
COUNCIL ADVISORY COMMITTEE

January 13, 2020

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, December 9, 2019
- 4. PRESENTATIONS**
 - (a) Kentville Business Community Annual Report
 - (b) Kentville Business Community Special Projects Request
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 - (1) Director's Report
 - (2) Projection Report
 - (b) Planning and Development
 - (1) Director's Report
 - (2) Community Economic Development Coordinator's Report
 - (c) Parks and Recreation
 - (1) Director's Report
 - (d) Police
 - (1) Chief's Report
 - (e) Engineering and Public Works
 - (1) Director's Report
 - (f) Administration
 - (1) Communications Report
 - (2) Chief Administrative Officer's Report
- 6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**
 - (a) Review of Committee and Commission Appointments
- 7. CORRESPONDENCE**
 - (a) Volunteer Fire Fighting Education Credits

8. NEW BUSINESS

- ~~(a) Dangerous and Unsightly Administrator Appointment~~
- (b) Federation of Canadian Municipalities 2020 Conference Attendance
- (c) Kentville Business Community Funding Agreement

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Land
- (b) Lease
- (c) Sale of Property
- (d) Update on Legal

11. ADJOURNMENT

- (a) Code of Conduct

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: December 9th, 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 Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage

Staff:

- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary

REGRETS

Director Gentleman, Director Bedingfield, Chief Cecchetto, and Councillor Eric Bolland

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 December 9, 2019 be approved as circulated

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of November 12, 2019

It was moved that the Minutes of November 12, 2019 be approved as circulated

MOTION CARRIED

4. PRESENTATIONS

(a) None

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending November 30, 2019. To November 30, 2019, overall revenue exceeds the average at 88.4%. To date, overall expenditures are slightly over the benchmark at 71.6% expended. It is noted that the

County of Kings made their payment for recreation services for the current year in addition to the previous year which was accrued.

See report for more information

(2) Projection Report

Director Crowell presented her projection report for the period ending November 30, 2019. Highlights included decreased revenue, and the projection of a year-end shortfall of \$47,900.

- Points of Discussion:
 - Are there any grants available to cover expenses associated by the two summer hurricanes? Operating expenses will not be covered, however if a fund becomes available it could cover capital expenses. At the end of the year, it may be necessary to request a withdrawal of funds from the reserves to cover these expenses.

See report for more information

(3) Kings Transit

Director Crowell presented her report regarding the request by the Kings Transit Authority for the purchase of a new bus. Kings Transit is requesting the following from the Core Partner Councils:

- That the 19/20 Core bus purchase be moved into the 2020/2021 fiscal year, along with its related funding.
 - That Council approve the additional funding required to purchase the Core bus, with the additional funds coming from the capital reserve fund.
 - That Council approve the issuance of a purchase order for the Core bus prior to January 29, 2020.
 - That Council approve the Supplementary Capital Budget, as supplied by Kings Transit Authority to support the award of RFP KTA 19-05.
- Points of Discussion:
 - What is the recommendation from the Director of Finance? It is possible to fund this request in this fiscal year.
 - This purchase is associated with a plan to incorporate smaller buses into the Kings Transit fleet in the future.
 - All Councils are reviewing this before the end of the month.
 - Should Kentville review this service to address low ridership while a new bus has been requested? Ridership is essentially unchanged. At this time, the foundation of a change is being considered, but it will take time and will happen slowly.
 - The purchase of a larger bus is to support the core of large buses, and later smaller buses or electric buses could be purchased.
 - How will the funding model change where smaller buses will be used to service more residents in Kings County to bring them into Towns? This is being discussed at the Board.

See report for more information

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

That the Council Advisory Committee recommend approval of the Supplementary Capital Budget, as supplied by Kings Transit Authority, to support the award of RFP KTA 19-05.

MOTION CARRIED

To be ratified at the December 9, 2019 Special meeting of Council

Councillors who voted in favour of this motion:

Andrew, Maxwell, Pulsifer, Savage and Snow

Councillors who voted against this motion:

Gerrard

(b) Planning and Development

(1) Director's Report

Mayor Snow reviewed this report for November 2019. Highlights included a building valuation of \$19,163,590, and activity regarding the former KCA lands, MacDougall Heights, and land sales in the Kentville Business Park.

- Points of Discussion:
 - The KCA lands have completed their design work and are moving into construction phase.
 - The MacDougall Heights subdivision will be all R1 zoning.

See report for more information

(2) Community Economic Development Coordinator's Report

Mayor Snow reviewed this report for November 2019. Some of the highlights included the It Feels Like Christmas campaign, How to Grow your Business materials, surveys and data to support land sales in the Business Park, and the purchase of a subscription called Townfolio which will provide Kentville-specific data to new business owners.

- Points of Discussion:
 - Discussion around the great condition of the Town.
 - Some concerns about the lights on the tree on Belcher Street.

See report for more information

(c) Parks, Recreation and Community Development

(1) Director's Report

Mayor Snow reviewed this report for November 2019. Some of the highlights included activities at the Kentville Arena, seasonal staff changeover, winter programs, and a recap of the Torchlight Parade.

See report for more information

(d) Police Report

(1) Chief's Report

Mayor Snow reviewed the police report for November 2019, which was approved by the Board of Police Commissioners. Some of the highlights included training in administration, Major Case Commanders, and auto theft; and hiring of three new officers.

- Points of Discussion

- Appreciation to Kentville Police for finding Councillor Andrew's dog when it ran away. Community policing has these kinds of benefits.
- Three officers were hired on term contracts and are not full time.

See report for more information

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for November 2019. Some of the highlights of the report included a change to the Park-Aberdeen intersection (to no-left-on-red), Capital Works pipe project, Kentville bridge project, and submission of the annual sampling plan for the Water Commission.

- Points of Discussion
 - The sidewalk to Bonavista will be stabilized where the path is narrow due to a washout.
 - The sidewalk on Belcher Street remains unchanged, and the holdback has been kept from the contractor.

See report for more information

(f) Administration

(1) Communication Report

Executive Assistant Jennifer West presented the report for November 2019. Some of the highlights included statistics from the website and activity on social media, and the second annual Random Acts of Pie-ness event.

- Points of Discussion
 - Discussion of Council meeting and CAC meeting agendas and packages on the new website.

See report for more information

(2) Chief Administrative Officer's Report

CAO Rice presented her report for November 2019. Some of the highlights included the potential purchase of a new bus by Kings Transit, union negotiations with the Atlantic Police Association, land sales in the business park, and research on the Mentoring Plus project.

- Points of Discussion
 - There has been a change in the marketing approach of the Kentville Business Park, including a stronger push from the realtor team.
 - There have been two showings of the Calkin Building. The listing price remains the same.

See report for more information

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

That the reports from the directors be received.

MOTION CARRIED

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

6. UNFINISHED BUSINESS

(a) Policy Statement G57 – Committees of Council

Mayor Snow gave a report on the proposed changes to the Committees of Council policy which are primarily administrative updates.

Report Available

- Points of Discussion
 - The Administrative and Finance Committee has been renamed the CAO Human Resources Committee. *Recommend that the name be changed to CAO Evaluation Committee.*
 - Discussion around Code of Conduct not being enforced, and potentially should not be referred to in this policy. The Code of Conduct policy will be assessed before the January CAC meeting.
 - Discussion about the Accessibility Advisory Committee, including Council representation on this committee. *Recommend that two Councillors be represented.*

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

Council Advisory Committee recommends that Policy Statement G57 Committees of Council be amended with the proposed changes, as attached.

MOTION CARRIED

To be ratified at the January 27, 2020 meeting of Council

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

(b) Capital Projects Update

Executive Assistant West outlined the status of capital projects in the Town, and described the progress of capital projects in general.

Report Available

7. CORRESPONDENCE

(a) Pierre and Corinne Hoebers – Noise Bylaw – November 29, 2019

CAO Rice read the letter from Pierre and Corinne Hoebers regarding the Town's noise bylaw, and their proposed changes to this document. The authors recommend the use of a decibel reader. Staff suggest that the matter should be treated as a civil matter and is not a municipal or police issue.

Letter Available

- Points of Discussion
 - In general, noise bylaws are difficult to enforce. Many municipalities have rescinded their bylaws and leave this to police to enforce through the criminal code.

- Discussion about the bylaw being very general and difficult to enforce. Are there opportunities for the Town or police to mediate these issues?
- *Recommend that staff review this bylaw, and include the cost of a decibel reader, and reaching out to other municipalities about their enforcement methods, to come back to CAC in February 2020.*

(b) Keith Irving, MLA – Doctor Recruitment – November 25, 2019

CAO Rice read the letter outlining the efforts of local government in the Annapolis Valley to bring physicians to the area, and future steps that could continue to draw doctors to the valley.

Letter Available

- Points of Discussion
 - There is not a staff person from the Town of Kentville available, at this time, to share with this project.
 - Discussion about healthcare as a priority, and the provincial responsibility on this issue.
 - *Recommend a response that indicates the Town cannot support this initiative at this time.*

(c) Silver Gliders Skating Club – Request for Support – December 9, 2019

CAO Rice read the letter outlining the request by the Silver Gliders for Council to provide funding to support their Christmas performance.

Letter Available

- Points of Discussion
 - The grants process is well-publicized and offered \$27,500 last year to deserving groups.
 - Discussion about process of grants to organizations, and in-kind donations from the Town.
 - Discussion about budgets, and the cost of operations for the arena.
 - *Staff should respond to this organization through a letter about the grants to organizations policy, and a letter to groups which were awarded grants in the previous year to be aware of the 2020 grants process.*

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

Council Advisory Committee recommends the approval of funding to the Silver Gliders Skating Club in the amount of \$630 for marketing.

**And further that this is addition to the approved 2019/2020 Operational Budget,
And further that a letter explaining the grant policy be provided to the Silver Gliders.**

To be ratified at the December 9, 2019 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Maxwell, Pulsifer, and Savage

Councillors who voted against this motion:

Gerrard and Snow

8. NEW BUSINESS

(a) None

9. PUBLIC COMMENTS

(a) **Pierre and Corinne Hoebbers, 85 MacDonald Park Road**

Description of the noise issue, disappointed that nothing was accomplished. Pleased to see that Council is willing to make some improvements to this bylaw. The recommended changes to the bylaw would make it stronger. The pool pump is a heat pump that is quite noisy.

10. IN-CAMERA

It was moved by Councillor John Andrew and Councillor Cate Savage

That council move into a closed session at 8:26 pm.

MOTION CARRIED

It was moved by Deputy Mayor Craig Gerrard and Councillor Lynn Pulsifer

That Council return to open session at 9:06 pm

MOTION CARRIED

11. ADJOURNMENT

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

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjourned at 9:06p.m.

Annual Report 2019

Kentville Business

COMMUNITY



December 31, 2019

Kentville Business Community
(Kentville Development Corporation Limited)



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Background

The Kentville Business Community is a private sector-based business development organization committed to support, promote, and grow the Kentville business community thereby helping to ensure a prosperous, sustainable future for all citizens.

Mission Statement:

***“KBC creates an environment
which is attractive, supportive, and welcoming
to a diverse group of businesses, professionals, & entrepreneurs.”***

KBC creates this environment by communicating and engaging the business community and offering programs that support new and existing businesses.

KBC’s success is the product of proactive engagement from the dedicated individuals who make up the Board of Directors, sub committees, and all those who volunteer their time to make Kentville a better place to live, work, and enjoy their life.

The KBC Team

Board of Directors

Wade Tibbo – President

Erik Deal – Vice President / Events Committee Chair

Mark Paish – Secretary / Treasurer

Jason Blanchard – Director / Façade Committee Chair

Paul Dixon – Director / Special Projects Committee Chair

Gary Morse – Director

Lenn Herritt – Director

Charlie Aubie – Director

Jaimie Corbin – Director

Hillary Webb – Director

Lindsay Young – Town Appointed

Zach Best – Executive Director

Summary - 2019

2019 has been a pivotal year for the Kentville Business Community. With continued success of KBC's various programs, and implementation of events and promotions, KBC has added to the overall growth and prosperity of Kentville. For the past year KBC has gone through extensive changes and growth. The organization's board of directors is made up of dedicated members who have served with the organization since it was first established, working alongside new members, who are excited and energized to bring about new and exciting ideas and opportunities. KBC has never been in a better position to do great things for the growing and prosperous Kentville business community.



KBC has worked to develop strategies that will lead to continued success of the business community. After now completing the fourth phase of the façade program, successfully implementing various events and promotions, along with more communication and openness with business community members, KBC has again proven to be an important part in the working relationship between the Town and the business community. Continued communication and cooperation, as well as the partnerships and relationships we have all worked to build over the past several years have led to the continued success of our community.



President's Message

Another year has come and gone and Kentville is stronger! 2019 has been a busy and productive year for the Kentville Business Community; both our organization and the greater business community.

For the organization, we have continued to make positive and meaningful progress towards achieving the goals we laid out for KBC over the last number of years. I can confidently say we have a strong board of directors, executive, and members. We have welcomed enthusiastic, engaged, and active board members this year and we thank Jaimie Corbin (Phantom Effects), Hillary Webb (ThermoHomes) and Charlie Aubie (SpeedPro) for joining us this year.

We have revamped our strategic plan with valuable input from the business community. We have already made a commitment to our 2020 Action Plan and I am excited to engage the business community to ensure 2020 is an even greater year for Kentville! We will be continuing what has worked so well and making changes to some initiatives to ensure they are sustainable for the future, while actively pursuing opportunities for greater success.

While there is a lot to be proud of this year for KBC, the accomplishment I am personally most proud of, is the project we undertook with our special project funding for this year. We worked with a local business to capture and reveal the true Kentville we all know; one that is welcoming, energized, diverse, and full of opportunity!

The fall and holiday videos we have produced and released have been described to me by some as “the best marketing that has ever been done for Kentville.” We have engaged tens of thousands of individuals online with these videos and have over 50,000 views on these already. I have had people who would never consider Kentville as somewhere to come and spend time and even live in, say “Wow! Kentville is really taking off!”

We have started to finally bring down the wall of peoples' perception of our Town. Perception is so often reality. The only way to change that, is to let people experience it for themselves. We have essentially brought our town to so many via these videos. They are one step in continuing to move the wheel of momentum forward for Kentville. I would ask that you also help us in this push and using the hashtag #wearekentville on social media to display the Town we all know and love.

I want to thank the Town staff, Mayor Snow and Council for their support and willingness to work with us this past year in ensuring we were working collectively on shared goals for our Town. I want to extend sincere thanks to the board of directors for their service, dedication, and enthusiasm for our organization. I also want to thank our Executive Director, Zach Best, for his commitment to KBC and Kentville as a whole. Your work does not go unnoticed, and it is much appreciated!

I want to end by thanking the greater Kentville Business Community for their continued support, trust and dedication to our Town. I thank those long-term businesses for being the foundation and staples that keep us thriving I want to welcome those who are new, and encourage those who are thinking of starting, to know that we are here for you. KBC is here for you and wish you all continued success for 2020! Kentville's success directly coincides with your success. If we continue to work together, support one another, and welcome others to join us, the possibilities for Kentville are endless!! Remember, “A rising tide raises all boats.”

#wearekentville,



Wade Tibbo
President – Kentville Business Community

The Last Twelve Months

Kentville Façade Program

2019 saw the completion of the fourth phase of the Kentville Façade Program. To date this phase has supported nine projects leading to a total investment of over \$30,000 in downtown façade improvements. The success of this program cannot be understated businesses have been utilizing the program to upgrade their business and attract more people into their doors. This program, along with the businesses of the community, has led to the investment of over half a million dollars into the downtown infrastructure which has helped create a more beautiful and welcoming community.

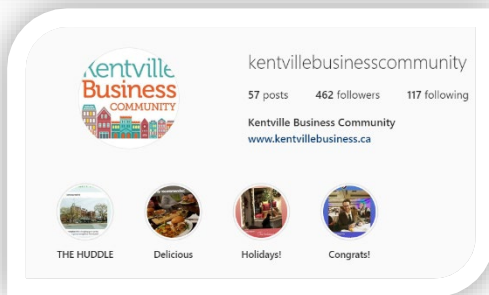
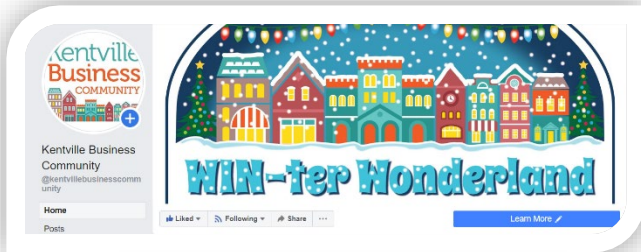


Phase 4 Projects Completed to Date

325 Main	\$ 1,875
9 Webster Court	\$ 2,643
2 Webster St.	\$ 475
360 Main St.	\$ 3,600
360 Main St.	\$ 138
25 Webster St.	\$ 360
37 Cornwallis	\$ 2,034
50 Webster St.	\$ 1,100
	\$ 12,224

Communication & Promotion

During KBC's 2019 strategic planning session the number one priority was the creation of a comprehensive communication plan. Over the past year KBC has been testing out and researching new ways of communication and adapting to the change of how people communicate. We have spent the year gathering knowledge on what works and what people want to hear and see. All of this will help to determine the best ways to communicate with those we want to communicate with, and we continually work this into our plans and operations.



KBC continues to communicate directly with each business community member through our mailing list of over 160 contacts which we utilized to send out specific detailed information that may be useful to businesses. Throughout the year we have also developed our outward communication which has been strongly focused on the creation and promotion of online content. The KBC website has been totally redesigned and is now a place that can be utilized to show off and tell the story of our community. We continue to develop our social media pages which have steadily grown over the past 2 years, and we continue to create content that will grow our audience and the community together with shared experiences. With KBC's special project for 2019 we've created two amazing video campaigns that have been designed to show what Kentville truly is, a beautiful welcoming community that encourages cooperation and success.



#wearekentville

What began as a board members idea, has grown into a new marketing initiative for Kentville’s business community. #wearekentville works to capture the essence of what Kentville is. We are Kentville faces, we are Kentville voices, we are Kentville events, we are Kentville families, we are Kentville businesses, we are Kentville shopping. We are the resources that heal, grow and educate. We are a strong community that offers safety with our own police force, volunteer fire department, EHS and court houses. We are a healthy population supported by tireless health care workers and facilities. We are a community of generations and also new beginnings for every walk of life. We are open spaces and fresh air... #wearekentville

With the help of Canopy Creative the KBC Special Projects Committee developed two major video marketing campaigns. The goal of which was to promote a bright and welcoming community. The first was titled #wearekentville. It told the story of a family enjoying a fall day in the beautiful town of Kentville. The second was titled ‘A Kentville Christmas Story’ showing a couple enjoying an evening filled with shopping and fun in a vibrant downtown.



In total, the initiative has received over 50,000 views, and reached an astonishing 76,000 people.

Community Feedback

“Congratulations to the merchants of Kentville for your commitment to the shire town and your investments in making it such a welcoming & people friendly place. Love seeing my first place of employment - Phinney’s doing so well after all these years!” – RickPope

“What a nice production!! Makes me want to visit!” – Sandra Wheaton

“Great job! Kentville is a place make home... to walk, hike, bike, shop and so much more!” – Lisa Gillis

“Love this ❤️ “ – Bidget Havercroft

Business community's promotional video for downtown Kentville goes viral - David Keating, Saltwire Network

Events

Over the past year KBC has run two major downtown events completed and collaborated on 8 different promotions as well as supported several other events and activities in the downtown. The 5th annual Kentville Multicultural Festival continued to be one of the most successful downtown events held during the summer. The event drew over 2,000 people to Center Square on August 24th to enjoy all that our community has to offer. The Devourer Sip & Savor event doubled in size over last year and received outstanding reviews from all that attended.



girliture – David White Trophy Winner – Winter 2019



LIV Fashion Boutique – Second Place – Winter 2019

Our seasonal promotions all reached new heights this year as the business Community continues to support them through donations and cooperation. KBC received over \$6,000 worth of donations this year to be given out to lucky community members. More businesses also continue to join in the decoration contests each season. With friendly competition in the spring and winter for the best storefront decorations and the ultimate prize, the David White trophy. Given out in honour of the late David White who dedicated himself to creating a better community. KBC has been proud to promote and engage in these events and activities, but it is really the businesses in the community and the members themselves who have gone above and beyond to make Kentville a place that people want to visit and enjoy.

Strategic Plan - 2019

On March 6th KBC held it's 2019 Strategic Planning Session. Small groups were able to effectively discuss and engage in the process and come up with great insights into the direction KBC should take over the next few years.

The session began with a review of the current strategic plan and discussion around what is still important going forward, what objectives are still relevant, and what goals/objectives are achievable by the organization. It then went into clearly defining current and new goals, with an emphasis on actions to be taken to achieve said goals.

Important Points Taken from the Session:

- Clearly defining Goals as being the outcomes KBC wants to see, Objectives being the steps KBC will take to achieve its goals, with an emphasis on Actions to be taken
- Some goals were shifted to objectives, with other goals and objectives being modified or removed
- Setting priorities and focusing on top priorities first
- Clearly defining what KBC can do, and what KBC should advocate for
- Emphasis on collaboration and partnerships
- Creating a new direction for certain goals (such as Kentville is Attractive for Business) by modifying objectives
- Overall emphasis on Communication: Getting the word out, promotion, sharing of information etc.

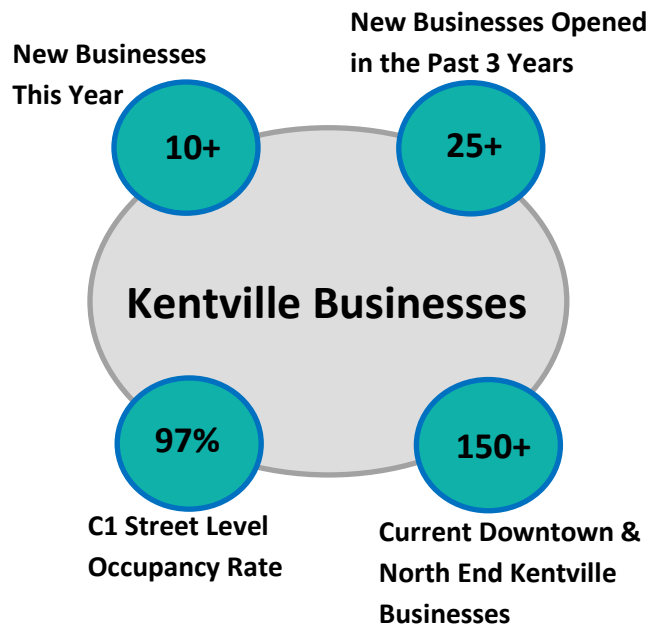
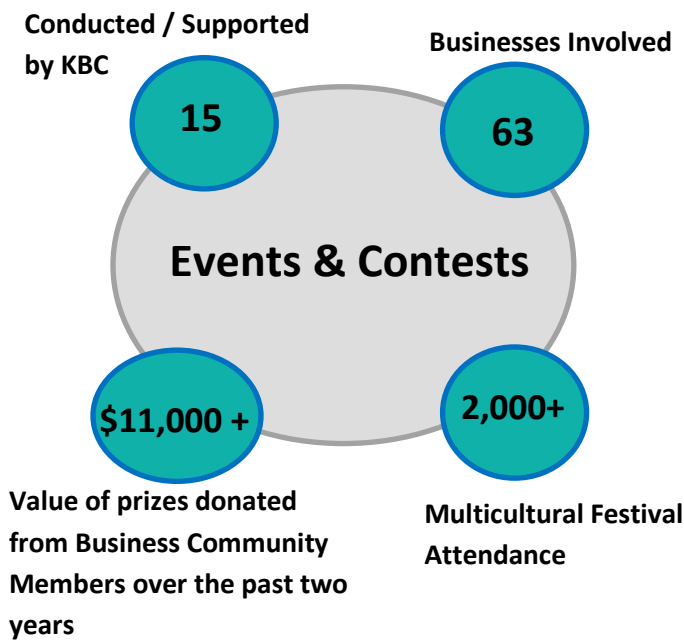
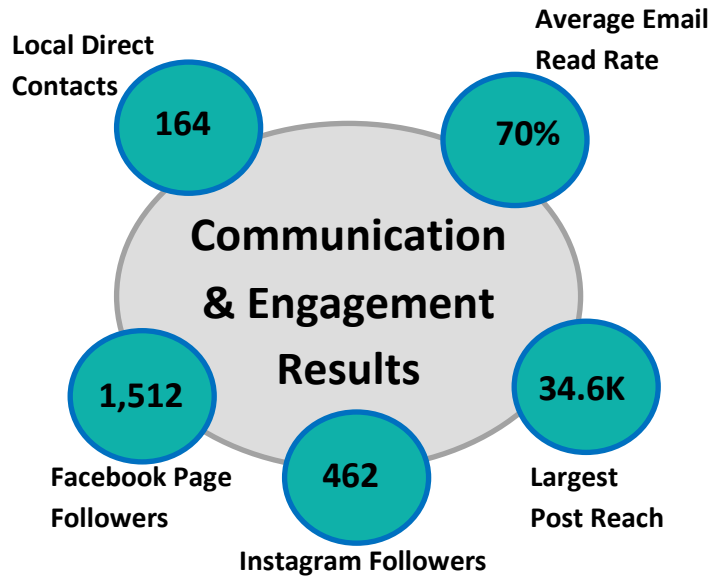
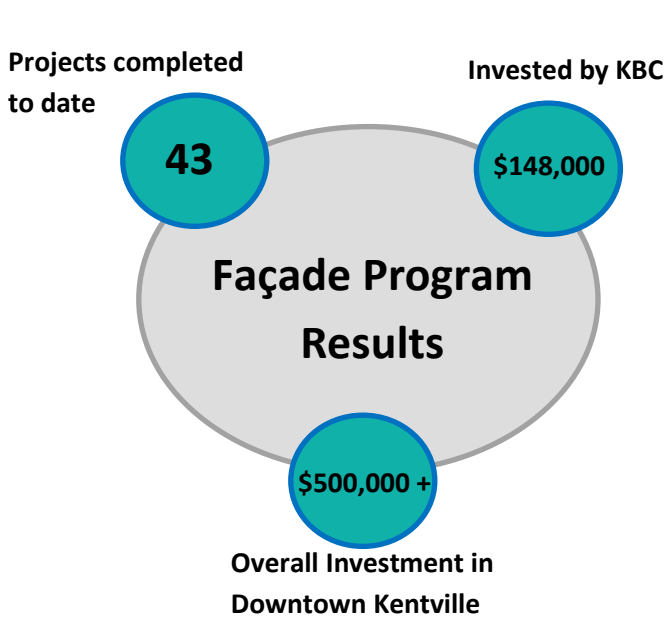
With all the information gathered from this session the KBC board deliberated and approved a new more focused strategic plan to act as the guide for the next two to three years. With it were three top priorates for the organization to focus its efforts for the next year.

1: Creating a Comprehensive Communication Plan

2: Create a Welcoming and Supportive Environment

3: Develop and Maintain Business Registry

Performance Indicators



Conclusion

As KBC looks to 2020 we also look to the past year and the successful programs that have been implemented by this organization. We see the growth and prosperity of the business community, and with it the optimism for continued success of the unique partnerships that have been built between KBC, the downtown business community, and the Town of Kentville. 2020 will be no different. KBC is ready to take on the new year with a clear vision and action plan that will sustain the pillars of the organization which are to Support, Promote, and Grow Kentville's business community.



Kentville Business Community
 Operating Budget
 2019 / 2020

Revenue

	<u>Actual to</u> <u>date</u>	<u>Projection</u>
Grants		
Town of Kentville Core Funding	\$ 61,700	\$ 61,700
Façade Funding	\$ 25,000	\$ 25,000
Special Projects Funding	\$ 20,091	\$ 20,091
Other Revenue	<u>\$ 7,875</u>	<u>\$ 7,875</u>
Total Revenue	<u>\$ 114,666</u>	<u>\$ 114,666</u>

Expenses

Labour Costs	\$ 33,203	\$ 45,500
Advertising and Promotion	\$ 138	\$ 500
Bank Charges	\$ 181	\$ 200
Continueing Education		
Board Events	\$ 971	\$ 1,000
Strategic Planning		
Office Expenses	\$ 637	\$ 650
Telephone	\$ 360	\$ 480
Computer & Internet Expenses	\$ 1,223	\$ 1,600
Professional Fees	\$ 2,365	\$ 2,365
Legal Fees	\$ 37	\$ 150
Liability/Directors Insurance	\$ 920	\$ 920
Meals & Entertainment	\$ 63	\$ 100
Membership Fees	\$ 125	\$ 250
Meeting Expenses	\$ 140	\$ 250
Miscellaneous		\$ 255
Conferences and Events	\$ 91	\$ 200
Postage	\$ 14	\$ 50
Façade program	\$ 12,225	\$ 15,600
Special Projects	\$ 9,165	\$ 20,091
Multicultural Festival	\$ 15,699	\$ 15,699
Devour!	\$ 5,677	\$ 6,200
Downtown Marketing Arm - Other Events	<u>\$ 6,836</u>	<u>\$ 7,000</u>
Total Expenses	<u>\$ 90,071</u>	<u>\$ 119,060</u>

Excess of Revenue over Expenses	<u>\$ 24,595</u>	<u>-\$ 4,394</u>
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Withdrawal from reserves to cover defecit		<u>\$ 4,394</u>
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Kentville Business Community

PROFIT AND LOSS

April 1 - December 27, 2019

	TOTAL
INCOME	
4000 Grants	81,791.00
4050 Town of Kentville - Facade Fund	25,000.00
4100 Other Revenue	7,875.00
Total Income	\$114,666.00
GROSS PROFIT	\$114,666.00
EXPENSES	
6000 Advertising and Promotion	138.15
6050 Bank and service charges	180.75
6075 Board events	970.71
6170 Computer and Internet Expenses	1,222.96
6190 Conferences & Events	91.37
6330 Insurance Expense	919.00
6375 Kentville Facade Program	12,224.50
6430 Meals and Entertainment	63.16
6440 Meeting Expense	139.65
6450 Memberships	125.00
6490 Office Supplies	637.24
6600 Payroll Expenses	19,223.10
Taxes	908.24
Wages	13,072.00
Total 6600 Payroll Expenses	33,203.34
6640 Legal Fees	37.40
6650 Postage and Delivery	13.98
6670 Professional Fees	2,365.00
6810 Telephone Expense	360.00
6830 Special Projects	9,165.49
6850 Downtown Marketing Arm	6,836.24
6851 Multicultural Fair	15,698.73
6852 Devour! Kentville Sip & Savour	5,676.97
Total 6850 Downtown Marketing Arm	28,211.94
Total Expenses	\$90,069.64
PROFIT	\$24,596.36

Kentville Business Community

BALANCE SHEET

As of December 27, 2019

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 Scotiabank	70,115.55
1200 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$70,115.55
Accounts Receivable (A/R)	
1100 Accounts Receivable	850.00
Total Accounts Receivable (A/R)	\$850.00
Total Current Assets	\$70,965.55
Non-current Assets	
Property, plant and equipment	
1500 Land	74,050.00
1530 Computer Equipment	1,396.42
1560 Office Equipment	1,668.38
1565 Acc Dep Office Equip	-115.02
Total 1560 Office Equipment	1,553.36
1570 Pavement	8,977.00
1575 Acc Dep Pavement	-7,904.37
Total 1570 Pavement	1,072.63
Total Property, plant and equipment	\$78,072.41
Total Non Current Assets	\$78,072.41
Total Assets	\$149,037.96
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	0.00
Total Accounts Payable (A/P)	\$0.00
Credit Card	
KBC Visa	-6,286.85
Total Credit Card	\$ -6,286.85
2400 Payroll Liabilities	
Federal Taxes	998.60
Total 2400 Payroll Liabilities	1,994.23
2550 GST/HST Payable	
Receiver General Suspense	-3,921.31
	0.00
Total Current Liabilities	\$ -8,213.93
Total Liabilities	\$ -8,213.93
Equity	
3500 Opening Balance Equity	0.00
3900 Member's Equity	189,782.52
Retained Earnings	-57,126.99
Profit for the year	24,596.36
Total Equity	\$157,251.89

	TOTAL
Total Liabilities and Equity	\$149,037.96



Kentville Business COMMUNITY

Kentville Business Community

Strategic Plan

2019

**Kentville Business Community
Strategic Plan
2019**

Contents

Vision and Mission Statements	Page1
Functional Areas	Page 2
Goals (Long Term)	Page 3
Objectives	Page 4 & 5
Top Priorities	Page 6

**Kentville Business Community
Strategic Plan
2019**

Vision Statement:

**Kentville is the vibrant, diverse
business, professional, & entrepreneurial centre of the Valley.**

Mission Statement:

**KBC creates an environment
which is attractive, supportive, and welcoming
to a diverse group of businesses, professionals, & entrepreneurs.**

**Kentville Business Community
Strategic Plan
2019**

KBC Functional Areas

Marketing / Communication – with and on behalf of the business community

People / Community – downtown is a people place

Business Development – growth and support

Infrastructure/ Investment – development in the downtown

Representation / Advocacy – on behalf of the business community

**Kentville Business Community
Strategic Plan
2019**

KBC Goals (Long Term)

Marketing / Communication

- 1) Kentville is recognized as the vibrant and diverse business, professional, & entrepreneurial centre of the Valley.

People / Community

- 2) Downtown Kentville is a people place.

Business Development

- 3) Kentville has a robust mix of businesses

Infrastructure / Investment

- 4) Kentville is attractive for business.

Representation / Advocacy

- 5) KBC will represent the collective interests of the downtown business community.

Kentville Business Community Strategic Plan 2019

KBC Goals and Objectives

Marketing / Communication

- 1. Kentville is recognized as the vibrant and diverse business, professional, & entrepreneurial centre of the Valley.**

Objectives:

- 1.1 Develop a comprehensive communication plan
- 1.2 Continue to establish the KBC brand

People and Community

- 2. Kentville is a people place through development and collaboration on projects, events, and activities.**

Objectives:

- 2.1 Plan and Collaborate with various groups and organizations to develop new projects, events, and activities that will draw people downtown
- 2.2 Create a welcoming experience for customers & visitors

Business Development

- 3. Kentville has a robust mix of businesses.**

Objectives:

- 3.1 Create a welcoming & supportive environment for businesses & entrepreneurs
- 3.2 Collaborate with other organizations to recruit & retain businesses, and foster innovation
- 3.3 Develop an inventory of existing businesses and of available commercial space/land (properties available for development)

Kentville Business Community Strategic Plan 2019

Infrastructure / Investment

4. Kentville is attractive for business.

Objectives:

- 4.1 Continue with downtown building façade program for 2019
- 4.2 Explore new investment program for 2020
- 4.3 Identify gaps in infrastructure, amenities, and community venues

Representation / Advocacy

5. KBC will represent the collective interests of the Kentville business community

Objectives:

- 5.1 Continue to establish an efficient process for dealing with issues (advocacy process)
- 5.2 Continue to develop relationships with other influential bodies/people
- 5.3 Create opportunities for Kentville business people to share ideas
- 5.4 Develop & maintain business registry
- 5.5 Advocate for the Town of Kentville to prepare a comprehensive revitalization and development plan for downtown Kentville.

**Kentville Business Community
Strategic Plan
2019**

KBC Top 3 Priorities 2019/2020

Develop a comprehensive communication plan.

- Develop a plan that is efficient and effective
- Determine what needs to be communicated, and to whom
- Determine best means of communication

Create a welcoming & supportive environment.

- Work with the Town, businesses, citizens, and visitors to determine what a supportive and welcoming environment is to them
- Determine best means of implementation

Develop & maintain business registry.

- Determine all information required
- Update / collect required information
- Ensure registry is kept up to date



Kentville Business COMMUNITY

ITEM: Special Project Request

TO: Mayor Snow & Kentville Town Council

SUBMITTED BY: KBC Board of Director

DATE: December 30, 2019

SUBJECT: Special Projects Request for 2020/2021 Fiscal

Background

During the November meeting of the Kentville Business Community board of directors, the board approved KBC's 2020 Action Plan as seen attached. This action plan outlines how KBC will utilize the resources at its disposal to support the three pillars of the organization which are to support, promote, and grow Kentville's business community. This plan has been carefully considered and developed over the past year and utilizes programs and actions that have been proven to give positive results.

Discussion

Through this 2020 action plan KBC will strategically invest \$159,000 to support KBC members, promote the business community, and help grow Kentville as a whole. Each area of action is specifically laid out in the document attached and identifies what and how resources will be allocated to help accomplish KBC's mission of creating an environment which is attractive supportive and welcoming to a diverse group of businesses, professionals, and entrepreneurs.

The plan begins with an overall budget for KBC through the 2020 fiscal year. It is then broken down into 4 specific areas of investment including the support of business community members, the promotion of the business community, the growth of Kentville as a whole, and the administrative needs of the organization.

In order to continue effectively planning the implementation of the 2020 Action Plan, KBC is requesting approval of the use of 2020/2021 special project funding for the implementation of KBC's communication plan as specified within the plan under the "Promote" heading.

\$16,000 will be budgeted for the continued production of professional videos. These videos will build off the success of our fall and winter videos to promote a positive image of Kentville. This will include businesses, Town assets, Events, etc. Each video will grow on the video before and continue to develop the #wearekentville initiative. The goal will be to reach as many viewers as possible to attract people to visit, shop, and or live in Kentville.

\$4,500 will be budgeted for the purchase of production equipment such as a camera, gimbal, microphone, etc. This equipment will be used primarily by KBC's ED for the implementation of the KBC Comm Plan. A high-quality camera will be required as well as the most cost-effective equipment for recording & capturing ongoing marketing content for downtown business community members, events, activities, etc.



Kentville Business COMMUNITY

\$7,000 will be budgeted for the marketing and promotion of KBC created content. This funding will be used for the placement of video ads online, boosting marketing posts/campaigns, print ads, etc. Content will be strategically placed to promote and communicate with specific audiences effectively. KBC will work in cooperation with the Town and build stronger relationships with other local groups such as the Valley REN, AVCC, NSCC, The Grapevine, etc. to coordinate marketing efforts.

Lastly, \$2,500 will be budgeted for research into the viability of a business development hub within downtown Kentville. Potential opportunities and partnerships will be explored with organizations such as NSCC, Valley REN, AVCC, etc. This investment comes out of continued interest in a business hub by local organizations and entrepreneurs, and will allow KBC to stay at the forefront of this potential opportunity.

Budget implications

Revenues for the 2020 Action Plan include \$64,000 of core funding, \$25,000 of façade funding, approximately \$10,000 of 2019 Façade Program funding to be carried forward, \$25,000 in Special Projects funding, and an investment of \$35,000 from KBC's cash Reserves.

Of the \$159,000 of funding available to KBC in 2020, \$25,000 of this is under the special projects funding amendment within the KBC/Town of Kentville funding agreement. This funding requires the approval of council prior to being released.

Policy implications

The KBC board believes this project to be in direct alignment with the KBC strategic plan and the funding agreement between KBC and the town of Kentville. This request is not for receiving 2020/2021 Special Project funding in advance, but simply the approval to use this funding within the 2020/2021 fiscal year.

Attachments

KBC 2020 Action Plan

Request

That Council approve 2020/2021 Special Projects funding to be used as specified in the 2020 Action Plan within the 2020/2021 fiscal year.

Respectfully Submitted,

Zach Best

Zach Best

Executive Director, KBC

Kentville Business Community

Action Plan

2020

Support

Promote

Grow

Overview

This document outlines KBC's 2020 Action Plan and how it will utilize the resources at its disposal to accomplish the three pillars of the organization.

Support, Promote, Grow

Introduction

Through 2020 KBC will strategically invest \$159,000 to support KBC members, promote the business community, and help grow Kentville as a whole. Each area of action is specifically laid out in the document below and identifies what and how resources will be allocated to help accomplish KBC's mission of creating an environment which is attractive, supportive, and welcoming to a diverse group of businesses, professionals, & entrepreneurs.



2020 Budget

KBC will have \$159,000 in funding available for 2020. This funding will be available through the KBC/TOK funding agreement, as well as KBC’s capital reserves. KBC plans to invest nearly all remaining capital reserves into it’s 2020 Budget for the implementation of this action plan.

See 2020 Budget below:

Kentville Business Community					
Budget - 2020					
Revenues					
	Core Funding				64,000
	Façade Funding				25,000
	Carryforward 2019				10,000
	Special Projects Funding				25,000
	Cash Reserves				<u>35,000</u>
	Total Revenue				159,000
Expenses					
	Overhead/Administrative				64,000
	Façade Program				35,000
	Special Project (Implementation of Communication Plan)		25,000		
			<u>5,000</u>		30,000
	KBC Events Program				<u>30,000</u>
	Total Expenses				159,000
	Excess of Revenues over Expenses				0

Support

KBC will support Business Community Members

Through the Kentville Façade Program KBC will continue to support the strategic investment in downtown infrastructure. Leading to a more beautiful downtown.

Through 2020 KBC will invest \$35,000 into the Façade Program. \$25,000 will be budgeted to regular façade program applications, and \$10,000 will be budgeted to the Mural Project program.

This will likely be the Fifth and final Phase of the current Façade Program as the KBC/TOK funding agreement is complete at the end of the 2020/2021 fiscal year.

Expense Breakdown			
2020			
Façade Program			
Regular Façade Applications			25,000
Mural Project			10,000
Total Expenses			35,000



Façade Applications

\$25,000 of 2020 Façade Program funding will be budgeted for regular program applications. While the Façade Committee (w/ Board approval) will determine how this funding will be spent, the program will be relatively the same as last year and promoted as the last year of the program. This approach may help to increase applications, and the likelihood of projects being completed. The committee will review the application requirements and revamp the application process accordingly.

Mural Project

\$10,000 of Façade program funding will be budgeted directly towards the Mural Project. This \$10,000 can be spent through the regular program of 50% expense coverage of any mural for a KBC Member. Or, can be spent through other means towards murals in the Downtown such as a Mural Festival. This aspect of funding for the Façade Program can be used in coordination with the KBC Events Committee, or other organizations willing to work with KBC.

Promote

KBC will Promote the Business Community

Through the implementation of KBC's Communication Plan KBC will work to continually promote business community members and the Town overall to bring more people downtown.

KBC will invest \$30,000 into the implementation of a Communication Plan through 2020. This Comm Plan will continue to be developed through the winter with the budget & framework highlighted here.

The focus of this plan will be the development of high quality promotional content to be shared mainly through social media and online.

		Expense Breakdown	
		2020	
Special Project - Communication Plan Implementation			
	Professional Video Production		16,000
	Equipment Purchase		4,500
	Promotions, Ads, & Marketing		7,000
	Research - Business Hub		<u>2,500</u>
Total Expenses			30,000



Professional Video Production

Professional video production will be one of the main focuses of KBC's Comm plan with \$16,000 budgeted for 2020. This budget will mainly be spent through the continued collaboration with Canopy Creative. The focus of these videos will be the continued promotion of a positive image of Kentville. This will include businesses, Town assets, Events, etc. Each video will grow on the video before and continue to develop the #wearekentville initiative. The goal will be to reach as many viewers as possible to attract people to visit, shop, and or live in Kentville.

Equipment Purchase

\$4,500 will be budgeted for the purchase of production equipment such as camera, gimbal, microphone, etc. This equipment will be used primarily by KBC's ED for the implementation of the KBC Comm Plan. A high-quality camera will be required as well as the most cost-effective equipment for recording & capturing ongoing marketing content for downtown business community members, events, activities, etc.



Promotions, Ads, & Marketing

\$7,000 will be budgeted for the marketing and promotion of KBC created content. This funding will be used for the placement of video ads online, boosting marketing posts/campaigns, print ads, etc.

Content will be strategically placed to promote and communicate with specific audiences effectively. KBC will work in cooperation with the Town, and build stronger relationships with other local groups such as the Valley REN, AVCC, NSCC, The Grapevine, etc. to coordinate marketing efforts.

Research - Business Hub

\$2,500 will be budgeted for research into the viability of a business development hub within downtown Kentville.

Potential opportunities and partnerships will be explored with organizations such as NSCC, Valley REN, AVCC, etc.

This investment comes out of continued interest in a business hub by local organizations and entrepreneurs, and will allow KBC to stay at the forefront of this potential opportunity.

Implementation

The KBC Comm Plan will be overseen and implemented by KBC's Executive Director. A marketing and communication committee will be formed to help in the planning and creation of content and ensure the successful implementation of said plan.

The KBC Comm Plan will evolve and adapt to what is happening in Downtown Kentville. It will use the resources laid out above, to effectively promote a positive image of the community by continually capturing and communicating with the community.



Grow

KBC will help grow Kentville as a whole

KBC will help grow Kentville’s business community through the continued investment in community events and activities.

KBC will invest \$30,000 into a strategic events program that engages with the business community and facilitates the implementation of major events and activities downtown. This program will be overseen by the KBC Events Committee which is led by the Events Committee Chair appointed by the KBC Board.

The KBC Events Program will consist of two major components; contracting an event coordinator and an Event Grant program.



		Expense Breakdown	
		2020	
KBC Events Program			
	KBC Event Grants		18,000
	Event Coordinator		<u>12,000</u>
Total Expenses			30,000

KBC Event Grants

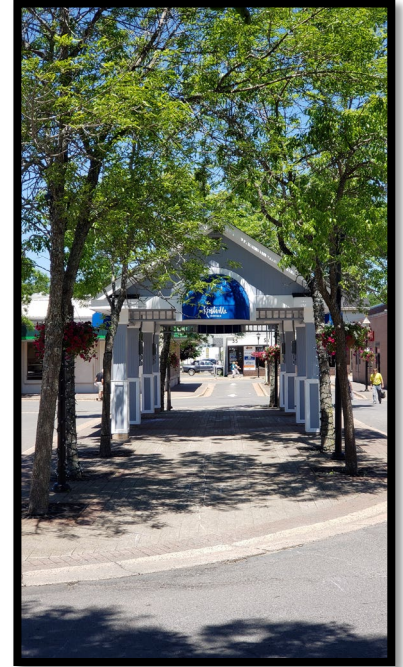
\$18,000 will be budgeted for an Event Grant Program that will facilitate the production of major events and activities in Downtown Kentville. This funding can be used by the Events Committee itself or granted to another group or organization putting on an event. The program will consist of grants of up to \$3,000 (recommendation) towards a single Downtown Event. This will allow the development of at least 6 major downtown Kentville Events. Smaller grants can be given out, or other funding can be fundraised to cover specific event expenses. This funding can be used for any event expenses at the discretion of the events committee or the committee directly overseeing a specific event.

Event Coordinator

\$12,000 will be budgeted for contracting an Event Coordinator. The EC will be under direct supervision of the Events Committee with the role of coordinating all logistics for the events put on by this committee. The specific duties and responsibilities of the EC will be developed by the events committee to ensure the most effective means of creating and implementing events.

Implementation

The KBC Events Program will be directly overseen and implemented by the KBC Events Committee & Committee Chair. The Chair will run the committee and put the right people in place to ensure the committee's success. The Committee will develop the Event Grant Program and once board approved, will have full authority over the implementation of the program, as well as the contracted Event Coordinator.



Town Cooperation

Through all these programs KBC will look to cooperate and coordinate with TOK & staff. Cooperation between KBC & TOK will be essential for the success of this action plan. In any area the Town can offer support either financially or in-kind will lead to the further success of this plan.

Administration

The remaining \$64,000 will be budgeted for the administration of KBC. Covering all overhead expenses including labour, insurance, operating expenses, etc.

See draft budget below:

Expense Breakdown		
2020		
Overhead / Admin		
Labour/Benefits/Healthcare		47,000
Advertising & Promoion		1,500
Bank Charges		220
Board Events		1000
Office Expenses		1500
Office Equipment		2000
Telephone		480
Computer/Internet/Software Expenses		2000
Continuing Education		1500
Professional Fees		2500
Legal Fees		150
Insurance		2000
Meals and Entertainment		500
Membership Fees		300
Meeting Expenses		500
Miscellaneous		300
Conferences and Events		500
Postage		<u>50</u>
Total Expenses		64,000



Conclusion

The KBC Mission is to “create an environment which is attractive, supportive and welcoming to a diverse group of business professionals and entrepreneurs”. Through our programs and events, we have, and will continue to work toward achieving our mission. The KBC 2020 Action Plan will contribute to that effort by investing in three distinct programs to support the business community. Once implemented, KBC will evaluate the programs and determine what changes or improvements will be beneficial to the business community and the Town in general. The work we’ve done over the past few years, together with an evaluation of the 2020 Action Plan, will form the basis for a new funding agreement with the Town of Kentville. KBC looks forward to our work on behalf of the business community and to continued support and collaboration with the Town as we move forward.





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

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

Finance Department Update

- The Investment Advisory Committee met on December 11 to hear the details of November 2019.
- Many Finance personnel enjoyed vacation days at the end of December.
- New CRA tax tables were uploaded to the Finance system to prepare for the new payroll year. Many thanks to Jason and Wanda for looking after the upload and the first pay for 2020!

Attachments

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

Schedule C (and graph) (Outstanding Taxation) is attached for the month ended December 31, 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 November 30, 2019.

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

Schedule H (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended December 31, 2019.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 75% of the budget would be consumed. To December 31, 2019, overall revenue exceeds the average at 89.9% recorded. Items worth noting are:

Taxes- Total taxation remains 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 continue to 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. Eight months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Nine months of sales are recorded.

Other Revenue-Own Sources- This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting above the guideline due to the collection of animal licenses, taxi licenses and Provincial court fines. "Rentals" will report below the guideline as the arena ice rentals account for the larger portion of this section. "Interest" exceeds the guideline as interest earned on cash deposits exceeds the budget figure. The annual dividend from the Kentville Water Utility has been paid to the Town.

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.

Expenditures (see schedule B)

To date, overall expenditures are over the benchmark at 77.4% expended. Some departments have exceeded the 75% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration exceeds the benchmark due to the 4th quarter payment (for Jan to March 2020) made to Property Valuation Services Corporation in December.

Protective Services- Fire Fighting exceeds the benchmark, as the 100% of the operating payment has been made along with the 100% of the Fire Area Rate tax billed on behalf of the KVFD. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule. All debt charges for the year are paid in full. **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 reflects the debt servicing payment schedule. All debt charges for the year are paid in full.

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- 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 last year.

Recreation- Programmes exceed the benchmark because most Recreation programs are held during the summer months. This sector also includes Canada Cup, Harvest Festival along with Holiday events. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule. All debt charges for the year are paid in full. **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.

Summary of Outstanding Taxes (see Schedule C)

As at December 31, 2019, 97.3% of the 2019/2020 levy is collected (last year-97.5%). Total property tax outstanding as at December 31, 2019 is \$261,862 (last year- \$262,129). This equates to 97.2% collected in total (last year- 97.1%).

Perpetual Investment Fund- (see Schedules E and F)

The Investment Advisory Committee (IAC) met on December 11, 2019 to discuss the report for the month ended November 30, 2019. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.6 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,399,237	\$1,396,152
Fixed income securities	8,262,863	8,069,212
Equities	3,919,010	4,438,951
Total investments	<u>\$13,581,110</u>	<u>\$13,904,315</u>

The *Statement of Reserves (Schedule F)* reports that at November 30, 2019, interest paid is \$99,149, dividends paid into the fund total \$141,073; capital gains are \$165,857 (last year-\$118,056). At November 30, management fees totaled \$20,838 (last year- \$25,480).

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

Town of Kentville Capital Investment Plan- 2019-2020

Information on the 2019/2020 Town of Kentville capital program is updated. The program is ongoing with \$1,310,691 recorded at November 30. The program details are updated monthly.

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

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at December 31, 2019.

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

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

Respectfully submitted,



Debra Crowell

Director of Finance

Kentville

Town of Kentville Operating Fund

Month ended December 31, 2019

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
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%
Area rates and frontages			
Area rates	576,600	583,588	101.2%
Special assessments	8,500	6,825	80.3%
	<u>585,100</u>	<u>590,414</u>	
Based on revenue			
Business property	39,200	39,208	100.0%
TOTAL TAXATION	<u>9,571,300</u>	<u>9,545,008</u>	99.7%
PAYMENTS IN LIEU OF TAXES			
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>	90.1%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	113,600	61,686	54.3%
Local government	97,900	105,248	107.5%
	<u>211,500</u>	<u>166,933</u>	78.9%
SALES OF SERVICES			
Agencies	<u>1,112,700</u>	<u>716,347</u>	64.4%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	42,300	40,002	94.6%
Rentals	419,000	266,792	63.7%
Interest	115,000	108,295	94.2%
Return on investments	630,000	100,000	15.9%
Other	41,900	28,036	66.9%
	<u>1,248,200</u>	<u>543,125</u>	43.5%
UNCONDITIONAL TRANSFERS	<u>226,900</u>	<u>140,554</u>	61.9%
CONDITIONAL TRANSFERS	<u>141,200</u>	<u>104,343</u>	73.9%
FINANCING AND TRANSFERS			
From reserves	252,800	252,833	100.0%
	<u>252,800</u>	<u>252,833</u>	100.0%
TOTAL REVENUE 2019/2020	13,265,000	11,919,948	89.9%

Town of Kentville Operating Fund

Month ended December 31, 2019

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	248,000	181,657	73.2%
General administration	1,350,100	1,047,421	77.6%
	<u>1,598,100</u>	<u>1,229,079</u>	76.9%
PROTECTIVE SERVICES			
Police- core program	2,341,500	1,650,853	70.5%
Police-sales of service	148,300	98,754	66.6%
Law enforcement	229,500	125,161	54.5%
Fire fighting	760,200	763,267	100.4%
Protective service- debt charge	21,200	21,125	99.6%
Emergency measures and other	116,900	137,718	117.8%
	<u>3,617,600</u>	<u>2,796,878</u>	77.3%
TRANSPORTATION SERVICES			
Common services	928,500	631,591	68.0%
Road transportation	782,300	408,147	52.2%
Public transit	205,300	177,669	86.5%
Transportation- debt charge	74,300	73,138	98.4%
Other	96,800	61,249	63.3%
	<u>2,087,200</u>	<u>1,351,795</u>	64.8%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	701,400	599,650	85.5%
PUBLIC HEALTH			
Public health and housing	99,500	(31,067)	-31.2%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	239,500	180,460	75.3%
Other community development	442,300	393,589	89.0%
	<u>681,800</u>	<u>574,050</u>	84.2%
RECREATION AND CULTURAL			
Recreation-Administration	480,700	363,994	75.7%
-Programmes (net)	129,300	99,639	77.1%
-Facilities	589,700	420,481	71.3%
-Debt charge	31,800	30,188	94.9%
Cultural	128,900	98,104	76.1%
	<u>1,360,400</u>	<u>1,012,405</u>	74.4%
EDUCATION			
	<u>1,556,300</u>	<u>1,167,192</u>	75.0%
FINANCING AND TRANSFERS			
Debt charge- principal	974,200	974,210	100.0%
Transfers to allowances and reserves	588,500	587,729	99.9%
	<u>1,562,700</u>	<u>1,561,939</u>	100.0%
TOTAL EXPENDITURE 2019/2020	13,265,000	10,261,919	77.4%

Town of Kentville Operating Fund

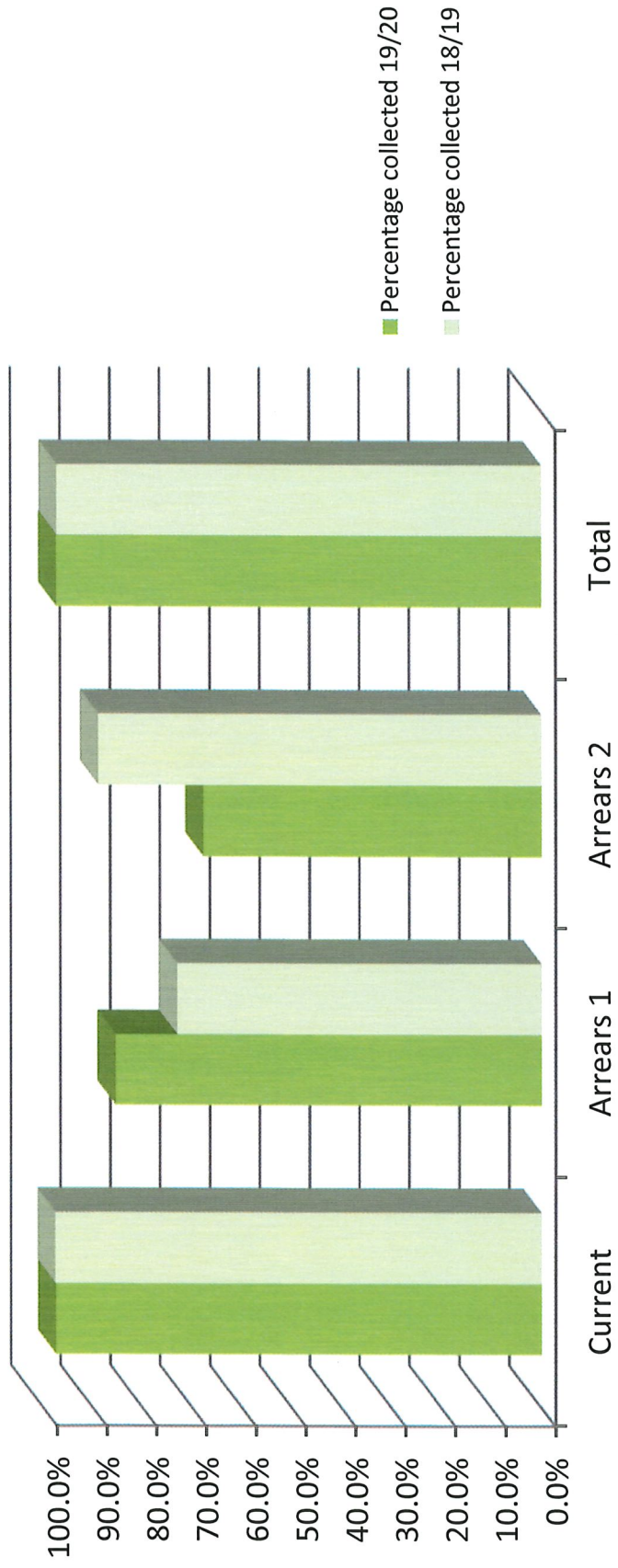
Month ended December 31, 2019

Summary of Taxes Collected & Outstanding

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

	<u>CURRENT</u> \$	<u>ARREARS 1</u> \$	<u>ARREARS 2</u> \$	<u>TOTAL OUTSTANDING</u> \$
Balance, April 1, 2019	(200,057)	106,207	4,000	(89,850)
Billed 2019	9,439,754	0	0	9,439,754
19/20 net adjustments	<u>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>8,998,419</u>	<u>90,694</u>	<u>2,709</u>	<u>9,091,822</u>
Outstanding	<u>245,058</u>	<u>15,513</u>	<u>1,291</u>	<u>261,862</u>
Percentage collected 19/20	97.3%	85.4%	67.7%	97.2%
Percentage collected 18/19	97.5%	73.0%	88.8%	97.1%

Town of Kentville Outstanding Taxes as at December 31, 2019



Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2019

Statement of Financial Position	2019 Actual \$	2018 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,396,152)	1,399,237	986,538
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,964	864
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$8,069,212)	8,262,863	8,582,241
Equities (at market- \$4,438,951)	3,919,010	3,870,915
Total assets	13,584,074	13,440,558
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,584,074	13,440,558
Total fund balance	13,584,074	13,440,558

Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2019

Statement of Reserves	2019 Actual \$	2018 Actual \$
Balance, beginning of year	<u>13,198,833</u>	<u>13,100,897</u>
Add:		
Interest	99,149	125,927
Dividends	141,073	124,384
Accrued interest and dividends		
Capital gains		
Equities	186,452	135,733
Fixed income securities	<u>(20,595)</u>	<u>(17,677)</u>
	<u>406,079</u>	<u>368,367</u>
	<u>13,604,912</u>	<u>13,469,264</u>
Less:		
Management fees (net)	20,838	25,480
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>20,838</u>	<u>28,706</u>
Balance, end of year	<u>13,584,074</u>	<u>13,440,558</u>

Town of Kentville Capital Fund

March 31, 2020

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	858,800	513,437	59.8%
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	44,765	66.8%
Recreation	723,100	266,785	36.9%
Cultural	0	0	0.0%
	2,819,100	1,310,691	46.5%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal			0.0%
Province of Nova Scotia	87,500	13,536	15.5%
	87,500	13,536	15.5%
Capital Contributions			
Betterments			
Contributions			0.0%
Sale of surplus equipment	29,500	9,500	32.2%
	29,500	9,500	32.2%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	858,800	513,437	59.8%
Own Sources			
Equipment Capital	59,000	31,946	54.1%
Town Capital			
General allocation	589,400	294,693	50.0%
Recreation	74,900	67,844	90.6%
	1,582,100	394,483	24.9%
Operations			
Capital from revenue- KPS	38,500	37,729	98.0%
	38,500	37,729	98.0%
BORROWING	1,081,500	342,007	31.6%
	2,819,100	1,310,691	46.5%

Town of Kentville Capital Fund

GENERAL LEDGER	GAS TAX INFRASTRUCTURE		
#	Description	Budget	Actual
		(revised)	
	Transportation		
	Sidewalks		
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
	Streets		
05-35-71-200	School Street	30,000	64,552
	Canaan Ave	196,200	0
05-35-71-440	Condon Ave	200,000	205,493
	Guardrails		
	Canaan Ave	24,400	
	Business Park		
05-35-71-400	Storm sewer laterals	55,000	65,591
	Recreation & sport infrastructure		
05-35-74-100	Trail- Bridge canoe launch	0	0
	PROJECTS	858,800	513,437
	FUNDING		
	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	442,100
	Reserve- Gas Tax Top Up	390,400	44,116
	Reserve - Town capital		
	Borrowing		
	TOTAL	858,800	513,437

Town of Kentville Capital Fund

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

Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Marked car	48,000	47,229
	Equipment		
05-35-75-700	Mobile speed signs (2)	7,800	6,866
	Building		
05-35-75-600	New Roof	42,700	63
	Information technology		
05-35-75-800	Server replacement	10,000	10,619
	PROJECTS	108,500	64,776
	FUNDING		
	Cash		
	Capital from revenue	38,500	37,729
	Proceeds on sale	9,500	9,500
	Reserves	60,500	17,547
	Borrowing		
	TOTAL	108,500	64,776

March 31, 2020

Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	134,000	31,946
05-35-71-450	Public Works building	15,000	0
	Downtown improvements		
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)
	Parking lots		
05-35-71-470	Arena	15,000	0
	"Home Hardware"	5,000	
	Storm sewer		
05-35-71-500	New bridge- Duck bill/Storm drain	141,700	19,616
05-35-71-510	Shannex/GVJ	50,000	20,576
	PROJECTS	958,200	354,434
	FUNDING		
	CASH- OVERRUN		
	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
	TOTAL	958,200	354,434

Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Downtown betterments		
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	15,692
	Signage		
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
	Buildings		
05-35-75-170	Remediation- Calkin building	15,000	0
			0
			0
	PROJECTS	67,000	44,765
	FUNDING		
	CASH		
	Capital Reserve- Town General	54,500	21,365
	Capital contribution- DMA (Public Garden)		10,900
	Borrowing	12,500	12,500
	TOTAL	67,000	44,765

March 31, 2020

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	5,944
	Green Areas		
05-35-73-250	Wayfinding- AT Plan Station Lane signage	5,000	0
	Tennis Court		
05-35-72-360	Clubhouse and washrooms	10,000	4,949
	Parks/Playgrounds		
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	21,076
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
	Pool		
05-35-73-500	Pool coating	30,000	9,833
05-35-74-600	Pool Change rooms and door	69,600	73,895
-74-400,05-35-7	Equipment	220,000	14,443
05-35-73-300	Studies (WIP & New)	108,500	93,490
	PROJECTS	723,100	266,785
	FUNDING		
	CASH		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	64,231
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	134,710
	TOTAL	723,100	266,784

Town of Kentville Capital Fund

March 31, 2020

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

Town of Kentville

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

	Sanitary Sewer		Town Operating Fund		Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest	Capital Billing	Hydrant Charge	Outstanding	Interest	Outstanding	Interest
2014/15	45,344	25,028							45,344	25,028
2015/16	59,832	16,759	8,378	1,819		14,864	10,523		83,074	29,101
2016/17	232,836		3,946		54,112	16,905	1,386		309,907	1,386
2017/18	247,360		68,267			188,968			504,595	0
Paid- July 9, 2018						(168,041)			(168,041)	
2018/2019 (staus quo bill)	171,500		38,000			188,968			398,468	0
Paid- August 13, 2019	(79,080)		(58,422)			(234,134)			(371,636)	
2019/2020 billing			51,455	no bill issued		188,364			239,819	
Paid- Nov 22, 2019			(102,911)	(for 18/19 & 19/20)		(102,911)			(102,911)	
Written out of ledger due to age (Bc still collectible)	677,792	41,787	8,713	1,819	54,112	195,894	11,909		938,619	55,515
	(258,122)	(41,787)							(258,122)	(41,787)
	419,670	0	8,713	1,819	54,112	195,894	11,909		680,497	13,728
	419,670		10,532			207,803				694,225

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

	Town Operating Fund		TOTAL DUE COUNTY	
	Regional Sewer Current Billing 4 quarters	Building & Fire Inspection Disposal site Current Billing		
2017/2018			2017/2018	27,218
2018/2019	703,000	81,916	2018/2019	819,265
2019/2020	545,250	60,560	2019/2020	641,210
PAID September 2019		(120,786)	PAID	(120,786)
PAID November 2019		(21,690)	PAID	(21,690)
	1,248,250	0		1,345,217
			NET TOTAL	(650,991)
			Including sewer write offs	
			OR	
			NET TOTAL	(351,082)
			excluding sewer write offs	



Memo

To: Kelly Rice, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: January 7, 2020

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

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

In this report, the Town of Kentville is in a deficit position of **\$45,400** (last month-deficit \$47,900).

Everything known to date has been scraped up and reported.



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

REVENUE

Overall, actual revenue is projected to end the year over budget **\$36,800**. 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 \$1,265,800; **OVER BUDGET \$17,600**)

Own source revenue is projected to be over budget by 1.4%.

- Fines, Licenses and Permits is projected to be **over budget \$ 3,200** due to Provincial Court fines, parking ticket revenue and various permit issued by Administration and Planning.
- 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 \$82,200**. The Town Operating Fund is projecting **a current deficit of \$45,400**. The particulars are as follows:

9 LEGISLATIVE (budget \$248,000; projected \$247,000; **UNDER BUDGET \$1,000**)

- Council expenses will end the year **under budget \$ 1,000**

10 GENERAL ADMINISTRATION (budget \$1,350,100; projected \$1,383,900; **OVER BUDGET \$33,800**)

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 \$ 1,700**. 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 and Collection expense exceed 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 \$3,694,500; **OVER BUDGET \$76,900**)

Police Protection- core program is projecting to be **over budget \$27,000**.

- Remuneration is projecting over budget \$ 17,000 in Overtime related to Sergeants- \$7,000 and Constables- \$10,000.
- Office expenditures exceed budget by \$9,000. While savings are found in Meeting-Commission, Inspector's expenses and Telephone cost centres, Other Administration exceeds budget due to purchases 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.
- Operations- programmes will exceed budget by \$1,000 due to expenditures incurred in Special Projects.

Sales of Service- KPS

This section is projected to be **under budget \$5,200**.

- Remuneration will be under budget due to savings in remuneration and benefits coupled with reallocations of Back Check wages to other parts of the budget.

Law Enforcement

- **Savings of \$14,500** 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 \$68,800**.
- Emergency measures- wages are projected over budget \$31,300 due to extra costs incurred re: Post Tropical storm Erin and Hurricane Dorian.
- Emergency measures- materials & supplies is projected to be over budget \$28,700 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 \$2,115,900; **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 \$684,400; **OVER BUDGET \$2,600**)

Environmental Development expects exceed its budget by 0.4%

- **Planning & zoning** is increased **\$1,800** in Office expenditures due to legal expenditures offset by Committee honoraria.
- **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 \$1,340,800; **UNDER BUDGET \$19,600**)

This department is projected to be under budget by 1.4%.

- Administration will find **savings of \$ 2,000** in Office expenditures in Legal fees, Meeting expenditures and Promotion while Training and Other will exceed budget.
- "Programmes" are projected **under budget by \$6,800**. Savings are found in Swimming Pool, Day Camp and Tennis offset by funds granted to the Kentville Wildcats and Silver Gliders, 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)
2 TAXES			
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%
3 PAYMENTS IN LIEU OF TAXES			
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%
4 SERVICES PROVIDED			
To other governments			
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%
5 SALES OF SERVICES			
Agencies	<u>1,112,700</u>	<u>1,113,600</u>	0.1%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	42,300	45,500	7.6%
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>1,265,800</u>	1.4%
7 UNCONDITIONAL TRANSFERS	<u>226,900</u>	<u>224,500</u>	-1.1%
8 CONDITIONAL TRANSFERS			
Other governments	<u>141,200</u>	<u>159,400</u>	12.9%
FINANCING AND TRANSFERS			
24 From reserves	252,800	252,800	0.0%
	<u>252,800</u>	<u>252,800</u>	0.0%
TOTAL REVENUE	<u>13,265,000</u>	<u>13,301,800</u>	0.3%

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	248,000	247,000	-0.4%
10	General Administration	1,350,100	1,383,900	2.5%
		<u>1,598,100</u>	<u>1,630,900</u>	2.1%
PROTECTIVE SERVICES				
11	Police- Core program	2,341,500	2,368,500	1.2%
11-1	Police- Sales of service	148,300	143,100	-3.5%
11-2	Law enforcement	229,500	215,000	-6.3%
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	185,700	58.9%
		<u>3,617,600</u>	<u>3,694,500</u>	2.1%
TRANSPORTATION SERVICES				
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%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	701,400	702,700	0.2%
PUBLIC HEALTH				
17	Public health and housing	99,500	59,000	-40.7%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	239,500	241,300	0.8%
19	Other community development	442,300	443,100	0.2%
		<u>681,800</u>	<u>684,400</u>	0.4%
RECREATION AND CULTURAL				
20	Recreation-Administration	480,700	478,700	-0.4%
21	-Programmes & other	129,300	116,500	-9.9%
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>1,340,800</u>	-1.4%
23	EDUCATION	<u>1,556,300</u>	<u>1,556,300</u>	0.0%
FINANCING AND TRANSFERS				
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%
TOTAL EXPENDITURE		<u>13,265,000</u>	<u>13,347,200</u>	0.6%
PROJECTED SURPLUS (DEFICIT)			<u>(45,400)</u>	-0.3%

Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
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 (KVPD)	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>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	8,500	6,800
	<u>8,500</u>	<u>6,800</u>
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	38,700	38,700
Assessment Act- Farm property acreage	500	500
	<u>39,200</u>	<u>39,200</u>
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,571,300</u>	<u>9,540,300</u>
OVER BUDGET (UNDER BUDGET)		(31,000)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	392,600	399,700
Province		
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
OVER BUDGET (UNDER BUDGET)		7,100

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	113,600	113,600
Local government		
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
OVER BUDGET (UNDER BUDGET)		26,400

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
SALES OF SERVICES		
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
	1,112,700	1,113,600
OVER BUDGET (UNDER BUDGET)		900

Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	24,000	26,000
Law enforcement		
Licenses	5,600	5,600
Parking tickets	8,000	9,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	2,900	3,000
	<u>42,300</u>	<u>45,500</u>
Rentals		
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>1,265,800</u>
OVER BUDGET (UNDER BUDGET)		<u>17,600</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
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
	<hr/>	<hr/>
OVER BUDGET (UNDER BUDGET)		(2,400)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	9,400	10,100
Seniors mentoring program	-	
	<u>9,400</u>	<u>10,100</u>
Province		
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		
Other		
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>
OVER BUDGET (UNDER BUDGET)		<u>18,200</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	46,000	46,000
Expenses	10,000	10,000
Legislative benefits		
CPP	7,800	7,800
Group insurance	3,700	3,700
Council		
Remuneration	152,200	152,200
Expenses	6,300	5,600
Expenses- Andrew	5,000	6,100
Expenses- Bolland	3,000	3,000
Expenses- Gerrard	3,000	3,100
Expenses- Maxwell	3,000	2,500
Expenses- Pulsifer	3,000	2,500
Expenses- Savage	3,000	2,500
Other		
Other meeting expenditures	2,000	2,000
Election	-	
	248,000	247,000
OVER BUDGET (UNDER BUDGET)		(1,000)

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	531,500	561,000
Benefits 121-22-02X	103,400	103,400
Office Expenditures		
Legal and audit	22,200	22,200
Consulting	-	-
Advertising and promotion	5,400	8,000
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	154,900
Information Technology		
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
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	96,400	96,400
Various building 121-26..27-0XX	29,200	29,200
	125,600	125,600
Debt Charges		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	10,800	10,800
Programmes		
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
Valuation Allowances		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
TOTAL GENERAL ADMINISTRATION	1,350,100	1,383,900
OVER BUDGET (UNDER BUDGET)		33,800

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
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	15,000
Overtime-Constable	40,000	50,000
Secondment	99,100	99,100
	1,695,900	1,712,900
Benefits 122-12-02X	294,100	294,100
Internal allocation 122-13-010		
Office Expenditures		
Professional expenditure	-	
Honoraria-Commission	600	600
Meeting-Commission	3,500	2,500
Director's expenses	9,000	9,000
Inspector's expenses	1,000	500
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	20,300	20,300
Office expense & supplies	12,000	12,000
Telephone	26,000	23,000
Equipment rental	4,000	4,000
Other expenditure	6,500	20,000
	105,900	114,900
Occupancy-Police Building		
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
Operations-Communication		
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
Operations-Technology (122-16-148)	21,500	21,500
Operations-Vehicle		
Insurance	5,800	5,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	53,800	58,800
Operations-Programmes		
Special projects	5,000	6,000
Crime prevention/community relations	3,500	3,500
Custody and detention of prisoners	47,400	47,400
	55,900	56,900
TOTAL POLICE PROTECTION	2,341,500	2,368,500
OVER BUDGET (UNDER BUDGET)		27,000
TOTAL POLICE PROTECTION (carried forward)	2,341,500	2,368,500
POLICE PROTECTION REVENUE		
Secondment- Province	113,600	113,600
Fines and fees- Province	24,000	26,000
Law enforcement- Province	100,000	100,000
TOTAL POLICE PROTECTION REVENUE	237,600	239,600
NET POLICE PROTECTION	2,103,900	2,128,900
SALES OF SERVICE EXPENSE		
Remuneration	78,000	70,000
Remuneration Part time	48,000	58,000
Benefits	22,300	20,000
Internal allocation		(4,900)
	148,300	143,100
NET SALES OF SERVICES		(5,200)
SALES OF SERVICE REVENUE		
Sales of service- Police	590,000	590,000
NET SALES OF SERVICES		(446,900)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	85,300	85,300
OTHER		
Prosecution	10,200	10,200
Legal	50,000	50,000
Other-Crossing guards	24,500	24,500
Parking enforcement officer	59,500	45,000
	144,200	129,700
TOTAL LAW ENFORCEMENT	229,500	215,000
OVER BUDGET (UNDER BUDGET)		(14,500)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	5,600	5,600
Parking Tickets	8,000	9,000
TOTAL LAW ENFORCEMENT REVENUE	13,600	14,600
NET LAW ENFORCEMENT	215,900	200,400

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
FIRE PROTECTION		
FIRE FIGHTING		
Transfer to KVFD- Area rate	161,900	161,900
Transfer to KVFD-Operating	183,600	183,600
TOTAL FIRE FIGHTING	345,500	345,500
SURPLUS (DEFICIT)		-
WATER SUPPLY AND HYDRANTS		
Water supply & hydrants	414,700	415,400
SURPLUS (DEFICIT)		700
TOTAL FIRE PROTECTION	760,200	760,900
OVER BUDGET (UNDER BUDGET)		700

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debt interest	21,200	21,200
Term loan interest	-	100
TOTAL DEBT CHARGES	21,200	21,300
OVER BUDGET (UNDER BUDGET)		100
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	31,600
Emergency control-M & S	100	28,800
911 System	17,700	17,700
	32,000	92,000
OTHER PROTECTIVE SERVICES		
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
TOTAL EMERGENCY MEASURES AND OTHER	116,900	185,700
OVER BUDGET (UNDER BUDGET)		68,800

Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
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>
Benefits 123-12-02X	<u>214,900</u>	<u>214,900</u>
Internal allocation 123-13-010	<u>(500,700)</u>	<u>(500,700)</u>
Office Expenditures		
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>
Occupancy-Public Works building 123-15-0XX	<u>39,200</u>	<u>39,200</u>
Operations-Communications		
Communication	<u>3,500</u>	<u>3,500</u>
Operations-Vehicles and equipment		
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>
TOTAL COMMON SERVICES	<u>928,500</u>	<u>936,400</u>
OVER BUDGET (UNDER BUDGET)		<u>7,900</u>

Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
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
TOTAL ROAD TRANSPORTATION	782,300	782,300
OVER BUDGET (UNDER BUDGET)		-
PUBLIC TRANSIT		
Kings Transit Authority	190,400	211,200
Kings Point to Point	14,900	14,900
TOTAL PUBLIC TRANSIT	205,300	226,100
OVER BUDGET (UNDER BUDGET)		20,800
DEBT CHARGES	74,300	74,300
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
TOTAL OTHER TRANSPORT	96,800	96,800
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,800	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>
TOTAL GARBAGE AND WASTE COLLECTION	<u>699,900</u>	<u>701,200</u>
OTHER AIR POLLUTION		
Other air pollution	<u>1,500</u>	<u>1,500</u>
TOTAL	<u>701,400</u>	<u>702,700</u>
OVER BUDGET (UNDER BUDGET)		<u>1,300</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration Administrative	179,500	179,500
Benefits 126-12-02X	25,700	25,700
Office Expenditures		
Legal	10,000	12,000
Committee honoraria	300	-
Committee meeting expenditure		100
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	36,100
TOTAL PLANNING AND ZONING	239,500	241,300
OVER BUDGET (UNDER BUDGET)		1,800

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
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
OVER BUDGET (UNDER BUDGET)		(1,700)
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	9,000
DEBT CHARGES	43,200	43,200
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	73,500	73,500
CED Office	8,000	8,000
	81,500	81,500
Tourism		
Tourism	50,900	50,900
Promotions		
Promotions	109,400	109,400
Other		
Apple Blossom Festival	16,500	16,500
TOTAL OTHER ECONOMIC DEVELOPMENT	258,300	258,300
OVER BUDGET (UNDER BUDGET)		2,500

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	341,700	341,700
Benefits 127-12-02X	75,200	75,200
Internal allocation 127-13-010	(45,900)	(45,900)
Office Expenditures		
Legal fees	4,000	1,000
Professional fees	1,000	1,000
Committee meeting expenditure	3,000	2,000
Promotion and publicity	4,500	2,500
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	9,000
	63,100	61,100
Vehicles and equipment		
Insurance	4,000	4,000
Lease of equipment	14,600	14,600
Gasoline	9,000	9,000
Operations and maintenance	19,000	19,000
	46,600	46,600
TOTAL ADMINISTRATION-RECREATION	480,700	478,700
OVER BUDGET (UNDER BUDGET)		(2,000)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	6,500	10,000
Swimming pool 127-22-0XX	20,500	17,000
Day camp 127-23-0XX	3,500	(2,700)
Tennis 127-24-0XX	800	200
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	-	
TOTAL RECREATION PROGRAMMES	58,300	51,500
OTHER		
Parks division and trees 127-43-0XX	71,000	65,000
TOTAL OTHER RECREATION	129,300	116,500
OVER BUDGET (UNDER BUDGET)		(12,800)

Town of Kentville Operating Fund -11/12

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
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
TOTAL RECREATION FACILITIES	589,700	586,400
OVER BUDGET (UNDER BUDGET)		(3,300)
TOTAL DEBT CHARGES	31,800	31,800
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
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
TOTAL CULTURAL	128,900	127,400
OVER BUDGET (UNDER BUDGET)		(1,500)

Town of Kentville
Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
EDUCATION		
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
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	965,600	965,600
Temporary financing- principal	8,600	8,600
	974,200	974,200
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
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
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(245,500)	(245,500)
From Capital Reserve fund	(7,300)	(7,300)
	(252,800)	(252,800)
NET FINANCING AND TRANSFERS	1,309,900	1,309,900
OVER BUDGET (UNDER BUDGET)		-



<p>Programs and Operations</p>	<ul style="list-style-type: none"> • 4 Development Permits Issued. <p>The building code regulation have been amended which will likely reduce the number of building permits in the future. Some projects that used to require a building permit may no longer need one. The \$5,000 threshold has been eliminated for non-structural residential projects and has been increased to \$10,000 for non-structural commercial projects. New regulations are also in place for "tiny homes".</p> <ul style="list-style-type: none"> • 2 Subdivisions Applications • Dangerous and Unsightly Premises -0. • Zoning Certificates – 0 	<p>Highlights</p> <ul style="list-style-type: none"> • building Valuation of \$2,000 for a year end total of \$19,165,590
<p>Projects</p>	<ul style="list-style-type: none"> • Glooscap curing club: no further updates. • Former KCA Lands. Enqore are finalizing costs for excavation work. They are hoping to begin preparing the land for development as soon as possible. • Green Parsons Developments. Development continues on schedule. The development, Miners Landing, can be seen on their new website: https://minerslanding.ca 	

	<ul style="list-style-type: none"> • MacDougal Heights: Working with Parson Investments on approving a 26 lot subdivision between Acadia Drive and Dalhousie Ave. Parkland discussions design are being finalized. • Business Park: Interest in land in the Business Park continues. A Subdivision plan is being processed for 3 additional lots. • Various mapping and GIS support continues. 	
Public Engagement	<ul style="list-style-type: none"> • Emails – ongoing • Drop Ins – ongoing 	
Other	<ul style="list-style-type: none"> • NA 	
Meetings and Events	<ul style="list-style-type: none"> • Senior Admin meetings • CAC • Planning Department meeting • John Parsons • Christmas Break 	

Activity Report

Planning & Development

December 2019



<i>PERMITS</i>	<i>PERMITS ISSUED</i> DECEMBER 2019		<i>PERMITS ISSUED</i> DECEMBER 2018	
	MONTH TOTAL	MONTH TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	4	135	6	129
Total Building Value (\$)	2,000	19,165,590	5,900	17,256,065
Permit Revenue (\$)	50.00	25,051.06	188.47	15,278.43

Year End Building Values *(Past 5 Consecutive Years)*

Year	2019	2018	2017	2016	2015
Total Building Values (\$)	19,165,590	5,576,950	17,256,065	10,710,750	6,398,719

Permits Report

Planning & Development

December 2017



Permit #: 3719	Permit Date: Dec 04 / 19
Value of Construction: \$2,000.00	Fee: \$50.00
Sign – 1 Ground Sign, 16 sq ft in area	

Permit #: 3720	Permit Date: Dec 04 / 19
Value of Construction: \$0.00	Fee: \$0.00
Change of Tenant – Vacant to Professional Office	

Permit #: 3721	Permit Date: Dec 04 / 19
Value of Construction: \$0.00	Fee: \$0.00
Change of Tenant – Professional Office to Professional Office	

Permit #: 3722	Permit Date: Dec 16 / 19
Value of Construction: \$0.00	Fee: \$0.00
Home Based Business – Massage Therapy practice.	

Total Value of Construction: \$2,000.00	Total Permit Fees: \$50.00
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Town of Kentville
Community & Economic Development
Report to CAC – January 13th, 2020



Submitted January 8, 2020

Programs and Operations	<ul style="list-style-type: none">• Planning for 2020 spring and summer marketing is underway and some major features have already been booked, including the features for Saltscapes Magazine. Our 2020 marketing campaign is called "Find your Fresh". This campaign will carry on targeting the "outdoor enthusiast" and leave more room for marketing to the "cultural enthusiast" as well. Together, these two visitor groups represent 2/3rds of the travelling public who find themselves in Nova Scotia for travel/leisure purposes.• Following the direction of Council from December, the CEDC has reached out to a few appraisers to determine the best way forward for having the remaining land in the business park appraised, updates to follow.• The process of determining the cost and timeline for a new/updated Hotel Feasibility study has been started. More to report at the next meeting of CAC.• The "How to Grow Your Business" booklet has been updated and edited for print. We have been waiting on the new "have it all" valley brand materials which will be available to us before the end of the month. Once we have the files necessary to complete the design work, the booklets will be available in hard copy. The original version is still available for download on the website.• 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 overall development of 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, etc.• We have secured a student from Acadia who will assist with the above noted business park data collection project through a job placement starting in February. Jacob
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	<p>Fenchak is a 4th year student athlete in the CD program with specialty in environmental and sustainability studies. Jacob will join the Planning Department team for 6 weeks beginning February 17th.</p>
<p>Projects & Beautification</p>	<ul style="list-style-type: none"> • The Kentville Business Park working group delivered a new campaign this holiday season called “light up the park”. Businesses in the park were encouraged to decorate using lights, and the Town jointly promoted the park as an area for visitors to drive through and check out over the holiday season. The winners were announced at a presentation on December 20th at Capital Paper. 1st place went to Capital Paper, 2nd place was awarded to Annapolis Valley Air Management, and 3rd place went to Triple E. Solutions. • Holiday lighting has been removed and planning for spring beautification efforts downtown is under way. Specifically we are looking at adding more ornamental and decorative lighting to compliment what is already in place. • The downtown signage project has been suspended in order to preserve budget and will be picked back up in the spring. • The CEDC is working with support from Public Works, the Recreation Department, and the Planning Technician on a conceptual plan and proposal for council’s consideration at the February meeting of CAC. The “Centre Square Activation Project” which will be recommended as a pilot for the summer of 2020 will aim at increasing and diversifying activity downtown, will increase greenery and decorative lighting in Centre Square, and improve the general safety and attractiveness of Centre Square. The plan will be in alignment with the priorities of Council as outlined in our recent strategy session and be a shining example of placemaking best practices. The CEDC is very excited
<p>Tourism /events</p>	<ul style="list-style-type: none"> • Kentville is once again partnering with the towns of Berwick, & Wolfville, the County of Kings, AVCC, and the Valley REN to put together a regional tourism booth for the Saltscapes Expo happening in the Spring. The planning committee has its first meeting scheduled for later this month.

Other	<ul style="list-style-type: none">• The KBC Special Project video "A Kentville Christmas Story" went viral as reported last month and was recently picked up and featured by CTV's Live at 5! If you missed the clip live on air, you can still view the segment online.
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Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

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



Presented on January 13th, 2020
Presented by Rachel Bedingfield
Director of Parks and Recreation

Facility	<ul style="list-style-type: none"> ♀ The Kentville Centennial Arena is in full operation. As always, a complete list of happenings can be found on our website. ♀ 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 and Facilities Manager.
Programs and Operations	<ul style="list-style-type: none"> ♀ To support the health and wellbeing of our business community, we have launched our Luncheon Winter Wellness Series. Monday to Friday over the lunch hour there will be a free or low-cost active opportunity for folks who live and work in our community to take advantage of. ♀ Regular programming is ongoing, all opportunities can be viewed on our website. As well, we encourage folks to take a look at www.valleyconnect.ca for all their recreation needs. ♀ Because of our inconsistent weather patterns, it often makes planning activities and community events challenging (to say the least!). This year we have decided to host several pop-up events. These events will be announced three to four days in advance, once we are more confident with the weather. Events will be communicated via social media, radio and – when possible – school newsletters. Pop-up events will include sledding parties, campfires, outdoor play events, winter walks, just to name a few. ♀ This was the first year we offered up free skating passes as stocking stuffers. Over fifty passes were sold Public Skate Stocking Stuffers went on Sale. We look forward to continuing with this offer next year. ♀ We have a few up and coming workshops that we will be offering: <ul style="list-style-type: none"> - Ice safety and outdoor skating will take place at the downstairs recreation center on January 18th. Weather permitting there will be a skate at Miners Marsh. - Learn to cross country and ski waxing will take place at the Recreation Hub on February 1st. Weather permitting there will be skiing along the Harvest Moon Trail and outdoor track.
Capital Project Update	<ul style="list-style-type: none"> ♀ We are in the process of planning for the 2020/20 capital year.
Public Engagement/Community Events	<ul style="list-style-type: none"> ♀ Our Active Living Community Coordinator has been working with various youth clubs throughout Kentville. Lydia is looking at various youth lead models that support youth taking initiative in their communities to give back and become active and engaged citizens.

	<p>Part of this work is with KCA students, supporting students to organize an initiative that encourages youth to be heard and take action.</p> <ul style="list-style-type: none"> 👤 Applications are now available for our annual volunteer appreciation brunch. They can be found online or picked up at our department during office hours. This year the brunch will be held on Saturday May 2nd at the Kentville Recreation Centre. 👤 This winter we will be launching a community puzzle challenge where we invite community to come into our department, put a few pieces in to a puzzle (the final picture will be a special recreation hot spot in Kentville), and tell us about their ideas for recreation in Kentville. The purpose of this project is to learn more about our residents, about their needs and desires as it relates to living a healthy life, and work to address the issue of social isolation that increases over the winter months. More information will be coming out once details are confirmed.
Meetings and Events	<ul style="list-style-type: none"> 👤 Council Advisory Committee 👤 Mentoring Plus Workshop 👤 Accessibility Meeting 👤 Homeless No More 👤 Youth Engagement – Staff Meeting 👤 ACOA 👤 Council Strategic Planning Session
Council Related	

Town of Kentville

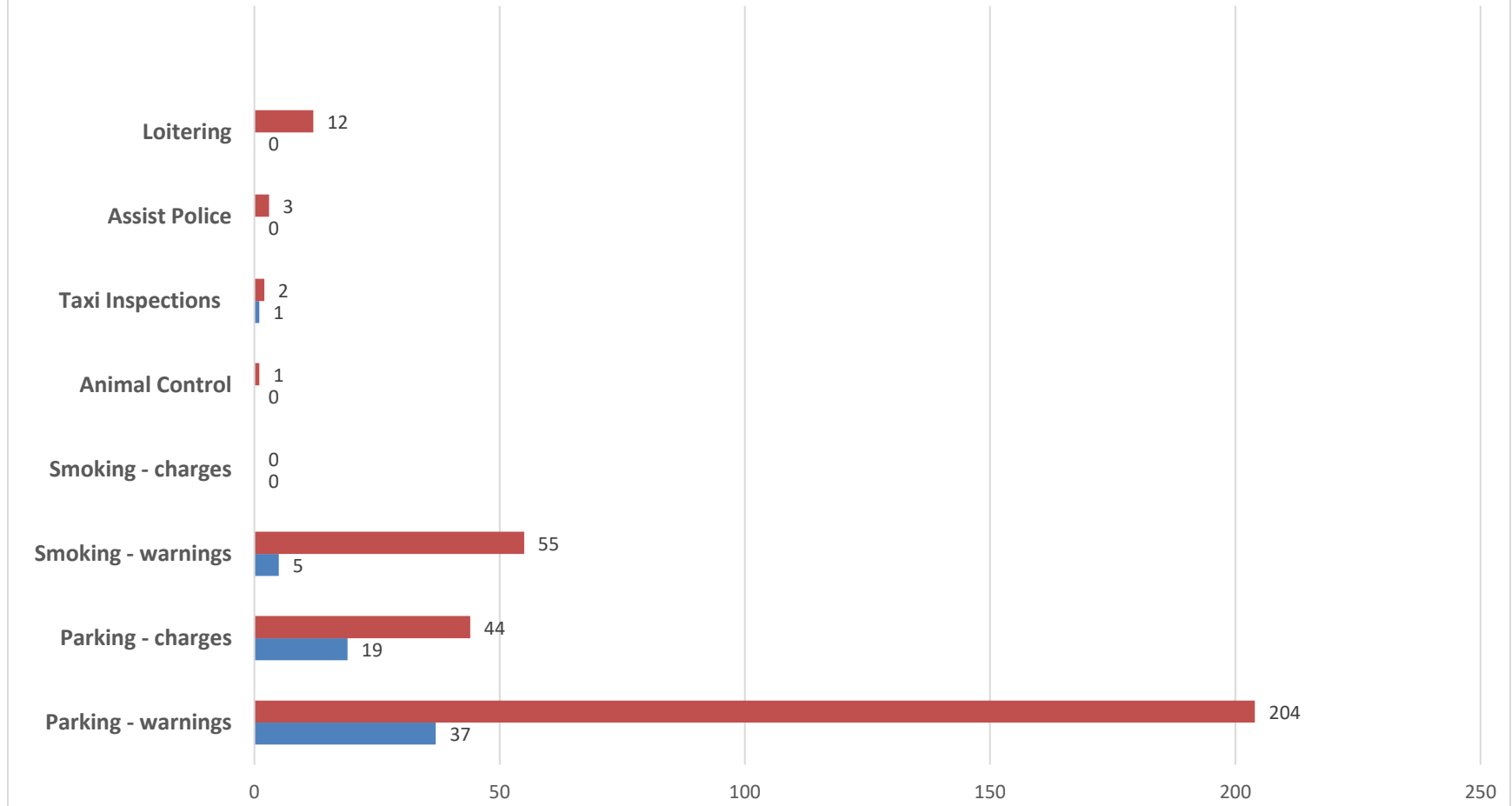
Office of the Chief of Police

Report to BOPC – Dec 13, 2019



Administration	Time	October	November
	Auxiliary off. hours	108 +	105.5 +
	Training hours	336	256
	Veh. Cks 38's	155	113
	Warning tickets	38	24
	SOT Tickets	37	41
	Foot Patrol Hours	92.5	67.5
	CC Charges	11	14
	Calls for service	310	279
Training	<ul style="list-style-type: none"> • Sgt Goss – SPAC at CPC • Sgt Smith & Cst Robichaud – 1st part of EAP • Sgt Pick – 2nd part of EAP training • Sgt Goss & Cst Sehl – Major Crime seminar in Halifax • Firearms – myself & Cst MacDonald 		
Notable	<ul style="list-style-type: none"> • Dec 6 - Gave remarks at the National Day of Remembrance & Action on Violence against Women at Pier 21 • Two sets of Crosswalk flags installed 		
Meetings	<ul style="list-style-type: none"> • Nov 18 – Homeless No More • Dec 2 – Medic Alert – Win/Win telephone meeting • Dec 4 – Contract discussions with union members 		
Staffing	<ul style="list-style-type: none"> • Three terms started Nov-Dec. Fairbairn, K. Mason & D. Matheson • Cst Sehl has started with SCEU 		

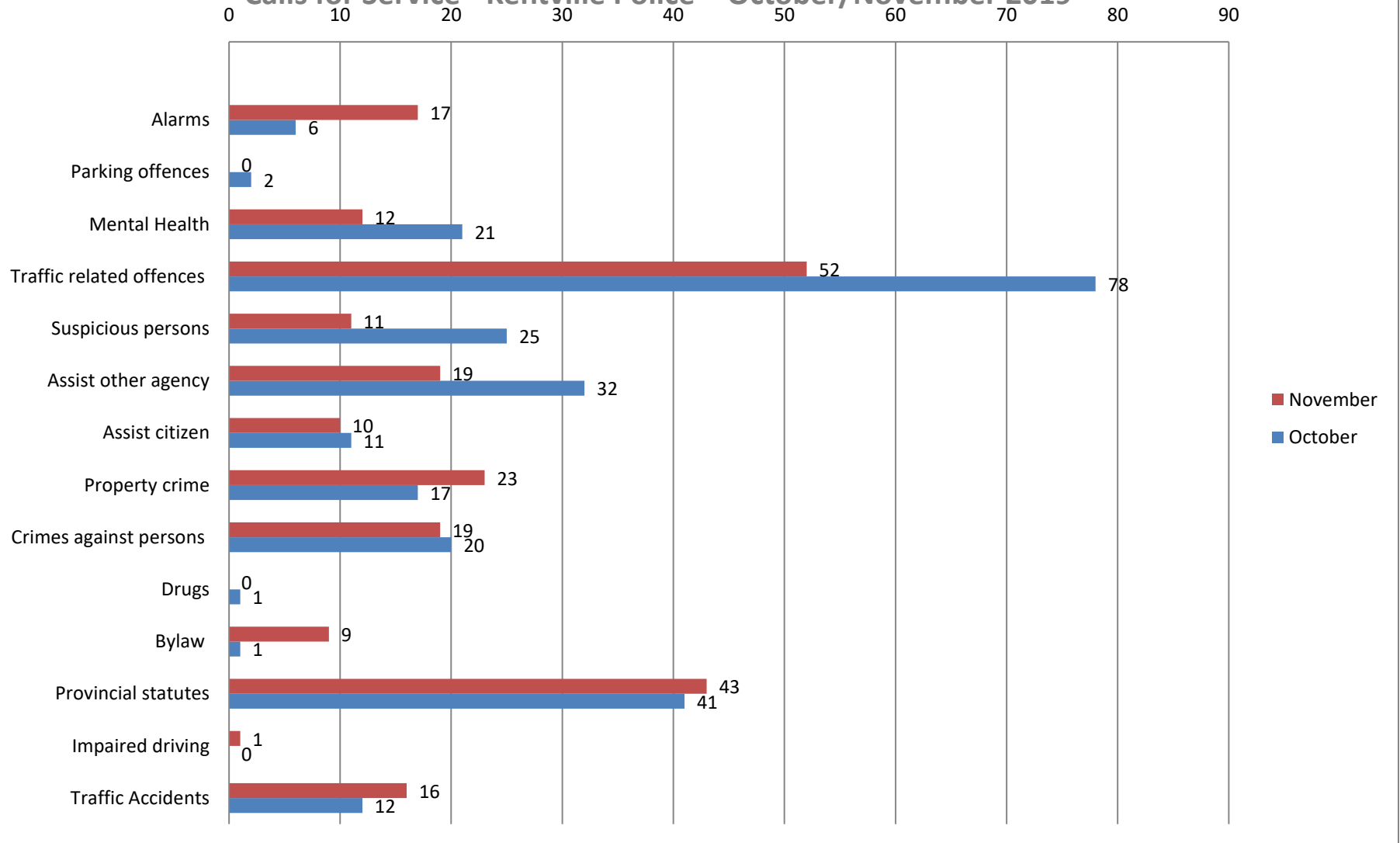
By-Law Report - Nov/Dec 2019



Nov

Dec

Calls for Service - Kentville Police - October/November 2019



Oct 310 November 279

Town of Kentville

Department of Engineering & Public Works

Report to CAC – January 13, 2020

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



Administration	<ul style="list-style-type: none">Meet weekly with Public Works crew to discuss ongoing works & maintenance issues and talk daily with PW foremen to inform them of resident calls or complaints.	Highlights
Programs and Operations	<ul style="list-style-type: none">Begun working on drafts of the 2020/21 Capital and Operational Budgets in preparation for first meetings.	Highlights 2020/21 Budgets
Projects	<p>Public Works</p> <ul style="list-style-type: none">New Bridge – The three main girders are expected to be placed Friday & Monday, then work will cease until spring when the contractor returns to complete the project.New fleet cardlock fuel system is ordered for the Public Works gas & diesel pumps to digitally track usage at the pumps. Public Works, Recreation and Kentville Police will use this new system. The system is expected to be installed this fiscal year as part of the 2019/20 Capital Program. <p>Kentville Water Commission</p> <ul style="list-style-type: none">Watermain break on December 15, 2019 between the Chester Avenue Reservoir and Chester Avenue was repaired. This line is cast iron and approximately 100 years old and has been repaired several times in the last number of years. This is a main artery and is on the radar for replacement.	Highlights Bridge taking shape Fuel Cardlock Water Break near Chester Avenue

	<ul style="list-style-type: none"> • Tender closed for standby propane generator for Mitchell Avenue Wellhouse & Treatment Building. (\$33,000 + HST) and will be awarded to Cummins Sales & Service for spring installation. • Lead Testing – KCA (media release) & KWC (40 tests this summer) <p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> • Cornwallis Street Sanitary Sewer has been identified as a priority for replacement between Exhibition Street and Foodland. This section of line has a very flat grade, is combined sewer (storm & sanitary) and requires regular (bi-weekly) maintenance and flushing. 	<p>New Generator for KWC</p> <p>Sewer Separation on Cornwallis Street</p>
Public Engagement	<ul style="list-style-type: none"> • Frequent phone calls and site visits. • Drop-ins – Moderate • Letter correspondence – as needed 	Highlights
Meetings and Events	<ul style="list-style-type: none"> • Senior Staff meetings every Tuesday. • Source Water Protection Committee Meeting - January 7, 2020. 	Highlights
Council Related	<ul style="list-style-type: none"> • Open for questions or concerns from Mayor & Council. 	Highlights

TO: Mayor and Council

SUBMITTED BY: Communications Team

DATE: January 10, 2020

SUBJECT: Monthly Communications Report

ORIGIN

This Communications Report includes

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

BACKGROUND

n/a

DISCUSSION

- Analytics from the website were collected from December 1 to December 31, 2019.
- The main website continues to receive the highest number of visitors, and the Centennial Arena and What's Happening calendar pages are also receiving a lot of traffic.
- The Recreation Department has shared flyers about recreation programs in the winter water bills. They are also working with Apple Blossom Festival to promote the 2020 event. The Planning Department worked closely with the Kentville Business Community on their video of downtown Kentville which was extremely successful.
- Pageviews for the site decreased from 15,981 in November to 12,799 in December. Pageviews for the arena page increased 38%.
- 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 6370 total number of Likes. Facebook continues to be an effective medium for sharing information (ex. Traffic light changes and road detours), events (ex. Lunchtime wellness program, annual Police brunch), and celebrations. The Town's most popular posts this month had 10,000-69,000 views.

POLICY IMPLICATIONS

None

BUDGET IMPLICATION

None

ATTACHMENTS

- Website analytics

RECOMMENDATION

None


Town of Kentville Monthly Report

Dec 1, 2019 - Dec 31, 2019

All Users
100.00% Sessions


Pageviews

12,799
% of Total: 100.00% (12,799)




Pages per Session

2.13
Avg for View: 2.13 (0.00%)



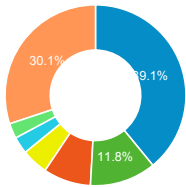
Avg. Time on Page

00:01:24
Avg for View: 00:01:24 (0.00%)



Pageviews by City

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

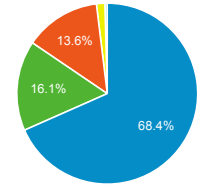


Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Welcome to the Town of Kentville, Nova Scotia	2,085	1,760
Centennial Arena The Town of Kentville	1,407	1,191
What's Happening The Town of Kentville	772	617
News The Town of Kentville	466	337
Contact The Town of Kentville	424	326
New rules for red lights in Kentville The Town of Kentville	390	321
Departments The Town of Kentville	287	210
About Kentville The Town of Kentville	284	199
Kentville Police Service The Town of Kentville	284	217
Parks and Recreation The Town of Kentville	250	196

Entrances

- organic
- referral
- direct
- Display
- Digital_Display



Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/	1,667	69.41%
/parks-and-recreation/facilities/centennial-arena	1,034	58.90%
/public-safety/kentville-police-service	202	75.74%
/news/announcements/05-12-2019/new-rules-red-lights-kentville	181	92.27%
/events	150	71.33%
/town-hall/departments	150	70.00%
/news	143	59.44%
/programs	142	70.42%
/contact	109	52.29%
/town-hall/tenders-and-procurements	98	65.31%



<p>Administration</p>	<ul style="list-style-type: none"> • Valley Waste Resource Management – Nothing new to report. • Kings Transit – Purchase of new bus was approved at the Special Council meeting on December 6th • Police Commission – Police Commission met December 13th • Union Negotiations –The APA (Police) collective agreement remains outstanding however preliminary negotiations have taken place. 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Projects and Programs</p>	<ul style="list-style-type: none"> • 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. • 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. • The Mentoring Plus Agreements have been signed and some members of Council and staff attended a full day workshop on December 10th in Truro with the other participating partners – Truro and New Glasgow. • Developed and submitted the outline of requirements for service sharing for a Dedicated Communication System for Kentville Police Services to the Bridgewater, Amherst and Truro Police Services. This is an excellent opportunity for Municipal co-operation with other Towns and will also provide a safer environment for our members. The Chief and I met with Valley Communications and submitted our notice to discontinue their services effective April 1st. We are very thankful to Ms. Garden and all the staff for their excellent service over the years. 	<p>Highlights</p> <ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Met with staff and Legal to look at ways to streamline the selling process for lands in the Kentville Business Park. • Met with the Executive Director and Char of the Kentville Business Community to introduce myself and discuss future partnerships. • Council and staff held a day-long strategic planning review workshop on Dec. 19th. It was an extremely productive workshop with great direction for the next year! • Reviewing and updating the Board of Police Commissioners Bylaw. • Reviewing and updating the Noise Bylaw • Working with staff and KCA representative on the location of portables for the next school year. • Working on the regional sewer issue. 	
Public Engagement	<ul style="list-style-type: none"> • Emails- on going • Drop Ins – on going • Phone messages-on going • Social Media – seasonally and topic related • YouTube / Videos -CAC and Council post meeting video cliparts are being posted on the website to inform citizens of the meeting highlights. • Attended the Kentville Business Park’s Christmas Coffee Party • Attended the Kentville Police Services Christmas Breakfast • Attended a luncheon at Camp Aldershot and received an update from the Commanding Officer on the expansion of services at the Camp. 	Highlights •
Other	<ul style="list-style-type: none"> • N/A 	Highlights •
Meetings and Events	<ul style="list-style-type: none"> • December CAC • November Council • Investment Advisory Committee meeting • Weekly senior manager’s meetings • Board of Police Commissioners meeting • Meeting Gordon Michaels – Mentoring Plus Program • Meeting with the Police Union Reps 	Highlights

	<ul style="list-style-type: none">• Meeting with Owner Valley Communications• Meeting Kings Transit GM	
Council Related	<ul style="list-style-type: none">• All regular Council related items have been accommodated at CAC, Council meetings	

TO: Council Advisory Committee

SUBMITTED BY: Kelly Rice, Chief Administrative Officer

DATE: January 13, 2020

SUBJECT: Council Appointments to Community Committees

ORIGIN

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

BACKGROUND

None.

DISCUSSION

None.

POLICY IMPLICATIONS

n/a

BUDGET IMPLICATION

n/a

ATTACHMENTS

Council appointments to committees and groups are outlined in Policy Statement G57 Committees of Council. Attached is the current list of Council Appointments and community committees.

RECOMMENDATION

That Council review and appoint the representatives on these committees from January 2020 to October 2020.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL

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.

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.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 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.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 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.
- 4.1.11 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.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 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.

4.1.14 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 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
- 4.4.4 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 meetings 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 CAO Evaluation 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 Unightly 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.
- 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 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 **CAO Evaluation Committee**, as a standing Committee of Council.

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of two (2) additional Council members

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 CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4

4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the CAO Evaluation 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 ad hoc 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 Water Commission**

4.12.1.1 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:

4.12.1.1.1 Approval of the Capital budget;

4.12.1.1.2 Approval of the Operational budget;

4.12.1.1.3 Review and promulgation of the Annual Report; and

4.12.1.1.4 Review of Water Commission Operations with provincial regulations.

4.12.1.2 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.

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

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

4.12.2 Kentville Source Water Protection Advisory Group

- 4.12.2.1 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.
- 4.12.2.2 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.
- 4.12.2.3 Term: One citizen representatives will be appointed by Council for a two- year term of service and reviewed annually.
- 4.12.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

4.12.3 Investment Advisory Committee

- 4.12.3.1 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.
- 4.12.3.2 Membership: The Investment Committee consists of two (2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

4.12.3.3 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.

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

4.12.4 **Accessibility Advisory Committee**

4.12.4.1 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.

4.12.4.2 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. Two (2) members will be members of Council. 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.

4.12.4.3 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.

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

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A – Non-Council Honorariums

5.2 Policy G16 Code of Conduct

5.3 Policy G70 Meeting Policy

5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.5 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
	January 27, 2019

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".

Council Committees / Commission Appointments

November – 2019-2020

Committee / Commission Appointments

- Council Advisory Committee – all Council Members
- Audit Committee – **Snow**, Savage, Bolland, MacDougall (CA), Rainforth (CA)
- CAO Evaluation Committee – **Snow**, Savage, Bolland
- Board of Police Commissioners – **Gerrard**, Maxwell, Pearl (CA), Mahoney (CA), Walker (*Note: not a committee of Council*)
- 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
- 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)

Town of Kentville, Policy G57: Committees of Council

- 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)

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.

Council Committees / Commission Appointments

November 2020 – 2021

Committee / Commission Appointments

- Council Advisory Committee – all Council Members
- Audit Committee – ____, ____, ____, MacDougall (CA), Rainforth (CA)
- CAO Evaluation Committee – ____, ____, ____
- Board of Police Commissioners – ____, ____, Pearl (CA), Mahoney (CA), Walker (*Note: not a committee of Council*)
- Investment Advisory Committee – ____, ____, Maynard (CA), vacant
- Water Commission – ____, ____, ____, ____, County, Fire, Henderson (CA)
- Source Water Protection Advisory Group – ____, ____, County, Fire, vacant (CA), Nova Scotia Environment
- Collective Bargaining Appointment – As required
- Accessibility Committee – ____, ____, Harvie, Larkin, Giles, Taylor, Lake, Bedingfield

External Community Committee Appointments

- Annapolis Valley Regional Library – ____, ____
- Annapolis Valley Trails Coalition – ____
- ECO Kings Action Team – ____
- Joint Fire Services Committee – ____, ____, ____ (A), County (3), Fire (2)
- KCA/PTA – ____, ____
- Kings Point-to-Point – ____, ____
- Kings Regional Sewer Committee – ____, ____
- Kings Transit Authority – ____, ____
- Kings Regional Emergency Management Operation – Mayor and Deputy Mayor
- REN – ____, ____
- Valley Waste Resource Management Authority – ____, ____
- Friends of the Library – ____, ____
- Diversity Kings County – ____, ____

Town of Kentville, Policy G57: Committees of Council

- Western Regional Housing Authority – Ashley Hancock (CA)
- Student Bursary Committee – ____, Hood (CA), DeWolfe (CA)

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.

December 11, 2019

COPY

TO ALL MUNICIPAL UNITS IN NOVA SCOTIA:

The Municipality of Barrington has made an application to the Department of Education and Early Childhood Development to be able to provide a personal development credit to students who join a volunteer fire department and complete the required training.

Joining a volunteer fire department helps students with interpersonal and communication skills as well as problem solving while serving their community.

Along with the personal development of students this program also has the potential to increase fire department memberships. The age of firefighters is increasing and departments are finding it difficult to attract younger members. It is key to attract people into the fire department while they are young so they can form a lifelong connection with the service.

The Barrington Municipal Council would like to request your support for this application, in the form of a letter or otherwise, to allow schools in Nova Scotia to offer a Personal Development Credit for students that join a fire department and undergo the required training.

Yours truly,

Chris Frotten,
Chief Administrative Officer

