of the staff recommended option would exceed the amount budgeted by approximately \$200,000 per unit. Factors that contribute to the dollar value in excess of budget include (but are not exclusive to):

- The amount budgeted was an estimate based on imperfect market related information and assumptions on the range of vendors that could respond;
- The terms of the warranty specified far exceed what is typical for bus procured for an urban environment; while a robust warranty offers improved peace of mind, there is a price of a warranty of this nature;
- Improved mechanical and structural specifications were included based on past experience, intended to simplify the planned and corrective maintenance requirements and extend the life of the vehicles procured;
- Accessories such as six spare wheels and six spare tires per bus were required (not typical);
- Improved passenger amenities were specified, such as two modern securing systems for mobility devices and USB ports accessible to the passengers; and
- The vehicle proposed is longer than what was contemplated in the base specification, which adds to the cost.

Related, given the anticipated build period for these buses (365 days after a Purchase Order is submitted) and no milestone payments are required, there should be no funding outlays related to this procurement until January 2021 at the earliest. With these factors in mind, a Supplementary Capital Budget approved by three of the four Owner Councils is required.

Request for Decision 002-19

Title: Supplementary Capital Budget

Date: 2019-12-02

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Based on the highest scoring proponent's cost of \$601,345.71 plus net HST of \$25,773.67 for a total of \$627,119.38 for the Kings County bus, costs will be included in the proposed Kings Transit Authority Supplementary Capital Budget for 2020/21 (attached).

**ALTERNATIVES**

There are no alternatives to this Request for Decision, unless the Board of Directors does not support proceeding with the procurement of the recommended bus.

DRAFT

**Kings Transit Authority**  
**Supplementary Capital Budget 2019/20 to 2027/2028 as of December 2nd, 2019**

Funding	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Total
Federal - PTIF - Core			1,400,000				375,000			1,775,000
Federal - PTIF - Annapolis			350,000	320,000						670,000
Federal - PTIF - Digby				320,000						320,000
Provincial - PTAP - CORE	365,200	365,200	250,500	250,500	250,500	250,500	250,500	250,500	250,500	2,483,900
Provincial - PTAP - Annapolis	140,800	140,800	96,000	96,000	96,000	96,000	96,000	96,000	96,000	953,600
Provincial - PTAP - Digby	44,000	44,000	28,500	28,500	28,500	28,500	28,500	28,500	28,500	287,500
Municipal/Debt - CORE	80,000	80,000	520,961	80,000	80,000	80,000	80,000	80,000	80,000	1,160,961
Municipal/Debt - Annapolis		625,000								625,000
Municipal/Debt - Digby		625,000		90,257						715,257
<b>Total funding</b>	<b>630,000</b>	<b>1,880,000</b>	<b>2,645,961</b>	<b>1,185,257</b>	<b>455,000</b>	<b>455,000</b>	<b>830,000</b>	<b>455,000</b>	<b>455,000</b>	<b>8,991,218</b>

Capital purchases	Model	Year Purchased	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2024	2025/2026	2025/2026	2025/2026	2025/2026
<b>Buses - CORE</b>												
Bus 49	Vicinity	2014		630,000								630,000
Bus 51	New Flyer D40LF	2005			700,000							700,000
Bus 52	New Flyer D40LF	2005			700,000							700,000
Bus 53	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 55	New Flyer D40LF	2005			700,000							700,000
Bus 59	Nova LFS/L581	2011							750,000			750,000
Bus 60	Eldorado EZ Rider	2017										-
Bus 61	Eldorado EZ Rider	2017										-
<b>Buses - Annapolis</b>												
Bus 46	Vicinity	2014		630,000								630,000
Bus 56	New Flyer D40LF	2005			700,000							700,000
Bus 57	Eldorado EZ Rider	2007				625,000						625,000
<b>Buses - Digby</b>												
Bus 50	Vicinity	2014		630,000								630,000
Bus 58	Eldorado EZ Rider	2007				625,000						625,000
Equipment - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	75,000	275,000
Equipment - Annapolis			-									-
Equipment - Digby			-									-
Buildings - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000
<b>Total purchases</b>			<b>70,000</b>	<b>1,940,000</b>	<b>3,550,000</b>	<b>1,300,000</b>	<b>50,000</b>	<b>50,000</b>	<b>800,000</b>	<b>50,000</b>	<b>100,000</b>	<b>7,910,000</b>

**Kings Transit Authority**  
**Supplementary Capital Budget 2019/20 to 2027/2028 as of December 2nd, 2019**

Funding	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Total
<b>CORE Capital Account</b>										
Opening Balance - Core	538,139	913,339	678,539	-	280,500	561,000	841,500	747,000	1,027,500	538,139
Plus Funding	445,200	445,200	2,171,461	330,500	330,500	330,500	705,500	330,500	330,500	5,419,861
Less Capital Purchases	(70,000)	(680,000)	(2,850,000)	(50,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(4,700,000)
Closing Balance - Core	913,339	678,539	-	280,500	561,000	841,500	747,000	1,027,500	1,258,000	1,258,000
<b>Annapolis Capital Account</b>										
Opening Balance	317,865	458,665	594,465	340,465	131,465	227,465	323,465	419,465	515,465	317,865
Plus Funding	140,800	765,800	446,000	416,000	96,000	96,000	96,000	96,000	96,000	2,248,600
Less Capital Purchases	-	(630,000)	(700,000)	(625,000)	-	-	-	-	-	(1,955,000)
Closing Balance - Annapolis	458,665	594,465	340,465	131,465	227,465	323,465	419,465	515,465	611,465	611,465
<b>Digby Capital Account</b>										
Opening Balance - Digby	74,743	118,743	157,743	186,243	-	28,500	57,000	85,500	114,000	74,743
Plus Funding	44,000	669,000	28,500	438,757	28,500	28,500	28,500	28,500	28,500	1,322,757
Less Capital Purchases	-	(630,000)	-	(625,000)	-	-	-	-	-	(1,255,000)
Closing Balance - Digby	118,743	157,743	186,243	-	28,500	57,000	85,500	114,000	142,500	142,500
Totals	930,747	1,490,747	1,430,747	526,708	411,965	816,965	1,221,965	1,251,965	1,656,965	930,747
	630,000	1,880,000	2,645,961	1,185,257	455,000	455,000	830,000	455,000	455,000	8,991,218
	(70,000)	(1,940,000)	(3,550,000)	(1,300,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(7,910,000)
	1,490,747	1,430,747	526,708	411,965	816,965	1,221,965	1,251,965	1,656,965	2,011,965	2,011,965

Capital Purchase Notes

The Capital Budget assumes:

Resolution/funding of the amount "Due To Capital" as outlined in the Kluska Report  
\$500k of long-term debt or additional capital contribution from the Core owners in 2021/22, which cannot be Gas Tax funds because we are assuming PTIF funding for 50%  
\$630,000 of Gas Tax Funding from Annapolis and Digby Counties towards the purchase of new buses (one each)  
\$175,000 of additional PTAP funds will be available for the 2019/20 and 2020/21 fiscal years  
PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of the five 40-foot buses in the 2021/22 fiscal year  
PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of the two 30-foot buses in the 2022/23 fiscal year (Annapolis & Digby)  
PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of the Core 40-foot bus in the 2025/26 fiscal year  
Total PTIF2 funding expected between 4/1/19 and 3/31/28 is approximately 1.67% of \$289,589,324 or \$4.8 million. The above budget assumes \$2.5 million of PTIF funds, leaving the remaining \$2.3 million available for expansion of service

Town of Kentville – Planning Department

November 2019 Activity Report

Report to CAC – December 9, 2019



<b>Programs and Operations</b>		<b>Highlights</b>
<b>Projects</b>	<ul style="list-style-type: none"><li>• 8 Development Permits Issued.</li><li>• 2 Subdivisions Applications</li><li>• Dangerous and Unsightly Premises -0.</li><li>• Zoning Certificates – 0</li><li>• Special Event Permit – 3</li><li>• Vending Permit - 0</li></ul> <ul style="list-style-type: none"><li>• Glooscap curing club: no further updates.</li><li>• Former KCA Lands. Enqore are finalizing costs for excavation work. They are hoping to begin preparing the land for development as soon as possible.</li><li>• Green Parsons Developments. Development continues on schedule.</li><li>• MacDougal Heights: Working with Parson Investments on approving a 26 lot subdivision between Acadia Drive and Dalhousie Ave.</li><li>• Business Park: Interest in land in the Business Park continues. A Subdivision plan is being processed for 3 additional lots.</li><li>• Various mapping and GIS support continues.</li></ul>	<ul style="list-style-type: none"><li>• building Valuation of \$96,485, for a year total of \$19,163,590</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>• Esri User Conference</li> <li>• John Parsons</li> </ul>	

We are working in the final price for the excavation work and then will decide on the time lines. I will keep you up to date.



# Activity Report

Planning & Development

November 2019



<i>PERMITS</i>	<i>PERMITS ISSUED</i> NOVEMBER 2019		<i>PERMITS ISSUED</i> NOVEMBER 2018	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	8	131	8	114
<b>Total Building Value (\$)</b>	96,485	19,163,590	62,232	5,571,050
<b>Permit Revenue (\$)</b>	302.00	25,001.06	311.47	11,012.61

# Permits Report

Planning & Development

November 2019



<b>Permit #:</b> 3712	<b>Permit Date:</b> Nov 01 / 19
<b>Value of Construction:</b> \$25,000.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Constructing a 6’ galvanized chain link fence with 1 ft of barb wire and two swing gates	

<b>Permit #:</b> 3711	<b>Permit Date:</b> Nov 12 / 19
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$50.00
Sign – Wall sign, measures 7.6’ x 2.2’ (16.72 sq ft)	

<b>Permit #:</b> 3715	<b>Permit Date:</b> Nov 12 / 19
<b>Value of Construction:</b> \$185.00	<b>Fee:</b> \$50.00
Sign – Blade Sign, measures 36” x 30” (8.1 sq ft)	

<b>Permit #:</b> 3716	<b>Permit Date:</b> Nov 14 / 19
<b>Value of Construction:</b> \$4,800.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Constructing a 5’ chain link fence	

<b>Permit #:</b> 3714	<b>Permit Date:</b> Nov 19 / 19
<b>Value of Construction:</b> \$1,500.00	<b>Fee:</b> \$50.00
Sign – Ground Sign, 6’ 8” in height, 3 signs equating to 18.67 sq ft in total sign area.	

<b>Permit #:</b> 3713	<b>Permit Date:</b> Nov 29 / 19
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$0.00
New Accessory Structure <215 sq ft – Constructing a 16’ x 14’ (192 sq ft) shed on the property.	

<b>Permit #:</b> 3718	<b>Permit Date:</b> Nov 28 / 19
<b>Value of Construction:</b> \$60,000.00	<b>Fee:</b> \$152.00
Renovations – Renovated to accommodate a new commercial business	

<b>Permit #:</b> 3717	<b>Permit Date:</b> Nov 26 / 19
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant – Law office to Holistic Health Service Office	

<b>Total Value of Construction:</b>	\$96,485.00	<b>Total Permit Fees:</b>	\$302.00
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**Town of Kentville**  
**Community & Economic Development**  
**Report to CAC – December 9<sup>th</sup>, 2019**



Submitted December 4th, 2019

<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• We are again running “It Feels Like Christmas” with MBS Radio and that promotion takes us to the end of the month. Spring marketing planning will begin in late January, some larger publications and national magazines have already been booked for 2020.</li><li>• We are working on the development of destination packages for tourism operators who are “off the books”. Through the visitor services manager, we make sure that all licensed operators in the area have our tourism materials. VIC’s are currently unable to support ore recommend unregulated operators (like Airbnb’s) so in order to reach visitors who use those unregulated services we will be creating packages for to use at their choice in servicing the travelling public that we currently don’t have direct access to. The packages will be ready to roll out in the spring.</li><li>• The “How to Grow Your Business” booklet has been updated and edited for print. We are awaiting final authorization from the REN for use of the new Annapolis Valley Brand, and once completed the booklets will be available in hard copy. Currently, the original version is available for download on the Kentville website.</li><li>• Data collection and research around the Kentville Business Park will be conducted over the winter months in order to allow the CEDC to better support land sales and development in the park. Data required includes items like the total number of employees currently working in the park, hours of operation for each business, traffic counts for park streets, etc. We have reached out to Acadia to acquire a Community Development student who can assist with this project through a job placement over the winter months. If we successfully acquire a student, they will be with us starting in February for 6 weeks.</li></ul>
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	<ul style="list-style-type: none"> <li>We are adding a resource to the Kentville website that will greatly improve the content library with regards to investment readiness. Townfolio is a company that takes unmanageable and hard to read stats and data and puts it into user friendly infographics for use by the general public, or in our case, potential investors. We will launch this new tool on the Economic Development landing page of the Kentville website beginning in the spring of 2020</li> </ul>
<b>Projects &amp; Beautification</b>	<ul style="list-style-type: none"> <li>The Kentville Business Park working group is delivering a new campaign this holiday season called "light up the park". Businesses in the park were encouraged to decorate using lights and the Town is jointly promoting the park as an area for visitors to drive through and check out over the holiday season. The Town's decorating elves have added some décor/lighting to the Business Park Entrance at Roscoe Drive. A meet and greet and trophy presentation will take place at Capital Paper on December 20<sup>th</sup> and all are invited to attend.</li> <li>Holiday lighting is up, and the Town's holiday beautification efforts are being complimented by KBC's Holly Jolly Decorating campaign, and the new "light up the park" initiative in the Kentville Business Park.</li> <li>The downtown signage project has been suspended until after April 1 in order to preserve budget.</li> </ul>
<b>Tourism /events</b>	<ul style="list-style-type: none"> <li>See attached VIC end of Season report</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>KBC's second video in the series being produced with the special projects funding is completed! At the time this report was submitted the video had not been released but may be out now. The first video featured fall activities for families, this one focuses on the experience of downtown shopping in Kentville during the holiday season. Please view it and share it as appropriate! The committee working on this project has put a lot of thought and care into the messaging, and the team at Canopy Creative has done a fabulous job capturing the spirit of Kentville for this project!</li> </ul>

<b>Meetings and Events</b>	<p>November</p> <ul style="list-style-type: none"> <li>1 – marketing planning meeting</li> <li>4 – Exploring Opportunities conference call (NSCC Housing)</li> <li>5 – KBC Special Projects</li> <li>5 – AVR radio spot</li> <li>6 – Consultation with potential business</li> <li>7 – AVCC Business Awards</li> <li>8 – Consultation with potential business</li> <li>12 – Quality of Life project meeting (phone)</li> <li>12 – AVR Radio spot</li> <li>12 – CAC</li> <li>12 – Farmers Market Board</li> <li>13 – STORM</li> <li>13 – Guest Speaker at NSCC Tourism class on “Community Partnerships”</li> <li>14 – Saltscapes regional planning</li> <li>14 – Land sales meeting</li> <li>15 – STORM</li> <li>18 – Farmers Market Board</li> <li>19 – AVR Radio spot</li> <li>21 – Consultation with potential business</li> <li>22 – Torchlight event</li> <li>25 – Farmers Market Board</li> <li>26 – Townfolio consultation call</li> <li>27 – Random Acts of PIE-ness</li> <li>29 – Valley REN Branding presentation</li> </ul>
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**Respectfully Submitted,**

**Lindsay Young,**

**Community & Economic Development Coordinator**

**TO:** CAO Kelly Rice**SUBMITTED BY:** Lindsay Young  
Community & Economic Development Coordinator**DATE:** December 9th, 2019**SUBJECT:** **Visitor Information Centre –End of Season Report**

The Visitor Information Centre was open beginning on May 22nd and remained operational until October 11<sup>th</sup>.

Susan Carey was back this year to fill the role of Manager of Visitor Services and she was assisted by 2 part time Visitor Counsellor positions this season. Manager Susan continues to be a wonderful ambassador for Kentville. Susan represented Kentville at the annual Tourism Industry Association conference last week, and as usual returned excited and inspired for next season!

New programs, initiatives, and features added to the Centre this year included new items in the Gift Shop area from more local producers, and more Nova Scotia branded apparel. The centre also supported the Canada Cup event, the Chalk Art Festival, and the

During the 2019 regular season the Centre was open Tuesday through Sunday from 10:00 am – 7:00 pm. In September the hours were reduced to Thursday- Sunday. These hours mirrored the hours the centre kept in previous years.

**VISITOR NUMBERS RECORDED 2019**

	<b>Canada</b>	<b>USA</b>	<b>Overseas</b>	<b>Totals 2019</b>	<b>Totals 2018</b>	<b>increase/decrease</b>
<b>June</b>	n/a	n/a	n/a	422	426	-4
<b>July</b>	580	86	28	694	707	-13
<b>August</b>	539	74	79	692	547	+145
<b>September</b>	247	53	14	314	400	-86
<b>October</b>	190	23	15	228	38	+190
<b>TOTALS</b>				<b>2350</b>	<b>2118</b>	

\*Numbers above do not include visitors who were counselled by phone or via email, or people that were helped via Facebook.

Staff at the Centre booked close to XXXXX accommodation reservations for visitors this season. That number does not reflect the many who come to the centre to gather info on available places and then booked on their own. Most accommodations in the valley region were fully booked on the weekends.

We completed the necessary renovation of the Visitor Centre Washroom and we can't wait to show it off next season! It is beautiful, and more importantly meets the accessibility standard and will be easier for visitors to access and use. Plans are in place to replace the flooring in the center next year.

Respectfully submitted,



Lindsay Young  
Community Development Coordinator

Report Prepared by: Lindsay Young, Community & Economic Development Coordinator
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**Town of Kentville  
Parks and Recreation  
Report to CAC for the month of November**



**Presented on December 9<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>♀ As happens every year, all Park staff have either been moved to the arena or laid off for the season. Left to support our winter needs is our Maintenance position.</li> </ul>
<b>Programs and Operations</b>	<ul style="list-style-type: none"> <li>♀ Indoor Walking and Tot Time started November 4<sup>th</sup>. This takes place Monday-Friday 10-11, free to the public.</li> <li>♀ Flying Squirrel Adventures continues every month at the Kentville Ravine.</li> <li>♀ Cross Country Ski Waxing workshop was held on November 26<sup>th</sup></li> <li>♀ Sleds and Winter Equipment have been added to Playboxes</li> <li>♀ Public Skate Stocking Stuffers went on Sale. Folks can purchase free skate passes as gifts this year (give the gift of recreation!!)</li> <li>♀ Lunchtime Winter Wellness was launched and starts December 9<sup>th</sup></li> <li>♀ Community yoga continues every Wednesday and acts as a fundraiser for the Spike Fund.</li> <li>♀ A complete list of program offerings can be found on our website.</li> </ul>
<b>Capital Project Update</b>	<ul style="list-style-type: none"> <li>♀ Tennis court washrooms have been updated and our now fully accessible. We are one step closer to being able to offer wheelchair tennis this summer.</li> </ul>
<b>Public Engagement/Community Events</b>	<ul style="list-style-type: none"> <li>♀ Torch Light event was held on November 22<sup>nd</sup>. This year, the event was changed in a response to the following: <ul style="list-style-type: none"> <li>• Low turnout the previous three years</li> <li>• Demographic change as to who was (and wasn't) attending</li> <li>• An attempt to make the event more family friendly</li> </ul> </li> <li>♀ Our 3<sup>rd</sup> Annual Kentville Plays event was held on November 17<sup>th</sup>, again with the help of Acadia University Students. Attendance numbers came in at 262 people.</li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>♀ Acadia University Seminar</li> <li>♀ Lunch Time Fitness initiative</li> <li>♀ HNM</li> <li>♀ Senior Advisory Meetings</li> <li>♀ Department Meetings</li> <li>♀ Annapolis Valley Centre for Education</li> </ul>

	<ul style="list-style-type: none"> <li>🔗 Kings County Collaboration</li> <li>🔗 Mom's in Motion</li> <li>🔗 Land Conservation Webinar</li> <li>🔗 Recreation Master Planning Strategic</li> <li>🔗 Truro Recreation</li> <li>🔗 CCH presentation – land conservation</li> <li>🔗 Kings County Recreation Meeting</li> <li>🔗 Inclusion and Access Task Team</li> <li>🔗 Torch Light Event</li> <li>🔗 Community Development – Acadia University</li> <li>🔗 Bereavement Leave</li> </ul>
<b>Council Related</b>	

Town of Kentville

Office of the Chief of Police

Report to BOPC – Nov 15, 2019



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>		




Town of Kentville

Department of Engineering & Public Works

Report to CAC – December 9, 2019

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



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <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> </ul>	<p><b>Highlights</b></p>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>Due to the number of incidents and near misses with pedestrians at the signalized left turn intersections at Webster onto Aberdeen and Aberdeen onto Main Street and in consultation with KPS, we have decided to prohibit left turns on red lights at these two intersections. PSAs will be posted on the radio, Facebook, and our webpage. <b>New</b> signage will be erected soon.</li> <li>Winter Maintenance is officially underway.</li> </ul>	<p><b>Highlights</b></p> 
<p><b>Projects</b></p>	<p><b>Public Works</b></p> <ul style="list-style-type: none"> <li>New Bridge – Work continues at a seemingly slow but steady pace.</li> <li>Capital Paving – Projects are completed.</li> <li>Capital Pipe Work – Mid Valley Construction is finishing up the 2019 portion of the West Park Street storm, curb &amp; sidewalk extension. This takes the new sidewalk from Kentville Toyota to Seven Bridges. The remaining portion from Seven Bridges to Anderson Boulevard will be completed in 2020</li> </ul> <p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>2020 Annual Sampling Plan submitted to NSE last week.</li> <li>Watermain breaks repaired on Main Street in front of Town Hall and on West Main Street near the Skate Park as well as water valve maintenance on Park Street.</li> </ul>	<p><b>Highlights</b></p> <p><b>Paving Complete</b></p> <p><b>Sidewalk completed to Seven Bridges.</b></p> <p><b>Water Breaks on Main Street &amp; West Main Street</b></p>

	<ul style="list-style-type: none"> <li>Tender is now out for a propane generator for Mitchell Avenue water treatment building 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>Attended my first KWC meeting in late November.</li> </ul> <p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"> <li>Capital Works Project – Blossom Drive (easement to Belcher) is now complete, but the section scheduled to be replaced on Prospect Avenue <u>may</u> have to be postponed until Spring 2020 due to the time of year / availability of asphalt.</li> </ul>	<b>New Generator for KWC</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>Phone Calls are down significantly from my first month.</b></p>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>Senior Staff meetings every Tuesday.</li> <li>Regional Sewer Meeting 3<sup>rd</sup> Thursday of each month</li> <li>Safety Meeting 1<sup>st</sup> Wednesday of each month</li> <li>KWC Meeting – Quarterly</li> </ul>	<b>Highlights</b>
<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:** Chief Administrative Officer, Kelly Rice

**SUBMITTED BY:** Communications Team

**DATE:** December 9, 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 November 1 to November 30.
- The main website continues to receive the highest number of visitors, and the What's Happening calendar page is also receiving a lot of traffic. Fall and winter arena activities have resulted in greater traffic to the arena page as well.
- Pageviews for the site decreased from 25,760 in October (possibly due to the annual Pumpkin People Festival), to 15,981 in November. Pageviews for the event calendar increased 52%, and traffic to the arena page increased 27%.
- 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 6260 total number of Likes. Facebook continues to be an effective medium for sharing information (ex. road closures and crosswalk changes), events (ex. Torchlight and community events), and celebrations (ex. Random Acts of Pieness and grand openings). The Town's most popular posts this month had 10,000-15,000 views.

**POLICY IMPLICATIONS**

None

**BUDGET IMPLICATION**

None

**ATTACHMENTS**

1. Website analytics

**RECOMMENDATION**

None


# Town of Kentville Monthly Report

Nov 1, 2019 - Nov 30, 2019

**All Users**  
100.00% Sessions


## Pageviews

**15,981**  
% of Total: 100.00% (15,981)




## Pages per Session

**2.27**  
Avg for View: 2.27 (0.00%)



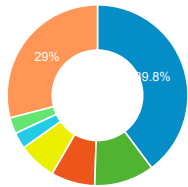
## Avg. Time on Page

**00:01:20**  
Avg for View: 00:01:20 (0.00%)



## Pageviews by City

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

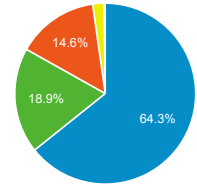


## Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Welcome to the Town of Kentville, Nova Scotia	2,431	2,031
What's Happening   The Town of Kentville	2,365	1,964
Centennial Arena   The Town of Kentville	1,008	853
Contact   The Town of Kentville	637	415
News   The Town of Kentville	412	301
Torchlight Event   The Town of Kentville	378	332
Page not found   The Town of Kentville	357	291
Welcome Lydia Broderick!   The Town of Kentville	356	308
About Kentville   The Town of Kentville	318	225
Kentville Police Service   The Town of Kentville	304	221

## Entrances

- organic
- referral
- direct
- Display
- Digital\_Display



## Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/	1,931	66.80%
/events	819	71.31%
/parks-and-recreation/facilities/centennial-arena	767	49.02%
/public-safety/kentville-police-service	193	74.09%
/signature-events/torchlight-event	182	53.30%
/programs	164	66.46%
/news/announcements/31-10-2019/welcome-lydia-broderick	159	71.70%
/contact	138	47.10%
/town-hall/departments	131	60.31%
/news	130	65.38%



## Town of Kentville

### Office of the Acting CAO

Report to CAC – November 2019



<b>Administration</b>	<ul style="list-style-type: none"><li>• Valley Waste Resource Management – Nothing new to report.</li><li>• Kings Transit – Purchase of new bus to be discussed at the Special Council meeting on December 6th</li><li>• Police Commission – Police Commission met November 15th</li><li>• Union Negotiations –The APA (Police) collective agreement remains outstanding however I have had some conversations with the Officers and we will begin negotiations in early December.</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 requested a report for January’s CAC regarding the impact of retaining ownership of the building. Staff are working on this report. I also met with the Royal LePage Team to introduce myself and discuss some of the possibilities for development.</li><li>• The Mentoring Plus Agreements have been signed and some members of Council and staff will be attending a full day workshop on December 10<sup>th</sup> in Truro with the other participating partners – Truro and New Glasgow.</li><li>• Met with Jeremy Lutz and Julian Boyle of Equilibrium Engineering re: PACE Program. I advised them that we are interested in the program however, there are details that need to be addressed before moving forward.</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> <li>• Attended the Town’s Torchlight Celebrations on the 22<sup>nd</sup> and kudos to staff for a fantastic event!</li> <li>• Attended a tour and luncheon at 14 Wing Greenwood at the invitation of the Base Commander. He is very interested in forming some partnerships with the Base and the Communities. There may be an opportunity to link the new Mentoring Plus Program.</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> <li>• Investment Advisory Committee meeting</li> <li>• Weekly senior manager’s meetings</li> <li>• Board of Police Commissioners meeting</li> <li>• Water Commission meeting</li> <li>• Meeting Royal LePage Team</li> <li>• Meeting Gordon Michaels – Mentoring Plus Program</li> <li>• Regional Sewer Meeting</li> <li>• Joint Fire Services meeting</li> <li>• Meeting with the Police Dept. &amp; Tour</li> <li>• Meeting Kody Blois MP</li> <li>• Meeting David Floyd, Annapolis Valley Center for Education re: Pre-primary enrollment and location (more details to come)</li> </ul>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• All regular Council related items have been accommodated at CAC, Council meetings</li> </ul>	

**TO:** Mayor and Council

**SUBMITTED BY:** Kelly Rice, Chief Administrative Officer

**DATE:** December 9, 2019

**SUBJECT:** Policy Check In: Statement G57 Committees of Council

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**ORIGIN**

The list of Council Committees, and appointments is reviewed annually. During the 2019 review with CAO Kelly Rice, it was suggested that Policy Statement G57 Committees of Council be reviewed as well.

**BACKGROUND**

In Policy Statement G57 Committees of Council, the Kentville Board of Police Commissioners is listed and should be removed from this policy as it has oversight by the Police Act. Additionally, some minor language and content could be updated and revised to strengthen and clarify committees.

**DISCUSSION**

The attached revisions, and the development of a Schedule B which outlines the list of all committees, is attached.

**POLICY IMPLICATIONS**

Policy Statement G57: Committees of Council

**BUDGET IMPLICATION**

None.

**ATTACHMENTS**

G57 Committees of Council

**RECOMMENDATION**

That Council amend Policy Statement G57 Committees of Council with the proposed changes, as attached.



## **TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL**

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### **1.0 PURPOSE**

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

### **2.0 DEFINITIONS**

2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

### **3.0 SCOPE**

3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:

- 3.1.1 defining the key areas of responsibility and the duties of each committee;
- 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
- 3.1.3 other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

### **4.0 PROCEDURES**

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.

4.1.3 Applications for appointment to the committees shall be invited by public advertisement.

4.1.4 All applicants must consent to criminal and background checks.

4.1.5 Policy G70 Meetings applies to all committee meetings.

4.1.6 Robert's Rules of Order shall apply to all committee meetings.

~~4.1.7~~ The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

~~4.1.84.1.7~~ All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.

~~4.1.94.1.8~~ The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.

~~4.1.104.1.9~~ ~~The No~~ committee shall ~~not~~ utilize external services, or otherwise commit the Town to money expenditures.

~~4.1.114.1.10~~ All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.

~~4.1.124.1.11~~ All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.

~~4.1.134.1.12~~ Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.

~~4.1.144.1.13~~ Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

[4.1.154.1.14](#) In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

#### 4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.

~~4.4.3 The Mayor shall be an ex-officio voting member on all Committees of Council.~~

~~4.4.4~~ 4.4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context

~~4.4.5~~ 4.4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

#### 4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum ~~(50%+1)~~.
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.

- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days notice to all members, the CAO and the public.
- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All Mmeetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

#### 4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.



- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

#### 4.7 Standing Committees

- 4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 ~~Finance and Administration Committee Council~~  
~~Human Resources Committee.~~

- 4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

#### 4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

#### 4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

- (a) Correspondence
- (b) First or Second Reading of bylaw enactments, amendments or repeals;
- (c) Procurement matters;
- (d) Emergency or time sensitive requests for decision; and
- (e) Matters which are the subject of a statutory hearing by Council.

- 4.8.3 Regularly review and revise Council priorities.
- 4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.
- 4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.
- 4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.
- 4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.
- 4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the administrator.
- 4.8.9 Administration and Meetings
  - 4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:

- (a) Acquisition, sale, lease and security of municipal property;
- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

4.9.1.1 The Mayor is Chair of the Audit Committee.

4.9.1.2 The Audit Committee consists of two (2) additional Council members ~~who are also members of the Finance and Administration Committee.~~

4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.

4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.

4.9.2.3 A review of the conduct and adequacy of the audit.

4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.

4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.

~~4.9.2.6 — Any other matters as may be determined by the Council.~~

~~4.9.2.7~~ ~~4.9.2.6~~ Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

#### 4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the ~~Finance and Administration Committee~~ **Council Human Resources Committee**, as a standing Committee of Council.

#### 4.10.1 Membership

4.10.1.1 The Mayor is Chair of the ~~Finance and Administration Committee~~ **Council Human Resources Committee**.

4.10.1.2 The ~~Council Human Resources Committee Finance and Administration~~ consists of two (2) additional Council members ~~who are also members of the Audit Committee~~.

4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

4.10.2.2 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

4.10.2.3 Subsequent to the conduct of the CAO appraisal, the ~~Council Human Resources Committee Finance and Administration committee~~ shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4 ~~Any other financial or administrative matter as may be determined by the Council.~~

4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the ~~Council Human Resources Committee Finance and Administration Committee~~ shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

- 4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

4.11 Ad Hoc Committees: Council may appoint special ~~a~~Ad Hoc ~~c~~Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

- 4.11.1.1 be determined as issues dictate;
- 4.11.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.11.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.11.1.4 report and submit recommendations to Council Advisory Committee.

#### 4.12 Commissions and Exceptions

##### ~~4.12.1 Kentville Board of Police Commissioners~~

- ~~4.12.1.1 The Kentville Board of Police Commissioners gets its powers from the Police Act and its direction from Chapter 82, the Board of Police Commission Bylaw.~~
- ~~4.12.1.2 Membership: The Board is comprised of two (2) members of Town Council, two (2) citizen appointees and an appointee representing the Department of Justice. The selection process used by a Council in appointing a board member to a vacancy on the board, except a board member appointed by the Minister under clause 44(3)(c) of the Act, must include all of the following:~~
- ~~4.12.1.3 the board vacancy must be advertised and applications must be solicited for the vacancy; and~~

~~4.12.1.4—each application must be reviewed by a panel established by the Council.~~

~~4.12.1.5—Term: Three citizen representatives will be appointed by Council for a two-year term of service each application must be reviewed by a panel established by the Council.~~

~~4.12.1.6—Meetings: The Kentville Board of Police Commissioners shall meet at least quarterly.~~

#### 4.12.24.12.1 **Kentville Water Commission**

~~4.12.2.14.12.1.1~~The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:

~~4.12.2.1.14.12.1.1.1~~ Approval of the Capital budget;

~~4.12.2.1.24.12.1.1.2~~ Approval of the Operational budget;

~~4.12.2.1.34.12.1.1.3~~ Review and promulgation of the Annual Report; and

~~4.12.2.1.44.12.1.1.4~~ Review of Water Commission Operations with provincial regulations.

~~4.12.2.24.12.1.2~~ Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

~~4.12.2.34.12.1.3~~ Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.

~~4.12.2.44.12.1.4~~ Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

~~4.12.34.12.2~~ Kentville Source Water Protection Advisory Group

~~4.12.3.14.12.2.1~~ The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

~~4.12.3.24.12.2.2~~ Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

~~4.12.3.34.12.2.3~~ Term: One citizen representatives will be appointed by Council for a two- year term of service and reviewed annually.

~~4.12.3.44.12.2.4~~ Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

~~4.12.44.12.3~~ **Investment Advisory Committee**

~~4.12.4.14.12.3.1~~ The Investment Advisory Committee is appointed by Council to monitor ~~the~~ investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.



~~4.12.4.24.12.3.2~~ Membership: The Investment Committee consists of ~~one-two (1-2)~~ Council members ~~(one of which can be the Mayor)~~ and two (2) citizen appointees, as voting members. ~~A Council alternate, with the Director of Finance and Chief Administrative Officer will sit ex officio.~~ The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

~~4.12.4.34.12.3.3~~ Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

~~4.12.4.44.12.3.4~~ Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

#### ~~4.12.54.12.4~~ **Accessibility Advisory Committee**

~~4.12.5.14.12.4.1~~ The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

~~4.12.5.24.12.4.2~~ Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

~~4.12.5.34.12.4.3~~ Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.

~~4.12.5.44.12.4.4~~ The advisory committee meets six times per year or more as needed.

## 5.0 ASSOCIATED DOCUMENTS

~~5.1~~ Schedule A – Non-Council Honorariums

~~5.15.2~~ Schedule B – List of Council Committees / Commission Appointments

~~5.25.3~~ Policy G16 Code of Conduct

~~5.35.4~~ Policy G70 Meeting Policy

~~5.4~~ Policy G1A Kentville Board of Police Commission Board Members (Repealed)

5.5 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.6 Policy G4 Travel Meals and Miscellaneous Expenses

## 6.0 POLICY REVISION HISTORY

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019

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Chief Administrative Officer, Kelly Rice

**SCHEDULE A – NON-COUNCIL HONORARIUMS**

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".

**SCHEDULE B – Council Committees / Commission Appointments**  
**Committee and Commission Appointments of Council**

**November – 2019-2020**

- ~~Deputy Mayor – Craig Gerrard~~

Internal Committee Membership

**Committee / Commission Appointments**

- Council Advisory Committee – all Council Members
- Audit Committee – **Snow**, Savage, Bolland, MacDougall (CA), Rainforth (CA)
- Finance and Administration Committee – **Snow**, Savage, Bolland

Rename: Council Human Resources Committee

- Board of Police Commissioners – **Gerrard**, Maxwell, Pearl (CA), Mahoney (CA), Walker

Note: not a committee of Council

- Investment (Perpetual Fund) ~~Investment Advisory Committee~~ – **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

Remove: committee of the Kentville Water Commission

- Collective Bargaining Appointment – CUPE (At Large) Maxwell, Police (Police Chair) Gerrard, Snow
- Accessibility Committee (in development)

**External Community Committee Appointments**

- 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)
- **Kings** 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 – **Maxwell, Hood (CA), DeWolfe (CA)**

Ad Hoc Committee Appointments

- Parks and Recreation Ad Hoc Committee – Maxwell, Andrew, Snow, Pulsifer (A), Citizens (4)  
**Remove: no longer active**
- Planning and Development Ad Hoc Committee – Snow, Gerrard, Andrew, Savage (A), Citizens (4)  
**Remove: no longer active**
- Transportation Services Ad Hoc Committee – Snow, Savage, Bolland, Maxwell (A)  
**Remove: no longer active**

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.

**Remove: addressed in Committee policy statement G57 Committees of Council**

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

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

**DATE:** December 9, 2019

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

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**ORIGIN**

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

**BACKGROUND**

n/a

**DISCUSSION**

n/a

**POLICY IMPACTS**

n/a

**BUDGET IMPACTS**

n/a

**ATTACHMENTS**

Capital Projects Status Table

**RECOMMENDATION / NEXT STEPS**

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

# 2019-2020 Capital Budget

Last Revised: 12/3/2019 4:17 PM



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

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
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# 2019-2020 Capital Budget

Last Revised: 12/3/2019 4:17 PM



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

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
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# 2019-2020 Capital Budget

Last Revised: 12/3/2019 4:17 PM



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

\*New addition to the budget

Legend:

Work is complete	Work is in progress	Work has not started	Moved to next fiscal year
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November 29, 2019

**To: Councillors – Town of Kentville**

**Via email to Jennifer West - Jwest@kentville.ca**

*Application for changes to the Town of Kentville bylaw – **Chapter 85** (Peace and Good Order)*

*"4.8 – No person, within the Town, shall make any unnecessary noise which is disturbing to other persons"*

*"4.9 – No occupier of premises within the Town shall permit the making of any unnecessary noise upon such premises, which is disturbing to other persons."*

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To whom it may concern:

Due to personal experience with lack of enforcement and conflicting advice for a noise issue (**See Bylaw Above**) we wish to propose the following changes/updates:

**First, why we recommend these changes:**

- 1) Police and Town are not on the same page when deciding who is responsible.
- 2) According to Police Chief (and feedback they received from Muttart Law and she also said Town officials), 'this is not a police matter'. (Our question – Why have a bylaw that is not enforceable?) The Chief went on further to say, 'we only deal with laws, legislations, and bylaws as they exist'. So, if this is not a bylaw, then what is it?
- 3) According to Mayor Snow after she spoke with the Town's solicitor, "**it is** a police matter and up to the police to enforce".
- 4) On our first contact with the Police August 2018 (and continued into August 2019), we received a reply (after numerous lengthy discussions) that they could not enforce to above bylaw for the reasons we gave. We have spent two summers **not sleeping** in the master bedroom. The two police officers, as well as feedback they received from Muttart Law, stated the bylaw is not 'specific' enough. It is too general and ambiguous.
- 5) Town citizens should not be forced to pursue civil legal actions when the Town's bylaws are not written well enough to protect tax payers.
- 6) This noise is 'fixable' as there are several options to remedy the situation to the satisfaction of both parties, but they have no wish to discuss nor correct. We are unable to force a neighbour to do any of them as the bylaw cannot be enforced.

**Recommendations for change and updates:**

- Have clear communications between Town and Police on who is ultimately responsible
- Include specific Decibel readings for continuous noise levels:
  - 7AM-10PM - 55dBA -65dBA
  - 10PM-7AM – 45dBA (our noise problem is much above this dBA, between 57dBA-62dBA, AND on many occasions has been louder than 65dBA. This noise level is continuous for 10-12 hours and at times for 1-2 days.

(above example from Municipality of Kings for New Minas)

- Have a clause that specifically says bylaw "Enforced by the Police".
- Have a clause that includes **operating residential equipment** that is offensive **by the creation of noise, light or vibration**. (as per the document under Municipal Government, Section 172 "Power to make by-laws" (d) – 'nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, **including noise**, weeds, burning, odours, fumes, and **vibrations** and, without limiting the generality of the foregoing, by-law').

We trust our recap along with recommendations will allow council to move forward and implement positive change to a Kentville Noise bylaw.

Are there any rights of citizens when the noise of this level is heard inside a home?

Pierre and Corinne Hoebbers

85 MacDonald Park Road

Kentville B4N 5G6

902 681 7004



November 25, 2019

**RE: Doctor Recruitment**

Dear Mayor Cantwell and Council  
Mayor Snow and Council, and  
Mayor Muttart and Council

As you are undoubtedly aware, over the past few months a collaborative effort has been undertaken in Kings County to recruit and **retain more doctors**. A committee comprising Wolfville Deputy Mayor, Jodi MacKay; Kings County Deputy Mayor, Emily Lutz; Kentville Councillor, Cate Savage along with Mark Vardy, Board member from the Annapolis Valley Chamber of Commerce, and myself, have been meeting to advance ideas and coordinate actions on doctor recruitment. It is clear, even at this early phase, that hands-on, proactive initiatives organized by local community representatives, is an effective tool in recruitment.

Also emerging from our work, is the idea of a **Residency Retention Program** targeted at the 10 physician residents that complete their 2-year residency in the Valley. A coordinated effort to connect and integrate these professionals into our communities can only strengthen the opportunity for retention.

There is a possibility of provincial support for this work. We are developing a proposal to the *Culture Innovation Fund: Healthy Communities Stream*. However, this program does not fund staff time, and this has emerged as a much-needed gap in our plans as an inter-agency committee. Though we are confident much of the work can be done by volunteers, a part-time staff person is needed to advance work between committee meetings. The role of the staff person would be to coordinate any funding received for recruitment, coordinate recruitment efforts in consultation with the NS Health Authority's recruiter for our region and support the ongoing work of our committee.

As this is a collaborative effort, we are confident that there are solutions, such as one municipality contributing a staff person for 1 day of week, cost-shared by other municipalities. I am writing therefore to ask if one of your municipalities would consider taking the lead on identifying a staff person to support the committee's work 1 day/week, to be cost-shared by the other two municipalities. I am also reaching out to Mayor Don Clark to ask if the Town of Berwick would like to join this initiative.

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Ideally, we would like staff person support in place as soon as possible.

One thing is clear. Collaboration is needed on doctor recruitment for Kings County. I hope your municipalities can find a means to support this important initiative.

Yours truly,



Keith Irving  
MLA – Kings South

p.s If you want the Health Authority's latest Family Practice data it is available at:  
[http://www.nshealth.ca/sites/nshealth.ca/files/finding\\_a\\_primary\\_care\\_provider\\_in\\_ns\\_-\\_public\\_-\\_nov\\_2019.pdf](http://www.nshealth.ca/sites/nshealth.ca/files/finding_a_primary_care_provider_in_ns_-_public_-_nov_2019.pdf)

Kentville Silver Gliders Skating Club Annual Christmas Ice Show December 15, 2019

Dear Mayor and Council of the Town of Kentville,

Kentville Silver Gliders Skating Club is hosting its annual Christmas Ice show on December 15, 2019 starting at 6 pm at Kentville Centennial Arena. Participation in this ice show gives our skaters a chance to showcase their talents and all that they have learned so far this year, from our Pre-Canskaters to our Senior skaters. They are all very excited to show what they can do on the ice. Our synchro team has a new coach and a new name, Valley Fusion, and will be competing this year in the Pre-Novice category. Many of our skaters represent our club and province at Atlantic competitions and on the Canada games team in past years.

This show has historically been a free will offering for admission. This particular ice show is not a big fundraiser for our club, but rather an opportunity for the kids to have some fun and show their stuff for family and friends while celebrating the Christmas season and spirit. This year's theme is "Twas the Night before Christmas on Ice".

We have many fundraising options we use every year, from selling chocolate bars, Sportsweep tickets, our spring ice show, 50/50 and anything else we can do to raise much needed funds for our club. We will be hosting a Star 1-3 competition this year that will help raise much-needed money for the club. Three years ago, we hosted Fall Skate and had a very successful competition. Every single bit of help we have is volunteered by our skater parents and other dedicated skating fans and they keep our club active and thriving.

This year we have 95 skaters in our club, 60 of those are Canskaters. Our skating club uses about 9 hours of ice every week. Each hour of ice is \$180.00 and we skate for 29-30 weeks each year at a cost of \$47,250.00 a year for ice alone. This is an increase of \$5000.00 from last year. We strive to keep our registration costs reasonable for our skaters so we keep them in skating. Sports participation benefits skaters through greater self-esteem, team camaraderie, increased physical fitness and community spirit by showcasing their talents. This means we need fundraisers to offset these costs.

It takes many hours of preparation and 3 1/2 hours of ice time to set up, have the show, and take down our set plus have a skate with Santa for our skaters and families. In past years we have had this ice time sponsored by outside businesses. We would love to be able to tell the audience that this year's ice time was sponsored by the Town of Kentville. We would put this in our program and announce it during the show. If the Town were able to donate this ice time, the club would be thankful for your support.

Thank you for presenting our letter to council,

Kentville Silver Gliders Skating Club.

Contact: Darlene Redden-Graves, Club President, (902)300-9607; Denise Huntley-Cameron, (902)691-2005