

# COUNCIL ADVISORY COMMITTEE

## February 10, 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, January 13, 2020
- 4. PRESENTATIONS**
  - (a) Valley Regional Enterprise Network Quarterly Report – Jennifer Tufts
  - (b) Kentville Historical Society – Stephen Pearl
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    - (1) Director's Report
    - (2) Projection Report
    - (3) Sundry Accounts Receivable Write-Off
    - (4) Withdrawal – Equipment Reserve
    - (5) Withdrawal – Town Capital Reserve
    - (6) Tax Exemption
  - (b) Planning and Development
    - (1) Director's Report
    - (2) Community Economic Development Coordinator's Report
    - (3) Centre Square Development Report
  - (c) Parks and Recreation
    - (1) Director's Report
  - (d) Police
    - (1) Chief's Report
  - (e) Engineering and Public Works
    - (1) Director's Report
  - (f) Administration
    - (1) Communications Report
    - (2) Chief Administrative Officer's Report

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

- (a) Street Closure Policy – Crescent Avenue
- (b) Council Approval for Parsons Investment Streets
- (c) Chief Administrative Officer Code of Conduct Report

**7. CORRESPONDENCE**

- (a) Nominations for Order of Nova Scotia
- (b) Sarah Parsons – Support for Fundraiser

**8. NEW BUSINESS**

- (a) Kentville Business Community Special Project Request for Decision

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**11. ADJOURNMENT**

DRAFT

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE

### Meeting Minutes: January 13<sup>th</sup>, 2020

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 the following members of Council and staff were present:

#### PRESENT

Council:

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

Staff:

- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Carla MacDonald, Recording Secretary
- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary

#### REGRETS

Police Chief Julia Cecchetto

#### 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 by Councillor Lynn Pulsifer and seconded by Councillor Cate Savage that the agenda of January 13, 2020 be approved with the following changes

- Deletion, 6.a Dangerous and Unsightly Administrator
- Addition, 10.d in camera, In Camera, Update on legal

Points of Discussion:

- Addition of Code of Conduct discussion, proposed by Councillor Maxwell, initially denied by the chair
- Vote to include this item on the agenda, motion passed

- Addition, 11.a Code of Conduct

#### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

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

It was moved that the Minutes of December 9, 2019 be approved as circulated

**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Kentville Business Community Annual Report

Kentville Business Community Executive Director Zach Best presented the annual report for KBC for 2019. Highlights included the façade program, #wearekentville, the strategic plan and performance indicators.

*See presentation for more information*

- Points of Discussion:
  - Thankful for hard work of board and KBC staff and shift toward success over the past 3 years.
  - Discussion of the mandate of the organization, and the benefits of KBC on the Town.
  - How does KBC represent and support home-based businesses? This has been a point of discussion for several years, but home-based businesses are difficult to reach and track. Current resources support bricks-an-mortar businesses.

#### (b) Kentville Business Community Request for Funding

Kentville Business Community Executive Director Zach Best presented a request by KBC for \$25,000 from the Town through the special projects funding agreement for the 2020-2021 fiscal year. The funding will be used for a promotional project that includes professional videos, purchase of production equipment, marketing and communication, and research into a business development hub.

*See presentation for more information*

- Points of Discussion:
  - Does the success of the organization support enabling KBC to continue to grow in 2020-2021? This request is part of staying the course of the existing funding agreement and would allow more in-depth planning for the 2020-2021 fiscal year.
  - Discussion about the business hub (support of home-based businesses, collaborative team meetings, and shared resources).

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

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

Director Crowell presented her report for the period ending December 31, 2019. To this date, overall revenue exceeds the average at 89.9%. To date, overall expenditures are slightly over the benchmark at 77.4% expended.

*See report for more information*

- Points of Discussion:
  - The County payment toward sewer services was what they calculated as payment owing.

## **(2) Projection Report**

Director Crowell presented her projection report for the period ending December 31, 2019. Highlights included decreased revenue, and the projection of a year-end shortfall of \$45,400.

*See report for more information*

- Points of Discussion:
  - The Province has recently opened a streamlined grant program relating to emergency management organization. In the coming weeks, the Director of Engineering and Director of Finance will review the claim forms for the Town. The deadline for application for all applicants is March 31, 2020.
  - The upper limit for these grants is \$200,000, for residents, non-profits and municipalities.

## **(b) Planning and Development**

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

Director Gentleman reviewed her report for December 2019. Highlights included a building valuation of \$19,165,590, and activity regarding the national building code, tiny homes, the former KCA lands, Green Parsons developments, and land sales in the Kentville Business Park.

*See report for more information*

- Points of Discussion:
  - The square footage of tiny homes is around 300 square feet.
  - Discussion about the increased traffic near the Parsons Green development. A turning lane will be incorporated into the area.
  - Discussion about new architect for the Enqore development with the former KCA lands.
  - Discussion about billing for fire inspections, and decreased revenue related to the change in permits and inspections associated with the building code.
  - The Town has access to the revenue data associated with building inspections.

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

CEDC Young reviewed her report for December 2019. Some of the highlights included the Find your Fresh campaign, appraisals in the Kentville Business Park, an updated hotel feasibility report, and the How to Grow your Business document.

*See report for more information*

- Points of Discussion:
  - Discussion about the Centre Square Activation project (parking lot layout, permanent features, mapping and visuals)
  - Discussion about the hotel feasibility study. The previous hotel feasibility study is out of date and suggested that the Town increase the number of year-round activities.
  - Discussion about greening around the Town Clock intersection region.

- Council will soon have the notes of the strategic planning session to review and approve initiatives and projects. Upon approval, staff will develop budgets to support implementation.

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

**(1) Director's Report**

Director Bedingfield reviewed her report for December 2019. Some of the highlights included activities at the Centennial Area, the lunchtime winter wellness series, pop-up events, Valley Connect photography, public skate stocking stuffers, and planning for next fiscal year.

*See report for more information*

- Points of Discussion:
  - Discussion about the lunchtime wellness classes, and arena pass stocking stuffers and the community puzzle project.

**(d) Police Report**

**(1) Chief's Report**

Mayor Snow referred to the police report for December 2019, which was approved by the Board of Police Commissioners.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for December 2019. Some of the highlights included working on the draft 2020/2021 capital and operational budgets, updates on the Kentville Bridge, a fleet cardlock system for Town vehicles, and a watermain break on Chester Avenue.

*See report for more information*

- Points of Discussion
  - Appreciation from Council for work to clear roads during storms.
  - Discussion about bottled water relating to lead at KCA School.
  - Discussion about snow clearing by business owners along sidewalks.
  - Discussion about the status of the crosswalk study, and high priority spaces that could be removed in the spring to increase safety.

**(f) Administration**

**(1) Communication Report**

Executive Assistant Jennifer West presented the report for December 2019. Some of the highlights included the efforts of the Recreation, Planning and Administration Departments to improve targeted promotions and communication to residents.

*See report for more information*

- Points of Discussion

- How should organizations approach the team to promote their events and initiatives? There are several ways to bring information to the team: directly through the website, email [communications@kentville.ca](mailto:communications@kentville.ca), call the members of the team or visit Town Hall to learn how to target communication effectively.

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

CAO Rice presented her report for December 2019. Some of the highlights included the purchase of a new bus for Kings Transit, land sales in the business park, the ongoing sale of the Calkin Building, the Mentoring Plus agreement and workshop, and the dedicated communication service for the Kentville Police Service.

*See report for more information*

- Points of Discussion
  - Discussion about increased promotion of the business park properties by the real estate team.
  - Discussion about Mentoring Plus Coordinator costs. Federal grants that support Dalhousie University are used for the majority of this project. The project requires at least one councillor and one staff to sit on an implementation and oversight committee.

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

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

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **6. UNFINISHED BUSINESS**

### **(a) Review of Committee and Commission Appointments**

CAO Rice outlined the existing appointments of Councillors to internal and community committees. This committee policy was reviewed and approved at the December 2019 meeting of Council Advisory Committee.

*Report Available*

- Points of Discussion
  - The CAO Evaluation Committee shall include all members of Council.
  - Councillor Pulsifer indicates that the Friends of the Library committee is no longer active.
  - *An advertisement will be developed for all committee vacancies for citizen appointments.*

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

**That the CAO evaluation committee include all members of Council.**

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

**MOTION CARRIED**

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

## 7. CORRESPONDENCE

### (a) Municipality of Barrington – Personal Development Education Credits – December 11, 2019

CAO Rice read the letter from Chris Frotten, Chief Administrative Officer of the Municipality of Barrington, regarding the proposal to the Province to allow the Department of Education to provide personal development credits to students who join a volunteer fire department and complete the required training. The municipality requests that other municipalities support this initiative.

*Letter Available*

- Points of Discussion
  - Does the Kentville Fire Department have a junior fire department volunteer program? Not at this time. How do local students engage with the KVFD? The leadership at KVFD is likely interested in facilitating this kind of initiative.
  - Mayor Snow should reach out to the KVFD Chief to discuss this initiative.

## 8. NEW BUSINESS

### (a) Deleted

### (b) Federation of Canadian Municipalities 2020 Conference Attendance

Mayor Snow reviewed the Town of Kentville participation in the annual national conference for elected officials. This year the conference is in Toronto from June 4-7, and Council should confirm who is attending the conference.

*Report Available*

- Points of Discussion
  - CAO Rice indicates that registration and familiarization workshops fill up quickly and need to have early registration.
  - Councillor Maxwell is not able to attend this conference.
  - Councillor Pulsifer will provide a response in the coming weeks.
  - Any councillors interested in attending in place of Councillor Maxwell should contact Mayor Snow as soon as possible.

### (c) Kentville Business Community Funding Agreement

Mayor Snow reviewed the presentation by the Kentville Business Community and their request for special project funding. The group is looking for a commitment for the \$25,000 to be secured in the 2020-2021 Town of Kentville budget.

*Report Available*

- Points of Discussion
  - The request is for \$25,000 with \$5,000 coming from KBC reserves.
  - Council wants to see more engagement with families attending summer tournaments, so they do not leave to shop in New Minas.
  - There are 25 new businesses in the Town over the past 3 years.



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

**That Council support the request from the Kentville Business Community for an optional grant of \$25,000 in accordance with the Town of Kentville / KBC funding agreement for a Special Projects for the 2020-2021 budget year.**

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

**MOTION CARRIED**

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

## 9. PUBLIC COMMENTS

### (a) Name and address

None.

## 10. IN-CAMERA

It was moved by Councillor John Andrew and Councillor Eric Bolland

**That council move into a closed session regarding land, legal and leases, at 8:13 pm.**

**MOTION CARRIED**

It was moved by Councillor John Andrew and Councillor Cathy Maxwell

**That Council return to open session at 9:44 pm**

**MOTION CARRIED**

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

**That staff proceed as directed in camera on the sale of Town property.**

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

**MOTION CARRIED**

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

*Councillors who voted against this motion: Gerrard*

## 11. ADDITIONS TO AGENDA

### (a) Code of Conduct

Councillor Maxwell reviewed her concerns with the Town of Kentville's Code of Conduct. A letter reporting Code of Conduct issues against Councillor Andrew by Councillor Maxwell was delivered to Mayor Snow, and a letter reporting Code of Conduct issues against Mayor Snow by Councillor Maxwell was delivered to Deputy Mayor Gerrard, in October 2019. It is felt that these issues were not adequately resolved by the Mayor and CAO.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

**That Council agrees that having and enforcing the Code of Conduct is important for accountability and that Council will follow the Code of Conduct according to Policy Statement G16.**

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

**MOTION CARRIED**

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

Councillors who abstained from voting on this motion: Andrew

- Points of Discussion
  - The current Code of Conduct policy was reviewed several times by Council.
  - All Code of Conduct issues have been investigated and resolved.
  - Discussion about process of Code of Conduct investigation process conducted by the Mayor.
  - Mayor Snow has offered to help the Code of Conduct workshop in the past by inviting representatives from the Department of Municipal Affairs and the Nova Scotia Federation of Municipalities, however this invitation was not accepted by Council. Council may now be interested in accepting this invitation of help.
  - Councillor Maxwell was cautioned several times for speaking out of turn when another member had the floor. The Councillor did not heed the remarks of the chair and continued the behaviour. The Chair stated that the Councillor was “out of order”. The Councillor continued the behaviour and was named by the Chair for speaking out of turn, at which time Councillor Andrew called a Point of Order.

It was moved by Councillor Cathy Maxwell

**That Council will apply Policy Statement G16 following the process to the 2 reports submitted on October 10, 2019 and October 29, 2019, and any future reports brought forward.**

#### **MOTION FAILED**

- The wording of this motion implies that the policy is not being followed.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

**That Council Advisory Committee direct the Chief Administrative Officer to investigate whether Policy Statement G16 was applied to the two reports submitted on October 10, 2019 and October 29, 2019, and that the Chief Administrative Officer report back to Council Advisory Committee on this matter in February 2020.**

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

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Bolland, Maxwell, Pulsifer and Savage*

*Councillors who abstained from voting on this motion:*

*Andrew, Gerrard and Snow*

## **12. ADJOURNMENT**

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

**That Council Advisory Committee adjourn.**

#### **MOTION CARRIED**

**Adjourned at 10:37p.m.**

# 2019-2020 Priorities and Progress to Date

# Main Priorities – 2019-2020

## 1. Valley Manufacturing Taskforce

- ✓ Action Plans completed
- ✓ Design Thinking Workshops
- ✓ Regional Energy Study
- ✓ Manufacturing Your Future – Showcase
  
- ✓ Manufacturing video
- ✓ EMC's National Conference – October 8<sup>th</sup> to 10<sup>th</sup>
- ✓ Continuous Improvement Workshop – January 30<sup>th</sup>
- ✓ Michelin Leadership Training Redesign (NSCC)
- ✓ Summit 2.0 – February/March
- ✓ Continuous Improvement Leadership Sharing



# Main Priorities – 2019-2020

## 2. Regional Marketing

- ✓ 3 Community Workshops held
- ✓ Online survey
- ✓ Creative
- ✓ Product Development
  
- ✓ Municipal Feedback Meeting – November 29<sup>th</sup>
- ✓ Creative and brand guidelines completed
- ✓ Product development
- ✓ Soft, medium and full launch events planned



**HAVE IT ALL**

**ANNAPOLIS VALLEY**

# Main Priorities – 2019-2020

## 3. BusinessNOW Program

- ✓ 53 businesses served since April 1<sup>st</sup>
- ✓ CRM and Toolkit Development
- ✓ Social Shift at the Valley Drive in/pop up market – Sept. 18<sup>th</sup>
- ✓ Business Expo – Sept. 27<sup>th</sup>
- ✓ Business Connections Forum – November 14<sup>th</sup>
  
- ✓ 72 businesses served since April 1<sup>st</sup>: 34 start-ups, 31 existing businesses, 7 community enterprises
  - ✓ 54 new businesses
- ✓ Business Expo – January 31<sup>st</sup>
- ✓ Business Climate Study – early Winter



# Main Priorities – 2019-2020

## 4. Connector Program

- ✓ 16 Connectees (53 total), 9 Connectors (32 total) since April 1<sup>st</sup>
- ✓ 1 job found (6 total), 40% job success rate
- ✓ Greenwood REXPO – Sept. 14<sup>th</sup>
- ✓ Social Shift at the Valley Drive in/pop up market – Sept. 18<sup>th</sup>
- ✓ Part Time Job Fair – Sept. 20<sup>th</sup>
- ✓ How to Network Workshop – October 23<sup>rd</sup>
  
- ✓ 23 Connectees (61 total) and 15 Connectors (38 total) since April 1<sup>st</sup>
- ✓ Resume building workshops – January/February
- ✓ IRCC Workshops – February/March
- ✓ LinkedIn and Personal Branding Workshop – end of February
- ✓ Networking Workshop - March
- ✓ Business Connections Event with VWBN – end of March

# Main Priorities – 2019-2020

## 5. Communications

- ✓ Communications Plan Development
- ✓ Held 3 Municipal EDO Meetings
- ✓ Council Presentations and CAO Meetings
- ✓ NSBI Quarterly Meetings
- ✓ Saltscapes Expo – April 2020
- ✓ 14 Wing Greenwood Executive Meetings and Tour
- ✓ NS REN Partners for Progress

# Opportunities Ahead

1. Regional Workforce Strategy
  - ✓ Strategy Session – January 17<sup>th</sup>
  - ✓ Create Working Group
  - ✓ Development of RFP
2. Investment Readiness Tools
  - ✓ Draft RFP Developed
  - ✓ Feedback from Partners
3. STAR Program
  - ✓ Pre-Screening for Region
  - ✓ Submit Application and Proposal

Thank you!



**KENTVILLE HISTORICAL SOCIETY  
PRESENTATION**

**2019 YEAR END REVIEW  
AND  
PLANS FOR 2020**

**CAC MEETING – FEBRUARY 10, 2020**

**The Kentville Historical Society was formed in 2017 and is an independent, non-profit organization registered with the Province of Nova Scotia as a Society, and I'm here this evening to tell you a bit of what our Society accomplished last year, and our plans for 2020.**

**Our Mission Statement is to “encourage, strengthen, and promote the appreciation and knowledge of the historical and cultural heritage of the Town of Kentville, and its environs”.**

**The Grand Opening of our Heritage Centre, located in the former VIA Station, took place in May of 2019, with approximately 100 people in attendance. It was definitely a wonderful beginning for the Heritage Centre! We operated the Centre 5 days per week, from 10 am to 4 pm, from May through to October. The Centre was staffed solely by interested members of our Society who volunteered faithfully on a weekly schedule. This upcoming season we will also be operating by volunteers and they have already committed 100 percent to staff the Heritage Centre.**

**The Centre consists of written and pictorial history of three featured areas, those being photographs of Kentville over the years, sports activities of Kentville, and of course the history of the Dominion Atlantic Railway over the years. Last year we had two additional displays...one on the history of the Apple Blossom Festival, and the other focusing on the history of the Kentville Rotary Club.**

**We also hosted a “Jane's Walk” through the Oak Grove Cemetery in May. This was a collaborative event with the Kentville Community Fund. The guided walk was a huge success, with the historical commentary done by Laura Churchill-Duke.**

**This past year, our Society had the privilege of working with Acadia University, in particular Professor David Duke, who through his History students, carried out an Oral History project by interviewing fourteen of Kentville's older longtime citizens. In fact, it was so successful, another project was just completed by interviewing ten**

women from Kentville. Through these interviews by the students, we are able to hear personal stories, thus making their memories come alive for anyone to read. It truly means that “history is coming alive in Kentville”.

Three historical Interpretative Boards have been produced through collaboration with Acadia University who provided some of the historical background. They have been placed in the windows of the Heritage Centre, and will be placed in a more permanent setting when the Centre opens in May. Two new Boards will be done this year, one will focus on the Dominion Atlantic Railway yard and buildings, and the other will be on the former Kings County Academy.

The Kentville Historical Society also participated with the Kings Historical Society in the Rupert Davis project, and also helped out with their Bright and Merry Christmas event held in December.

Our Heritage Centre had approximately 300 visitors sign the Guest Book, with many of them seeking information about various families and locations, and enjoying the many photographic displays and artifacts throughout the Centre. Some of the visitors came from outside Kentville, as well as some from outside the Province and even the Country.

We established a Face Book page from the beginning of our incorporation, and are pleased to say that now we have 955 people who “follow” our page, and 904 people who have “liked” our page over the past several years.

Our Society holds a General Membership meeting ever other month and we always feature various guest speakers sharing insights into local historical events in and around Kentville. Our meetings are held at Kings Riverside Court and always attracts some of the residents who enjoy taking part in our meetings. Kings Riverside is a wonderful venue and easily accessible to everyone!

A major project for this season will be the “celebration of KCA's history”. There will be an exhibition in the Heritage Centre and an alumni get-together in early fall. We are beginning to look for artifacts on the former KCA, and volunteers who would like to share in this project.

To sum up, I believe the Kentville Historical Society has accomplished many of our goals, and in particular, we have been a leader in the preservation of our shared local history. Our Society looks forward to working with the Town, its Mayor and Councillors to raise the awareness and importance of Kentville's history.



**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
January 31, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended January 31, 2020.

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**Finance Department Update**

- The third quarter utility bills were released in January with a due date of February 25, 2020.
- The Joint Fire Services Committee met on January 9 to review the Operating and Area Rate budgets for the 2020/2021 year. Both budgets were approved to move forward- the Operating Budget to the respective councils and the Area Rate budget to the annual Kentville Fire District ratepayers meeting.
- The Investment Advisory Committee met on January 22 to hear the details of December 2019.
- The interim audit took place on January 30 and 31.
- Work has begun on the Town's various budgets and year end processes.

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**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended January 31, 2020.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended January 31, 2020.

**Schedule D** (Sanitary Sewer Area Service) is included for the quarter ended December 31, 2019.

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

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

**Schedule H** (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended January 31, 2020.

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**Analysis**

**Revenue (see Schedule A)**

If revenue were averaged evenly over the year, 83.3% of the budget would be consumed. To January 31, 2020, overall revenue exceeds the average at 92.5% recorded. Items worth noting are:

**Taxes-** Total taxation remains at 99.7% of budget.

**Payments in Lieu-** The Grants in Lieu from upper levels are recorded in full.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. Three quarters 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. Nine months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Ten 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" surpasses the guideline as interest earned on cash deposits exceeds its budget figure. The annual dividend from the Kentville Water Utility has



been paid to the Town. The ROI from the Investment Fund will arrive close to the end of March.

**Unconditional Transfers-** The Province has paid 75% of the Municipal Finance Capacity Grant (aka Equalization payment), along with the annual Power Corporation grant. The NSP HST rebate arrived in the summer.

**Conditional Transfers-** The Federal government contributed \$10,100 to summer staff salaries- \$600 in excess of budget. 75% of Provincial Law Enforcement is recorded along with 100% of Provincial cost-sharing for Active Living. The Provincial department of Communities & Culture forwarded \$10,500 for various Recreation programming. Recreation Nova Scotia forwarded cost-sharing of \$680. TIANS provided \$3,500 to the Town for operations of the Visitor Information Centre. Rotary Club of Kentville gave Kentville Police Service \$ 800 to purchase bike helmets. Valley Waste Resource Management returned consulting management fees paid by the Town last fiscal year. All of these were unexpected revenues.

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

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

To date, overall expenditures are over the benchmark at 85.6% expended. Some departments have exceeded the 83.3% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration** exceeds the benchmark due to the change in personnel along with the 4<sup>th</sup> 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–Common Services** exceeds the benchmark because wage reallocations to other cost centres lags one month behind. **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- 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. All debt repayment for this year is complete. **Transfers to allowance and reserves** exceed the standard as most transfers to various reserves have been transacted.

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

As at January 31, 2020, 98.9% of the 2019/2020 levy is collected (last year-99.0%). Total property tax outstanding as at January 31, 2020 is \$101,340 (last year- \$101,122). This equates to 98.9% collected in total (last year- 98.9%).

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

The report from the Sanitary Sewer Area Service is attached for the quarter ended December 31, 2019. If revenue and expenses were averaged equally, 75% of the budget would be consumed.

## **Revenue**

Overall, revenue falls short of the benchmark reporting at 66.8%. Three quarters of the 19/20 residential billings are recorded along with 9 months Industrial charges. One sewer billing occurs annually and, therefore, skews the percentages. However, extrapolating the current figures, it appears that the budget target will be closely met by end of year.

## **Expenditures**

On the expenditure side of the ledger, total expenditures are below the threshold at 73.1%. "Treatment & disposal" – Agreement Co. of Kings reports slightly over the benchmark but reflects the billing from the Municipality of the County of Kings. "Fiscal services" is reporting at 100.1% and accurately reflects the debt repayment schedule. Debt repayment is complete for the year. The transfer to the Sanitary Sewer Reserve fund is complete for the year. All other segments fall under the benchmark.

The Sanitary Sewer Area Service is presently reporting a current operating deficit position of \$79,635.

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

The Investment Advisory Committee (IAC) met on January 22, 2020 to discuss the report for the month ended December 31, 2019. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.6 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$1,465,589	\$1,461,133
<b>Fixed income securities</b>	8,262,863	8,062,238
<b>Equities</b>	<u>3,919,010</u>	<u>4,415,196</u>
<b>Total investments</b>	<b><u>\$13,647,462</u></b>	<b><u>\$13,938,567</u></b>

The *Statement of Reserves (Schedule F)* reports that at December 31, 2019, interest paid is \$143,289, dividends paid into the fund total \$163,900; capital gains are \$165,857 (last year-\$118,056). At December 31, management fees totaled \$23,803 (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.

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

Information on the 2019/2020 Town of Kentville capital program is updated. The program is ongoing with \$1,596,475 (56.6%) recorded at January 31. The program details are updated monthly.

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

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at January 31, 2020.

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

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This concludes the monthly report from the Finance Department for January 31, 2020.

Respectfully submitted,



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

## Town of Kentville Operating Fund

Month ended January 31, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,791,500	8,762,414	99.7%
Resource	43,700	42,868	98.1%
Economic development	111,800	111,528	99.8%
	<u>8,947,000</u>	<u>8,916,810</u>	<u>99.7%</u>
<b>Area rates and frontages</b>			
Area rates	576,600	576,527	100.0%
Special assessments	8,500	6,825	80.3%
	<u>585,100</u>	<u>583,352</u>	
<b>Based on revenue</b>			
Business property	39,200	39,208	100.0%
<b>TOTAL TAXATION</b>	<b><u>9,571,300</u></b>	<b><u>9,539,370</u></b>	<b><u>99.7%</u></b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	392,600	399,652	101.8%
Provincial and agencies	107,800	108,109	100.3%
	<u>500,400</u>	<u>507,761</u>	<u>101.5%</u>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	113,600	90,145	79.4%
Local government	97,900	105,248	107.5%
	<u>211,500</u>	<u>195,393</u>	<u>92.4%</u>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>832,118</u>	<u>74.8%</u>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	42,379	100.2%
Rentals	419,000	315,898	75.4%
Interest	115,000	129,682	112.8%
Return on investments	630,000	100,000	15.9%
Other	41,900	36,832	87.9%
	<u>1,248,200</u>	<u>624,791</u>	<u>50.1%</u>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>226,900</u></b>	<b><u>182,517</u></b>	<b><u>80.4%</u></b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>141,200</u></b>	<b><u>134,343</u></b>	<b><u>95.1%</u></b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	252,800	252,833	100.0%
	<u>252,800</u>	<u>252,833</u>	<u>100.0%</u>
<b>TOTAL REVENUE 2019/2020</b>	<b><u>13,265,000</u></b>	<b><u>12,269,125</u></b>	<b><u>92.5%</u></b>

## Town of Kentville Operating Fund

Month ended January 31, 2020

<b>Expenditures</b>	<b>Budget Amount \$</b>	<b>Year to Date Amount \$</b>	<b>% consumed</b>
<b>GENERAL ADMINISTRATION</b>			
Legislative	248,000	203,928	82.2%
General administration	1,350,100	1,158,245	85.8%
	<u>1,598,100</u>	<u>1,362,173</u>	<b>85.2%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,341,500	1,893,817	80.9%
Police-sales of service	148,300	112,998	76.2%
Law enforcement	229,500	132,772	57.9%
Fire fighting	760,200	763,267	100.4%
Protective service- debt charge	21,200	21,125	99.6%
Emergency measures and other	116,900	163,989	140.3%
	<u>3,617,600</u>	<u>3,087,969</u>	<b>85.4%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	928,500	798,967	86.0%
Road transportation	782,300	553,059	70.7%
Public transit	205,300	226,123	110.1%
Transportation- debt charge	74,300	73,138	98.4%
Other	96,800	71,334	73.7%
	<u>2,087,200</u>	<u>1,722,622</u>	<b>82.5%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	701,400	603,729	86.1%
<b>PUBLIC HEALTH</b>			
Public health and housing	99,500	(31,067)	-31.2%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	239,500	202,456	84.5%
Other community development	442,300	415,112	93.9%
	<u>681,800</u>	<u>617,568</u>	<b>90.6%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	480,700	408,243	84.9%
-Programmes (net)	129,300	88,322	68.3%
-Facilities	589,700	485,570	82.3%
-Debt charge	31,800	30,188	94.9%
Cultural	128,900	117,047	90.8%
	<u>1,360,400</u>	<u>1,129,370</u>	<b>83.0%</b>
<b>EDUCATION</b>			
	<u>1,556,300</u>	<u>1,296,880</u>	<b>83.3%</b>
<b>FINANCING AND TRANSFERS</b>			
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>	<b>100.0%</b>
<b>TOTAL EXPENDITURE 2019/2020</b>	<b>13,265,000</b>	<b>11,351,182</b>	<b>85.6%</b>

## Town of Kentville Operating Fund

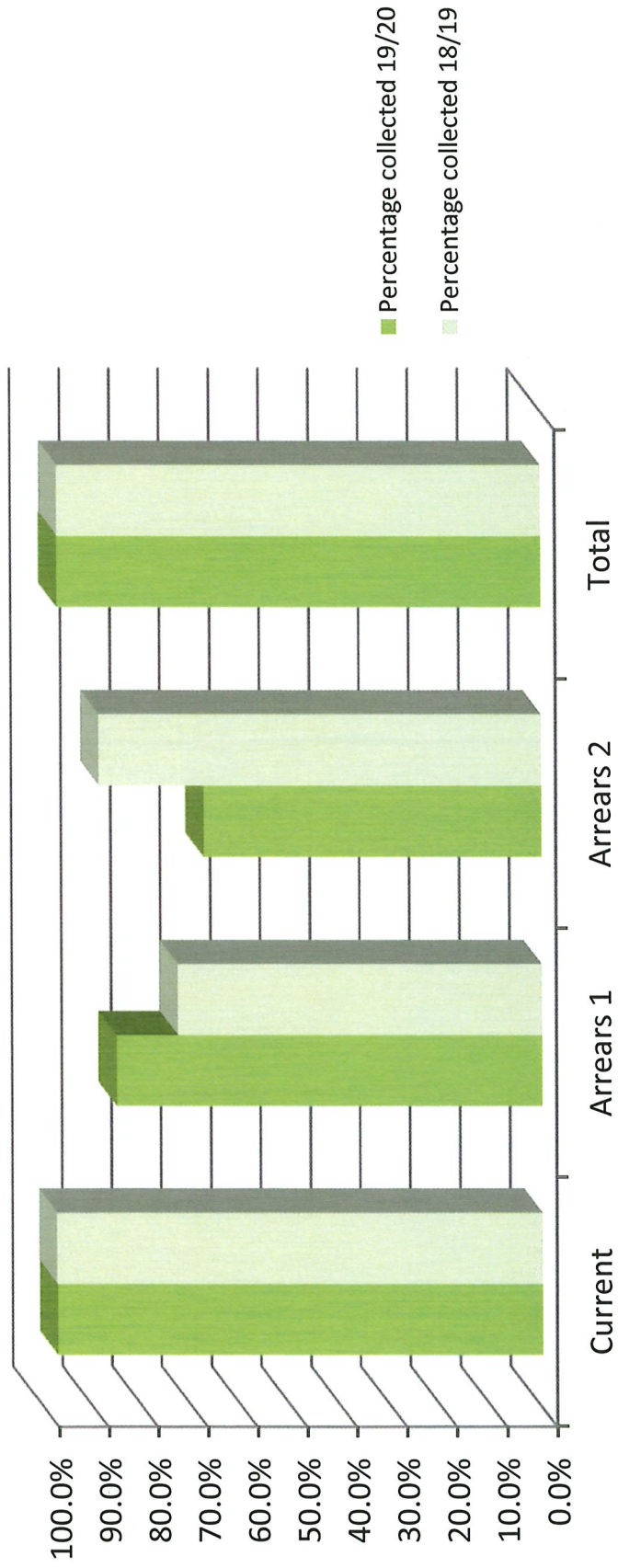
Month ended January 31, 2020

**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>3,417</u>	<u>0</u>	<u>0</u>	<u>3,417</u>
Total collectible	9,243,114	106,207	4,000	9,353,321
Total collected	<u>9,143,546</u>	<u>104,862</u>	<u>3,573</u>	<u>9,251,981</u>
Outstanding	<u>99,568</u>	<u>1,345</u>	<u>427</u>	<u>101,340</u>
Percentage collected 19/20	98.9%	98.7%	89.3%	98.9%
Percentage collected 18/19	99.0%	88.5%	98.4%	98.9%

# Town of Kentville Outstanding Taxes as at January 31, 2020





## Town of Kentville Operating Fund

Quarter ended December 31, 2019

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Sanitary sewer charges	1,279,000	853,211	66.7%
Interest	4,300	3,959	92.1%
Bad debts collected	-	0	0.0%
Permits- sewer connections	1,300	950	73.1%
Miscellaneous revenue	-	0	0.0%
Transfer from Sanitary Sewer Operating Reserve	-	0	0.0%
<b>TOTAL REVENUE</b>	<b>1,284,600</b>	<b>858,120</b>	<b>66.8%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	87,500	55,615	63.6%
Legal	40,000	12,759	0.0%
Audit	2,400	0	0.0%
Office	2,200	2,337	106.2%
Common service charge	30,000	30,000	100.0%
Vehicle expense	2,000	573	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	714	71.4%
Interest on customers' deposits	100	50	50.1%
Professional studies	5,000	174	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	90,300	100.0%
	<b>261,800</b>	<b>192,522</b>	<b>73.5%</b>
<b>Domestic Sewer Maintenance</b>			
Domestic sewer mtnc-wages	26,000	13,507	51.9%
Domestic sewer-mat & supplies	46,400	19,761	42.6%
	<b>72,400</b>	<b>33,268</b>	<b>46.0%</b>
<b>Pumping Stations</b>			
Pumping stations-wages	14,400	10,284	71.4%
Pumping stations-insurance	7,900	7,918	100.2%
Pumping stations-operating	19,000	13,224	69.6%
Pumping stations-mtnc	15,000	3,253	21.7%
	<b>56,300</b>	<b>34,679</b>	<b>61.6%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	761,300	580,651	76.3%
<b>Fiscal Services</b>			
Interest - S/T & L/T	6,900	6,896	99.9%
Principal	59,700	59,740	100.1%
Discount		0	
	<b>66,600</b>	<b>66,636</b>	<b>100.1%</b>
<b>Capital from Revenue</b>	<b>35,000</b>	<b>0</b>	<b>0.0%</b>
<b>Transfer to Reserve</b>	<b>30,000</b>	<b>30,000</b>	<b>100.0%</b>
<b>TOTAL EXPENSE</b>	<b>1,283,400</b>	<b>937,755</b>	<b>73.1%</b>
<b>SURPLUS (DEFICIT)</b>	<b>1,200</b>	<b>(79,635)</b>	

# Town of Kentville Perpetual Reserve Fund

Month ended December 31, 2019

Statement of Financial Position	2019 Actual \$	2018 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$1,461,133)	1,465,589	986,538
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	614	864
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$8,062,238)	8,262,863	8,582,241
Equities (at market- \$4,415,196)	3,919,010	3,870,915
<b>Total assets</b>	<b>13,648,076</b>	<b>13,440,558</b>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	13,648,076	13,440,558
<b>Total fund balance</b>	<b>13,648,076</b>	<b>13,440,558</b>

# Town of Kentville Perpetual Reserve Fund

Month ended December 31, 2019

Statement of Reserves	2019 Actual \$	2018 Actual \$
Balance, beginning of year	<u>13,198,833</u>	<u>13,100,897</u>
<b>Add:</b>		
Interest	143,289	125,927
Dividends	163,900	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>473,046</u>	<u>368,367</u>
	<u>13,671,879</u>	<u>13,469,264</u>
<b>Less:</b>		
Management fees (net)	23,803	25,480
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>23,803</u>	<u>28,706</u>
<b>Balance, end of year</b>	<u><b>13,648,076</b></u>	<u><b>13,440,558</b></u>

March 31, 2020

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	858,800	786,183	91.5%
General Administration	88,500	66,718	75.4%
Protection	108,500	72,341	66.7%
Transportation	958,200	355,969	37.1%
Planning	15,000	0	0.0%
Development	67,000	44,814	66.9%
Recreation	723,100	270,450	37.4%
Cultural	0	0	0.0%
	<u>2,819,100</u>	<u>1,596,475</u>	<u>56.6%</u>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	87,500	13,536	15.5%
	<u>87,500</u>	<u>13,536</u>	<u>15.5%</u>
Capital Contributions			
Betterments			
Contributions		680	0.0%
Sale of surplus equipment	29,500	9,500	32.2%
	<u>29,500</u>	<u>10,180</u>	<u>34.5%</u>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	858,800	786,183	91.5%
<b>Own Sources</b>			
Equipment Capital	59,000	31,946	54.1%
Town Capital			
General allocation	589,400	241,639	41.0%
Recreation	74,900	67,844	90.6%
	<u>1,582,100</u>	<u>341,429</u>	<u>21.6%</u>
Operations			
Capital from revenue- KPS	38,500	44,677	116.0%
	<u>38,500</u>	<u>44,677</u>	<u>116.0%</u>
<b>BORROWING</b>	<u>1,081,500</u>	<u>400,470</u>	<u>37.0%</u>
	<u>2,819,100</u>	<u>1,596,475</u>	<u>56.6%</u>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
		(revised)	
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	73,200	0
05-35-71-340	Canaan Ave-sidewalk, street, guardrails	300,600	301,070
05-35-71-250	Park Street West sidewalk/storm sewer Phase 1	200,000	143,941
	<b>Streets</b>		
05-35-71-200	School Street	30,000	64,552
			0
05-35-71-440	Condon Ave	200,000	205,493
	<b>Business Park</b>		
05-35-71-400	Storm sewer laterals	55,000	71,126
	<b>Recreation &amp; sport infrastructure</b>		
05-35-74-100	Trail- Bridge canoe launch	0	0
	<b>PROJECTS</b>	<b>858,800</b>	<b>786,183</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	3,500	4,065
	Reserve- Gas Tax 18-19	24,600	24,624
	Reserve- Gas Tax Current 2019-2020	359,995	286,789
	Reserve- Gas Tax Top Up	470,705	470,705
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>858,800</b>	<b>786,183</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	Server system and SAN	55,000	54,268
	Integration manager	8,500	
	<b>TOWN HALL</b>		
	<b>Exterior upgrades</b>		
05-35-72-260	Town hall exterior staircase	25,000	12,450
	<b>PROJECTS</b>	<b>88,500</b>	<b>66,718</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	88,500	66,718
	Borrowing		
	<b>TOTAL</b>	<b>88,500</b>	<b>66,718</b>

# Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	48,000	54,857
	<b>Equipment</b>		
05-35-75-700	Mobile speed signs (2)	7,800	6,866
	<b>Building</b>		
05-35-75-600	New Roof	42,700	(0)
	<b>Information technology</b>		
05-35-75-800	Server replacement	10,000	10,619
	<b>PROJECTS</b>	<b>108,500</b>	<b>72,341</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	38,500	44,677
	Proceeds on sale	9,500	9,500
	Capital contribution		680
	Reserves	60,500	17,485
	Borrowing		
	<b>TOTAL</b>	<b>108,500</b>	<b>72,341</b>

## Town of Kentville Capital Fund

GENERAL LEDGER #	TRANSPORTATION SERVICES Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	134,000	31,946
05-35-71-450	Public Works building	15,000	0
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights	25,000	25,056
05-35-71-150	Flood mitigation (Dyke) (cancelled)	175,000	5,279
05-35-71-460	<b>Streets</b>	300,000	252,409
	Chester Ave- \$200,000		
	Campbell Road-\$100,000		
05-35-71-480	New bridge approaches	97,500	(0)
	<b>Parking lots</b>		
05-35-71-470	Arena	15,000	0
	"Home Hardware"	5,000	
	<b>Storm sewer</b>		
05-35-71-500	New bridge- Duck bill/Storm drain	141,700	19,673
05-35-71-510	Shannex/GVJ	50,000	21,606
	<b>PROJECTS</b>	<b>958,200</b>	<b>355,969</b>
	<b>FUNDING</b>		
	Equipment capital reserve	59,000	31,946
	Proceeds on sale	10,000	
	Province of Nova Scotia -NDMP	87,500	2,636
	Capital reserve- general allocation	237,500	80,108
	Borrowing	564,200	241,279
	<b>TOTAL</b>	<b>958,200</b>	<b>355,969</b>





# Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-100	Downtown benches- \$5,000	5,000	0
05-35-75-150	Public Garden-\$6,500	6,500	15,704
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway) -\$25,000	25,000	20,350
05-35-75-250	Kentville Business Park signage-\$8,000	8,000	8,760
	<b>Buildings</b>		
05-35-75-170	Remediation- Calkin building	15,000	0
			0
			0
	<b>PROJECTS</b>	<b>67,000</b>	<b>44,814</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	54,500	21,414
	Capital contribution- DMA (Public Garden)		10,900
	Borrowing	12,500	12,500
	<b>TOTAL</b>	<b>67,000</b>	<b>44,814</b>

# Town of Kentville Capital Fund

GENERAL LEDGER #	RECREATION SERVICES Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	5,944
	<b>Green Areas</b>		
05-35-73-250	Wayfinding- AT Plan Station Lane signage	5,000	0
	<b>Tennis Court</b>		
05-35-72-360	Clubhouse and washrooms	10,000	7,068
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Bonavista	10,000	9,104
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-73-200	Memorial Park- Skateboard park- bowl (Carry Forward)	200,000	(0)
05-35-72-600	Memorial Park- Playground	27,000	30,717
05-35-74-200	Memorial Park- Fencing	8,000	6,081
05-35-72-650	Memorial Park- New mountain bike trail	11,000	10,011
	<b>Pool</b>		
05-35-73-500	Pool coating	30,000	9,861
05-35-74-600	Pool Change rooms and door	69,600	74,959
05-35-74-500,0	<b>Equipment</b>	220,000	23,122
05-35-73-300	<b>Studies (WIP &amp; New)</b>	108,500	93,582
	<b>PROJECTS</b>	<b>723,100</b>	<b>270,450</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	55,914
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	146,693
	<b>TOTAL</b>	<b>723,100</b>	<b>270,450</b>

# Town of Kentville Capital Fund

SCHEDULE G-8

March 31, 2020

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

# Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings  
 Month ended January 31, 2020

	Sanitary Sewer		Recreation		Other		Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest	Outstanding Billing	Interest	Capital Billing	Hydrant Charge	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	89,074	29,401	
2016/17	232,836		3,946		2,106*		54,112	16,905	1,386	309,905	1,386	
2017/18	247,360		58,422					188,968		494,750	0	
<b>PAID- July 9, 2018</b>								<b>(175,571)</b>		<b>(175,571)</b>		
2018/2019 (status quo bill)	171,500							188,968		360,468	0	
<b>PAID- August 13, 2019</b>	<b>(79,080)</b>		<b>(58,422)</b>					<b>(234,134)</b>		<b>(371,636)</b>		
2019/2020 billing	677,792	41,787	12,323	1,819	2,106		54,112	188,364		746,334	55,515	
<b>PAID- February 4, 2020</b>	<b>(258,122)</b>	<b>(41,787)</b>						<b>(188,364)</b>		<b>(188,364)</b>	0	
Written out of ledger due to age (But still collectible)	419,670	0	12,323	1,819	2,106		54,112	0	11,909	(258,122)	(41,787)	
			<b>14,142</b>					<b>0</b>	<b>11,909</b>	<b>488,212</b>	<b>13,728</b>	
					<b>2,106</b>							<b>501,940</b>

\* (Invoice #17591)

Accounts Receivable- Due to the Municipality of the County of Kings  
 Month ended January 31, 2020

	Town Operating Fund		Building & Fire Inspection		Sewer Connections		TOTAL DUE COUNTY
	Regional Sewer Current Billing 4 quarters	Disposal site Current Billing	Disposal site Current Billing	Current Billing			
2017/2018							27,218
2018/2019	703,000	81,916	81,916	34,349			819,265
2019/2020	727,000	82,250	82,250	35,401			844,651
<b>PAID September 2019</b>			<b>(120,786)</b>				<b>(120,786)</b>
<b>PAID November 2019</b>			<b>(21,690)</b>				<b>(21,690)</b>
<b>PAID January 2020</b>	<b>(703,000)</b>						<b>(703,000)</b>
	727,000	21,690	21,690	96,967			845,657
<b>NET TOTAL</b>	<b>(343,717)</b>						<b>(343,717)</b>

Including sewer write offs  
 OR  
 NET TOTAL (43,808)  
 excluding sewer write offs



# Memo

To: Kelly Rice, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: February 5, 2020

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

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The FIFTH projection report to March 31, 2020 (as at January 31, 2020) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$25,000** (last month-deficit \$45,400).

Everything known to date has been scraped up and reported.



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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$49,400**. The particulars are as follows:

**2 TAXES** (budget \$9,571,300; projected \$9,539,700; **UNDER BUDGET \$31,600**)

- Taxation is **under budget \$29,900**. 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 \$507,800; **OVER BUDGET \$7,400**)

**Payments in Lieu of Taxation will exceed budget by 1.5%.**

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$ 7,100 over budget**.
- Provincial Payment in Lieu arrived January 2020 for a variety of properties **over budget \$ 300**.

**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 \$1,278,700; **OVER BUDGET \$30,500**)

**Own source revenue is projected to be over budget by 2.4%.**

- Fines, Licenses and Permits is projected to be **over budget \$ 4,200** due to Provincial Court fines, parking ticket revenue and various permits issued by Administration and Planning.
- Rentals- Parking spaces **exceed budget by \$6,500**. More spaces rented.
- Rentals- VIA Rail building **falls short of budget by \$(500)**, space is rented.
- Rentals- Calkin building **exceeds budget by \$7,800** due to new tenant.
- Rentals- Pool falls **short of budget \$ (200)**.
- Rentals- Hub records no rentals **\$(300)**.
- Interest exceeds budget **by \$ 11,400**.
- 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 \$24,400**. The Town Operating Fund is projecting **a current surplus of \$25,000**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$248,000; projected \$246,200; **UNDER BUDGET \$1,800**)

- Council expenses will end the year **under budget \$ 1,800**

**10 GENERAL ADMINISTRATION** (budget \$1,350,100; projected \$1,381,700; **OVER BUDGET \$31,600**)

**This department is projected to end the year over budget by 2.3%.**

- Remuneration will **exceed budget \$25,600** due to changes in personnel.
- Office expenses are projecting **over budget by \$ 3,400**. Advertising and promotion will exceed budget by \$4,100 due to the CAO search and the search for personnel for the Mentoring programme. 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 \$3,629,400; **OVER BUDGET \$11,800**)

**Police Protection- core program** is projecting to be **under budget \$34,200**.

- Remuneration is projecting under budget \$ 40,200. Remuneration-Constables will fall under budget \$57,200 due to changes in police personnel. These savings are offset by overages in Overtime related to Sergeants- \$7,000 and Constables- \$10,000.
- Benefits fall under budget \$5,000.
- 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- Technology exceeds budget by \$900.

- Operations-vehicle will exceed budget by \$5,000 due to vehicles involved in traffic accidents.
- Operations- programmes will exceed budget by \$1,100 due to expenditures incurred in Special Projects.

### **Sales of Service- KPS**

This section is projected to be **under budget \$5,900**.

- 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 \$17,500** will be found in Parking Enforcement due to a change in staffing.

### **Fire Protection**

This section is projected to meet its budget.

- Fire Fighting provides savings of \$ (700) due to the Fire Area Rate billed, collected and transferred to the Kentville Volunteer Fire Department.
- Water supply and hydrants will 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 \$69,300**.

- 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 \$29,700 due to Post Tropical storm Erin and Hurricane Dorian.
- Building inspection & Fire inspection will exceed their budgets by \$13,300 and accurately reflect the billings from the Municipality of Kings.
- Savings will be found in Occupational Health & Safety- \$(5,000)

**14, 15 TRANSPORTATION SERVICES** (budget \$2,087,200; projected \$2,134,100; **OVER BUDGET \$46,900**)

**Transportation Services is projecting to end the year over budget 2.2%.**

- **Common Services** is projecting to be over budget **\$ 8,400**. Remuneration/Benefits will be under budget by \$33,500, due to timing for the engineer's arrival. Office expenditures will exceed budget \$41,900 in total due legal expenses over budget \$43,500 and insurance exceeding budget by \$1,100.
- **Road Transport** will end the year over budget in Street Repairs- **\$17,700**.

- **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 \$683,200; **OVER BUDGET \$1,400**)

**Environmental Development expects exceed its budget by 0.2%**

- **Planning & zoning** is increased **\$300** in Office expenditures due to legal expenditures offset by savings in several office expenditure accounts.
- **Environmental development section** will provide **savings of \$3,700** in studies and survey costs.
- **Shade Trees** will exceed budget **\$2,500** due to the necessary removal of trees damaged by recent winds.
- **Debt charges** provide **savings of \$3,100**.
- **Other Economic Development** will exceed its budget by **\$5,400** in the Promotions category offset by projected savings in the Apple Blossom Festival account.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,360,400; projected \$1,327,900; **UNDER BUDGET \$32,500**)

**This department is projected to be under budget by 2.4%.**

- Administration will find **savings of \$ 5,700** in Office expenditures in a variety of accounts.
- "Programmes" are projected **under budget by \$14,800**. 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 \$11,000** as the horticulturalist left early and “Tree plantings” account has not been expended this year.

- “Recreation Facilities” (overall) are projected **over budget by \$500**. Segments under budget include Recreation centre, Swimming pool, Tennis Courts, Rail corridor maintenance 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 \$1,568,900; **OVER BUDGET \$6,200**)

This section is expected to slightly exceed its budget.

- Capital paid from current revenue for the new police car exceeded its budget by \$6,200.

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,523,600	9,493,700	-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>9,539,700</u>	-0.3%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	392,600	399,700	1.8%
Provincial and Agencies	107,800	108,100	0.3%
	<u>500,400</u>	<u>507,800</u>	1.5%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	113,600	113,600	0.0%
Local government	97,900	124,300	27.0%
	<u>211,500</u>	<u>237,900</u>	12.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,112,700</u>	<u>1,113,600</u>	0.1%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	42,300	46,500	9.9%
Rentals	419,000	432,300	3.2%
Interest	115,000	126,400	9.9%
Return on investment	630,000	630,000	0.0%
Other	41,900	43,500	3.8%
	<u>1,248,200</u>	<u>1,278,700</u>	2.4%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>226,900</u>	<u>224,500</u>	-1.1%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>141,200</u>	<u>159,400</u>	12.9%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	252,800	252,800	0.0%
	<u>252,800</u>	<u>252,800</u>	0.0%
<b>TOTAL REVENUE</b>	<u>13,265,000</u>	<u>13,314,400</u>	0.4%

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	248,000	246,200	-0.7%
10	General Administration	1,350,100	1,381,700	2.3%
		<u>1,598,100</u>	<u>1,627,900</u>	1.9%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,341,500	2,307,300	-1.5%
11-1	Police- Sales of service	148,300	142,400	-4.0%
11-2	Law enforcement	229,500	212,000	-7.6%
12	Fire protection	760,200	760,200	0.0%
13	Protective services- debt charge	21,200	21,300	0.5%
13	Emergency measures & other	116,900	186,200	59.3%
		<u>3,617,600</u>	<u>3,629,400</u>	0.3%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	928,500	936,900	0.9%
15	Road transportation	782,300	800,000	2.3%
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>2,134,100</u>	2.2%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	701,400	702,700	0.2%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	99,500	59,000	-40.7%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	239,500	239,800	0.1%
19	Other community development	442,300	443,400	0.2%
		<u>681,800</u>	<u>683,200</u>	0.2%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	480,700	475,000	-1.2%
21	-Programmes & other	129,300	103,500	-20.0%
22	-Facilities	589,700	590,200	0.1%
22	-Recreation- Debt charges	31,800	31,800	0.0%
22	Cultural	128,900	127,400	-1.2%
		<u>1,360,400</u>	<u>1,327,900</u>	-2.4%
23	<b>EDUCATION</b>	<u>1,556,300</u>	<u>1,556,300</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	974,200	974,200	0.0%
24	Transfers to allowances and reserves	588,500	594,700	1.1%
		<u>1,562,700</u>	<u>1,568,900</u>	0.4%
<b>TOTAL EXPENDITURE</b>		<u>13,265,000</u>	<u>13,289,400</u>	0.2%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>25,000</u>	0.2%

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	5,950,100	5,938,500
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>8,805,300</u>
Fire Area Rate (KVFD)	161,900	161,200
Fire Protection Area Rate (Hydrant)	414,700	415,400
	<u>576,600</u>	<u>576,600</u>
Economic development levy	111,800	111,800
	<u>9,523,600</u>	<u>9,493,700</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	8,500	6,800
	<u>8,500</u>	<u>6,800</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,700	38,700
Assessment Act- Farm property acreage	500	500
	<u>39,200</u>	<u>39,200</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,571,300</u>	<u>9,539,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(31,600)</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	392,600	399,700
<b>Province</b>		
Province- Research Station R	16,800	17,200
Province- River Street R	37,100	37,000
Province- Cornwallis Street R	2,700	2,700
Province- 77 Cornwallis Street R	51,200	51,200
	107,800	108,100
	500,400	507,800
<b>OVER BUDGET (UNDER BUDGET)</b>		7,400



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

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

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,400	119,400
General Administration- Finance	37,900	37,900
Protection-Police	590,000	590,000
Public works- Administration	138,500	138,500
- Operations	24,000	24,000
- Water	115,000	115,000
- Sanitary Sewer	73,000	73,000
- Capital	9,000	9,000
- Street Sweeper	1,500	-
Recreation- capital		2,400
Recreation- sales	4,400	4,400
	<b>1,112,700</b>	<b>1,113,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>900</b>

# Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	24,000	26,000
Law enforcement		
Licenses	5,600	5,600
Parking tickets	8,000	10,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	2,900	3,000
	<u>42,300</u>	<u>46,500</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	8,600	15,100
Rental- VIA Rail building	800	300
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	800
Tennis courts		
HUB building	300	-
Arena	337,500	337,500
	<u>419,000</u>	<u>432,300</u>
Interest	115,000	126,400
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>1,278,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>30,500</u>

Town of Kentville  
Operating Fund -19/20

March 31, 2020

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

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	9,400	10,100
Seniors mentoring program	-	
	<u>9,400</u>	<u>10,100</u>
<b>Province</b>		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		
Province- SCEI		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		10,500
Province- Facility Access Program		
<b>Other</b>		
Recreation Nova Scotia		700
TIANS (re VIC)		3,500
Central Kings Community Health Board	2,600	2,600
Other- Recreation- Autism NS	4,200	4,200
Other- KPS		800
Valley Waste Resource Management		2,000
	<u>131,800</u>	<u>149,300</u>
	<u>141,200</u>	<u>159,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>18,200</u>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	46,000	46,000
Expenses	10,000	10,000
<b>Legislative benefits</b>		
CPP	7,800	7,800
Group insurance	3,700	3,700
<b>Council</b>		
Remuneration	152,200	152,200
Expenses	6,300	4,600
Expenses- Andrew	5,000	6,200
Expenses- Bolland	3,000	3,000
Expenses- Gerrard	3,000	3,200
Expenses- Maxwell	3,000	2,500
Expenses- Pulsifer	3,000	2,500
Expenses- Savage	3,000	2,500
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	-	
	248,000	246,200
<b>OVER BUDGET (UNDER BUDGET)</b>		(1,800)

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	531,500	557,100
Benefits 121-22-02X	103,400	103,400
<b>Office Expenditures</b>		
Legal and audit	22,200	22,200
Consulting	-	-
Advertising and promotion	5,400	9,500
Expenses- CAO	13,000	10,000
Convention and travel	7,000	6,000
Training	1,400	2,000
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
	<b>153,200</b>	<b>156,600</b>
<b>Information Technology</b>		
Administration	79,900	79,900
Operations	98,200	98,200
Special projects	23,000	23,000
	<b>201,100</b>	<b>201,100</b>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	96,400	96,400
Various building 121-26..27-0XX	29,200	29,200
	125,600	125,600
<b>Debt Charges</b>		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	10,800	10,800
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,000	16,200
Reduced taxes- Section 71	52,400	51,800
Grant - Kentville Legion	1,500	1,500
Assessment Services	90,400	90,400
	157,300	159,900
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,350,100	1,381,700
<b>OVER BUDGET (UNDER BUDGET)</b>		31,600



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	341,600	341,600
Remuneration- Sergeant	387,000	387,000
Remuneration-Constable	782,200	725,000
"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	1,655,700
<b>Benefits 122-12-02X</b>	294,100	289,100
<b>Internal allocation 122-13-010</b>		
<b>Office Expenditures</b>		
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
<b>Occupancy-Police Building</b>		
Insurance	1,600	1,600
Heat	10,000	8,000
Electricity	16,000	14,000
Water/sewer	2,200	2,200
Maintenance- Other costs	35,000	35,000
	64,800	60,800
<b>Operations-Communication</b>		
Communications	44,100	44,100
Radio license	2,500	2,500
Maintenance	3,000	2,000
	49,600	48,600

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	21,500	22,400
<b>Operations-Vehicle</b>		
Insurance	5,800	5,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	53,800	58,800
<b>Operations-Programmes</b>		
Special projects	5,000	6,000
Crime prevention/community relations	3,500	3,600
Custody and detention of prisoners	47,400	47,400
	55,900	57,000
<b>TOTAL POLICE PROTECTION</b>	2,341,500	2,307,300
<b>OVER BUDGET (UNDER BUDGET)</b>		(34,200)
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,341,500	2,307,300
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	113,600	113,600
Fines and fees- Province	24,000	26,000
Law enforcement- Province	100,000	100,000
<b>TOTAL POLICE PROTECTION REVENUE</b>	237,600	239,600
<b>NET POLICE PROTECTION</b>	2,103,900	2,067,700
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	78,000	70,000
Remuneration Part time	48,000	58,000
Benefits	22,300	20,000
Internal allocation		(5,600)
	148,300	142,400
<b>NET SALES OF SERVICES</b>		(5,900)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	590,000	590,000
<b>NET SALES OF SERVICES</b>		(447,600)

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

<b>Expenditure</b>	<b>Budget Amount</b>	<b>Projected</b>
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	85,300	85,300
<b>OTHER</b>		
Prosecution	10,200	10,200
Legal	50,000	50,000
Other-Crossing guards	24,500	24,500
Parking enforcement officer	59,500	42,000
	144,200	126,700
<b>TOTAL LAW ENFORCEMENT</b>	<b>229,500</b>	<b>212,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(17,500)</b>
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	5,600	5,600
Parking Tickets	8,000	10,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	<b>13,600</b>	<b>15,600</b>
<b>NET LAW ENFORCEMENT</b>	<b>215,900</b>	<b>196,400</b>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	161,900	161,200
Transfer to KVFD-Operating	183,600	183,600
<b>TOTAL FIRE FIGHTING</b>	<b>345,500</b>	<b>344,800</b>
<b>SURPLUS (DEFICIT)</b>		<b>(700)</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	414,700	415,400
<b>SURPLUS (DEFICIT)</b>		<b>700</b>
<b>TOTAL FIRE PROTECTION</b>	<b>760,200</b>	<b>760,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	21,200	21,200
Term loan interest	-	100
<b>TOTAL DEBT CHARGES</b>	21,200	21,300
<b>OVER BUDGET (UNDER BUDGET)</b>		100
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	31,600
Emergency control-M & S	100	29,800
911 System	17,700	17,700
	32,000	93,000
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	32,900	34,400
Occupational Health & Safety	10,000	5,000
Fire inspection	30,000	41,800
	84,900	93,200
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	116,900	186,200
<b>OVER BUDGET (UNDER BUDGET)</b>		69,300

# Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	220,600	194,900
Work crew	485,800	478,000
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	818,400	784,900
<b>Benefits 123-12-02X</b>	214,900	214,900
<b>Internal allocation 123-13-010</b>	(500,700)	(500,700)
<b>Office Expenditures</b>		
Professional/engineering	5,000	48,500
Director's Expenditure	4,500	1,100
Training	9,000	9,000
Insurance-liability/ E & O	17,200	18,300
Office supplies	2,800	3,500
Telephone	7,000	7,000
Other administration	1,700	1,700
	47,200	89,100
<b>Occupancy-Public Works building 123-15-0XX</b>	39,200	39,200
<b>Operations-Communications</b>		
Communication	3,500	3,500
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	7,500	7,500
Lease of equipment	44,500	44,500
Gasoline/diesel	55,000	55,000
External equipment repairs	31,000	31,000
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,000	8,000
	306,000	306,000
<b>TOTAL COMMON SERVICES</b>	928,500	936,900
<b>OVER BUDGET (UNDER BUDGET)</b>		8,400

# Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	101,000	118,700
Sidewalk repairs	15,000	15,000
Storm sewer maintenance	80,000	80,000
Street cleaning	27,000	27,000
Snow and ice removal	295,000	295,000
Street lighting	155,000	155,000
Traffic services	58,800	58,800
Parking and other	50,500	50,500
<b>TOTAL ROAD TRANSPORTATION</b>	<b>782,300</b>	<b>800,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>17,700</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	190,400	211,200
Kings Point to Point	14,900	14,900
<b>TOTAL PUBLIC TRANSIT</b>	<b>205,300</b>	<b>226,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>20,800</b>
<b>DEBT CHARGES</b>	<b>74,300</b>	<b>74,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,800	30,800
Tipping fees	6,200	6,200
Material and supplies	2,000	2,000
	39,000	39,000
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Waste Resource Management Authority	652,900	654,200
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	699,900	701,200
<b>OTHER AIR POLLUTION</b>		
Other air pollution	1,500	1,500
<b>TOTAL</b>	701,400	702,700
<b>OVER BUDGET (UNDER BUDGET)</b>		1,300



# Town of Kentville

## Operating Fund -19/20

March 31, 2020

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

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	179,500	179,500
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	12,000
Committee honoraria	300	-
Committee meeting expenditure		100
Advertising and promotion	1,000	500
Expenditures-Director	4,000	4,700
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	1,000
Research drafting, mapping and GIS	5,000	4,000
Registration legal documents	500	100
Miscellaneous	1,000	500
	34,300	34,600
<b>TOTAL PLANNING AND ZONING</b>	239,500	239,800
<b>OVER BUDGET (UNDER BUDGET)</b>		300

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	26,600	26,600
Transfer for economic development	86,700	86,700
Community economic development	2,000	4,300
Development studies	4,000	1,000
Survey costs	4,000	1,000
Kentville Futures & Lions Club operating costs	11,000	11,000
	21,000	17,300
	134,300	130,600
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(3,700)</b>
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	9,000
<b>DEBT CHARGES</b>	43,200	40,100
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	73,500	73,500
CED Office	8,000	8,000
	81,500	81,500
<b>Tourism</b>		
Tourism	50,900	50,900
<b>Promotions</b>		
Promotions	109,400	117,300
<b>Other</b>		
Apple Blossom Festival	16,500	14,000
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	258,300	263,700
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>4,800</b>

# Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
<b>Remuneration</b>		
Salaries	341,700	341,700
<b>Benefits 127-12-02X</b>	75,200	75,200
<b>Internal allocation 127-13-010</b>	(45,900)	(45,900)
<b>Office Expenditures</b>		
Legal fees	4,000	500
Professional fees	1,000	-
Committee meeting expenditure	3,000	800
Promotion and publicity	4,500	1,500
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	57,400
<b>Vehicles and equipment</b>		
Insurance	4,000	4,000
Lease of equipment	14,600	14,600
Gasoline	9,000	9,000
Operations and maintenance	19,000	19,000
	46,600	46,600
<b>TOTAL ADMINISTRATION-RECREATION</b>	480,700	475,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(5,700)

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	6,500	10,000
Swimming pool 127-22-0XX	20,500	11,700
Day camp 127-23-0XX	3,500	(4,400)
Tennis 127-24-0XX	800	(600)
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	4,800
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>58,300</b>	<b>43,500</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	71,000	60,000
<b>TOTAL OTHER RECREATION</b>	<b>129,300</b>	<b>103,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(25,800)</b>

# Town of Kentville Operating Fund -11/12

March 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	40,400	38,000
Swimming pool 127-42-0XX	19,800	15,200
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	90,600
Memorial Park 127-62-0XX	51,000	53,300
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	4,000
<b>TOTAL RECREATION FACILITIES</b>	<b>589,700</b>	<b>590,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>500</b>
<b>TOTAL DEBT CHARGES</b>	<b>31,800</b>	<b>31,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	86,900
Branch library 127-93-100	37,000	37,000
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant- Uncommon Common Art 127-92-072	1,500	-
Grant-Kentville Historical Society	1,500	1,500
<b>TOTAL CULTURAL</b>	<b>128,900</b>	<b>127,400</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(1,500)</b>

Town of Kentville  
Operating Fund -19/20

March 31, 2020

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

# Town of Kentville

## Operating Fund -19/20

March 31, 2020

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	965,600	965,600
Temporary financing- principal	8,600	8,600
	974,200	974,200
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	66,900	66,900
To Capital Reserve fund	483,100	483,100
	550,000	550,000
To Capital fund- from operations	38,500	44,700
Total transfers to other funds	588,500	594,700
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(245,500)	(245,500)
From Capital Reserve fund	(7,300)	(7,300)
	(252,800)	(252,800)
<b>NET FINANCING AND TRANSFERS</b>	1,309,900	1,316,100
<b>OVER BUDGET (UNDER BUDGET)</b>		6,200





# Memo

To: Kelly Rice, CAO  
From: Debra Crowell, Director of Finance  
CC:  
Date: February 4, 2020  
Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**

---

You will find a listing attached from the Town's Collection Officer indicating the need to write off a sundry receivable account in the amount of **\$563.94**. This account has been outstanding since September 2018. The account has been sent to our external collection agency.

Write-offs are a housekeeping matter. The Town's policy indicates that accounts are written off once it is known that the account is uncollectible. Internal collection attempts have failed and the likelihood of collection is diminished. If funds are collected through the efforts of our external collection facility, the revenue will be recorded at that time.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached sundry receivable account in the amount of **\$563.94** be approved for write off and forwarded to Town Council for ratification.





# Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: February 4, 2020

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL EQUIPMENT RESERVE**

The 2019/2020 capital budget provides for partial funding of capital equipment acquisitions from the Town's Capital Equipment Reserve fund. The details for the Capital Reserve are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>RESERVE FUND Draw # 1</i>
	\$	\$
Various equipment	<b>59,000</b>	<b>31,945.53</b>

The Town of Kentville Capital Equipment Reserve contains **\$168,919** and after the withdrawal, it will contain **\$136,973**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 31,945.53** from the Town of Kentville Capital Equipment Reserve to partially fund 2019/20 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT  
RESERVE**

**- 2019/2020 CAPITAL PROJECT**

**WHEREAS** S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$31,945.53** to partially fund capital equipment acquisitions for the year 2019/2020.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of  
AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2020.

---

Kelly Rice, Town Clerk



# Memo

To: Kelly Rice, CAO  
 From: Debra Crowell, Director of Finance  
 Date: January 29, 2020

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1**

The 2019/2020 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. Also included in the request is an addition. The details for the Capital Reserve are as follows:

	<b>PROJECT</b>	<b>BUDGET (from reserve)</b>	<b>Draw #1</b>
		\$	\$
<b>Administration</b>	19/20 IT Projects	63,500	54,267.91
	Town Hall - Stair case	25,000	12,450.06
<b>Protective Services</b>	Building- Roof	42,700	-
	Equipment	7,800	6,866.10
	IT Server replacement	10,000	10,618.66
<b>Transportation</b>	Paving- Various Streets	100,000	52,409.20
	New bridge approaches	97,500	-
	Ornamental lights	25,000	25,055.78
	Public Works building	15,000	-
<b>Recreation</b>	Green Areas- AT Plan signs	5,000	-
	Playgrounds- Bonavista	10,000	9,104.29
	Playground- KCA & M P	27,000	21,132.63
	Skate park- bowl	61,400	-
	Studies	61,900	61,900.00
	Soccer	8,000	5,944.28
	MP-Fencing	8,000	6,080.85
	MP- New bike trail	11,000	10,011.40
	Oakdene Park- Gazebo	16,000	-
<b>Planning</b>	IT initiative	15,000	-
<b>Economic</b>	Downtown betterments-lighting	7,500	-
	Downtown betterments-benches	5,000	-
	Downtown Public Garden	6,500	4,803.86
	Signage- Gateway	12,500	7,850.17
	Signage- Kentville Business Park	8,000	8,759.94
	Calkin Building Remediation	15,000	-
<b>Total</b>		<b>664,300</b>	<b>297,255.13</b>
	<b>ADDITION</b>		
<b>Transportation</b>	Dyke extension <b>Cancelled</b>	<b>0</b>	2,643.35
		<b>0</b>	2,643.35
<b>TOTAL WITHDRAWAL</b>		<b>664,300</b>	<b>299,898.48</b>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,134,030** and after the withdrawal, it will contain **\$901,976**.

The Town of Kentville Capital Reserve- Recreation contains **\$119,893** and after withdrawal, it will contain **\$52,049**.

### **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$299,898.48** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$232,054.20
- Town of Kentville Capital Reserve Recreation-\$67,844.28

These transfers will partially fund several capital acquisitions and one addition (as denoted above) during the year 2019/2020. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE**

**- 2019/2020 CAPITAL PROJECTS**

**WHEREAS** S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$299,898.48** to partially fund capital acquisitions and an addition for the 2019/2020 capital program.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2020.

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Kelly Rice, Town Clerk





# Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

CC:

Date: January 29, 2020

Re: **TAX EXEMPTION – SECTION 69- 2020/2021**

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## **BACKGROUND**

Every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements. Council must pass the necessary resolution annually setting out the maximum exemption and the income ceiling. As a guideline, the Town sets the income ceiling at a level equal to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple.

## **AUTHORITY**

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled "***Low income tax exemption policy***". This section states:

That "**income**" includes a person's total income from all sources for the calendar year preceding the Town's fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans' Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))

That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

### **ANALYSIS**

For 2019, a single Old Age Pensioner, eligible for OAS and GIS received \$18,133, while a married couple both eligible for OAS and maximum GIS received \$27,619.

The following table cites the comparative information for a five-year period.

<b><u>TAXATION YEAR</u></b>	<b><u>INCOME CEILING</u></b>	<b><u>EXEMPTION AMOUNT</u></b>	<b><u># OF PERSONS</u></b>	<b><u>TOTAL OF EXEMPTIONS</u></b>
	\$	\$		\$
2015/16*	25,359	240 to 510	40	11,595
2016/17*	25,778	241 to 512	43	12,310
2017/18*	26,127	244 to 519	42	12,468
2018/19*	26,507	246 to 524	36	11,650
2019/20*	27,048	253 to 539	44	13,052

\*In 2014, the Town moved to a sliding income/exemption scale. The exemption is increased annually by the cost of living figure used for the assessment CAP by Property Valuation Services Corporation. For 2020, the CAP rate is 1.0%.

All participants of the program in 2019 will be sent an application for the exemption in 2020. As well, an advertisement will appear in the local paper, on the Town's website and other means of social media detailing the particulars of the program.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2020/21 year be approved and forwarded to Town Council for ratification.

Exemption amount:	\$256 to \$544
Income ceiling:	\$27,619
Deadline for applications:	June 30, 2020

**RESOLUTION**

**LOW INCOME TAX EXEMPTION-TOWN OF KENTVILLE**

**BE IT RESOLVED** by Council of the Town of Kentville

**THAT** an exemption from taxes for the period **April 1, 2020 to March 31, 2021** be granted pursuant to Section 69 of the MGA, as follows:

<b>Income Range (per annum)</b>	<b>Exemption Amount 2020/2021</b>
< \$12,000	<b>\$544</b>
\$12,001-\$16,000	<b>\$432</b>
\$16,001- \$18,000	<b>\$326</b>
\$18,001- income ceiling	<b>\$256</b>

**THAT** the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2019 is equal to or less than **\$27,619**. (An allowance paid pursuant to the War Veterans' Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

**THAT** the property must be occupied by the applicant ratepayer.

**THAT** where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

**THAT** no application for an exemption will be considered unless made on or before the 30<sup>th</sup> day of June 2020.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of      AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2020.

\_\_\_\_\_  
Kelly Rice, Town Clerk

**Town of Kentville – Planning Department**

**January 2020 Activity Report**

**Report to CAC – February 10, 2020**



<b>Programs and Operations</b>		<b>Highlights</b>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• 3 Development Permits Issued.</li> </ul> <ul style="list-style-type: none"> <li>• Glooscap curling club file is moving along. Following on the agenda will be a resolution to adopt a Policy to close a portion of Crescent Ave</li> <li>• Former KCA Lands. No updates.</li> </ul> <p>MacDougal Heights: Tentative approval has been granted to Parson Investments for a 26-lot subdivision between Acadia Drive and Dalhousie Ave. Parkland requirements have been satisfied and accepted by the Parks and Recreation Director. A request to Council to approve their proposed street names will follow.</p> <ul style="list-style-type: none"> <li>• Staff are also working with Brison Developments to acquire more parkland. Pedestrian walkways and trail linkages are the priority parkland in accordance with the Municipal Planning Strategy and the Active Transportation Plan.</li> <li>• Business Park: Interest in land in the Business Park continues.</li> <li>• Various mapping and GIS support continues.</li> </ul>	<ul style="list-style-type: none"> <li>• building Valuation of \$36,000</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – ongoing</li> </ul>	

<b>Other</b>	<ul style="list-style-type: none"><li>• NA</li></ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"><li>• Senior Admin meetings</li><li>• CAC</li><li>• Planning Department meeting</li><li>• John Parsons</li><li>• Stoneridge Developments</li></ul>	

# Activity Report

Planning & Development

January 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> JANUARY 2020		<i>PERMITS ISSUED</i> JANUARY 2019	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	3	3	12	12
<b>Total Building Value (\$)</b>	36,000	36,000	319,795	319,795
<b>Permit Revenue (\$)</b>	94.80	94.80	896.98	896.98

# Permits Report

Planning & Development

January 2020



<b>Permit #:</b> 3724	<b>Permit Date:</b> Jan 15 / 2020
<b>Value of Construction:</b> \$2,000.00	<b>Fee:</b> \$0.00
Sign – Wall Sign, measures 12' x 2.5' (30 sq ft)	

<b>Permit #:</b> 3723	<b>Permit Date:</b> Jan 09 / 2020
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant – Retail to Retail	

<b>Permit #:</b> 3725	<b>Permit Date:</b> Jan 20 / 2020
<b>Value of Construction:</b> \$34,000.00	<b>Fee:</b> \$94.80
Renovation – Interior Renovations to create Barrier Free washrooms.	

<b>Total Value of Construction:</b> \$36,000.00	<b>Total Permit Fees:</b> \$94.80
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**Town of Kentville**  
**Community & Economic Development**  
**Report to CAC – February 10<sup>th</sup>, 2020**



Submitted February 3, 2020

<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>• Planning and booking for 2020 spring and summer marketing continues. In addition to our regular print and radio campaigns, we are adding a significant amount of digital marketing to our strategy this year. Our 2020 marketing campaign is called “Find your Fresh”.</li> <li>• Following the direction of Council from December, an appraiser has been retained for the business park project. The work will begin late in February or early in March.</li> <li>• An estimated cost and timeline for a new hotel market study has been obtained from HVS Canada. If this is a project Council is interested in moving forward with, the groundwork is in place, and a new study can be completed within 4-6 weeks of any commencement date.</li> <li>• Jacob Fenchak is a 4<sup>th</sup> 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 17<sup>th</sup>, tackling business park related projects while he is here with us.</li> <li>• The Mentorship Plus Program work has begun, including the collection and review of applications for the Coordinator position. Top candidates have been notified of interview times and the process will continue along from there.</li> </ul>
<p><b>Projects &amp; Beautification</b></p>	<ul style="list-style-type: none"> <li>• Separate recommendation report submitted for this section. Re: Centre Square Activation Project</li> </ul>
<p><b>Tourism /events</b></p>	<ul style="list-style-type: none"> <li>• Kentville is once again partnering with the towns of Berwick, &amp; 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</li> </ul>

	<p>held it's first meeting and is well into design work at this stage.</p> <ul style="list-style-type: none"> <li>• The CEDC will be sending out a call for expressions of interest from people/groups who are interested in sitting on organizing committees for the NSCC Pumpkin Walk event and the Chalk and Art Festival. The planning and execution of these two events for 2020 will be somewhat dependent on finding interested individuals, groups, and sponsors to assist and participate. We are confident these people and groups are out there and we are excited to explore the possibilities.</li> <li>• The group who normally organizes the "Haunt" (previously held at the Canada Post building) have also reached out for some support. They have lost their space due to some unavoidable circumstances and are looking to reconfigure the event, perhaps making it more kid friendly than in past years. They may consider partnering with the Pumpkin Walk event, and are also considering something that might work in conjunction with the Harvest Festival.</li> </ul>
<b>Other</b>	

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



**Council Advisory Committee**

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**TO:** Kelly Rice, CAO  
Council Advisory Committee

**SUBMITTED BY:** Lindsay Young, Community & Economic Development Coordinator

**DATE:** Feb 10<sup>th</sup>, 2020

**SUBJECT:** Centre Square Activation Project – Concept Presentation

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**ORIGIN**

Centre Square is an area of land in the Centre of downtown Kentville. Some of the land that makes up Centre Square is leased to the Town by various different private property owners, and some of the square is owned by the town. The main function of the property for the past 20 years has been for parking cars.

**BACKGROUND**

In recent years, Centre Square has really taken off as a desired place for hosting events and gatherings of all types and sizes. The Kentville Harvest Festival, the Apple Blossom Festival, the Multicultural Festival, Walk-A-Mile in Her Shoes, the Kentville Farmers Market, Devil’s Half Acre Motorcycle Rally and the Chalk and Art Festival have all made Centre Square their homes, along with multiple and varied smaller fundraisers, walk-a-thons, rallies and others.

In its current condition, Centre Square is a suitable place to park cars, and host events. The necessary infrastructure is already in place to support these uses (power, water, lighting, etc.) but it is missing the components that could make it an AMAZING place, one that checks more boxes when it comes to use.

**DISCUSSION**

3<sup>rd</sup> places are those places in which people choose to spend the majority of their time outside of work and home. The creation of downtown 3<sup>rd</sup> places is highly recommended by placemaking professionals and destination developers as a way to increase the vitality of downtowns and neighbourhoods. Research shows that the implementation of great 3<sup>rd</sup> places support local economies, attract new business and investment, boost tourism, provide cultural opportunities, foster community pride, and contribute to community safety. In addition, the Centre Square Activation project would achieve a handful of the recommendations included in the award-winning Active Transportation Plan, specifically the recommendations about placemaking, beautification, and providing opportunities for play.

The Centre Square Activation Project aims to make Centre Square the best it can be for hosting events, and also as a welcoming space in which people can spend time from July-October (the tourism season in NS). This project could include many potential components, and should Council wish to move forward with implementation of those components, will employ the principles of placemaking and beautification, and complete a handful of recommendations from the Active Transportation Plan.

There are two types of components being considered under this proposal; physical, and programming. The physical components that will make up the space will provide amenities that visitors and the travelling public repeatedly ask for more of, like benches, picnic tables and shade trees. The “Activation” of the Square that would happen from July-October inclusive, would include scheduled programming for the Gazebo Area.

**Potential Project Components:**

1. Installation of 5 mature shade trees (suggested in ground, boulevard style)
2. Installation of overhead festival lighting for pavilion area
3. Fabrication and placement of 10 new planter boxes
4. Benches, picnic tables, umbrellas
5. Bike fix it station, bike racks
6. Water Bottle Fill / Doggy Water station
7. Signage
8. Entertainment schedule / other programming (during activation months)

KBC has endorsed the design concept and the Activation portion at the board level by unanimous motion and has agreed at the staff level to support programming in the space through their new events strategy. We envision live music, theatre performances, and even food demos taking place on Thursday and Friday nights. KBC has plans to purchase a portable stage to be used for this purpose, and that could also be rented or borrowed by other groups wanting to host smaller events in the space.

**POLICY IMPLICATIONS**

N/A

**OTHER POINTS FOR CONSIDERATION**

1. The portion of property in Centre Square being proposed for this project is Town owned
2. Permanent reduction of parking spaces = 0
3. Temporary reduction of parking spaces = 12
4. Large scale events that are already booked will not be negatively affected by these proposed changes
5. Supported by KBC
6. Supported by Kentville Farmers Market (safer more contained layout)
7. Supported by data collected from our recent “Looking Ahead 2020” survey to businesses and residents
8. Potential to have trees be “sponsored” by businesses or dedicated as memorial trees. That same opportunity could be applied to other pieces, like picnic tables if so desired.

**BUDGET IMPLICATION**

- To be determined based on Council’s wishes and direction. Tree installation would require some capital funding and depending on the style we might use could require funding in a range of 10,000.00 – 30,000.
- Components like benches, tables and planters can be covered by the existing operational budget allocation under “beautification”.
- Ongoing maintenance and general upkeep is expected to be status quo, and will be absorbed by existing staff as part of regular operations.
- We would expect to apply for a number of grants to help offset any capital costs, including the beautification and streetscaping grant through DMA. There are other grants that could help with the trees specifically, and those are being explored as well.

**ATTACHMENTS**

Looking Ahead survey results  
“Boulevard” style tree implementation examples  
Conceptual Design still image: Kirsten Harrison

Respectfully Submitted.

Lindsay Young  
Community & Economic Development

Presented on February 10<sup>th</sup>, 2020  
Presented by Rachel Bedingfield  
Director of Parks and Recreation

<p><b>Facility Related</b></p>	<ul style="list-style-type: none"> <li>💡 Our arena is operating smoothly with all events and skate times moving forward as scheduled.</li> <li>💡 Our trails have been able to be groomed a bit more this year thanks to the Sunday snow storms. We communicate with the public when the trails have been groomed so that folks can plan to enjoy them while the weather permits.</li> </ul>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>💡 We have begun advertising for our summer employment opportunities. Currently we are seeking our Summer Recreation Intern. All job descriptions and application details are available on our website.</li> <li>💡 Our Active Living Community Coordinator has been researching and developing various strategies to address our gap in youth engagement in our community. This includes meeting with KCA students, member of the Kings County Youth Council, library groups, and the Youth Portal. The results are the following initiatives which we hope to begin implementing in the new fiscal: <ul style="list-style-type: none"> <li><b>Youth Engagement Committee (YEC):</b> <ul style="list-style-type: none"> <li>- The purpose will be: To gain insight into current gaps in program and service offerings. The committee will use a solutions-based approach and will work to enhance existing youth services and programs moving forward;</li> <li>- The committee will provide purposeful engagement opportunities to youth and provide them a platform to make meaningful change;</li> <li>- The committee will provide youth with professional and personal development opportunities such as facilitated workshops, grant writing, event planning and program design;</li> <li>- Committee members will help us to enhance the physical, social and mental wellbeing of youth living in Kentville.</li> </ul> </li> <li><b>Youth Leadership Development Program (YLDP):</b> <ul style="list-style-type: none"> <li>- This program will begin as part of our summer program and offer youth an opportunity to build and develop leadership skills through practical experience with our summer programs and additional training.</li> <li>- This also increases our participant/leader ratio.</li> </ul> </li> </ul> </li> </ul>

**Junior Lifeguard/Instructor Program (JLIP):**

- This program targets youth who have completed their bronze cross but are not old enough yet to apply to take their lifeguard courses. Participants will guard shadow on the pool deck, as well as support during our lesson program.
- This also increases our participant/leader ratio.

**Rec Buddies:**

- We are working on bringing this program back and making it more sustainable. This program is put together in partnership with the Portal Youth and pairs youth at risk with students at Acadia to participate in recreation activities, using a leisure education model (building the individual toolbox).
- ♀ These initiatives, along with continued support for youth groups at KCA, Portal Youth recreation programming, and other youth initiatives in the area have helped increase the awareness of our department and what we have to offer for youth in our region. We will continue to monitor and evaluate our successes.
- ♀ Projects with Acadia: Once again we have accepted two student placements from Acadia University. Both students will be with us for a 6-week placement beginning February 10th. Their focus for this time frame will be working on afterschool program development, a photojournalism project, programming research and design for KCA school, and other research as required surrounding community engagement. We are excited to have them on board.
- ♀ Our Communications and Resource Coordinator has been working on initiatives that address older adult and senior needs in our community and working to expand our services to those who are less active (pickleball, fitness classes, Zumba etc. are already very popular).

**Community Puzzle Challenge:**




























- Recently we launched our community puzzle challenge which was a success and staff are now looking into ways to expand this community offering.

**Memory Café:**

- We have also been working with the Town of Wolfville and local Geriatric Psychologists and Physicians to offer a memory café. Memory Cafes have sprung up in communities across Europe and North America. They are part of Age -friendly Community Initiatives and can have many forms, though all have two purposes: to ensure that those with dementia and their caregivers feel included and welcome in their communities and to share fun positive social experiences. To watch a TEDx Talk on Memory Cafes check out: <https://www.youtube.com/watch?v=vje71rXP8Z0> Wolfville and Kentville are the first two communities to offer Memory Cafés in this province.

<p><b>Capital Projects</b></p>	<ul style="list-style-type: none"> <li>💡 We are in the process of planning for the 2020/21 capital year.</li> <li>💡 Our new Zamboni will be arriving within the next couple of weeks.</li> </ul>
<p><b>Public Engagement/Community Events</b></p>	<ul style="list-style-type: none"> <li>💡 Our department has noticed an increase in attendance at our winter events this year, as well as an increase in winter trail use. This includes trail grooming (for snowshoeing, hiking and skiing), community events, and winter promotions.</li> <li>💡 Our community ice safety workshop happened on January 18<sup>th</sup>. We had 18 participants and received great feedback. This workshop is part of our winter series on winter skill development.</li> <li>💡 We held a guided snowshoe hike at the Gorge on January 25<sup>th</sup>. 30 people participated in this event and prizes were given away. This event was part of the Hike Nova Scotia series</li> <li>💡 On January 25<sup>th</sup> we held a brand-new event: Our first annual Kentville Christmas Tree workshop that promoted the up-cycling of old Christmas tree that were turned into shelters, bird wings, planes, musical instruments, just to name a few. With the help of Acadia Community Development students, and with thanks to the kind donations of tools from Kentville’s Home Hardware, we were able to teach participants basic tool safety and usage, allowing imaginations to run wild.</li> <li>💡 Applications are 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 2<sup>nd</sup> at the Kentville Recreation Centre.</li> </ul> <p><b>Up and coming:</b></p> <ul style="list-style-type: none"> <li>💡 Still to come this winter is our community bon fire/ sledding party. We are waiting for the snow to arrive and the weather to cooperate.</li> <li>💡 There is a guided snowshoe at the Gorge on February 29, we welcome one and all to attend and will have snowshoes and ice grips available to borrow.</li> <li>💡 Our cross-country ski and ski waxing workshop has had to be postponed for the second time. Currently we have 30 people registered for this event, and we are partnering with the Town of Wolfville to offer a second workshop in that community to help meet the demand.</li> <li>💡 Our first Memory Café will be held at T.A.N. Coffee on February 11<sup>th</sup>.</li> </ul>



<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li> Council Advisory Committee</li> <li> Regional Recreation Planning</li> <li> Warming Huts Project</li> <li> Communications Meetings</li> <li> Summer Program Planning</li> <li> Acadia Student Placements</li> <li> Building Committee</li> <li> Kings County Active Transportation</li> <li> Parks Task Team</li> <li> Miners Landing Trail Development</li> <li> Department Meetings</li> <li> Senior Leadership Meetings</li> <li> Playbourhood Project Development</li> <li> Kentville Plays Community Event</li> <li> HNM Committee</li> <li> Inclusion and Access Task Team</li> <li> Accessibility Committee Meeting</li> <li> Canadian Parks Council</li> <li> Canada Cup Planning Meeting</li> <li> VRDA Accessibility</li> <li> Memory Café Planning Meeting</li> <li> YWCA Call</li> <li> CUPE Labour Management</li> <li> NSHA Collaboration Meeting</li> <li> Rec Buddies</li> </ul>
<p><b>Council Related</b></p>	<p><b>Grants:</b></p> <ul style="list-style-type: none"> <li> We have been awarded monies from the Canadian Parks and Recreation Association that enables us to offer a girl only kick boxing program beginning in April.</li>   <li> We have been awarded a grant from the Community Wellness Fund that enables us to purchase sensory kits to add to our equipment loan program. These kits will be for both children and adults and will consist of items such as a weighted blanket and noise cancelling earphones. The addition of these kits will allow those community members who have sensory disorders to be able to enjoy public events such as Harvest Fest or our Summer Concert Series at Oakdene Park.</li> </ul>

**Council Priorities:**

- 💡 *Accessibility Committee:* The Accessibility Committee had its first meeting on January 23<sup>rd</sup> with all the five community members and two councilors in attendance. The Terms of Reference and purpose of the committee were reviewed, and a Chair was appointed: Laurel Taylor. Future meetings will be held at Kings Riverside Court to accommodate those members who have higher mobility needs.
- 💡 *Regional Recreation Agreement:* The Towns of Berwick, Wolfville and Kentville, as well as the Municipality of the County of Kings met on January 30<sup>th</sup> to begin discussion around regional collaboration and funding agreements. A small committee has been created to pull together a Terms of Reference for the regional group.
- 💡 *Active Transportation Plan:* We are in the process of planning for the launch event of the Active Transportation Plan. This event will happen in the Spring and will include a media release and celebration.

**Town of Kentville**

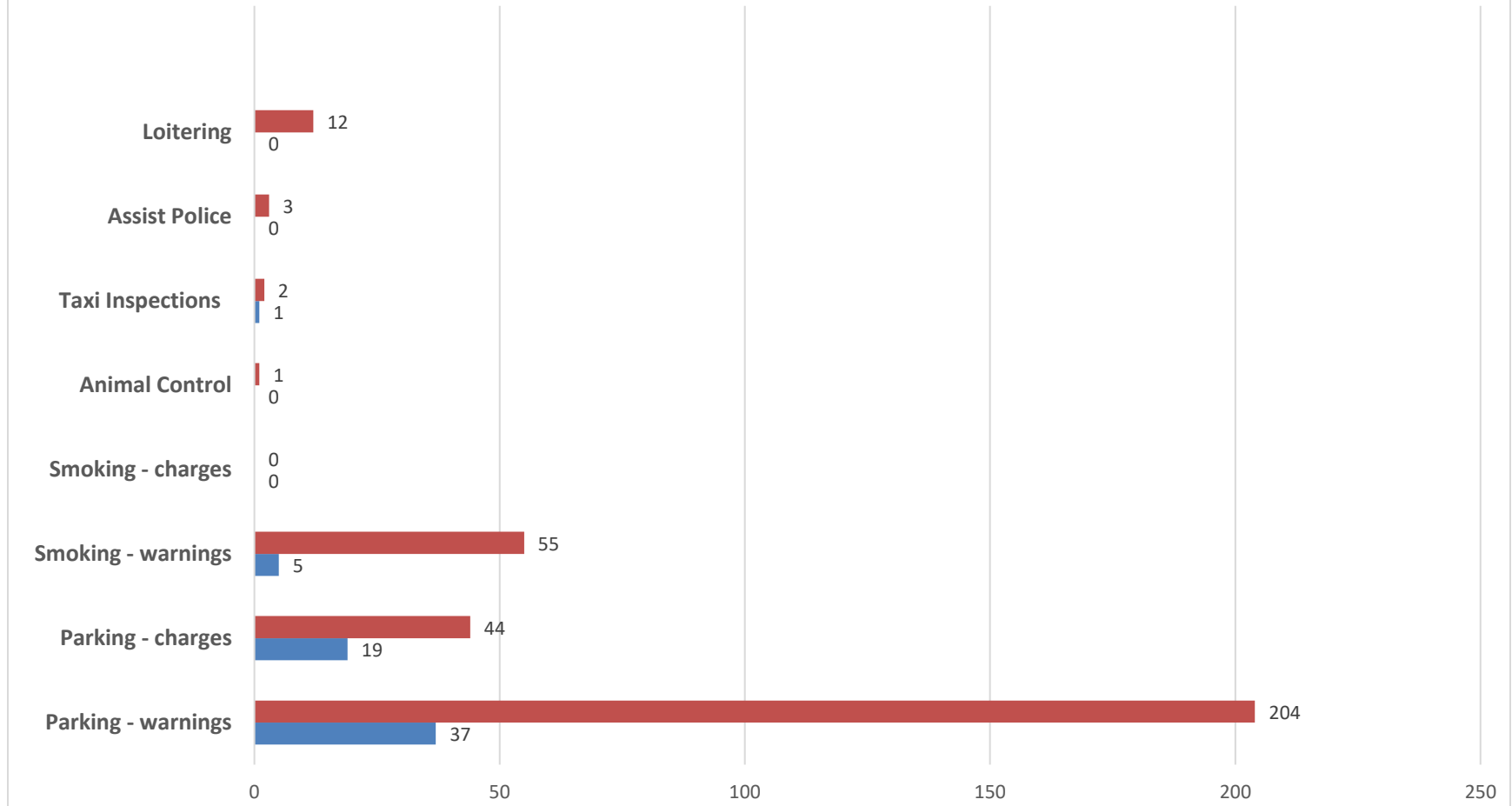
**Office of the Chief of Police**

Report to BOPC – Jan 17, 2020



Administration	Time	November	December
	<b>Auxiliary off. hours</b>	105.5 +	85
	<b>Training hours</b>	256	96
	<b>Veh. Cks 38's</b>	113	155
	<b>Warning tickets</b>	24	104
	<b>SOT Tickets</b>	41	31
	<b>Foot Patrol Hours</b>	67.5	71.5
	<b>CC Charges</b>	14	7
	<b>Calls for service</b>	279	270
<b>Training</b>	<ul style="list-style-type: none"> <li>• Cst Johnson to DRE</li> <li>• Cst Fairbairn on PROS user course</li> <li>• Sgt Goss on Active Shooter recert</li> </ul>		
<b>Notable</b>	<ul style="list-style-type: none"> <li>• Fundraising breakfast at the Fire Hall – raised \$2651 – proceeds to Salvation Army</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Dec 17 – DOJ teleconference on Street checks</li> <li>• Dec 19 – Audit review with DOJ on Domestic Violence</li> <li>• Dec 7 – teleconference call with DV sub-committee</li> <li>• Jan 6 – Meeting with LTD provider</li> <li>• Jan 15 – Devil's Half Acre planning meeting</li> <li>• Jan 15 – Police Liaison Mental Health committee</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Replacement of one backcheck casual employee.</li> </ul>		

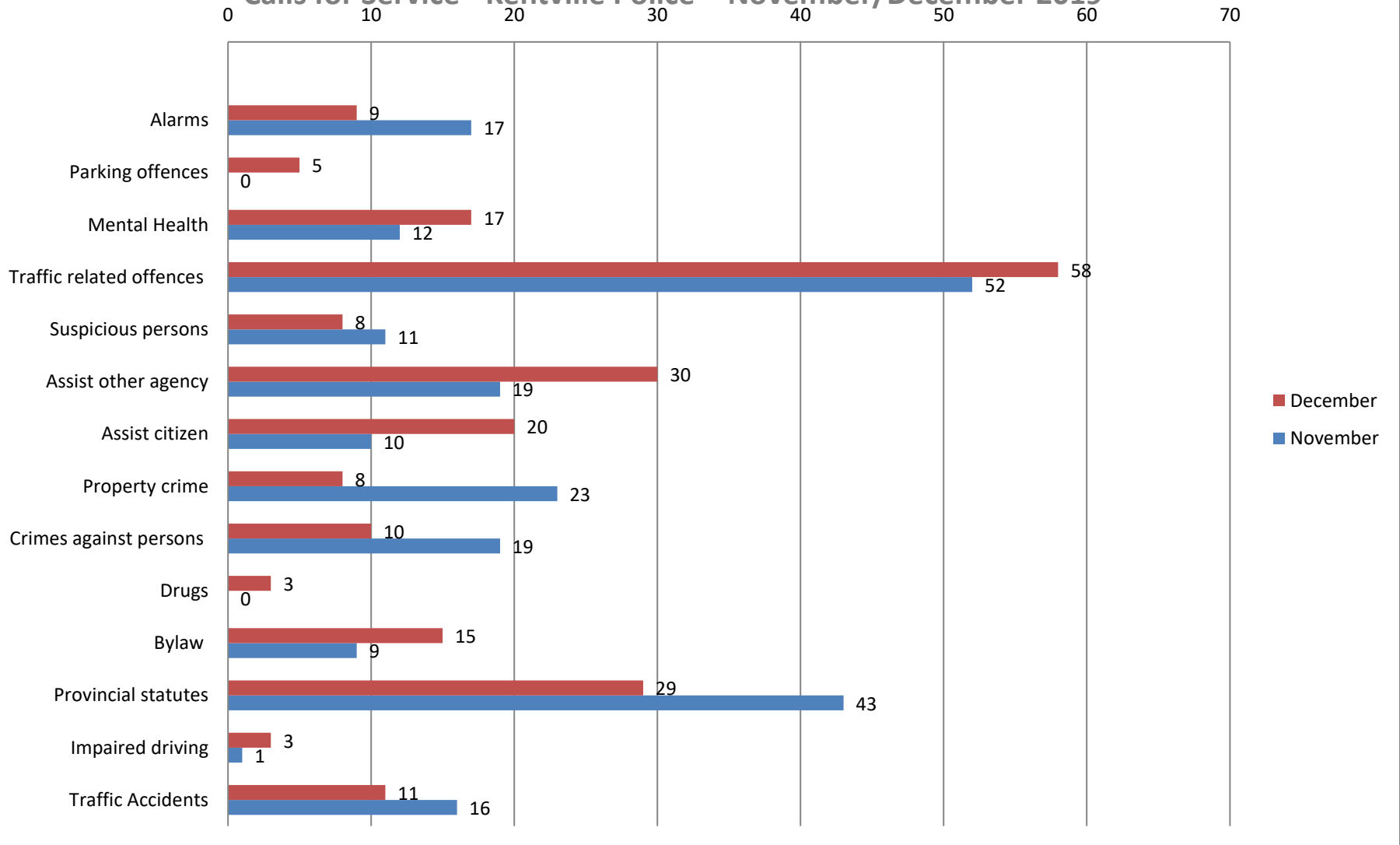
## By-Law Report - Nov/Dec 2019



Nov

Dec

## Calls for Service - Kentville Police - November/December 2019



*November 279*

*December 270*

## Town of Kentville

### Department of Engineering & Public Works

Report to CAC – February 10, 2020

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



<b>Administration</b>	<ul style="list-style-type: none"><li>• Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls or complaints.</li></ul>	<b>Highlights</b>
<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• Submitted the 2020/21 Operating budget to Director Crowell and currently working on the Engineering, Works &amp; Water Commission Capital Budgets for submission and review next week.</li></ul>	<b>Highlights</b> <b>2020/21 Budgets</b>
<b>Projects</b>	<b>Public Works</b> <ul style="list-style-type: none"><li>• Excluding this last week, we have spent approximately 37% of the 2019/20 budget for snow &amp; ice removal – hopefully Mother Natures cooperates and we stay on pace.</li><li>• The 2020/21 Capital Budget includes the purchase of two half-ton pickup trucks to replace the two oldest pickups in our fleet of five with a budgeted amount of \$80,000. One of these trucks has already been taken out of service and the second will require more work than its value in order to pass inspection. If we wait until budgets are passed to go through the tender and award process, the delivery date will put us into the summer. My recommendation to Council is to approve an amount of \$80,000 for the 2020/21 fiscal year at February’s Council Meeting so that tenders can be called in early March and then pay for and receive delivery of the pickups in April.</li></ul>	<b>Highlights</b> <b>Snow &amp; Ice</b>  <b>Pickup Trucks</b>

	<p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>• KCA Geothermal Wells – The open loop geothermal heating system at KCA is beginning to have issues with the recharge wells. The heating system extracts groundwater from 1 of 2 withdrawal wells on one side of the school, enters the mechanical room of the school, heat is extracted through indirect contact in the heat exchanger and then pumped back down 1 or 2 recharge wells into our aquifer on the other side of the school. AVRCE has hired consultants to update the contingency plan and are asking for permission to dump all of this water into our storm sewer – up to 2.9 million litres / day for up to 8 months when their return wells aren't working so they can develop new ones. That's about 75% as much as the Town withdraws daily for our entire potable system. It isn't just the fact that the water is going down the drain, it is bound to have a negative impact on our aquifer if allowed to be extracted and simply dumped for that long. The current contingency plan <i>apparently</i> allows for a 90-day dump to the storm sewer, but they haven't needed to use it yet nor are they currently connected to our storm sewer, but they want to connect, which we can allow with the proper backflow protection, but we are opposed to them being allowed to dump for 8 months straight. I have contacted NSE to voice our concerns on this plan and requested a meeting, but the only reply was from the Regional Engineer saying the request has been passed on to the appropriate people.</li> <li>• We continue to experience motor burnouts (typically just out of warranty) with our seven deep well pumps. A solution suggested by our electrician is to install variable frequency drives (VFDs) and power conditioners at each of the wells. We are going to test this equipment on a new motor at one of the recently failed pumps with the hopes and expectations that we will get several more years out of our motors.</li> </ul>	<p><b>KCA Geothermal Wells</b></p> <p><b>Power conditioning equipment for KWC well pumps</b></p>
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	<p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"> <li>• The past month saw no major operational or maintenance issues with the sanitary sewer system.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Frequent phone calls and site visits.</li> <li>• Drop-ins – Moderate</li> <li>• Letter correspondence – as needed</li> </ul>	<b>Highlights</b>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Staff meetings every Tuesday.</li> </ul>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<b>Highlights</b>



**TO:** Mayor and Council

**SUBMITTED BY:** Communications Team

**DATE:** February 10, 2020

**SUBJECT:** Monthly Communications Report

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**ORIGIN**

This Communications Report includes

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

**BACKGROUND**

n/a

**DISCUSSION**

- The communications team completed a survey on the Town’s recreation programs and events and are reviewing the responses. The team has been piloting a new kind of Instagram post which has resulted in increased followers and conversations about the business community.
- Analytics from the website were collected from January 1 to January 31, 2020.
- The main website continues to receive the highest number of visitors however this month the Town’s Tax Sale Properties and job postings also received much attention.
- Pageviews for the site increased from 12,799 in December to 22,728 in January, possibly due to community interest in the tax sale properties and job postings.
- The Facebook Page continues to grow at around 100 new likes per month, with 6462 total number of Likes. Facebook continues to be an effective medium for sharing information (ex. Tax sales, job postings), events (ex. Community puzzle, Council meetings), and celebrations. The Town’s most popular posts this month had 8,000-10,000 views.

**POLICY IMPLICATIONS**

None

**BUDGET IMPLICATION**

None

**ATTACHMENTS**

- Website analytics

**RECOMMENDATION**

None


# Town of Kentville Monthly Report

Jan 1, 2020 - Jan 31, 2020

**All Users**  
100.00% Sessions


## Pageviews

**22,728**  
% of Total: 100.00% (22,728)




## Pages per Session

**1.84**  
Avg for View: 1.84 (0.00%)



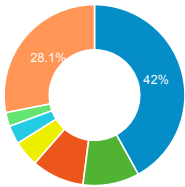
## Avg. Time on Page

**00:01:27**  
Avg for View: 00:01:27 (0.00%)



## Pageviews by City

■ (not set)   ■ Kentville  
■ Wolfville   ■ Windsor  
■ Montreal   ■ Bedford   ■ Other

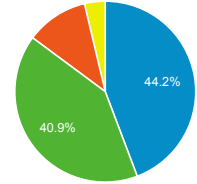


## Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Welcome to the Town of Kentville, Nova Scotia	3,294	2,791
Tax Sale   The Town of Kentville	3,221	2,778
Centennial Arena   The Town of Kentville	1,708	1,453
Mentoring Plus Coordinator   The Town of Kentville	1,157	1,092
What's Happening   The Town of Kentville	1,070	883
News   The Town of Kentville	619	489
Changes to Provincial Code Regulations   The Town of Kentville	561	439
Contact   The Town of Kentville	556	445
Employment Opportunities   The Town of Kentville	477	403
Programs   The Town of Kentville	430	365

## Entrances

■ organic   ■ referral   ■ direct  
■ Display



## Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/	2,644	71.79%
/news/announcements/07-01-2020/tax-sale	2,190	85.11%
/parks-and-recreation/facilities/centennial-arena	1,278	51.80%
/mentoringpluscoordinator	768	75.26%
/programs	263	65.02%
/news/announcements/06-01-2020/changes-provincial-code-regulations	248	77.42%
/news/announcements/21-01-2020/downtown-sidewalk-clearing-friendly-reminder-town-council	238	57.56%
/town-hall/employment-opportunities	203	58.62%
/public-safety/kentville-police-service	200	76.00%
/news	142	75.35%

**Town of Kentville**  
**Office of the CAO**

Report to CAC – January 2020



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Valley Waste Resource Management – CAO Meeting with Solicitor for the Partners</li> <li>• Kings Transit – Nothing new to report</li> <li>• Police Commission – Police Commission met January 17th</li> <li>• Union Negotiations –Meetings between 2 members, Chief and CAO January 22<sup>nd</sup></li> <li>• Weekly Directors meetings continue</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Projects and Programs</b></p>	<ul style="list-style-type: none"> <li>• Kentville Business Park – The Business Park continues to attract interest from businesses looking to relocate. Our commercial realtor and staff have revised the marketing approach which has supported the increased interest.</li> <li>• Calkin Building – The building remains “for sale” with a fair amount of interest.</li> <li>• The Mentoring Plus Program is moving forward with the advertisement for the Coordinators Position taking place. Interest in the position was very high and we received some very impressive resumes. There are tentative plans in place for a celebration of the program once the Federal Funding is announced.</li> <li>• The contract for the Dedicated Communication System for Kentville Police Services has been awarded to the Town of Bridgewater and we have completed the contract with them. This is an excellent opportunity for Municipal co-operation with another Town and will also provide a safer environment for our members.</li> <li>• Met with staff and Legal to look at ways to streamline the selling process for lands in the Kentville Business Park. This has resulted in</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

	<p>the tightening up of the wording in the covenants attached to the sale agreement.</p> <ul style="list-style-type: none"> <li>• Met with Council as a follow up to our strategic workshop (December) to confirm the priorities of Council and confirm our direction for the next year!</li> <li>• Completed the review and updating the Board of Police Commissioners Bylaw and it has been submitted to the Dept of Justice for their review before coming to Council for final approval.</li> <li>• Reviewing and updating the Noise Bylaw ongoing. This review has proven to be more complicated than first anticipated but thorough research is being done and a re-write will be provided at the March CAC.</li> <li>• Review of the Code of Conduct processes.</li> <li>• Have begun working with the other Kings County municipal units looking at a regional recreation strategy. A committee was formed to look at and develop a draft Terms of Reference and I am pleased to say that Director Bedingfield and myself are on the Committee.</li> <li>• Working with staff and KCA representative on the location of portables for the next school year is ongoing.</li> <li>• Working on the regional sewer issue is ongoing</li> <li>• Met with Kings County representative regarding a review they are doing on the Fire Services Agreement.</li> <li>• Working with Finance on budget items.</li> <li>• Working with staff on numerous projects that are just beginning or ongoing.</li> </ul>	
<p><b>Public Engagement</b></p>	<ul style="list-style-type: none"> <li>• Emails- on going</li> <li>• Drop Ins – on going</li> <li>• Phone messages-on going</li> <li>• Social Media – seasonally and topic related</li> <li>• YouTube / Videos -CAC and Council post meeting video cliparts are being posted on the website to inform citizens of the meeting highlights.</li> <li>• Met with numerous members of the community on several items and issues.</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<b>Highlights</b> •
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• January CAC</li> <li>• January Council</li> <li>• Manulife Representative</li> <li>• SWPP Meeting</li> <li>• Met with Solicitor on Legal matters (3)</li> <li>• Kentville Historical Society</li> <li>• Weekly Directors meetings</li> <li>• CAO's meeting re: VWRM (3)</li> <li>• Devils Half Acre Committee</li> <li>• Kings County Representatives for Fire Services Agreement</li> <li>• Regional Sewer Committee</li> <li>• Returning Officer for Upcoming Election</li> <li>• REMAC</li> <li>• Municipal Affairs Advisor</li> <li>• Investment Advisory Committee meeting</li> <li>• Weekly senior manager's meetings (4)</li> <li>• Board of Police Commissioners meeting</li> <li>• Meeting Mentoring Plus Program</li> <li>• Meeting with the Police Union Reps (2)</li> <li>• CUPE Management Team</li> <li>• Regional Recreation Meeting with Kings County Municipal Units</li> <li>• As well as a number of meetings with community members</li> </ul> <p>Is was an extremely busy month of meetings.</p>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• All regular Council related items have been accommodated at CAC, Council meetings</li> </ul>	



**TO:** Council Advisory Committee

**SUBMITTED BY:** Beverly Gentleman, Director of Planning and Development

**DATE:** February 10, 2020

**SUBJECT:** Glooscap Curing Club

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**ORIGIN**

A request from Glooscap Curing Club to acquire a portion of Crescent Ave to build an accessible ramp. A full report was submitted to CAC in April 2020. Council subsequently directed staff to move forward with the closure of a portion of Crescent Ave and sell that portion to the curling club.

**DISCUSSION**

Section 315 of the Municipal Government Act outlines the process by which a Council can close a street or part of a street, including when a public hearing is not required. Section 315 (1)A states that a public hearing is not required when:

- (a) The part of the street that remains open
  - (i) is open to the vehicular and pedestrian traffic, and
  - (ii) meets all municipal standards; and
- (b) the part of street that is closed
  - (i) is closed is determined by the engineer to be surplus, and
  - (ii) is worth less than \$50,000

(Attached is a report prepared by Dave Bell, Town Engineer supporting the above conditions).

**RECOMMENDATION**

Council adopt the attached Policy to close a portion of Crescent Ave.



**TOWN OF KENTVILLE POLICY STATEMENT G??  
STREET CLOSURE POLICY: PORTION OF CRESCENT AVE**

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**1.0 PURPOSE**

The purpose of this policy is to confirm the permanent closure of a portion of Crescent Ave, a Street within the Town of Kentville.

**2.0 SCOPE**

**WHEREAS** Section 315 of the Municipal Government Act allows Council by policy to permanently close any street or part of a street;

**AND WHEREAS** a small part of Crescent Avenue in the Town of Kentville is being altered and is intended to be closed to public use;

**AND WHEREAS** the remainder of Crescent Avenue remains open to vehicular and pedestrian traffic;

**AND WHEREAS** the part of Crescent Avenue that remains open meets all the municipal standards;

**AND WHEREAS** the part of the street to be closed has been determined by the Town Engineer to be surplus;

**AND WHEREAS** the part of the street to be closed is worth less than \$50,000.00;

**BE IT RESOLVED BY POLICY THAT** a portion of the street known as Crescent Avenue as described hereafter be closed and all rights of public user in the lands theretofore used for the purpose of a public street are forever extinguished. THE PORTION of the street to be closed to public use is bounded and described as follows:

ALL the land now or formerly belonging to the estate of William Redden north and east of Pleasant Avenue and described as follows:

COMMENCING at Harry Redden's now or formerly northwest corner running East on said Harry Redden north line two hundred and twenty feet or until it strikes land now or formerly of estate of the late T. L. Dodge;

THENCE running Northeasterly along said Dodge land one hundred and forty-five feet or until it strikes the south line now or formerly of the Dominion Atlantic Railway;

THENCE running Westerly along the said railway until it strikes the now or formerly W. H. Chipman land;

THENCE running on the west side of the Mill Brook and the different courses as described in the deed from C. H. Rand to said William Redden until it strikes the north side of Main Street;

THENCE crossing the said street on the west side of the bridge and following the west side of said Mill Brook and the different courses as described in the deed from Thomas Hancock to said William Redden until it strikes the now or formerly J. W. Margeson land;

THENCE crossing the said Mill Brook and thence easterly until it strikes the west line of the Mill Brook Road;

THENCE running Northerly along the west side of said Mill Brook Road until it strikes the old mill property now or formerly occupied by the said John Redden;

THENCE West about twenty-four feet to the east side of said Mill Brook and following the said Mill Brook on the east side along its different courses and crossing said Main Street and running along said John Redden west line until it strikes the northeast corner of lands now or formerly of Richard Harris formerly called the D. N. Slack place;

THENCE on said Harris' east line seventy-five feet or until it strikes the north side of said Pleasant Avenue;

THENCE Easterly and Southerly along said Pleasant Avenue to the place of beginning;

SAVING AND EXCEPTING all land north and west of the south and east bank of Mill Brook;

AND ALSO SAVING AND EXCEPTING all land south of the north side of Main Street;

AND ALSO SAVING AND EXCEPTING all those lots of land described in the following deeds recorded in the Kings County Registry of Deeds:

1. Deed dated December 20, 1912 and recorded on December 31, 1912 in Book 106, at Page 725, as Document no.: 452;
2. Deed dated April 1, 1915 and recorded on April 27, 1915 in Book 113, at Page 158, as Document no.: 88;
3. Deed dated June 16, 1916 and recorded on June 24, 1916 in Book 115, at Page 620, as Document no.: 352;
4. Deed dated November 1919 and recorded on July 21, 1920 in Book 128, at Page 617, as Document no.: 290;
5. Deed dated September 12, 1922 and recorded on September 16, 1922 in Book 136, at Page 673, as Document no.: 250;
6. Deed dated November 16, 1922 and recorded on July 21, 1932 in Book 152, at Page 107;



**Town of Kentville, Policy G: Street Closure Policy: A portion of Crescent Ave**

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7. Deed dated April 23, 1926 and recorded on June 19, 1926 in Book 145, at Page 453;

BEING AND INTENDED TO BE a portion of a public street now known as Crescent Avenue (formerly known as Pleasant Avenue Extension) in Town of Kentville and being a public street vested in Town of Kentville pursuant to the Municipal Government Act, SNS 1998, c. 18, s. 308.

FURTHER BEING AND INTENDED TO BE Lot K as shown on *Plan of Subdivision of Lot GK, in a Consolidation of Lot G, Lands of Glooscap Curling Club of Kentville, Nova Scotia, and Lot K Lands of the Town of Kentville, at 17/19 Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55255525 and 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated December 17, 2019, and DWG. NO. 190222-04.

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Clerk's Annotation For Official Policy Book

Date of Notice to Public and Minister  
of Intent to Consider: 2020

Date of Passage of Current Policy: 2020

Date of filing with the Minister of  
Transportation and Public Works: 2020

I certify that this Policy was adopted by Council as indicated above.

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Clerk \_\_\_\_\_ Date 2020

Copy: Minister of Transportation and Public Works

Telephone (902) 679-2521  
Fax (902) 679-2375  
354 Main Street  
Kentville, Nova Scotia  
B4N 1K6

**PUBLIC WORKS**  
**Kentville** **INTER OFFICE MEMO**

**To:** Bev Gentleman, Director of Planning  
**From:** Dave Bell, Director of Engineering & Public Works  
**Date:** February 5, 2020  
**Subject:** Street Closure – Portion of Crescent Avenue

.....

**Street closure:**

Clause 315 (1A) of the MGA states that:

Notwithstanding subsection (1), where a street or part of a street is being altered, improved or redesigned, part of that street may be closed without holding a public hearing under subsection (1) if

- (a) The part of the street that remains open
  - (i) is open to vehicular and pedestrian traffic – response: **Yes**
  - (ii) meets all of the municipal standards – response: **Yes, for a one way street.**
- (b) the part of the street that is closed
  - (i) is determined by the engineer to be surplus – response: **Yes**
  - (ii) is worth less than fifty thousand dollars – response: **Yes, the area of this portion of street is 2,016 sq.ft. and the estimated value including land & improvements is \$9,520 excluding underground utilities that are covered by easements granted to the Town.**

Yours truly,



Dave Bell, P. Eng.  
Director of Engineering & Public Works

**Estimated value of Crescent Avenue being closed**

Desc.	Quantity	Unit	Unit price	Total
Land	2016	sq.foot	\$ 2.00	\$4,032
Asphalt	100	sq.yd	\$ 30.00	\$3,000
Curb	99.5	lin feet	\$ 25.00	<u>\$2,488</u>
	<b>TOTAL</b>			<b>\$9,520</b>

**TO:** Council Advisory Committee

**SUBMITTED BY:** Beverly Gentleman, Director of Planning and Development

**DATE:** Monday February 10, 2020

**SUBJECT:** Approval of Street Names- Parsons Investments Limited MacDougal Heights

---

**BACKGROUND**

According to Policy Statement G-67 Recognition of Community Contributions Policy, (see attached) Council will receive and consider submissions for street names from Developers.

Parsons Investments Limited has received tentative approval for their 26-lot development in MacDougal Heights between Acadia Drive and Dalhousie Avenue. In keeping with the University names theme within MacDougal Heights the Developer would like to name the streets as shown on the attached map:

- Mount Allison Place and
- Mount Vincent Drive

**RECOMMENDATION**

I recommend that CAC recommend Council approved the proposed street names.

Respectively Submitted



Beverly Gentleman, Director of Planning and Development



**Organizations and Teams**

enhanced the Town, may be eligible for special recognition. Those methods of acknowledgement may include, but are not limited to, the following:

**(a) Street Naming**

Section 313 (1) c of the Municipal Government Act, states that Council may, by policy, name or rename any street or private road. Guidelines

- Submissions of street names proposed by developers will be considered by Council.
- Submissions of street names proposed by the public will be considered, when requested by Council.
- Submissions of street names will be accompanied by the rationale for the proposal.
- The names of all new streets will be ratified at a regular meeting of Council.
- In naming new streets, reference will be given to **Appendix A – Street Type Definitions**, as attached.

*(Note: It is Council's prerogative to name a new street after an historical event, instead of an individual, if deemed appropriate.)*

**(b) Naming of Municipal Lands, Facilities and Elements**

Guidelines

Definitions:

- "Municipal Lands and Facilities" means all real property, including unimproved lands, buildings and structures, owned by the Town of Kentville, including, but not limited to, parkland, open space, recreational facilities and bridges, along with operation and administrative buildings.
- "Elements" means substantial features, or portions of Municipal lands or facilities, that are deemed by Council to warrant a separate and distinct name from the Municipal lands or facilities they are a part of. This may include, but is not limited to, such things as rooms or structures within a building, recreation structures, trails, playgrounds, gardens and individual trees.

- In these cases, the naming of Municipal Lands and facilities or elements is at the discretion of Council.
- Names shall not be discriminatory, derogatory or political in nature.
- Names that recognize an organization must be aligned with the values of the Town of Kentville.
- Where the name of an individual or organization is selected, approval shall be obtained from the individual (or family when appropriate) or the organization for such naming.
- Parks will not be named after individuals, with the exception of the following:
  - i. The acquisition of the new municipal property

**Street Type Definitions**

Street Type & Abbreviation	Similar to	Definition
Alley ✓		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue ✓ (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard ✓ (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle ✓ (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court ✓ (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent ✓ (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it begun.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane ✓		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza ✓	Square	A public square, or similar open area
Place	Run	A short street
Promenade ✓ (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road ✓ (Rd.)		A thoroughfare for public transportation, connecting two places.
Street ✓ (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace ✓ (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale ✓	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.

✓ - definition supported by "Wikipedia"



## Order of Nova Scotia

### MEMORANDUM

TO: Mayors and Wardens

FROM: Ms. Glennie Langille  
Chief of Protocol  
Secretary of the Order of Nova Scotia

DATE: January 27, 2020

SUBJECT: ORDER OF NOVA SCOTIA

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The Order of Nova Scotia is the highest honour that the province can bestow on an individual. It recognizes people who have made an exceptional contribution to their community and the province. Some individuals who have been invested into the Order of Nova Scotia are household names. Others have enriched the life of our province through acts and deeds that are known to only a few. But they all share one very important thing: they have been nominated by their fellow Nova Scotians for the honour.

As a leader in your community you are in an exceptional position to recognize excellence. I encourage you to promote the Order of Nova Scotia in your community through public speaking opportunities, newsletters, and on social media.

Please find enclosed a poster and nomination form to distribute to your constituents or, direct them to the Protocol Office's website, <http://novascotia.ca/iga/order.asp> where the nomination form can be downloaded. Should you require additional information or material, please contact Mr. Sam Bolton, Coordinator of the Order of Nova Scotia Program at (902) 424-2467, or [sam.bolton@novascotia.ca](mailto:sam.bolton@novascotia.ca). You can also contact me directly at 902-424-4194 or [glennie.langille@novascotia.ca](mailto:glennie.langille@novascotia.ca). The closing date for nominations is **Friday, March 20, 2020.**

Thank you for your consideration and co-operation. I look forward to receiving the nominations of deserving Nova Scotians from communities across the province to this prestigious Order.



Protocol Office



January 30, 2020

Dear Town of Kentville,

My name is Sarah Parsons, I live in Kentville and I am a grade 11 student at NKEC.

This year I am one of twenty one students across Nova Scotia who have been chosen to participate in an international leadership camp in Campeche, Mexico. This is a two week program in March where we will go to Mexico and stay with local host families. While we are there we will be working with various charitable organisations such as hospitals and orphanages. All participating students have been asked to raise money to donate to these charities.

I am wondering if you would consider making a donation to support this cause. Any donations would make a difference and be greatly appreciated.

Thank you for considering this request.

Sincerely,



Sarah Parsons

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## **Nova Scotia International Student Program**

A consortium project of the Annapolis Valley Regional Centre for Education, Cape-Breton Victoria Regional Centre for Education, Chignecto-Central Regional Centre for Education, South Shore Regional Centre for Education, Strait Regional Centre for Education, and Tri-County Regional Centre for Education in partnership with the Nova Scotia Department of Education and Early Childhood Development.

### **Re: Nova Scotia - Campeche International Leadership Camp (NSCILC) Service Learning Project 2020**

Through the Nova Scotia International Student Program (NSISP), 21 students have received scholarships to attend a leadership camp in Campeche, Mexico. These students display outstanding leadership skills in their school and community and were selected through an application process, written essay, principal and teacher recommendations, academic achievement, and community involvement.

The Nova Scotia—Campeche International Leadership Camp (NSCILC) is held in Campeche, Mexico for two weeks each March. Canadian students are matched with Mexican students, who become their host families and leadership partners. Our students have the opportunity to experience the richness of Spanish language and culture by living with a Mexican family for two weeks.

Campeche is a UNESCO World Heritage city and offers many cultural sites for us to visit and explore. Each day we study at a local university and take advantage of daily language classes, a rich leadership curriculum, team-building activities, and social justice projects. Students participate fully in every aspect of the camp and will be working with underprivileged children and young adults through our service learning project. Past students have participated in projects designed to improve the quality of life in elder shelters, local orphanages, cancer centres, sports centres, and education facilities. Once in Mexico, the students will visit different facilities and determine how to support the various organizations.

Any support you can offer to this special project will be greatly appreciated.

Thank you and if you have any questions please feel free to contact me.

Sincerely,

Andrea Ashton  
NSISP Marketing & Communications Officer



**ITEM:** Special Project Request for Decision

**TO:** Mayor Snow & Kentville Town Council

**SUBMITTED BY:** KBC Board of Directors, Zach Best

**DATE:** February 5<sup>th</sup>, 2020

**SUBJECT:** Special Project Request for 2019/2020 Fiscal

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## **Background**

In September 2019 Council approved KBC's special project request of \$20,091 for the 2019/2020 fiscal year. This project included a video series professionally produced to promote Kentville, as well as the purchase of branded re-usable bags. This left \$4,909 of 2019/2020 special project funding to be potentially used for other projects. The KBC board has since approved another project to use this remaining funding as laid out below.

## **Discussion**

KBC has rethought how to support downtown events this year. With our new strategy comprised of event grants and the hiring of an events coordinator, we can now look at what events to hold, support, and how to implement them most effectively. The most difficult part of hosting an event is keeping it within budget. Events can get very expensive when you must rent equipment such as tents, stages, sound equipment, etc. KBC has been working on ways to reduce some of these costs per event. This past year KBC purchased four large event tents that can now be used for multiple events throughout the year. As we enter a new event season, we believe it would be prudent to continue with this same approach.

## **Proposal**

That KBC Board has approved to invest the remaining \$4,909 in 2019/2020 special project funding in a portable stage. This along with the Town's potential 'Centre Square Activation Project', and KBC's events strategy, will make for an excellent opportunity to create an amazing outdoor and/or indoor venue for events, concerts, etc.

It will help KBC accomplish the goals and actions set out in the Strategic/Action Plans of the organization, by helping to create a welcoming and friendly environment within the Downtown through ongoing events, concerts, activities, etc.



## The Stage

The stage that has been chosen is a 12 ft x 8 ft (96 sq.ft) pop-up stage made up of six 4x4 pieces as seen below. It is easy to set up, take down and store.



## Benefits

- Excellent for ongoing performances in Centre Square
- Can be used for multiple events, MCF, Harvest Fest, farmers market, etc.
- Could be used by other businesses
- Another way for KBC to support events
- Directly ties into KBC's events strategy
- Easy to promote

## Budget Implications

For the 2019/2020 fiscal year, KBC has \$25,000 in special projects funding available through the TOK/KBC funding agreement. With Council's approval of \$20,091 for KBC's first special project, there remains \$4,909 in funding for this fiscal year.

As laid out below the total cost of this project is \$4,458 + HST = \$5,127

The remaining \$218 will be covered by KBC's cash reserves.

The stage kit as seen above, with carpet finish: **\$2,796**

Stage steps: **\$920**

Stage Skirt: **\$228**

Transportation Trolley: **\$514**

Total Budget: **\$4,458 + HST = \$5,127**



# Kentville Business COMMUNITY

## **Policy Implications**

The KBC Board believes this project to be in direct alignment with the KBC Strategic/Action Plans, and the funding agreement between KBC and the TOK.

## **Request**

That Council approve the remaining \$4,909 in 2019/2020 special projects funding for the purposes of executing KBC's special project as presented.

Respectfully Submitted,

*Zach Best*

Zach Best  
Executive Director, KBC