

COUNCIL ADVISORY COMMITTEE

March 9, 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 – Revised
- (b) Council Advisory Committee, February 10, 2020

4. PRESENTATIONS

- (a) Friends of the Kentville Ravine – Ken Harrison
- (b) Kentville Multicultural Festival – Dave Reid
- (c) Kings Transit Budget – Glen Bannon

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

- (1) Director's Report
- (2) Projection Report
- (3) Withdrawal – Capital Reserve
- (4) Withdrawal – Equipment Reserve
- (5) Debenture Funding
- (6) Withdrawal – Operating Reserve
- (7) Temporary Borrowing Resolution – Kentville Police Station

(b) Planning and Development

- (1) Director's Report
- (2) Community Economic Development Coordinator's Report

(c) Parks and Recreation

- (1) Director's Report

(d) Police

- (1) Chief's Report

(e) Engineering and Public Works

- (1) Director's Report

(f) Administration

- (1) Communications Report

(2) Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Crescent Avenue Land Sale

7. CORRESPONDENCE

- (a) Annapolis Valley Regional Library – Annual Report
- (b) Annapolis Valley Regional Library – Funding Model

8. NEW BUSINESS

- (a) Annapolis Valley Regional Library – Funding Model
- (b) Municipal Election – Returning Officer Report
- (c) Municipal Election Sign Ban
- (d) Council Remuneration – Policy Review
- (e) Kings Transit Authority 2020-2021 Budget
- (f) Proclamation of a Climate Emergency

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Sale of Properties

11. ADJOURNMENT

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE

Meeting Minutes: January 13th, 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
- Julia Cecchetto, Chief of Police
- 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, 8.a Dangerous and Unsightly Administrator
- Addition, 10.d 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, Parsons Green 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 the 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, 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 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 needs to 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) 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 reviews the Town of Kentville's Code of Conduct issues over the past years. The intent of this policy is for Council to use discretion to deal with Code of Conduct issues internally. 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 **received offers of assistance** with the help Code of Conduct workshop in the past from 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.
 - **At the request of Councillor Maxwell her verbatim statement is included as follows:**
"Having and enforcing a Code of Conduct is very important for any organization today. Otherwise there is no accountability for behaviours amongst the members. This can cause many problems to arise within an organization some of which I feel we have experienced, for example, lack of trust. Basically, when there is no accountability, I can sit here and be as bad as I want knowing full well that based on our recent inaction with the Code of Conduct nothing is gonna happen to me. I can sit here and lie. I can misrepresent facts. I can bully and harass. I can slander my colleagues and so on. I can do all of that, and we have seen that. I believe as a Council we need to decide if we are going to enforce our Code of Conduct G16 as it is written and hold each other accountable for our behaviours."
 - *Although not standard minute writing procedures (RONR (11th ed) page 468, II 16-18), the member of Council's request is granted as an exception. CAC Meeting February 10th, 2020.*
 - 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 NOT SECONDED-MAYOR DECLARED MOTION OUT OF ORDER

- The wording of the 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.

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE

Meeting Minutes: February 10th, 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
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Carla MacDonald, Recording Secretary
- Kelly Rice, Chief Administrative Officer

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

None

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

2. APPROVAL OF THE AGENDA

It was moved that the agenda of February 10, 2020 be approved with the following changes:

- Addition, 8.b Violence in the Workplace Policy

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of January 13, 2020

The Minutes of the Council Advisory Committee meeting of January 13, 2020 will be further reviewed and brought for review at the March Council Advisory Committee meeting.

4. PRESENTATIONS

(a) Valley Regional Enterprise Network Quarterly Report – Jennifer Tufts

Chief Executive Officer Jennifer Tufts presented the Valley REN's quarterly report with updates on the Valley Manufacturing Taskforce, regional marketing, the BusinessNOW program, the Connector Program and communications. Opportunities ahead include a regional workforce strategy, investment readiness tools, and the STAR program.

See presentation for more information

- Points of Discussion:
 - The Valley REN hopes that the Workforce development strategy will address labour issues.
 - The Valley REN is working with other agencies as many as they possibly can, once the RFP is issued and the consultant is engaged, they are hoping to start up a working committee to work with as many organizations as possible. The Regional Marketing website will be the umbrella that will provide individuals with information about jobs, more information about the demographic information for our Region.

(b) Kentville Historical Society – Stephen Pearl

Board member Stephen Pearl gave a verbal report on the activities of the Society including recent events including the Grand Opening of the Heritage Centre, the Spring Jane's Walk, projects with Acadia University, and interpretive boards in the community.

- Points of Discussion:
 - Compliments given to Kentville Historical Society regarding growing the Society.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending January 31, 2020. To this date, overall revenue exceeds the average at 92.5%. To date, overall expenditures are slightly over the benchmark at 83.3% expended. Work has begun on the Town's various budgets and year end processes.

See report for more information

- Points of Discussion:
 - CAO Rice, Director Bell and Director Crowell will be meeting with the Provincial Emergency Management Organization regarding municipal grants. The Program is open for 4 to 5 years and it seems that the Town of Kentville may have to pay for the damages from Dorian and be reimbursed from the grants at a later time.

(2) Projection Report

Director Crowell presented her projection report for the period ending January 31, 2020. Highlights included decreased revenue, and the projection of a year-end surplus of \$25,000.

See report for more information

(3) Sundry Accounts Receivable Write Offs

Director Crowell presented her report outlining the need to write off a sundry receivable account in the amount of \$563.94 which has been outstanding since September 2018. The account has been sent to the external collection agency.

See report for more information

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

That Council Advisory Committee recommend for approval of the write off the sundry receivable account as attached in the amount of \$563.94 to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

- Points of Discussion:
 - Why can we not collect money from Sun Alliance? When the collection officer got in touch with Sun Alliance, they stated they won't be paying.
 - **ACTION:** CAO Rice will provide a report of claims that have been written off and collected in the last 5 years.

(4) Withdrawal Equipment Reserve (Draw #1)

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Equipment Reserve to support the purchase of various equipment. These purchases require a resolution of Council to withdraw funds.

See report for more information

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

That CAC recommend for approval the withdrawal of \$31,945.53 from the Town of Kentville Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

(5) Withdrawal from Town Capital Reserve (Draw #1)

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support several projects. Several projects are complete or partially complete and require a resolution of Council to withdraw funds.

See report for more information

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

That Council Advisory Committee recommend for approval the withdrawal of \$299,898.48 from the following reserves:

- 1. Town of Kentville Capital Reserve – General Allocation - \$232,054.20**
- 2. Town of Kentville Capital Reserve Recreation - \$67,844.28**

To partially fund several capital acquisitions and one addition during the year 2019-2020, to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

7:03 p.m. Councillor Savage leaves Council Chambers

7:04 p.m. Councillor Savage returns to Council Chambers

(6) Tax Exemption – Section 69, 2020/2021

Director Crowell presented her report on partial tax exemptions to property owners meeting certain requirements. Council must pass a resolution annually setting the maximum exemption and the income ceiling. In general, the Town sets the income ceiling to the maximum Old Age Security, and Guaranteed Income Supplement (GIS) paid to a married couple.

See report for more information

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

That Council Advisory Committee recommend for approval the resolution for Low Income Tax Exemption for the 2020/2021 year at the February 24, 2020 Council meeting:

- **Exemption Amount: \$256 to \$544**
- **Income Ceiling: \$27,619**
- **Deadline for applications: June 30, 2020**

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for January 2020. Highlights included a building valuation of \$36,000, and activity regarding the Glooscap Curling Club, MacDougal Heights, and Brison Developments.

See report for more information

(2) Community Economic Development Coordinator's Report

CEDC Young reviewed her report for January 2020. Some of the highlights included planning for Spring and Summer marketing, appraisals in the Business Park, incoming Planning intern, and the Mentoring Plus program.

See report for more information

- **Points of Discussion:**
 - The estimated cost for New Hotel Market Study is around \$10,000 and can be added to the 2020/2021 budget if Council wishes.

- Pumpkin walk was initially a NSCC project and they are no longer able to coordinate this event. The Town can take over and NSCC is willing to help along with other groups and private citizens who have expressed interest in helping.
- The Town no longer has a partner in the implementation of the Chalk Art Festival. The event needs more artists and more participants with the overall organizing. There is interest in expanding this Festival such as a mural component as well as some local artist have expressed interest in helping with the organizing of this event.
- The Kentville Multicultural Festival was previously a KBC funded event. The event is going to need more individuals and fundraising to continue.
- KBC completes surveys after every event and businesses have opportunity to express their opinions.
- *ACTION: Request from Council to have a copy of the KBC surveys once completed.*

(3) Centre Square Activation Project

CEDC Young presented her Centre Square Activation Project proposal which lays out a plan for Centre Square to become a 3rd place for residents of the Town with more shade trees, benches, festival lighting, greenery and flowers, water bottle fill station, signage and entertainment schedule. Council is invited to consider these potential project components to enhance enjoyment of this space.

See report for more information

- Points of Discussion:
 - The new trees can be funded through a \$5,000 grant that is available, and there may be grants available to help cover costs.
 - There is an interest in making the two entrances of Centre Square more attractive to the public to draw them to the new space. New signs will be installed at the two entrances of Centre Square and lights and banners could be as well.
 - In the winter the space could possibly be made into an outdoor rink.
 - This is a pilot project to give it a chance to have a positive impact for TOK and will consult with KBC.
 - The CAO directed CEDC Young to provide Council with a higher level of detail for this project.

(c) Parks, Recreation and Community Development

(1) Director's Report

Director Bedingfield reviewed her report for January 2020. Some of the highlights included activities at the Centennial Arena, trail grooming, summer planning, youth engagement committee and development program, a new ice resurfer and many community programs and events.

See report for more information

- Points of Discussion:
 - Youth that move on from programing are provided with items such as TOK swag in the skills they have built. Youth that attend TOK summer programs receive a certificate when completed.

- Council would like to see budget items related to the Active Transportation Plan clearly parsed out of budget documents, and not spread over several departments, where possible.

(d) Police Report

(1) Chief's Report

Mayor Snow referred to the police report for January 2020, 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 January 2020. Some of the highlights included development of the 2020-2021 operating and capital budgets, snow and ice removal (at 37% of budget), KCA geothermal wells, issues with pumping in the source water wells, and the purchase of two new pick up trucks for the Public Works fleet.

See report for more information

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

That Council Advisory Committee recommend for approval \$80,000 for purchase of two Pick-Up Trucks in fiscal 2020/2021 for tenders in early March and payment in April on delivery.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

- Points of Discussion
 - Director Bell feels that the Geothermal System is the best solution for KCA, its is a vertical system and is safer with no wasting of water.
 - Any changes made to the Geothermal System at KCA the cost is on the Province to hook up to TOK system.

(f) Administration

(1) Communication Report

Mayor Snow presented the report for January 2020. Some of the highlights included a survey about recreation programs, and a new Instagram strategy for stories and promotion.

See report for more information

(2) Chief Administrative Officer's Report

CAO Rice presented her report for January 2020. Some of the highlights included meetings regarding Valley Waste Resource Management, Kentville Police Commission, Union negotiations, the Mentoring Plus program, and the contract for the Dedicated Communication System for the Kentville Police Service.

See report for more information

- **Points of Discussion**

- CAO Rice will have her report on the Code of Conduct investigation within the next 5-7 days and Council will be notified. A Special Council Meeting regarding the results of the investigation will be held if Council wishes.

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

That the reports from the directors be received.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

6. UNFINISHED BUSINESS

(a) Street Closure – Crescent Avenue

Director Gentleman presented her report outlining the need to close a portion of Crescent Avenue to facilitate renovations and changes to property lines at the site. A policy was developed that facilitates the permanent closure of a portion of this street.

Report Available

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

That CAC recommend the approval of the attached policy to close a portion of Crescent Avenue to the February 24, 2020 Council Meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

(b) Approval of Street Names – MacDougal Heights

Director Gentleman presented her report her report describing the street names proposed by Parsons Development for the MacDougal Heights community, according to Policy Statement G67 Recognition of Community Contributions.

Report Available

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

That CAC recommend for the approval the proposed street names Mount Allison Place and Mount Vincent Drive for the MacDougal Heights community to be approved at the February 24, 2020 Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

- **Points of Discussion**

- Note: The name “Mount Vincent Drive” does not include the Saint (Mount St. Vincent University), this is not a misprint or error.

(c) Chief Administrative Officer Code of Conduct Report

CAO Rice discussed her report on Policy Statement G16 Code of Conduct in her staff report. Her will be presented to Council at a Special Council Meeting.

7. CORRESPONDENCE

(a) Ms. Glennie Langille – Order of Nova Scotia – January 27, 2020

CAO Rice read the letter from Ms. Glennie Langille regarding nominations for the 2020 Order of Nova Scotia.

Letter Available

- Points of Discussion
 - Deadline for nominations is March 20, 2020

(b) Ms. Sarah Parsons – Fundraiser – January 30, 2020

CAO Rice read the letter from Ms. Sarah Parsons regarding a fundraiser to support a school trip to Mexico.

Letter Available

- Points of Discussion
 - *ACTION: Staff will send Ms. Parsons an application for the Grants to Organizations Policy*

8. NEW BUSINESS

(a) Kentville Business Community Request for Decision

Mayor Snow reviewed the report submitted by the Kentville Business Community outlining the request for the remaining \$4,909 of the Town’s 2019-2020 special project funding for this organization.

Report Available

- Points of Discussion
 - Support from Council regarding the purchase which can be used for such events as Devil’s Half Acre.

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

That Council Advisory Committee recommend approval to allocate the remaining \$4,909 of the 2019-2020 budget special projects funding to KBC to procure a portable stage to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

(b) Violence in the Workplace Policy

CAO Rice introduced a Violence in the Workplace policy, which is required by provincial law in every workplace, and will support a safe work environment for staff and Council.

Report Available

- **Points of Discussion**

- When a complaint is brought forward it will be investigated and the CAO will have a procedure of how a complaint is followed incorporated into the HR policy.

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

That Council Advisory Committee recommend approval of the attached Violence in the Workplace policy to the February 24, 2020 meeting of Council.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. AJOURNMENT

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

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:51 p.m.

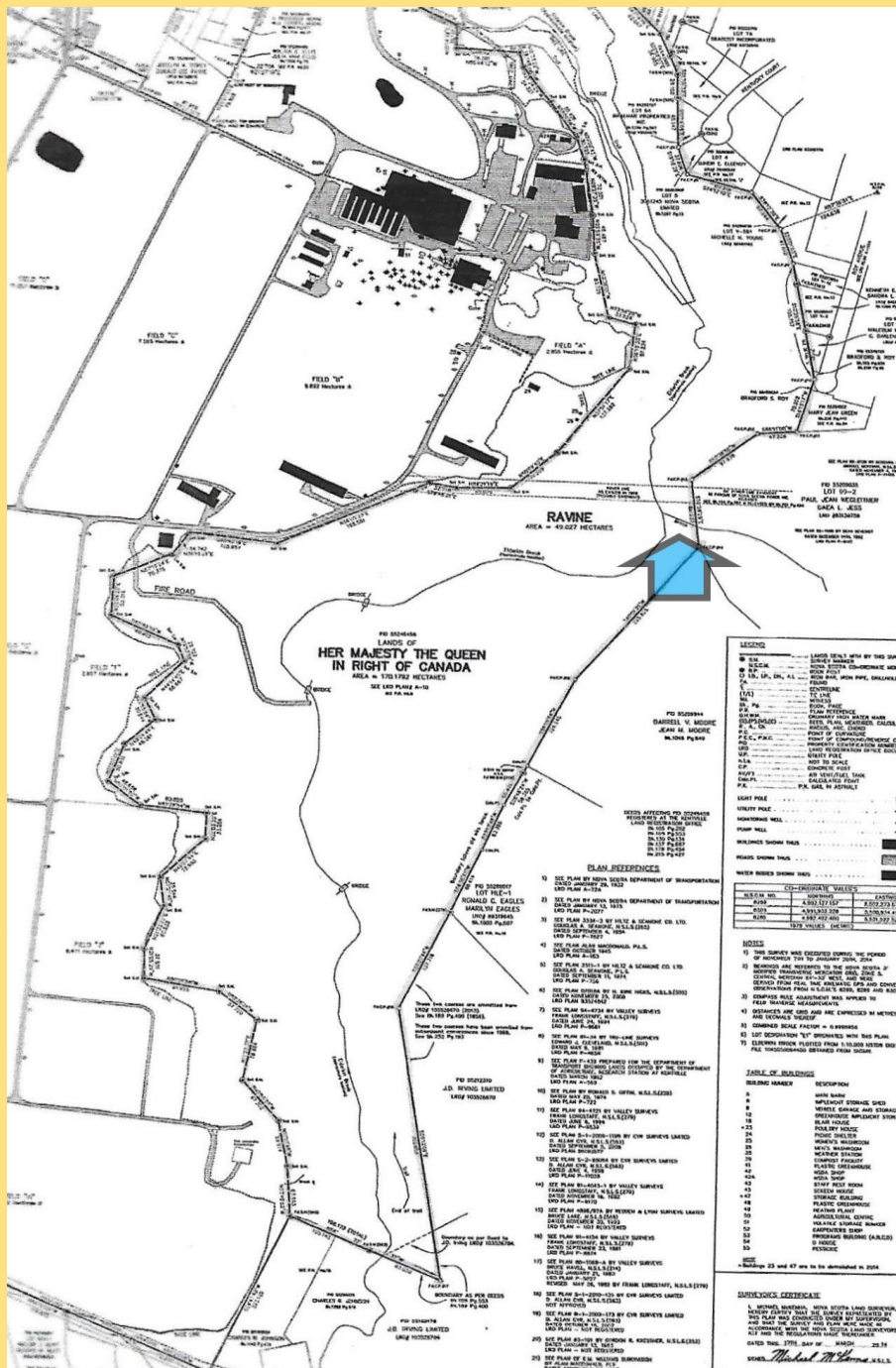
The Elderkin Brook Ravine

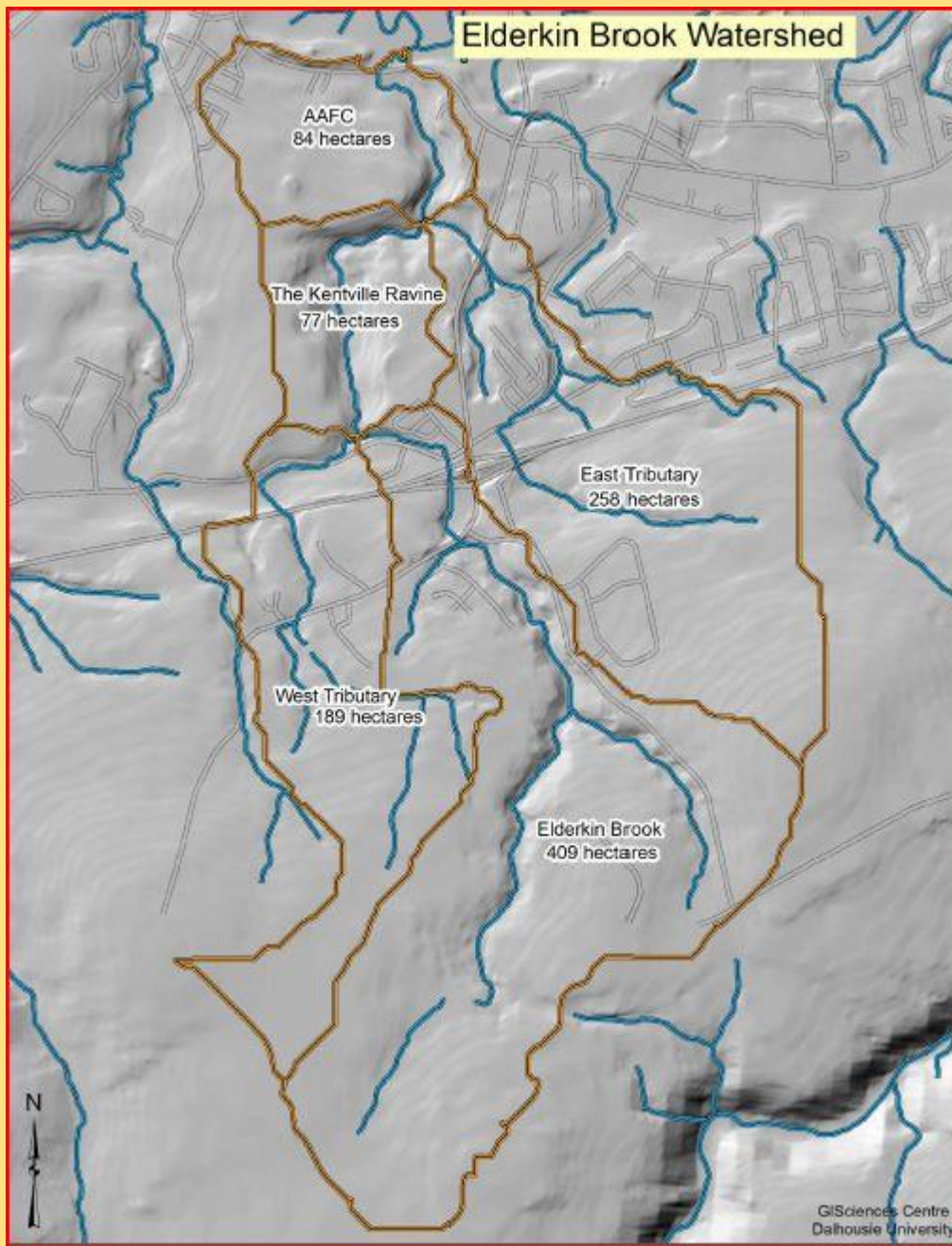
A unique opportunity

Potential Risks

The property line passing through the blue arrow is within 25 metres of Elderkin Brook. All land to the right is privately owned.

The east tributary passes under the New Minas Connector and drains a developed area in New Minas that is a source of major runoff into Elderkin Brook.





Kentville Ravine represents only 8% of the Elderkin Brook watershed.

Any development near or south of Exit 12 exposes the Ravine to increased waterflow from the 92% of the watershed – all beyond Kentville's boundaries.

Challenge

It doesn't take much rain
to do a lot of damage



Erosion after 60 mm rainfall

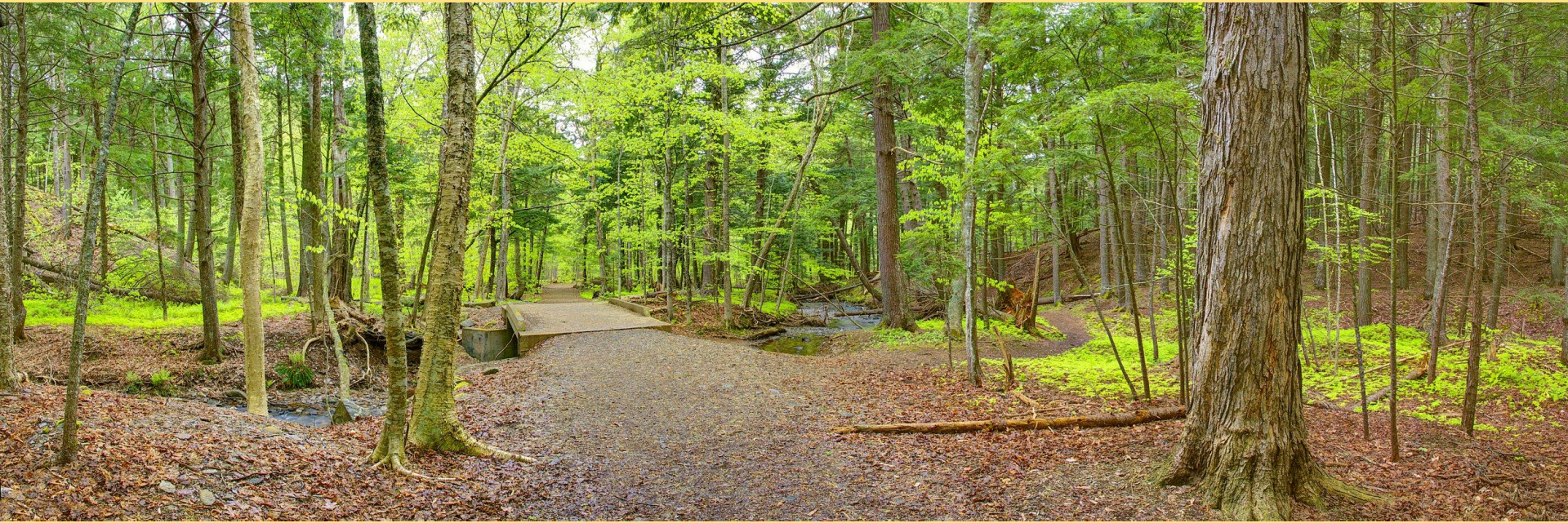


Saturday morning – June 8th, 2013



Sunday afternoon – June 9th, 2013

What we have now!



A resource worth protecting

We would like to see a coordinated approach by all parties to preserve, the Elderkin Brook Ravine and secure its survival as a recreational, educational and natural “gem” for everyone - ‘what has been done for Miners Marsh can be done for the Ravine’.

Two “Gems” in our backyard



Elderkin Brook Ravine



Miners Marsh

Elderkin Brook Ravine Introduction

The Elderkin Brook Ravine is simply unique. It is unique biologically and uniquely accessible to the local and regional population. It supports one of the few remaining old growth hemlock forests in eastern Canada, and exists as an island surrounded by housing and commercial developments. With Elderkin Brook at its base, it lies partly in the Town of Kentville and partly in the Village of New Minas. The trails in the Ravine are popular with recreational walkers and naturalists, and the Ravine has served as a site for research and education for nearly 100 years. The mature forest supports a host of rare species, including some newly described to science. In short, the Ravine is a rich and heavily used community resource.

Despite the massive structure of this old growth forest, the Ravine is vulnerable to activities on surrounding lands that influence its exposure to wind and water. At present, forest cover on adjacent uplands buffers the steep ravine slope forest from intense winds and heavy precipitation during extreme storms. Without those buffers, the shallow-rooted ravine trees are easily uprooted when winds are high and runoff saturates soils. The erosion that accompanies such flooding events degrades stream quality for brook trout and other aquatic organisms, creates opportunities for unwanted invasive species, and contributes to siltation.

With the development of the former Sawler properties (PID# 55199178 and PID# 55212310) at Exit 12 by Kent Building Supplies, some of the pre-existing buffers that maintain the integrity of the Ravine were removed. It is important to realize that the Elderkin Brook Ravine only represents about 8% of the entire Elderkin Brook watershed so it is vulnerable to housing and land clearing in New Minas and up Canaan Mountain.

This threat from that other 92% of the watershed must not be underestimated. In mid-August 1971, shortly after the opening of Exit 12, the passage of Hurricane Beth¹ dumped 7.36 inches (approx. 18 cm) of rain in a 36-hour period. The combined rush of storm water into Elderkin Brook from the hillside south of Exit 12 and the surrounding area completely severed Prospect Road and deposited that roadbed into Elderkin Brook. Elderkin Brook overfilled its floodplain, swept over Highway 1 and blocked all traffic from Main Street, Kentville to Commercial Street, New Minas.

As it currently exists, the Elderkin Brook Ravine depends for its long-term survival on the fact that the adjoining private lands are largely undeveloped and act as a buffer. In addition to the

¹Hurricane Beth: <http://www.ec.gc.ca/ouragans-hurricanes/default.asp?lang=en&n=CB3FACFB-1>

former Sawler lands, these include the Eagles property (PID# 55286017), the Moore property (PID# 55209944) and the Wilson-Welsh property (PID# 55209035).

The western ends of these properties extend over the eastern edge of the Ravine; the loss of those wooded buffers will lead to the degradation of forest within the Elderkin Brook Ravine. Even with those wooded buffers in place, the high winds of December 13th, 2010 caused significant damage to trees within the Ravine. This may in part signal the increasing intensity of storm events associated with global climate change, but it may also reflect the increased residential and commercial development upstream within the Elderkin Brook watershed and its tributaries. Although we have little control over the former, our ability to modify and strategically manage the latter is within our grasp. We would be well advised to do so.

Recent construction of the RCMP building and the Wellness Centre in New Minas and the apartments at Miner's Landing will likely put additional development pressure on the land locked, undeveloped properties along the New Minas Connector that currently shelter the eastern side of the Ravine and the Elderkin Brook.

Such a provincially significant watershed demands responsible land use planning and management in collaboration with the Village of New Minas and the County of Kings. Any further development in the watershed without consideration for water flow and vegetation will further diminish the Elderkin Brook Ravine. The state of the Ravine cannot only be conserved, but actually improved by a series of well-known and tested water management strategies that reduce the rate of overland flood discharge. Responsible commercial and residential development must be a part of this solution, to protect buildings, roads and infrastructure from flood and erosional damage while maintaining a popular community resource and natural history wonder.

Kentville Multicultural Festival



2019 Report



Prepared September, 2019 by Genevieve Allen Hearn

2019 Kentville Multicultural Festival Report

A New Era...

2019 marked the Kentville Multicultural Festival's fifth year. The festival has grown to a major outdoor event in the Annapolis Valley, with the designation of being the largest Atlantic Canadian outdoor multicultural festival outside of Halifax.

Under the auspices of the Kentville Business Community, the Multicultural Festival planning committee contracted a festival coordinator for six months, and was led through a visioning process whereby a vision statement, mission statement, and clear goals and objectives were formed. In addition to this, a critical path, a communication plan, and evaluation criteria were determined so that the event could be produced year after year without reinventing the planning structure or compromising the integrity of the initial purpose of the event. Furthermore, vendor policies were established, festival branding was updated, and volunteer descriptions developed.

The festival, which took place on Saturday, August 24th, was another huge success, and welcomed over 2,000 visitors to Kentville's Centre Square over the course of six hours. The event had stage performances, interactive demonstrations, a marketplace, an art alley, and food vendors.



Photo credit: Richard Stern

Event Profile

Vision Statement: Provide a welcoming space for all cultures within the Town of Kentville.

Mission statement: The Kentville Multicultural Festival is a family-friendly annual event that celebrates the region's cultural diversity and promotes social inclusion.

Goals:

- 1) Promote, celebrate, and foster understanding of the diversity within Kings County and throughout the province;
- 2) Ensure that all cultural groups in Kings County and throughout Nova Scotia can celebrate and preserve their traditions;

- 3) Support artistic expression of all cultural groups;
- 4) Increase awareness of the cultural organizations in Kings County and throughout the province;
- 5) Foster a desire among audiences to explore and understand other cultures;
- 6) Support local businesses in the Town of Kentville by providing a welcoming and festive atmosphere in the downtown area;
- 7) Enhance the public perception of the Town of Kentville.

Objectives:

- Organize a free annual Multicultural Festival in downtown Kentville that includes live performances, food, product vendors, interactive activities, and community resources.
- Offer an event that is multi-sensory (taste, sight, sound, smell) and exciting.
- Create a celebratory atmosphere, where attendees feel invigorated and inspired.
- Partner with community and cultural organizations that can enrich the festival, and support other collaborative opportunities to happen organically.
- Provide a family-friendly and inclusive atmosphere, where there is something offered for people of all ages, abilities, and background.
- Engage diverse communities across a cultural spectrum to take part in the festival.
- Offer opportunities for local businesses to engage with attendees and take part in celebrations.
- Promote tolerance and social inclusion as a major pillar in supporting the growth and development of the Town of Kentville.
- Strive for cultural sensitivity and appropriate behavior in all aspects of planning.

(For more on the Kentville Multicultural Festival's Event Profile, see Appendix A).

Planning Committee

The Multicultural Festival planning committee is a sub-committee under Kentville Business Community. The committee meets once a month starting in January, and meeting frequency increases in July and August when festival planning ramps up.

The 2019 Multicultural Festival planning committee were:

- Kate MacInnes Adams (Co-chair)
- Nancy Henry (Co-chair)
- Craig Gerard (Town Councillor)
- Zach Best (Kentville Business Community Staff rep)
- Erik Deal (Kentville Business Community Board rep)
- Lindsay Young (Town of Kentville Staff rep)
- Bee C. Soh
- Dave Reid
- Anna Osburn
- Catherine Coles
- Brittany Mastroianni (Kings County rep)
- Genevieve Allen Hearn (Coordinator)

It was determined that a major goal in 2020 is to recruit more culturally diverse members to sit on the planning committee, and headway has already been made.



Photo Credit: Richard Stern

Funding & Support

The Kentville Multicultural Festival is in large part financially supported by Kentville Business Community (KBC). KBC solicits sponsorships and applies for grants to cover the costs. Below is a breakdown of how the festival is supported (the full budget can be found in Appendix B).

The festival did not receive a grant from Communities, Culture & Heritage in 2019 due to insufficient information in the grant application. It is recommended that the festival determines a few headliners and key activities early in the planning stages in order to bolster grant applications for 2020.

The festival implemented a small vendor fee (\$25 for retail and \$50 for food vendors) this year. The primary reason for the vendor fee was to act as an incentive for vendors to show up (the festival has experienced some “no shows” in the past). Any vendor fees that could not be covered by nonprofits or charities, were covered by the Kentville Community Fund.

Revenue/Funding	Amount
Kentville Business Community	\$8,884
Town of Kentville (in-kind marketing)	\$2,000
Sponsorships	\$5,850
Registration Fees	\$1,150
Other Revenue	\$150
Total:	\$18,034

The Event

The festival took place on Saturday, August 24th in Kentville's Centre Square. The full program can be found in Appendix C.



30 Marketplace Vendors and Information Tables



10 Art Alley Vendors



10 Food Vendors



12 Performances



A Children's Tent and Kid-Friendly Activities



3 Interactive Cultural Experiences



Living Chalk Art by Phantom Effects



After Hours Events at Maritime Express Cider Co.

(Photo Credit: Richard Stern and Genevieve Allen Hearn)

Over 2,000 people attended the festival throughout the day. The sun shone until 2:30pm, then it rained on and off for an hour. Despite the weather, people stayed for FIL Connection, and then the Cuban Dance Party to round off the event. The only vendors that packed up early were the artists in the art market, which was open-air.

The planning committee received very positive feedback, both anecdotally as well as through emails and surveys post-mortem. Vendors have already asked to book again in 2020.

Results for the post-event survey (53 responses):

Most respondents indicated that they attended for the stage performances (69%), food vendors (62%), and marketplace vendors (43%)

72% indicated that they visited a business in the Town of Kentville during their time at the festival

94% indicated that they would attend the Kentville Multicultural Festival again

Future Recommendations

Things that worked well:

- Having established vendor policies and a vendor map was very helpful. Almost all the vendors showed up on time, and there were very little challenges with unloading and vendor set-up. Some vendors asked to drive in at 4pm, and were given access by 4:30pm.
- Setting up all the tents, tables and chairs on Friday night helped to mitigate the work that was required Saturday morning, so volunteers could focus on vendors and performers arriving.
- The site layout had a clearer view of the stage from the food tent.
- 100 programs were printed this year, as well as two large stage schedules. This seemed to be enough.
- The Green Room behind the stage in the 'Wave Cycle Mutual Funds' building worked really well.

Recommendations:

- The festival needed more seating. This was an unanticipated need, as the festival doubled in numbers this year! There could be more open-air tables and chairs on the cobblestone.
- The food inspectors showed up around 11am and stayed for over an hour. All food vendors should be informed that there is a high probability that food inspectors will show up. All food vendors need to be familiar with Canadian food handling rules.
- A couple survey respondents suggested having more activities for children.
- More diversity on the planning committee from the outset.
- Kings County was excited about the event, and indicated that they would be interested in recommending someone from Diversity Kings for the planning committee. They also suggested that the festival ask for funding in 2020.
- Grant applications can include highlights from 2019, as well as prospective headliners for 2020. A few headliners should be determined in the early stages of the planning process to strengthen the grant applications.
- The dance floor under the stage tent wasn't used. Dancers preferred to use the space in front of the tent on the ground.
- Book someone to take an aerial photo throughout the day for a good head count.
- There were seven spaces dedicated to performer parking next to Reid's Jewellery. This did not seem to be enough parking at times. Some performers also missed the turn – there should be more visible signage pointing performers in the right direction.
- Vendor and Performer maps might need a bit more information. Perhaps indicate the one-way streets, since some people are visiting Kentville for their first time.
- Signage in Centre Square indicating that cars must be moved by 5pm on Friday is needed. There were cars still parked in Centre Square during tent set-up.
- There was some garbage overflow that had to be addressed by volunteers around 2pm. It is recommended to line the garbage bins with several bags, so that once a garbage barrel is getting full, the bag could be removed easily and there will be another bag in the barrel ready to be used. It is also recommended that the recycling bins are marked clearly.



Appendix A

Kentville's Multicultural Festival Event Profile

Vision Statement: Provide a welcoming space for all cultures within the Town of Kentville.

Mission statement: The Kentville Multicultural Festival is a family-friendly annual event that celebrates the region's cultural diversity and promotes social inclusion.

Goals:

- 1) Promote, celebrate, and foster understanding of the diversity within Kings County and throughout the province;
- 2) Ensure that all cultural groups in Kings County and throughout Nova Scotia can celebrate and preserve their traditions;
- 3) Support artistic expression of all cultural groups;
- 4) Increase awareness of the cultural organizations in Kings County and throughout the province;
- 5) Foster a desire among audiences to explore and understand other cultures;
- 6) Support local businesses in the Town of Kentville by providing a welcoming and festive atmosphere in the downtown area;
- 7) Enhance the public perception of the Town of Kentville.

Objectives:

- Organize a free annual Multicultural Festival in downtown Kentville that includes live performances, food, product vendors, interactive activities, and community resources.
- Offer an event that is multi-sensory (taste, sight, sound, smell) and exciting.
- Create a celebratory atmosphere, where attendees feel invigorated and inspired.
- Partner with community and cultural organizations that can enrich the festival, and support other collaborative opportunities to happen organically.
- Provide a family-friendly and inclusive atmosphere, where there is something offered for people of all ages, abilities, and background.
- Engage diverse communities across a cultural spectrum to take part in the festival.
- Offer opportunities for local businesses to engage with attendees and take part in celebrations.
- Promote tolerance and social inclusion as a major pillar in supporting the growth and development of the Town of Kentville.
- Strive for cultural sensitivity and appropriate behavior in all aspects of planning.

Statement of Need: A town's negative characteristics (whether perceived or real) can be felt the most deeply by minority populations. If a town is known as being unsafe, close-minded, intolerant, or resistant to change, this can drive away people and businesses.

The Multicultural Festival is a safe space for all citizens to celebrate and share their culture. Kentville has a long-standing tradition of celebrating its past, but the Multicultural Festival gives the town an opportunity to acknowledge and valorize its current cultural milieu, which is a confluence of race, ethnicity, sexual orientation, and people of all abilities and socio-economic backgrounds.

Kentville's summer is bookended by two major festivals – Apple Blossom Festival in the spring, and Harvest Festival in the fall. The Multicultural Festival takes place near the end of summer, a traditionally low period for major public events in town.

Through the spread of ideas and information, and the exchange of cultural practices and traditions, the Multicultural Festival hopes that all people can feel honored, safe, and welcome in the Town of Kentville.

Background:

The Kentville Business Community (KBC) is a not-for-profit business development organization committed to support, promote, and grow the Kentville business community.

KBC has a dedicated events committee made up of volunteers from the local community to create and host events throughout the year. Every event put on by the KBC Events Committee is created to do two things: supporting the local community of businesses and; creating a warm, safe, lively, and inviting environment.

In 2015, The Kentville Business Community was approached by a recent immigrant, Lynn Jin. She felt that Kentville needed to do a better job at celebrating the town's diversity. Thus, a one-day Multicultural event was created.

The first event took place in Kentville's Fire Hall at the end of summer. Hundreds of citizens attended, so the following year was brought outdoors to the town's Centre Square.

Now attended by over a thousand people, Kentville's Multicultural Festival takes place in August each year and is organized by a volunteer steering committee over the course of 8 months. The committee is comprised of members of the Kentville Business Community, a board member from CentreStage theatre, a staff member from the Kings County Museum, a board member from Hardware Gallery, a founding member of the Deep Roots Music Cooperative, a staff member from the Town of Kentville, among other engaged citizens.

The Multicultural Festival represents art, music, food, demonstrations and crafts from the following communities: First Nations, French Acadian, Celtic, African, Cuban, Mexican, Syrian, British, Indian, Moroccan, Filipino, Spanish, and Chinese. The festival hosts performers, entertainers, food and retail vendors, and is free to the public.

Stakeholders:

Organizer: Kentville Business Community

Host Community: The Town of Kentville

Participants: Musicians, artists, dancers, performers, crafters, artisans, food vendors, community organizations, cultural ambassadors, business owners

Funders & Supporters: Local businesses, Diversity Kings County, Department of Communities, Culture & Heritage, community groups, arts organizations

Attendees: Open to everyone; free of charge

Internal Communications:

Topic	Contact	Email	Phone #
Market Vendors	Genevieve Allen Hearn	mcf@kentvillebusiness.ca	902-719-4479
Food Vendors	Catherine Coles	marketmanager@kentville.ca	902-679-2514
Programming	Anna Osburn	annamosburn@gmail.com	902-538-3234
Sponsorship/Program Advertising	Zach Best	zbest@kentvillebusiness.ca	902-670-3153
Volunteering	Genevieve Allen Hearn	mcf@kentvillebusiness.ca	902-719-4479
Tents/Equipment/Furniture	Zach Best	zbest@kentvillebusiness.ca	902-670-3153
Marketing/Promotion	Genevieve Allen Hearn	mcf@kentvillebusiness.ca	902-719-4479
Municipal Logistics	Zach Best	zbest@kentvillebusiness.ca	902-670-3153
Children's Activities	Erik Deal	limitclub@hotmail.com	902-698-1414

External Communications:**Key Messaging**

Type	Message
Blurb for General Public	The 5 th annual Kentville Multicultural Festival will take place Saturday, August 24 th 10am-4pm in Kentville's Centre Square. The family-friendly event offers a symphony of sights, sounds, smells and tastes! There will be food, music, dancing, storytelling, art, a marketplace, (more as program unfolds). Free to attend, this is a full-day celebration of our region's diversity!
Statement of Intent	The Kentville Multicultural Festival is a safe space for all citizens to celebrate and share their culture. It is an opportunity to recognize the Town of Kentville's current cultural milieu, which is a confluence of race, ethnicity, sexual orientation, and people of all abilities and socio-economic backgrounds. Through the spread of ideas and information, and the exchange of cultural practices and traditions, the Multicultural Festival hopes that all people can feel welcome in the Town of Kentville.

Methods:

Type	Strengths	Channels
Website	Up to date info, downloadable documents, brand recognition, year-round	KBC, Festival site, links on stakeholder sites
Facebook	Widely used, up to date info, interactive, robust statistics, social sharing, brand recognition, year-round	Facebook page, links on website and newsletter

Newsletters	Read by partners and industry members, downloadable documents, comprehensive statistics, year-round	KBC, Town of Kentville, Hardware Gallery
Radio	Wide reach, W5, entertaining, event focused	AVR/Magic, KRock, CBC
Newspaper Ads	A physical reminder in people's homes, brand recognition, wide reach, W5, event focused	Register/Advertiser, Valley Harvester, The Grapevine, Chronicle Herald
Media releases	Message control, free, wide reach, W5, event focused	Register/Advertiser, Valley Harvester, The Grapevine, Chronicle Herald, Saltscapes, CBC, AVR/Magic, KRock, Annapolis Spectator, Hants Journal, Valley Family Fun, Eastlink, CTV
Signage	Brand recognition, wide reach, constant reminder, W5, event focused	Road signage, banner
Listings	Free, wide reach, W5, year-round	Valley Events, The Grapevine, Valley Harvester
Posters	Brand recognition, W5, event focused	Cafes, libraries, grocery stores, post offices, book stores, community halls, etc.
Word-of-mouth	Personal, free, year-round	Steering Committee, volunteers, stakeholders

Marketing Plan:

	Month	Jan - April	May	June	July	Aug
Type	Activity					
Branding & Online	Update brand assets	X				
	Update key messaging	X				
	Update Facebook Page (Call for Vendors, Program updates, Call for volunteers, etc.)	X	X	X	X	X
	Update Website (Call for Vendors, Program updates, Call for volunteers, etc.)	X	X	X	X	X
Signage & Print Materials	Create 'Call for Vendor' poster	X				
	Create Event poster				X	

	Distribute Posters					X
	Create Street Signage			X		
	Place Street Signage					X
	Create and Print Program					X
Media & Advertising	Update Media list	X				
	Determine Media partnerships	X				
	Send Media Release					X
	Schedule ad placements in print media				X	
	Create and disseminate radio ads				X	
	Place event in free listings			X		
Community Outreach	Identify organizations that will help spread the word	X				
	Contact organizations and compile a communications list	X				
	Send updates for newsletters/social media (Call for vendors, call for volunteers, event poster, etc.)	X			X	X
	Send Event follow-up					X
Documentation	Book photographer		X			
	Book Videographer (?)		X			
	Post photos/video footage on website and Facebook					X
	Select best photos and place in Promotions folder					X

Evaluation:

Desired Outcome	Evaluative Method	Responsible Party
A well-attended event	<ul style="list-style-type: none"> Head count during event 	Welcome volunteers
A positive experience for stakeholders	<ul style="list-style-type: none"> Surveys for performers, vendors, volunteers, businesses 	Steering Committee

	<ul style="list-style-type: none"> • Debrief with KBC and Town of Kentville • Tracking the number of vendors, performers, volunteers and businesses that re-engage annually 	
A positive experience for attendees	<ul style="list-style-type: none"> • Anecdotal feedback • Surveys for attendees (online or hard copy) • Increase in Facebook follows 	Steering Committee
An increase in minority populations engaging in community events and activities, and economic development	<ul style="list-style-type: none"> • Anecdotal evidence • Tracking KBC inquiries 	Kentville Business Community
Diverse representation of cultural groups in the Kings County region	<ul style="list-style-type: none"> • Tracking the number of cultures represented at the festival 	Steering Committee
Fair and culturally sensitive treatment of minority groups at the Festival	<ul style="list-style-type: none"> • Documenting and discussing feedback • Vendor/Performer surveys 	Steering Committee
An improved perception of the Town of Kentville, and all groups feeling welcomed and accepted	<ul style="list-style-type: none"> • Attendee surveys • Anecdotal evidence • Tracking KBC inquiries and feedback from businesses 	Steering Committee & KBC

Critical Path:

Month	Task
January	<ul style="list-style-type: none"> • Initial Steering Committee Meeting • Determine date for Festival • Review event profile and update as needed • Review vendor policies and update as needed • Review volunteer manual and update as needed • Identify gaps on Steering Committee and reach out to potential members • Write grant applications • Book Centre Square • Update Website/Facebook page with festival date

February	<ul style="list-style-type: none"> • Identify and reach out to potential partners and sponsors • Determine headliner(s) for Main Stage • Make initial contact with potential performers, special guests • Strike partnerships with media outlets • Renew Insurance
March	<ul style="list-style-type: none"> • Determine site plan • Determine on-site power • Book Tents • Secure Tables/Chairs/Barricades from Town of Kentville • Book Security • Contact EMO/St. John's Ambulance • Update Media & Communications list
April	<ul style="list-style-type: none"> • Finalize Main Stage programming • Reach out to potential children's programming and other programmatic elements • Contact potential Emcee for Main Stage • Book Stage Tech/Stage Manager • Finalize opening ceremony (smudge and welcoming) • Call for Vendors • Update Facebook/Website with Vendor info • Submit event permit to Town of Kentville
May	<ul style="list-style-type: none"> • Book photographer and videographer • Obtain production requirements from performers • Obtain images/bios of performers for program • Book any needed A/V equipment • Call for Volunteers • Send update to communications list • Update Facebook and website with Main Stage performers
June	<ul style="list-style-type: none"> • Submit signage permit to Town of Kentville • Create Street signage • Place festival in free listings • Finalize sponsorships & obtain logos for program • Finalize all programming • Obtain descriptions for programmatic elements for program
July	<ul style="list-style-type: none"> • Finalize schedule of events • Update website and Facebook with schedule of events • Create event poster • Create unloading/parking map • Determine ad schedule • Send info package to performers • Finalize volunteer list • Send info package to volunteers • Book Green Room space • Print volunteer t-shirts
August	<ul style="list-style-type: none"> • Send media release • Print and distribute event posters • Finalize vendor list • Send info package to vendors

	<ul style="list-style-type: none"> • Create and send media release • Volunteer orientation • Send update to communications list • Create participant & attendee surveys • Develop and send script for Emcee • Create and print programs • Create and place signage around Centre Square • Set up Festival Info Table at event • Set up Green Room at event • Set up all tents, tables, chairs, and garbage bins at event
September	<ul style="list-style-type: none"> • De-brief & evaluation of festival • Write report for grant applications • Place photos and video footage on Facebook and website • Send thank you's to participants, guests, sponsors, funders, and partners

Appendix B

5th Annual Kentville Multicultural Festival Event Budget 24-Aug-19

Revenue/Funding

Kentville Business Community	\$	8,884
Registration Fees	\$	1,150
Mud Creek Rotary (Confirmed)	\$	1,000
Town Of Kentville (Marketing)	\$	2,000
Kentville Rotary Club (Confirmed)	\$	1,500
Atlantic Lotto (Confirmed)	\$	1,000
Valley Connector Program (Confirmed)	\$	1,000
Reids Jewellers	\$	500
Jason's Independent (Confirmed)	\$	250
Canopy Creative (Confirmed)	\$	200
AA Munro Insurance	\$	200
Eden Valley Poultry	\$	100
Waterbury Newton (Confirmed)	\$	100
Program Ad	\$	150
	\$	18,034

Expenses

Performances / Entertainment

Performers / Entertainment	\$	5,500
Sound Engineer	\$	625
MC	\$	150
	\$	6,275

Promotion

Radio Advertising / Print Ads (TOK)	\$	2,000
Signage / Marketing	\$	487
	\$	2,487

Other

Event Tents	\$	3,981
Other tents	\$	813
Contract Work	\$	3,315
Portable Toilets	\$	305 *
Ambulance Services	\$	-
Security	\$	168
Liability/Cancelation Insurance	\$	690
	\$	9,272

Total Expenses \$ 18,034

Total Revenue \$ 18,034

Excess of Revenues over Expenditures \$ -

Appendix C

KENTVILLE MULTICULTURAL Festival

Food! Art! Music! Explore! Experience! Learn!



PROGRAM

AUGUST 24 2019

KENTVILLE'S CENTRE SQUARE

Brought to you by:



PROGRAM

EXPERIENCE TENT

10:20-11:30 MOCCASIN MAKING WITH CAROLYN & NEENIE LANDRY
11:30-1PM INDIGENOUS TEACHINGS WITH KINGSTEC'S L'NUEK ALLIANCE

ALL DAY EVENTS

1PM-3PM ERITREAN COFFEE CEREMONY
LIVE CHALK ART BY PHANTOM EFFECTS
CHILDREN'S TENT BY KINGS FAMILY RESOURCE CENTRE

AFTER HOURS

8 PM FLAMENCO GUITAR BY ROLAND SMITH W/ SANGRIA CIDER AND TAPAS AT MARITIME EXPRESS CIDER CO.

Best Wishes to the 2019 Multicultural Festival



Leo Glavine MLA Kings West
694 Main St., Kingston, NS
902-765-4083

leoglavinemla@kingswest.ca



PROGRAM

MAIN STAGE

10:00 Megwe'gs Drumming Circle w/ Carolyn & Neenie Landry
10:20 Alan Syliboy & The Thundermakers
11:10 Maritime Centre for African Dance
11:40 Chinese Language School Dancers
12:00 ViBeat Indian Dance
12:25 Aisling Highland Dancers
12:50 Sébastien Dol Trio
1:30 Chinese Culture and Art Club
1:55 Drummers from Home
2:40 FIL Connection

SIDE STAGE

Freddy Mujica and Cristián Quiriván
between sets on the Main Stage
3:00 Freddy Mujica's Cuban Dance Party

MC: MEGAN OSBURN



PLATINUM SPONSORS



GOLD SPONSORS



SILVER SPONSORS



PATRON SPONSORS



COMMITTEE MEMBERS

Kate MacInnes Adams (Co-Chair), Nancy Henry (Co-Chair),
Anna Osburn, Catherine Coles, Kori Levy, Dave Reid,
Zach Best, Erik Deal, Craig Gerard, Bee c. Soh,
Genevieve Allen Hearn (Coordinator)

WWW.KENTVILLEMULTICULTURALFESTIVAL.CA

Event Budget for Kentville Multicultural Festival

Income

	Projections 2020	Actual 2019
Total Income	\$24,050.00	\$18,034.00
Exhibitors/vendors	Projections 2020	Actual
Food Vendors & Artisan Vendors	\$2,000.00	\$1,150.00
	\$2,000.00	\$1,150.00
Ads in program	Estimated	Actual
	\$200.00	\$150.00
	\$200.00	\$150.00
Fundraising Grants	Estimated	Actual
Kentville Business Community	\$3,000.00	\$8,884.00
Town Of Kentville	\$2,000.00	\$2,000.00
Municipality of Kings Community Festivals and Special Events	\$2,000.00	\$1,000.00
Cultural & Heritage Festival and Community Event Development	\$10,000.00	
	\$17,000.00	\$11,884.00
Fundraising Sponsorship	Estimated	Actual
MudCreek Rotary, Kentville Rotary, Valley Connector program, Reids Jewellers Jason's Independent, Canopy creative, AA Munro Insurance, Wayterbury Newton	\$4,850.00	\$4,850.00
	\$4,850.00	\$4,850.00

Event Budget

Kentville Multicultural Festival

Expenses

	Projections 2020	Actuals 2019
Total Expenses	\$24,050.00	\$18,034.00
Site	Estimated 2020	Actual 2019
Event tents	\$6,000.00	\$4,794.00
Site staff (overnight security)	\$200.00	\$168.00
Porta potties	\$500.00	\$305.00
Total	\$6,700.00	\$5,267.00
Contract Work	Estimated	Actual
Festival Co-ordinator		\$3,000.00
Food/Artisan Market co-ordinator		\$315.00
Total	\$0.00	\$3,315.00
Publicity	Estimated	Actual
Radio Advertising/print ads	\$2,000.00	\$2,000.00
Photocopying/Printing/Signage	\$600.00	\$487.00
Website development & Social Medi	\$2,000.00	
Total	\$4,600.00	\$2,487.00
Miscellaneous	Estimated	Actual
Liability Insurance	\$710.00	\$690.00
Total	\$710.00	\$690.00
	\$12,010.00	\$11,759.00
2020	\$24,050.00	
2019		\$18,034.00
	\$12,040.00	\$6,275.00

Green Room	Estimated	Actual
Food	\$100.00	
Drinks	\$50.00	
Total	\$150.00	\$0.00

Program	Estimated	Actual
Performers	\$6,500.00	\$5,500.00
Sound engineer	\$690.00	\$625.00
MC	\$200.00	\$150.00
Experience Tent honora	\$1,000.00	
Total	\$8,390.00	\$6,275.00

Audio visual	Estimated	Actual
videographer project	\$3,000.00	
photographer	\$500.00	
Total	\$3,500.00	\$0.00



Kings Transit Authority

2020/21 Operating and Capital Budgets – Kings County

Presentation for Town of Kentville CAC

Facts of Interest

- 36,450 hours of public transit service annually
- As of January 31st, 2020 YTD Ridership for the Service has increased by 4% over 2019/20
 - YTD Ridership for the Core has increased by 2.4%
 - On average, 788 passenger trips per day in the Core (up from 758 last year)
- As of January 31st, 2020 YTD Revenue for the Service has increased by 10.3% over 2019/20
 - YTD Revenue for the Core has increased by 8%
- \$1.2 Million in salaries and wages spent in the local economy
- Valley businesses provide goods and services necessary to support the fleet, building and operation
- Kings Transit supports Valley businesses by getting workers to their place of employment and customers to their services

Activities of Note

- Completed Service Changes
 - Berwick
 - County Fair Mall
- Updated Route Designators/Numbering System
- Commenced Route Reviews
- Conducted Seniors Engagement – Age Friendly Communities
- Conducted Customer Engagement and Survey Work via the Valley Public Transit Riders
- Conducted Extensive Work Towards Acadia Upass
- Formed Partnership with CoGS towards the Identification of Micro Transit Applications
- Commenced Work on a Regional Public Transportation Strategy

- Audited/Updated Processes
 - Completed an Extensive Accounting Engagement
 - Merged Inventory Platforms, Formalized Processes
 - Updated Pre-Trip Inspection Administration

Activities of Note (Continued)

- Tendered for New 35' Transit Buses to Replace Vicinity Units
 - Awarded to Eldorado National for 3 EZ Rider II Buses
 - Expected Delivery January 2021
- Accepted Donation of Four 2005 40' Buses from HRM
 - Transitioning into Fleet to retire high mileage units
 - First bus (Unit 62) commenced service on February 24th
 - Work commenced on Second Bus (Unit 63) on March 2nd
- Commenced Work on a formal Asset Management Plan

Operating Budget 2020/21 - Influences

- Comprehensive review of revenues and expenses, allocations reflect fair and equitable distribution
- Related, individual proportions of total ridership have changed slightly over 2019/20 (Core 65%, Annapolis 25.5%, Digby 9.5%)
 - As a result, Core share of indirect expenses is slightly less, Digby share is slightly more
- Desire to End Operating Deficits at Year End
 - Increased risk allowance built into the budget

Operating Budget 2020/21 - Influences

- Increased Fare Revenue
 - 1% increase, based on 2019/20 YTD results
- Impact of 2018/19 Year End Accounting Engagement
 - Accounting Coordinator (Transition and Improved Compensation for New Hire)
 - MoK Monthly Financial Support Charges (Kluska Report)
 - Rejection of Operating Reserve – Zero Interest, Increased Bank Charges
- Impact of Planned Bus Purchase
 - Travel for Build Period Inspections
 - Write off of Obsolete Vicinity Inventory (Carried by Core Owners)
- Next Increment - 2018 Compensation Review for Bus Operators
 - Slightly increased wages over COLA

Operating Budget 2020/21 – Key Points

- Total Operating Budget for the Core = \$1,860,184
 - Total Revenues are projected to increase by 6.10%
 - Fare Increase of 1%
 - Management Fee Increase
 - Core Municipal Contributions increase by 9.29%
 - Kentville Share of Municipal Contributions = \$194,341
 - Total Expenditures projected to increase by 6.10%
 - Main Cost Drivers
 - Risk Allowance
 - Accounting and Finance Charges
 - Bus Purchase – Operating Impacts
 - Operator Wages
 - Strategic Plan – External Support

Capital Budget 2020/21 – Key Points

- Based on a several assumptions
 - Continuity of annual provincial grants
 - Continuity of annual municipal grants
 - Future Federal support for Fleet and System upgrades
- Proposed Initiatives
 - Approved Bus Purchase - \$630K (Net HST Included)
 - Must replace furnace oil tank (\$15 - 20K)
 - Bus 63 and 64 Fit Outs (\$40K)

Pressures and Risks

Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors
- Capital Grants – budgets assume continuity of current levels of federal and provincial funding support
- Strategic Plan – External Support – Estimate for Market Analysis work not yet factored in (Timing/Community Size/Number Dependent)
- Advertising Revenue – Churn in fleet due to more frequent corrective maintenance requirements, transition to HRM units

Questions



**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
February 29, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended February 29, 2020.

Finance Department Update

- The Investment Advisory Committee met on February 12 to hear the details of January 2020.
- Kentville Water Commission met on February 19. An income statement as at February 29, 2020 was presented by the Director, among other things.
- The third quarter utility bills were due on February 25, 2020.
- Work continues on the Town's various budgets and year-end processes.

Attachments

Schedules A & B (Revenue and Expenditures) are included for the month ended February 29, 2020.

Schedule C (and graph) (Outstanding Taxation) is attached for the month ended February 29, 2020.

Schedule D (Sanitary Sewer Area Service) is **not** included. The next report will be tabled after the fourth-quarter billing is generated in mid-April.

Schedules E and F (Perpetual Investment Fund) are included for the month ended January 31, 2020.

Schedules G (Town of Kentville Capital Investment Plan-2019-2020) are included for Council's information.

Schedule H (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended February 29, 2020.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 91.7% of the budget would be consumed. To February 29, 2020, overall revenue exceeds the average at 93.9% 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. Both PILTs arrived over their respective budgets.

Services to Other Governments- This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. 75% 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. Ten months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Eleven 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. "Other" reports above the guideline and its budget.

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 Town will receive \$ 1,163 from the National Disaster Mitigation Program for expenditures related to the (cancelled) River Wall project. The Provincial department of Communities & Culture forwarded \$10,500 for various Recreation programming. Recreation Nova Scotia forwarded cost-sharing of \$680. TIANs provided \$3,500 to the Town for operations of the Visitor Information Centre. Rotary Club of Kentville gave Kentville Police Service \$ 800 to purchase bike helmets. Valley Waste Resource Management returned consulting management fees paid by the Town last fiscal year. All of these were unexpected revenues.

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

Expenditures (see schedule B)

To date, overall expenditures are at the benchmark at 91.8% expended. Some departments have exceeded the 91.7% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

Protective Services- Fire Fighting exceeds the benchmark, as the 100% of the operating payment has been made along with the 100% of the Fire Area Rate tax billed on behalf of the KVFD. **Debt charge** exceeds the guideline but reflect the debt servicing payment schedule. All debt charges for the year are paid in full. **Emergency Measures** exceeds the benchmark due to wages and materials consumed regarding post-tropical storm Erin in August and Hurricane Dorian in September.

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

debt servicing payment schedule. All debt charges for the year are paid in full.

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

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

Environmental Development Services- Other community development exceeds the benchmark due to 100% payments made to the Valley REN and Kentville Business Community. Shade Trees exceeds the guideline due to clean up after various wind storms last year.

Recreation- 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 transfers to various reserves have been transacted.

Summary of Outstanding Taxes (see Schedule C)

As at February 29, 2020, 100.5% of the 2019/2020 levy is collected (last year-98.3%). Total property tax outstanding as at February 29, 2020 is \$(46,664) (last year- \$163,378). This equates to 100.5% collected in total (last year- 98.2%).

Perpetual Investment Fund- (see Schedules E and F)

The Investment Advisory Committee (IAC) met on February 12, 2020 to discuss the report for the month ended January 31, 2020. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.7 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$874,730	\$873,173
Fixed income securities	8,875,232	8,776,991
Equities	<u>3,919,010</u>	<u>4,504,897</u>
Total investments	<u>\$13,668,972</u>	<u>\$14,155,061</u>

The *Statement of Reserves (Schedule F)* reports that at January 31, 2020, interest paid is \$151,404, dividends paid into the fund total \$186,942; capital gains are \$163,029 (last year-\$108,476). At January 31, management fees totaled \$29,986 (last year- \$28,305).

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

Town of Kentville Capital Investment Plan- 2019-2020

Information on the 2019/2020 Town of Kentville capital program is updated. The program is ongoing with \$1,713,966 (60.8%) recorded at February 29. The program details are updated monthly.

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

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at February 29, 2020.

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

This concludes the monthly report from the Finance Department for February 29, 2020.

Respectfully submitted,



Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

Month ended February 29, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
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>
Area rates and frontages			
Area rates	576,600	576,527	100.0%
Special assessments	8,500	6,825	80.3%
	<u>585,100</u>	<u>583,352</u>	
Based on revenue			
Business property	39,200	39,208	100.0%
TOTAL TAXATION	<u>9,571,300</u>	<u>9,539,370</u>	<u>99.7%</u>
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	392,600	399,652	101.8%
Provincial and agencies	107,800	113,253	105.1%
	<u>500,400</u>	<u>512,904</u>	<u>102.5%</u>
SERVICES TO OTHER GOVERNMENTS			
Provincial government	113,600	90,145	79.4%
Local government	97,900	118,672	121.2%
	<u>211,500</u>	<u>208,817</u>	<u>98.7%</u>
SALES OF SERVICES			
Agencies	<u>1,112,700</u>	<u>916,232</u>	<u>82.3%</u>
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	42,300	45,498	107.6%
Rentals	419,000	367,703	87.8%
Interest	115,000	151,057	131.4%
Return on investments	630,000	100,000	15.9%
Other	41,900	44,354	105.9%
	<u>1,248,200</u>	<u>708,611</u>	<u>56.8%</u>
UNCONDITIONAL TRANSFERS	<u>226,900</u>	<u>182,517</u>	<u>80.4%</u>
CONDITIONAL TRANSFERS	<u>141,200</u>	<u>135,506</u>	<u>96.0%</u>
FINANCING AND TRANSFERS			
From reserves	252,800	252,833	100.0%
	<u>252,800</u>	<u>252,833</u>	<u>100.0%</u>
TOTAL REVENUE 2019/2020	<u>13,265,000</u>	<u>12,456,790</u>	<u>93.9%</u>

SCHEDULE B

Town of Kentville Operating Fund

Month ended February 29, 2020

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	248,000	224,305	90.4%
General administration	1,350,100	1,243,803	92.1%
	<u>1,598,100</u>	<u>1,468,108</u>	91.9%
PROTECTIVE SERVICES			
Police- core program	2,341,500	2,086,257	89.1%
Police-sales of service	148,300	123,646	83.4%
Law enforcement	229,500	138,847	60.5%
Fire fighting	760,200	763,267	100.4%
Protective service- debt charge	21,200	21,125	99.6%
Emergency measures and other	116,900	166,759	142.7%
	<u>3,617,600</u>	<u>3,299,901</u>	91.2%
TRANSPORTATION SERVICES			
Common services	928,500	859,915	92.6%
Road transportation	782,300	669,516	85.6%
Public transit	205,300	226,123	110.1%
Transportation- debt charge	74,300	73,138	98.4%
Other	96,800	79,532	82.2%
	<u>2,087,200</u>	<u>1,908,225</u>	91.4%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	701,400	682,953	97.4%
PUBLIC HEALTH			
Public health and housing	99,500	(31,067)	-31.2%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	239,500	218,208	91.1%
Other community development	442,300	428,680	96.9%
	<u>681,800</u>	<u>646,888</u>	94.9%
RECREATION AND CULTURAL			
Recreation-Administration	480,700	441,014	91.7%
-Programmes (net)	129,300	91,889	71.1%
-Facilities	589,700	520,800	88.3%
-Debt charge	31,800	30,188	94.9%
Cultural	128,900	123,750	96.0%
	<u>1,360,400</u>	<u>1,207,641</u>	88.8%
EDUCATION	<u>1,556,300</u>	<u>1,426,568</u>	91.7%
FINANCING AND TRANSFERS			
Debt charge- principal	974,200	974,210	100.0%
Transfers to allowances and reserves	588,500	594,676	101.0%
	<u>1,562,700</u>	<u>1,568,886</u>	100.4%
TOTAL EXPENDITURE 2019/2020	13,265,000	12,178,103	91.8%

Town of Kentville Operating Fund

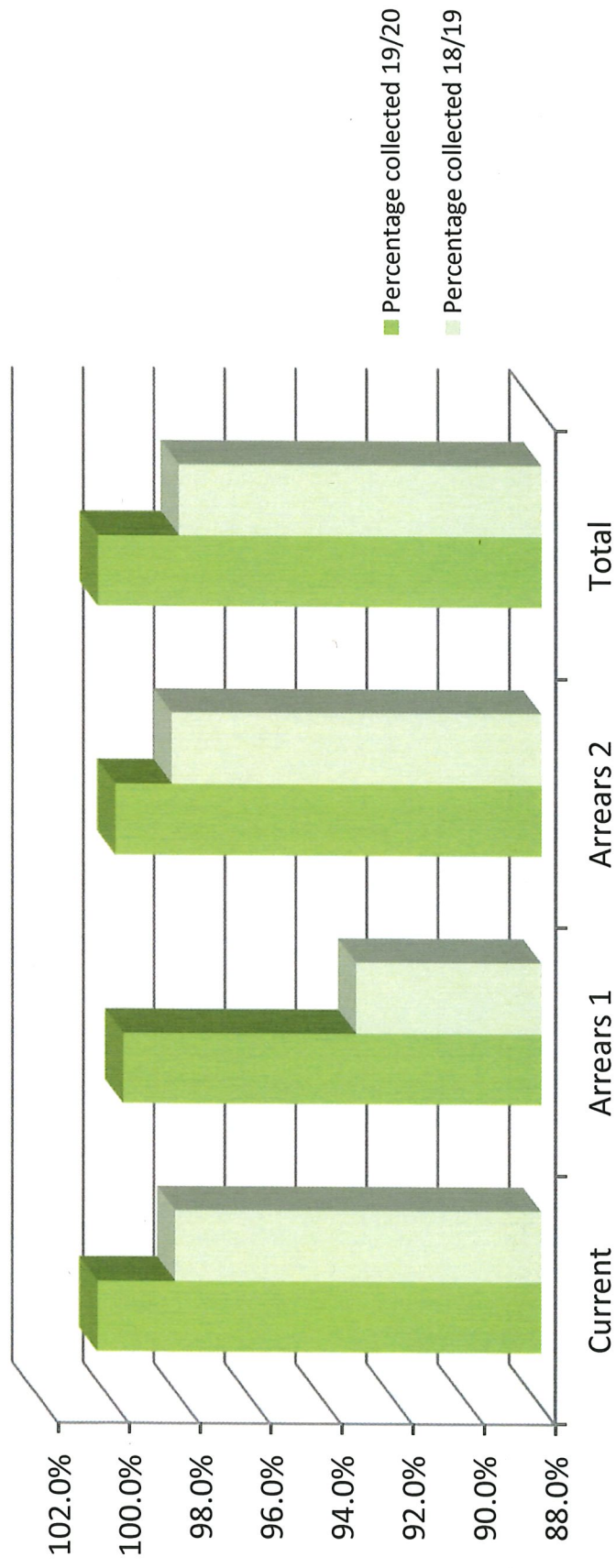
Month ended February 29, 2020

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>9,290,014</u>	<u>105,971</u>	<u>4,000</u>	<u>9,399,985</u>
Outstanding	<u>(46,900)</u>	<u>236</u>	<u>0</u>	<u>(46,664)</u>
Percentage collected 19/20	100.5%	99.8%	100.0%	100.5%
Percentage collected 18/19	98.3%	93.2%	98.4%	98.2%

Town of Kentville Outstanding Taxes as at February 29, 2020



Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$873,173)	874,730	1,411,445
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	1,250	1,155
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$8,776,991)	8,875,232	8,244,833
Equities (at market- \$4,504,897)	3,919,010	3,870,915
Total assets	13,670,222	13,528,348
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,670,222	13,528,348
Total fund balance	13,670,222	13,528,348

Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,198,833</u>	<u>13,100,897</u>
Add:		
Interest	151,404	179,583
Dividends	186,942	170,923
Accrued interest and dividends		
Capital gains		
Equities	186,452	135,733
Fixed income securities	<u>(23,423)</u>	<u>(27,257)</u>
	<u>501,375</u>	<u>458,982</u>
	<u>13,700,208</u>	<u>13,559,879</u>
Less:		
Management fees (net)	29,986	28,305
Return of capital		3,226
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>29,986</u>	<u>31,531</u>
Balance, end of year	<u>13,670,222</u>	<u>13,528,348</u>

Town of Kentville Capital Fund

March 31, 2020

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	858,800	843,049	98.2%
General Administration	88,500	66,718	75.4%
Protection	108,500	72,404	66.7%
Transportation	958,200	414,352	43.2%
Planning	15,000	0	0.0%
Development	67,000	46,625	69.6%
Recreation	723,100	270,818	37.5%
Cultural	0	0	0.0%
	2,819,100	1,713,966	60.8%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal			0.0%
Province of Nova Scotia	87,500	13,536	15.5%
	87,500	13,536	15.5%
Capital Contributions			
Betterments			
Contributions		680	0.0%
Sale of surplus equipment	29,500	21,500	72.9%
	29,500	22,180	75.2%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	858,800	843,049	98.2%
Own Sources			
Equipment Capital	59,000	59,000	100.0%
Town Capital			
General allocation	589,400	243,953	41.4%
Recreation	74,900	67,844	90.6%
	1,582,100	370,797	23.4%
Operations			
Capital from revenue- KPS	38,500	44,677	116.0%
	38,500	44,677	116.0%
BORROWING	1,081,500	419,727	38.8%
	2,819,100	1,713,966	60.8%

Town of Kentville Capital Fund

SCHEDULE G-1

March 31, 2020

GENERAL LEDGER	GAS TAX INFRASTRUCTURE		
#	Description	Budget (revised)	Actual
	Transportation		
	Sidewalks		
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	200,807
	Streets		
05-35-71-200	School Street	30,000	64,552
			0
05-35-71-440	Condon Ave	200,000	205,493
	Business Park		
05-35-71-400	Storm sewer laterals	55,000	71,126
	Recreation & sport infrastructure		
05-35-74-100	Trail- Bridge canoe launch	0	0
	PROJECTS	858,800	843,049
	FUNDING		
	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	343,655
	Reserve- Gas Tax Top Up	470,705	470,705
	Reserve - Town capital		
	Borrowing		
	TOTAL	858,800	843,049

Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2020

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

Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2020

GENERAL LEDGER	PROTECTIVE SERVICES			
#	Description	Budget		Actual
	Police services			
	Police vehicles			
05-35-75-650	Marked car	48,000		54,857
	Equipment			
05-35-75-700	Mobile speed signs (2)	7,800		6,866
	Building			
05-35-75-600	New Roof	42,700		63
	Information technology			
05-35-75-800	Server replacement	10,000		10,619
	PROJECTS	108,500		72,404
	FUNDING			
	Cash			
	Capital from revenue	38,500		44,677
	Proceeds on sale	9,500		9,500
	Capital contribution			680
	Reserves	60,500		17,548
	Borrowing			
	TOTAL	108,500		72,404

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2020

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	134,000	88,702
05-35-71-450	Public Works building	15,000	0
05-35-71-350	Downtown improvements Ornamental lights	25,000	25,056
05-35-71-150	Flood mitigation (Dyke) (cancelled)	175,000	5,285
05-35-71-460	Streets	300,000	252,843
	Chester Ave- \$200,000		
	Campbell Road-\$100,000		
05-35-71-480	New bridge approaches	97,500	0
	Parking lots		
05-35-71-470	Arena	15,000	0
	"Home Hardware"	5,000	
	Storm sewer		
05-35-71-500	New bridge- Duck bill/Storm drain	141,700	19,726
05-35-71-510	Shannex/GVJ	50,000	22,740
	PROJECTS	958,200	414,352
	FUNDING		
	Equipment capital reserve	59,000	59,000
	Proceeds on sale	10,000	12,000
	Province of Nova Scotia -NDMP	87,500	2,636
	Capital reserve- general allocation	237,500	80,548
	Borrowing	564,200	260,168
	TOTAL	958,200	414,352

Town of Kentville Capital Fund

SCHEDULE G-5

March 31, 2020

[illegible]

Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2020

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-100	Downtown benches- \$5,000	5,000	0
05-35-75-150	Public Garden-\$6,500	6,500	17,481
	Signage		
05-35-75-400	Rebranding signage (Gateway) -\$25,000	25,000	20,384
05-35-75-250	Kentville Business Park signage-\$8,000	8,000	8,760
	Buildings		
05-35-75-170	Remediation- Calkin building	15,000	0
			0
			0
	PROJECTS	67,000	46,625
	FUNDING		
	CASH		
	Capital Reserve- Town General	54,500	23,225
	Capital contribution- DMA (Public Garden)		10,900
	Borrowing	12,500	12,500
	TOTAL	67,000	46,625

March 31, 2020

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	5,944
	Green Areas		
05-35-73-250	Wayfinding- AT Plan Station Lane signage	5,000	0
	Tennis Court		
05-35-72-360	Clubhouse and washrooms	10,000	7,079
	Parks/Playgrounds		
05-35-72-500	Various playgrounds- Bonavista	10,000	9,104
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-73-200	Memorial Park- Skateboard park- bowl (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
	Pool		
05-35-73-500	Pool coating	30,000	9,888
05-35-74-600	Pool Change rooms and door	69,600	75,160
05-35-74-500,0	Equipment	220,000	23,165
05-35-73-300	Studies (WIP & New)	108,500	93,668
	PROJECTS	723,100	270,818
	FUNDING		
	CASH		
	Proceeds on sale	10,000	
	Capital reserve- General allocation	133,400	55,914
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	147,060
	TOTAL	723,100	270,818

March 31, 2020

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

Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings
Month ended February 29, 2020

	Town Operating Fund				Town Capital	Kentville Water Utility		TOTAL	
	Sanitary Sewer		Recreation		Other Outstanding Billing	Hydrant Charge		ALL FUNDS	
	Outstanding Billing	Interest	Outstanding Billing	Interest		Outstanding	Interest	Outstanding	Interest
2014/15	45,344	25,028						45,344	25,028
2015/16	59,832	16,759	8,378	1,819		14,864	10,523	83,074	29,101
2016/17	232,836		3,946		2,106 *	16,905	1,386	309,905	1,386
2017/18	247,360		58,422			188,968		494,750	0
Paid- July 9, 2018						(175,571)		(175,571)	
2018/2019 (staus quo bill)	171,500					188,968		360,468	0
Paid- August 13, 2019	(79,080)		(58,422)			(234,134)		(371,636)	
2019/2020 billing						188,364		188,364	0
19/20 Revised billing (Feb/20)						36,670		36,670	
Paid- February 4, 2020						(188,364)		(188,364)	
	677,792	41,787	12,323	1,819	2,106	36,670	11,909	783,004	55,515
	(258,122)	(41,787)						(258,122)	(41,787)
	419,670	0	12,323	1,819	2,106	36,670	11,909	524,882	13,728
			14,142			48,579			
									538,610

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

Accounts Receivable- Due to the Municipality of the County of Kings
Month ended February 29, 2020

	Town Operating Fund				TOTAL DUE COUNTY
	Regional Sewer		Building & Fire Inspection		
	Current Billing	Disposal site	Current Billing	Sewer Connections	
2017/2018	4 quarters			27,218	27,218
2018/2019	703,000	81,916		34,349	819,265
2019/2020	727,000	82,250	4 quarters	35,401	844,651
PAID September 2019					(120,786)
PAID November 2019					(21,690)
PAID January 2020	(703,000)	(21,690)			(703,000)
PAID February 2020		(21,690)			(21,690)
	727,000	0		96,967	823,967
					(285,357)
					NET TOTAL Including sewer write offs
					OR
					NET TOTAL 14,552
					excluding sewer write offs



Memo

To: Kelly Rice, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: March 4, 2020

Re: **PROJECTION REPORT- March 31, 2020 as at February 29, 2020**

The SIXTH projection report to March 31, 2020 (as at February 29, 2020) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$70,300** (last month-surplus \$25,000).

Everything known to date has been scraped up and reported.



**TOWN OF KENTVILLE OPERATING FUND
PROJECTIONS TO MARCH 31, 2020
As at February 29, 2020**

REVENUE

Overall, actual revenue is projected to end the year over budget **\$98,700**. The particulars are as follows:

2 TAXES (budget \$9,571,300; projected \$9,620,600; **OVER BUDGET \$49,300**)

- Taxation is **under budget \$29,900**. Reduction is related to successful assessment appeals received (to date).
- Fire Area Rate falls **under budget \$ 700**. Based on assessment times rate.
- Hydrant Area Rate is **over budget \$81,600**, due to change from flat rate to calculation provided by URB. Effect to Town NIL, as this is paid to Kentville Water Commission (see Section 12).
- 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 \$512,900; **OVER BUDGET \$12,500**)

Payments in Lieu of Taxation will exceed budget by 2.5%.

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$ 7,100 over budget**.
- Provincial Payment in Lieu arrived January/February 2020 for a variety of properties **over budget \$ 5,400**.

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 \$1,240,900; **UNDER BUDGET \$7,300**)

Own source revenue is projected to be under budget by 0.6%.

- Fines, Licenses and Permits is projected to be **over budget \$6,200** 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 \$9,400** due to new tenant.
- Rentals- Recreation centre exceeds budget by **\$1,500**.
- Rentals- Pool falls **short of budget \$ (200)**.
- Rentals- Hub records no rentals **\$(300)**.
- Interest exceeds budget **by \$ 36,100**.
- Return on investments will fall **short by \$(70,000)**, as this would not be the first reserve tapped in the case of a deficit end of year.
- Miscellaneous- General **exceeds budget \$ 2,400**.
- 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 \$160,500; **OVER BUDGET \$19,300**)

This section will be over budget by 13.7%.

- Federal- Canada Summer Jobs will **exceed budget by \$700**.
- Province- National Disaster Mitigation Program will provide **\$ 1,100** related to costs incurred for the cancelled River Wall project.

- 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 \$28,400.** The Town Operating Fund is projecting **a current surplus of \$70,300.** The particulars are as follows:

9 LEGISLATIVE (budget \$248,000; projected \$245,000; **UNDER BUDGET \$3,000**)

- Council expenses will end the year **under budget \$2,500**
- Other meeting expenses are **discounted \$ 500.**

10 GENERAL ADMINISTRATION (budget \$1,350,100; projected \$1,354,900; **OVER BUDGET \$4,800**)

This department is projected to end the year over budget by 0.4%.

- Remuneration will **exceed budget \$25,600** due to changes in personnel.
- Office expenses are projecting **over budget by \$ 6,400.** 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, while several expense accounts exceed budget.
- Common services (buildings) will **exceed budget \$ 1,200** due to repairs and maintenance of several Town-owned buildings.
- 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.
- **Savings of \$31,000** are found in the accrual of sick leave due to many changes in personnel over the past year.

11 12 13 PROTECTIVE SERVICES (budget \$3,617,600; projected \$3,642,900; **OVER BUDGET \$25,300**)

Police Protection- core program is projecting to be **under budget \$(52,200)**.

- Remuneration is projecting under budget \$ 75,200. Remuneration-Constables will fall under budget \$92,200 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 \$16,000. While savings are found in Meeting-Commission, Inspector's expenses and Telephone cost centres, Training and Other Administration exceeds budget due to purchases made for bulk ammunition, a pistol and taser cartridges.
- Occupancy- Police building is projecting savings of \$5,000 in Heat and Electricity accounts.
- Operations- Communication will provide savings of \$1,000 in Maintenance cost centre.
- Operations- Technology exceeds budget by \$1,400.
- Operations-vehicle will exceed budget by \$10,000 due to vehicles involved in traffic accidents.
- Operations- programmes will exceed budget by \$6,600 due to expenditures incurred in Special Projects and costs related to custody of prisoners/DNA testing.

Sales of Service- KPS

This section is projected to be **under budget \$(9,500)**.

- 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 \$(52,500)** will be found in the Legal account related to the collective agreement and in Parking Enforcement account due to a change in staffing.

Fire Protection

This section is projected to **exceed** its budget by **\$80,900** or 10.6%.

- 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 \$81,600, related to the hydrant charge paid to the Kentville Water Commission. The flat rate no longer applies and the URB formula on hydrant charge is now in effect. NIL effect to the Town.

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 \$58,500**.

- EMO communications will exceed budget by \$ 100.

- 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 \$30,800 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 Animal Control \$(11,000) and Occupational Health & Safety- \$(6,000)

14, 15 TRANSPORTATION SERVICES (budget \$2,087,200; projected \$2,150,800; **OVER BUDGET \$63,600**)

Transportation Services is projecting to end the year over budget 3.0%.

- **Common Services** is projecting to be over budget **\$19,900**. Remuneration/Benefits will be under budget by \$33,500, due to timing for the engineer's arrival. Office expenditures will exceed budget \$40,200 in total due legal expenses over budget \$43,500 and insurance exceeding budget by \$1,100 offset by savings in Training and Director's expenditure. Operations- vehicle and equipment will exceed budget \$13,200 in External equipment repairs.
- **Road Transport** will end the year **over budget** in Street Repairs and Traffic services- **\$22,900**.
- **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 \$702,900; **OVER BUDGET- \$1,500**)

This section is projected to slightly exceed its budget.

- **Solid waste- Valley Waste Resource Management Authority** will exceed budget by \$4,000. The overage included not only Kentville's new share at 9.97% but also its share of legal expenses related to the exit of the County of Annapolis.
- **Other air pollution** will provide **savings of \$(1,500)**, as no costs have occurred this fiscal year.

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

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

18, 19 ENVIRONMENTAL DEVELOPMENT (budget \$681,800; projected \$681,500;
UNDER BUDGET \$300)

Environmental Development expects exceed meet its budget.

- **Planning & zoning** is **increased \$200** in Office expenditures due to legal expenditures offset by savings in several office expenditure accounts.
- **Environmental development section** will provide **savings of \$(9,100)** in studies, survey costs and Kentville Futures operating expenditures.
- **Shade Trees** will **exceed budget \$2,500** due to the necessary removal of trees damaged by recent winds.
- **Debt charges** provide **savings of \$(2,800)**.
- **Other Economic Development** will exceed its budget by **\$8,900** in the Promotions category offset by projected savings in the Apple Blossom Festival account.

20, 21, 22 RECREATION & CULTURAL (budget \$1,360,400; projected \$1,331,200;
UNDER BUDGET \$29,200)

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

- Administration will find **savings of \$(5,400)** in Office expenditures in a variety of accounts.
- "Programmes" are projected **under budget by \$(15,000)**. 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 \$3,700**. 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)
2 TAXES			
Assessable Property	9,523,600	9,574,600	0.5%
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>9,620,600</u>	0.5%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	392,600	399,700	1.8%
Provincial and Agencies	107,800	113,200	5.0%
	<u>500,400</u>	<u>512,900</u>	2.5%
4 SERVICES PROVIDED			
To other governments			
Provincial government	113,600	113,600	0.0%
Local government	97,900	124,300	27.0%
	<u>211,500</u>	<u>237,900</u>	12.5%
5 SALES OF SERVICES			
Agencies	<u>1,112,700</u>	<u>1,113,600</u>	0.1%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	42,300	48,500	14.7%
Rentals	419,000	435,400	3.9%
Interest	115,000	151,100	31.4%
Return on investment	630,000	560,000	-11.1%
Other	41,900	45,900	9.5%
	<u>1,248,200</u>	<u>1,240,900</u>	-0.6%
7 UNCONDITIONAL TRANSFERS	<u>226,900</u>	<u>224,500</u>	-1.1%
8 CONDITIONAL TRANSFERS			
Other governments	<u>141,200</u>	<u>160,500</u>	13.7%
FINANCING AND TRANSFERS			
24 From reserves	252,800	252,800	0.0%
	<u>252,800</u>	<u>252,800</u>	0.0%
TOTAL REVENUE	<u>13,265,000</u>	<u>13,363,700</u>	0.7%

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	248,000	245,000	-1.2%
10	General Administration	1,350,100	1,354,900	0.4%
		<u>1,598,100</u>	<u>1,599,900</u>	0.1%
PROTECTIVE SERVICES				
11	Police- Core program	2,341,500	2,289,300	-2.2%
11-1	Police- Sales of service	148,300	138,800	-6.4%
11-2	Law enforcement	229,500	177,000	-22.9%
12	Fire protection	760,200	841,100	10.6%
13	Protective services- debt charge	21,200	21,300	0.5%
13	Emergency measures & other	116,900	175,400	50.0%
		<u>3,617,600</u>	<u>3,642,900</u>	0.7%
TRANSPORTATION SERVICES				
14	Common services	928,500	948,400	2.1%
15	Road transportation	782,300	805,200	2.9%
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>2,150,800</u>	3.0%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	701,400	702,900	0.2%
PUBLIC HEALTH				
17	Public health and housing	99,500	59,000	-40.7%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	239,500	239,700	0.1%
19	Other community development	442,300	441,800	-0.1%
		<u>681,800</u>	<u>681,500</u>	0.0%
RECREATION AND CULTURAL				
20	Recreation-Administration	480,700	475,300	-1.1%
21	-Programmes & other	129,300	103,300	-20.1%
22	-Facilities	589,700	593,400	0.6%
22	-Recreation- Debt charges	31,800	31,800	0.0%
22	Cultural	128,900	127,400	-1.2%
		<u>1,360,400</u>	<u>1,331,200</u>	-2.1%
23	EDUCATION	<u>1,556,300</u>	<u>1,556,300</u>	0.0%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	974,200	974,200	0.0%
24	Transfers to allowances and reserves	588,500	594,700	1.1%
		<u>1,562,700</u>	<u>1,568,900</u>	0.4%
TOTAL EXPENDITURE		<u>13,265,000</u>	<u>13,293,400</u>	0.2%
PROJECTED SURPLUS (DEFICIT)			<u>70,300</u>	0.5%

Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
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	496,300
	<u>576,600</u>	<u>657,500</u>
Economic development levy	111,800	111,800
	<u>9,523,600</u>	<u>9,574,600</u>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	8,500	6,800
	<u>8,500</u>	<u>6,800</u>
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	38,700	38,700
Assessment Act- Farm property acreage	500	500
	<u>39,200</u>	<u>39,200</u>
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,571,300</u>	<u>9,620,600</u>
OVER BUDGET (UNDER BUDGET)		<u>49,300</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	<u>392,600</u>	<u>399,700</u>
Province		
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	56,300
	<u>107,800</u>	<u>113,200</u>
	<u>500,400</u>	<u>512,900</u>
OVER BUDGET (UNDER BUDGET)		<u>12,500</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	24,000	27,000
Law enforcement		
Licenses	5,600	5,600
Parking tickets	8,000	11,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	2,900	3,000
	<u>42,300</u>	<u>48,500</u>
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	8,600	15,100
Rental- VIA Rail building	800	300
Rental- Calkin building	12,800	22,200
Rental-Lions Club building	5,600	5,600
Recreation		
Fields	20,000	20,000
Recreation Centre	10,000	11,500
Pool	1,000	800
Tennis courts		
HUB building	300	-
Arena	337,500	337,500
	<u>419,000</u>	<u>435,400</u>
Interest	115,000	151,100
Return on investments	630,000	560,000
Miscellaneous-General	41,900	44,300
Miscellaneous-Police		1,300
Miscellaneous- Recreation	-	300
	<u>1,248,200</u>	<u>1,240,900</u>
OVER BUDGET (UNDER BUDGET)		<u>(7,300)</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville

Operating Fund -19/20

March 31, 2020

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	9,400	10,100
Seniors mentoring program	-	
	<u>9,400</u>	<u>10,100</u>
Province		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		
Province- National Disaster Mitigation Program		1,100
Province- SCEI		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		10,500
Province- Facility Access Program		
Other		
Recreation Nova Scotia		700
TIANS (re VIC)		3,500
Central Kings Community Health Board	2,600	2,600
Other- Recreation- Autism NS	4,200	4,200
Other- KPS		800
Valley Waste Resource Management		2,000
	<u>131,800</u>	<u>150,400</u>
	<u>141,200</u>	<u>160,500</u>
OVER BUDGET (UNDER BUDGET)		<u>19,300</u>

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	46,000	46,000
Expenses	10,000	10,000
Legislative benefits		
CPP	7,800	7,800
Group insurance	3,700	3,700
Council		
Remuneration	152,200	152,200
Expenses	6,300	2,600
Expenses- Andrew	5,000	6,700
Expenses- Bolland	3,000	3,000
Expenses- Gerrard	3,000	3,700
Expenses- Maxwell	3,000	2,000
Expenses- Pulsifer	3,000	2,600
Expenses- Savage	3,000	3,200
Other		
Other meeting expenditures	2,000	1,500
Election	-	
	<u>248,000</u>	<u>245,000</u>
OVER BUDGET (UNDER BUDGET)		<u>(3,000)</u>

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	531,500	557,100
Benefits 121-22-02X	103,400	103,400
Office Expenditures		
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	7,800
Training	1,400	2,100
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	24,000
Equipment lease	4,000	4,000
External collection expenditure	100	1,000
Other administration	20,000	20,000
Bank charges	9,000	9,000
	153,200	159,600
Information Technology		
Administration	79,900	79,900
Operations	98,200	98,200
Special projects	23,000	23,000
	201,100	201,100

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	96,400	100,800
Various building 121-26..27-0XX	29,200	26,000
	125,600	126,800
Debt Charges		
Debenture interest	5,100	5,100
Term loan interest	-	
Debenture discount	5,700	5,700
	10,800	10,800
Programmes		
Reduced taxes- Section 69/69A	13,000	16,200
Reduced taxes- Section 71	52,400	51,800
Grant - Kentville Legion	1,500	1,500
Assessment Services	90,400	90,400
	157,300	159,900
Valuation Allowances		
Accrued sick leave	65,000	34,000
Other doubtful A/R	2,200	2,200
	67,200	36,200
TOTAL GENERAL ADMINISTRATION	1,350,100	1,354,900
OVER BUDGET (UNDER BUDGET)		4,800

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	341,600	341,600
Remuneration- Sergeant	387,000	387,000
Remuneration-Constable	782,200	690,000
"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	1,620,700
Benefits 122-12-02X	294,100	289,100
Internal allocation 122-13-010		
Office Expenditures		
Professional expenditure	-	
Honoraria-Commission	600	600
Meeting-Commission	3,500	2,500
Director's expenses	9,000	9,000
Inspector's expenses	1,000	500
Training	20,000	30,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	20,300	20,300
Office expense & supplies	12,000	12,000
Telephone	26,000	25,000
Equipment rental	4,000	4,000
Other expenditure	6,500	15,000
	105,900	121,900
Occupancy-Police Building		
Insurance	1,600	1,600
Heat	10,000	8,000
Electricity	16,000	13,000
Water/sewer	2,200	2,200
Maintenance- Other costs	35,000	35,000
	64,800	59,800
Operations-Communication		
Communications	44,100	44,100
Radio license	2,500	2,500
Maintenance	3,000	2,000
	49,600	48,600

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	21,500	22,900
Operations-Vehicle		
Insurance	5,800	10,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	25,000
	53,800	63,800
Operations-Programmes		
Special projects	5,000	6,000
Crime prevention/community relations	3,500	3,600
Custody and detention of prisoners	47,400	52,900
	55,900	62,500
TOTAL POLICE PROTECTION	2,341,500	2,289,300
OVER BUDGET (UNDER BUDGET)		(52,200)
TOTAL POLICE PROTECTION (carried forward)	2,341,500	2,289,300
POLICE PROTECTION REVENUE		
Secondment- Province	113,600	113,600
Fines and fees- Province	24,000	27,000
Law enforcement- Province	100,000	100,000
TOTAL POLICE PROTECTION REVENUE	237,600	240,600
NET POLICE PROTECTION	2,103,900	2,048,700
SALES OF SERVICE EXPENSE		
Remuneration	78,000	67,000
Remuneration Part time	48,000	58,000
Benefits	22,300	20,000
Internal allocation		(6,200)
	148,300	138,800
NET SALES OF SERVICES		(9,500)
SALES OF SERVICE REVENUE		
Sales of service- Police	590,000	590,000
NET SALES OF SERVICES		(451,200)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	85,300	85,300
OTHER		
Prosecution	10,200	10,200
Legal	50,000	15,000
Other-Crossing guards	24,500	24,500
Parking enforcement officer	59,500	42,000
	144,200	91,700
TOTAL LAW ENFORCEMENT	229,500	177,000
OVER BUDGET (UNDER BUDGET)		(52,500)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	5,600	5,600
Parking Tickets	8,000	11,000
TOTAL LAW ENFORCEMENT REVENUE	13,600	16,600
NET LAW ENFORCEMENT	215,900	160,400

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
FIRE PROTECTION		
FIRE FIGHTING		
Transfer to KVFD- Area rate	161,900	161,200
Transfer to KVFD-Operating	183,600	183,600
TOTAL FIRE FIGHTING	345,500	344,800
SURPLUS (DEFICIT)		(700)
WATER SUPPLY AND HYDRANTS		
Water supply & hydrants	414,700	496,300
SURPLUS (DEFICIT)		81,600
TOTAL FIRE PROTECTION	760,200	841,100
OVER BUDGET (UNDER BUDGET)		80,900

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debenture interest	21,200	21,200
Term loan interest	-	100
TOTAL DEBT CHARGES	21,200	21,300
OVER BUDGET (UNDER BUDGET)		100
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,100
Emergency control-wages	300	31,600
Emergency control-M & S	100	30,900
911 System	17,700	17,700
	32,000	94,200
OTHER PROTECTIVE SERVICES		
Animal control	12,000	1,000
Building inspection	32,900	34,400
Occupational Health & Safety	10,000	4,000
Fire inspection	30,000	41,800
	84,900	81,200
TOTAL EMERGENCY MEASURES AND OTHER	116,900	175,400
OVER BUDGET (UNDER BUDGET)		59,500

Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
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
Benefits 123-12-02X	214,900	214,900
Internal allocation 123-13-010	(500,700)	(500,700)
Office Expenditures		
Professional/engineering	5,000	48,500
Director's Expenditure	4,500	1,100
Training	9,000	5,000
Insurance-liability/ E & O	17,200	20,500
Office supplies	2,800	3,600
Telephone	7,000	7,000
Other administration	1,700	1,700
	47,200	87,400
Occupancy-Public Works building 123-15-0XX	39,200	39,200
Operations-Communications		
Communication	3,500	3,500
Operations-Vehicles and equipment		
Wages-repairs	60,000	60,900
Insurance	7,500	7,500
Lease of equipment	44,500	44,500
Gasoline/diesel	55,000	55,000
External equipment repairs	31,000	48,300
Equipment parts	75,000	70,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,000	8,000
	306,000	319,200
TOTAL COMMON SERVICES	928,500	948,400
OVER BUDGET (UNDER BUDGET)		19,900

Town of Kentville Operating Fund - 19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	101,000	121,900
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	60,800
Parking and other	50,500	50,500
TOTAL ROAD TRANSPORTATION	782,300	805,200
OVER BUDGET (UNDER BUDGET)		22,900
PUBLIC TRANSIT		
Kings Transit Authority	190,400	211,200
Kings Point to Point	14,900	14,900
TOTAL PUBLIC TRANSIT	205,300	226,100
OVER BUDGET (UNDER BUDGET)		20,800
DEBT CHARGES	74,300	74,300
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
TOTAL OTHER TRANSPORT	96,800	96,800
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,800	30,800
Tipping fees	6,200	6,200
Material and supplies	2,000	1,000
	39,000	38,000
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Region Solid Waste-Resource Management Authority	652,900	656,900
TOTAL GARBAGE AND WASTE COLLECTION	699,900	702,900
OTHER AIR POLLUTION		
Other air pollution	1,500	-
TOTAL	701,400	702,900
OVER BUDGET (UNDER BUDGET)		1,500

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration		
Administrative	179,500	179,500
Benefits 126-12-02X	25,700	25,700
Office Expenditures		
Legal	10,000	12,000
Committee honoraria	300	-
Committee meeting expenditure		100
Advertising and promotion	1,000	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	3,000
Equipment lease	800	1,000
Research drafting, mapping and GIS	5,000	4,000
Registration legal documents	500	-
Miscellaneous	1,000	-
	34,300	34,500
TOTAL PLANNING AND ZONING	239,500	239,700
OVER BUDGET (UNDER BUDGET)		200

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	26,600	25,100
Transfer for economic development	86,700	86,700
Community economic development	2,000	4,300
Development studies	4,000	-
Survey costs	4,000	100
Kentville Futures & Lions Club operating costs	11,000	9,000
	21,000	13,400
	134,300	125,200
OVER BUDGET (UNDER BUDGET)		(9,100)
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	9,000
DEBT CHARGES	43,200	40,400
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	73,500	73,500
CED Office	8,000	8,000
	81,500	81,500
Tourism		
Tourism	50,900	50,900
Promotions		
Promotions	109,400	120,800
Other		
Apple Blossom Festival	16,500	14,000
TOTAL OTHER ECONOMIC DEVELOPMENT	258,300	267,200
OVER BUDGET (UNDER BUDGET)		8,600

Town of Kentville Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	341,700	341,700
Benefits 127-12-02X	75,200	75,200
Internal allocation 127-13-010	(45,900)	(45,900)
Office Expenditures		
Legal fees	4,000	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	10,300
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	57,700
Vehicles and equipment		
Insurance	4,000	4,000
Lease of equipment	14,600	14,600
Gasoline	9,000	9,000
Operations and maintenance	19,000	19,000
	46,600	46,600
TOTAL ADMINISTRATION-RECREATION	480,700	475,300
OVER BUDGET (UNDER BUDGET)		(5,400)

Town of Kentville

Operating Fund -19/20

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	6,500	10,000
Swimming pool 127-22-0XX	20,500	11,500
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	-	
TOTAL RECREATION PROGRAMMES	58,300	43,300
OTHER		
Parks division and trees 127-43-0XX	71,000	60,000
TOTAL OTHER RECREATION	129,300	103,300
OVER BUDGET (UNDER BUDGET)		(26,000)

Town of Kentville Operating Fund -11/12

March 31, 2020

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	40,400	38,000
Swimming pool 127-42-0XX	19,800	16,500
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	54,700
Oakdene Park 127-63-0XX	1,500	1,500
Other parks (Park Division Spaces) 127-65-0XX	30,000	25,500
Other playgrounds 127-67-0XX	3,000	3,000
Rail corridor maintenance 127-69-0XX	5,000	4,000
TOTAL RECREATION FACILITIES	589,700	593,400
OVER BUDGET (UNDER BUDGET)		3,700
TOTAL DEBT CHARGES	31,800	31,800
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	86,900	86,900
Branch library 127-93-100	37,000	37,000
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant- Uncommon Common Art 127-92-072	1,500	-
Grant-Kentville Historical Society	1,500	1,500
TOTAL CULTURAL	128,900	127,400
OVER BUDGET (UNDER BUDGET)		(1,500)

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Town of Kentville

Operating Fund -19/20

March 31, 2020

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

Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2020

Re: **RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 2**

The 2019/2020 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. More projects have been completed and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>DRAWN</i>	<i>Draw #2</i>
		\$	\$	
Administration	19/20 IT Projects	63,500	54,267.91	-
	Town Hall - Stair case	25,000	12,450.06	-
Protective Services	Building- Roof	42,700	-	62.90
	Equipment	7,800	6,866.10	-
	IT Server replacement	10,000	10,618.66	-
Transportation	Paving- Various Streets	100,000	52,409.20	942.57
	New bridge approaches	97,500	-	-
	Ornamental lights	25,000	25,055.78	-
	Public Works building	15,000	-	-
Recreation	Green Areas- AT Plan signs	5,000	-	-
	Playgrounds- Bonavista	10,000	9,104.29	-
	Playground- KCA & M P	27,000	21,132.63	9,584.83
	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	-	-
Planning	IT initiative	15,000	-	-
Economic	Downtown betterments-lighting	7,500	-	-
	Downtown betterments-benches	5,000	-	-
	Downtown Public Garden	6,500	4,803.86	1,777.32
	Signage- Gateway	12,500	7,850.17	65.75
	Signage- Kentville Business Park	8,000	8,759.94	-
	Calkin Building Remediation	15,000	-	-
Total		664,300	297,255.13	12,433.37
	ADDITION			
Transportation	Dyke extension Cancelled	0	2,643.35	6.01
		0	2,643.35	6.01
TOTAL WITHDRAWAL		664,300	299,898.48	12,439.38

The Town of Kentville Capital Reserve- General Allocation contains **\$901,976** and after the withdrawal, it will contain **\$889,537**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$12,439.38** from the Town of Kentville Capital Reserve- General Allocation reserve.

This transfer will partially fund several capital acquisitions (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 **\$12,439.38** to partially fund capital acquisitions 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.

Kelly Rice, Town Clerk



Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2020

Re: **RESOLUTION- WITHDRAWAL # 2- 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>Drawn</i>	<i>Request Draw # 2</i>
	\$	\$	
Various equipment	<u>59,000</u>	<u>31,945.53</u>	<u>27,054.47</u>

The Town of Kentville Capital Equipment Reserve contains **\$136,973** and after the withdrawal, it will contain **\$109,919**.

RECOMMENDATION:

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 27,054.47** from the Town of Kentville Capital Equipment Reserve to partially fund 2019/2020 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 **\$27,054.47** 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: March 4, 2020
Re: **DEBENTURE FUNDING- Spring 2020**

Paul Wills, Chief Executive Officer of Nova Scotia Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring.

The Town of Kentville requires debenture funding for the following.

Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR-19/20-01	Various	\$1,081,500	\$529,700
TBR-16/17-03	Robinson Building	\$172,000	96,400
TOTAL			<u>\$626,100</u>

The Municipal Government Act provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. Nova Scotia Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to Nova Scotia Municipal Finance Corporation.

You will find the required pre-approval resolutions attached along with a copy of the duly approved temporary borrowing resolutions (TBR).

A **Letter of Commitment** for the debenture issue will be sent to the NSMFC, along with a copy of the Temporary Borrowing Resolutions. The Preapproval Resolutions will be forwarded to the Minister once they are ratified. The **deadline** for submission is **Friday April 17, 2019**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolutions for ***Pre-approval of Debenture Issuance*** be approved and forwarded to the March 2020 Council meeting for ratification. After ratification, it will be forwarded to Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2020.

Resolution #	Purpose	Funding Requested
TBR-19/20-01	Various	\$529,700
TBR-16/17-03	Robinson Building	96,400
Total		\$626,100

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs;

AND WHEREAS the resolution of council to borrow money **FOR VARIOUS PURPOSES (TBR-19/20-01)** was approved by the Minister of Municipal Affairs on October 25, 2019;

AND WHEREAS clause 91 (1) (b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91 (2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$1,081,500** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2020.

GIVEN under the hands of the Mayor and the Clerk of the Town of Kentville this day of 2020.

Mayor

Clerk

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs;

AND WHEREAS the resolution of council to borrow money **FOR ROBINSON BUILDING (TBR-16/17-03)** was approved by the Minister of Municipal Affairs on August 6, 2019;

AND WHEREAS clause 91 (1) (b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91 (2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$172,000** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2020.

GIVEN under the hands of the Mayor and the Clerk of the Town of Kentville this day of 2020.

Mayor

Clerk

TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION

\$1,081,500

File No. 19/20-01
Various Purposes; Capital

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million Eighty-one Thousand Five Hundred Dollars (\$1,081,500) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million Eighty-one Thousand Five Hundred Dollars (\$1,081,500) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Department of Municipal Affairs and Housing	
Recommended for approval of the Minister	
	
Deputy Minister	
APPROVED this	25 day
of	October 20 19
	
Minister of Department of Municipal Affairs and Housing	
For DMA Use Only	

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Kentville held on the 30 day of Sept 2019.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this 1 day of Oct 2019.

Mayor

Clerk

TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$1,081,500

File No. 19/20-01
Various Purposes; Capital

Transportation (19/20)

Equipment - skid steer	\$ 65,000.00
Streets - Various	\$ 200,000.00
Parking Lots - Various	\$ 20,000.00
Flood Mitigation - Dyke	\$ 87,500.00
Storm Sewer - various locations	\$ 191,700.00

Total Transportation

\$ 564,200.00

Economic Development (19/20)

Rebranding signage	\$ 12,500.00
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Total Economic Development

\$ 12,500.00

Recreation (19/20)

Parks & Playgrounds - M P skate park	\$ 138,600.00
Pool & building - upgrades / Pool coating	\$ 99,600.00
Equipment - Zamboni, bike racks, event trailer, digital sign	\$ 210,000.00
Tennis - Club house / Washrooms	\$ 10,000.00
Studies - Active Transportation / Needs Assessment / Ravine Trail plan	\$ 46,600.00

Total Recreation

\$ 504,800.00

**Total Temporary Borrowing Resolutions - Town of
Kentville**

\$ 1,081,500.00

TOWN OF KENTVILLE

TEMPORARY BORROWING RESOLUTION RENEWAL

\$172,000

File No. 16/17-03
Robinson Building

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 65(xo) of the Municipal Government Act authorizes the Town of Kentville to expend funds for the capital purpose of lands and buildings required for a municipal purpose;

AND WHEREAS pursuant to a resolution passed by the Municipal Council on the 30th January, 2017, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs dated the 23rd of February, 2017 borrowed from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Two Hundred Thousand Dollars (\$200,000) for the purpose set out above for a period not exceeding twelve months;

AND WHEREAS the twelve-month period has expired;

AND WHEREAS the said Town has repaid a sum leaving a balance of One Hundred Seventy-Two Thousand Dollars (\$172,000) to be borrowed for the purpose set out above;

AND WHEREAS it is deemed expedient that the period of borrowing be extended;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Seventy-Two Thousand Dollars (\$172,000) in total for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and the Town borrow from time to time a sum or sums not exceeding One Hundred Seventy-Two Thousand Dollars (\$172,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon;

THAT the amount borrowed by repaid from the proceeds of the debentures when sold.

Department of Municipal Affairs and Housing
Recommended for approval of the Minister

Deputy Minister
APPROVED this <u>6th</u> day of <u>August</u> 20 <u>19</u>



Minister of Department of Municipal Affairs and Housing

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Town of Kentville held on the 25 day of March 2019.

GIVEN under the hands of the Mayor and Clerk and under the seal of the Town this 9 day of APRIL 2019.

Mayor

Clerk



Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2020

Re: RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE

This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2020. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the final position of the Town Operating Fund will not be assured until early-to-mid May 2020.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2020/2021 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also affect the Town's Financial Condition Index for the 2019/2020 year.

The Town can eliminate a potential year-end deficit by the passage of a "blanket" resolution which permits transfer of funds from the Town's Operating Reserve to offset a shortfall.

The Town's Operating Reserve Fund contains \$496,657 as at February 29, 2020.

RECOMMENDATIONS

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2020, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2019/2020

WHEREAS S.99 (6) of the ***Municipal Government Act*** allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating 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 Operating Reserve*** be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2020, after all year-end transactions are quantified.

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: March 5, 2020

Re: **Temporary Borrowing Resolution-20/21-01 Refinance Kentville Police Station**

BACKGROUND

In January 2020, the Town received notice from Nova Scotia Municipal Finance Corporation that a debenture (#25-B-1) issued on November 22, 2005 has a balloon payment due in fiscal 20/21. The debenture segment relates to the Kentville Police Service building constructed in 2004/05. The balloon payment is \$ 300,000 and is eligible for refinancing for an additional 5 years.

I attach a **Temporary Borrowing Resolution File No. 20/21-01 Refinance: Town of Kentville Police Station**, which was provided by Nova Scotia Department of Municipal Affairs. This resolution requires Council's authorization before it is forwarded (in triplicate) to the Minister for Department of Municipal Affairs for ministerial consent. This is part of the required process to access the Fall 2020 debenture call.

RECOMMENDATION

I recommend to Council Advisory Committee that it authorize the temporary borrowing resolution noted below and forward to Council for ratification. Following this event, the document will be sent to the Minister for Department of Municipal Affairs for Provincial authorization.

ISSUE	PURPOSE	AMOUNT
TBR 20/21-01	Refinance: Town of Kentville Police Station	\$ 300,000

TOWN OF KENTVILLE

TEMPORARY BORROWING RESOLUTION

\$300,000

File No. 20/21-01

Refinance: Town of Kentville Police Station

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 66 (4b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Municipality borrow a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Municipality borrow from time to time a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Kentville held on the _____ day of _____ 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this _____ day of _____ 2020.

Mayor

Clerk

For DMA Use Only

Town of Kentville – Planning Department

January 2020 Activity Report

Report to CAC – February 10, 2020



Programs and Operations	<ul style="list-style-type: none">• 4 Development Permits Issued.• 1 Zoning Certificates• 2 subdivisions	Highlights <ul style="list-style-type: none">• building Valuation of \$652,100 for a year total of \$688,100. (this include 2 new homes)
Projects	<ul style="list-style-type: none">• Glooscap curling club file is moving along. A portion of Crescent Ave has been closed per policy.• Former KCA Lands. No updates. It is anticipated the owner will request an extension to their 2-year development commitment. <p>MacDougal Heights: Tentative approval has been granted to Parson Investments for a 26-lot subdivision between Acadia Drive and Dalhousie Ave. Staff are waiting for as-builts and a certificate of compliance before final subdivision can be approved.</p> <ul style="list-style-type: none">• 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.• Business Park: Interest in land in the Business Park continues.	

	<ul style="list-style-type: none"> • River Street: Strong interest has been shown in Town property on River Street. • Various mapping and GIS support continues. 	
Public Engagement	<ul style="list-style-type: none"> • Emails – ongoing • Drop Ins – ongoing 	
Other	<ul style="list-style-type: none"> • NA 	
Meetings and Events	<ul style="list-style-type: none"> • Senior Admin meetings • CAC • Planning Department meeting • Stoneridge Developments • Somerled Properties • Brighter Community Planning and Consulting • Rosco Construction 	

Activity Report

Planning & Development

February 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> FEBRUARY 2020		<i>PERMITS ISSUED</i> FEBRUARY 2019	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	4	7	7	19
Total Building Value (\$)	652,100	688,100	735,000	1,054,795
Permit Revenue (\$)	766.40	861.20	750.81	1,647.79

Permits Report

Planning & Development

January 2020



Permit #: 3726	Permit Date: Feb 05 / 2020
Value of Construction: \$400,000.00	Fee: \$525.43
New Residential Construction – New Single Family Dwelling, residential space is 4,310 sq ft and accessory space is 712 sq ft.	

Permit #: 3728	Permit Date: Feb 20 / 2020
Value of Construction: \$2,100.00	Fee: \$24.62
Renovations – Interior Renovations to create a Commercial Space in an existing Residential House in the C1 zone.	

Permit #: 3727	Permit Date: Feb 20 / 2020
Value of Construction: \$250,000.00	Fee: \$216.35
New Residential Construction – New Single Family Dwelling, residential space is 1,785 sq ft.	

Permit #: 3729	Permit Date: Feb 27 / 2020
Value of Construction: \$0.00	Fee: \$0.00
Change of Tenant – Space was previously used as a Tattoo Studio and will now be used as a Photography Studio.	

Total Value of Construction:	\$652,100.00	Total Permit Fees:	\$766.40
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Town of Kentville

Community & Economic Development

Report to CAC – March 9th, 2020

Submitted March 5, 2020



Programs and Operations	<ul style="list-style-type: none">• 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”.• Following the direction of Council from December, an appraiser has been retained for the business park project. Work will begin as soon as the contractor is free, lead materials have been distributed at this point.• Jacob Fenchak has been with the Planning Department for 2 weeks now and has jumped into the business park project with enthusiasm and focus. The communications distribution list has been completed (this will be edited and updated as a working document) and the first data collection survey was sent out on March 4th. We’ve had a strong response rate so far and are hopeful this participation by property and business owners will continue as we move into the second phase of the project. At the end of Jacob’s time with us we will have a full report including recommendations for improvements in the park as informed by the feedback we will have collected from the stakeholders in the KBP.• The hiring process for the Mentorship Plus Program Coordinator position is complete and we are excited to announce that Mike Cameron of Kentville will be filling the position. Mike comes to us with an extensive background in education and mentoring. Most recently Mike has been working at the Family Resource Centre as a Parenting Journey Home Visitor Consultant. Mike is excited to get started and he will be in the office beginning on March 23rd.
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Projects & Beautification	<ul style="list-style-type: none"> Public Garden Budget Review: As requested by Council, please see below a breakdown of the costs and funding sources associated with the Public Garden Project: <p>Total Project Cost: \$17, 481.18</p> <p>Funding Source 1 (Capital Budget): \$6,500 Funding Source 2 (Streetscaping Grant from DMA): \$10,900 Total Funding Source Contributions: \$17,400.00</p> <p>Variance between Funding sources and actual project cost= \$81.18</p> <p>All materials associated with the project have been acquired and paid for. Work left to complete includes the installation of the fountain feature. Installation of the fountain will be completed as soon as weather allows, and a grand opening and ribbon cutting will be scheduled once the work is complete.</p> <ul style="list-style-type: none"> Please see separate report submitted for this section re: Centre Square Activation Project budget. In addition to the Centre Square Activation Project, *new* Capital Budget requests for Economic Development in 2020 will include: <ul style="list-style-type: none"> Gateway signage for the remaining town entrance points Wayfinding / Walkability plan for the Kentville Business Park
Tourism /events	<ul style="list-style-type: none"> The planning meeting for the upcoming VIC season took place last week and we are happy to be welcoming back Susan Carey as our Manager of Visitor Services. We are also fortunate to have our returning junior staff member Kailey Bennett who will be taking on the role of visitor counsellor full time this season. Opening Day will be May 15th and we will hold a small open house event that day to provide an opportunity for folks to see the washroom upgrades. We will also be unveiling a bench that has been donated by the At the February CAC it was reported that the CEDC would be sending out a call for expressions of interest from

	<p>people/groups who are interested in sitting on organizing committees for the NSCC Pumpkin Walk and the Chalk and Art Festival. Without having to actually issue that call, a number of groups have come forward to express interest in the Pumpkin Walk specifically. We had an initial meeting with those organizations and faculty from NSCC, and provided an overview of the event and the work required. The team that met will be having their own internal discussions about their ability to take it on and how they may be able to do that while also meeting their own goals of being able to fundraise for the benefit of local charities.</p> <ul style="list-style-type: none"> • As KBC is working on their new event strategy and hiring of a coordinator to run the grant program and assist with events downtown, the Multicultural Festival volunteer group has been rolling along full steam ahead with planning their event and is currently focused on fundraising efforts to raise the necessary capital for 2020. The CEDC has been assisting that group with grant writing and providing general guidance where requested. That committee is also exploring ways to attract more day of volunteers and members to join the organizing committee. • The Chalk and Art Festival will be modified and scaled back this year, and will likely be re-branded as an event vs. a festival. Analysis of the costs associated with putting the event on over the last few years, and the level of participation by both the art community and residents/visitors would suggest that a smaller event cultivated specifically for families with a focus on children would be more appropriate. General early discussions with the Recreation Department have taken place regarding the potential of making the Chalk and Art event something that could be delivered under the "Kentville Plays" banner. Stay tuned. • This year's Apple Blossom Festival team and town staff have a planning meeting scheduled for later this month. The team is excited to be offering even more signature events in Kentville this year, including the very popular food truck party on Thursday evening. The Food Truck Party will take place in Centre Square from 4-8. The ABF team will work with Town staff on the logistics for this new downtown event in addition to the regular parades and park events.
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	<ul style="list-style-type: none"> KCA School has reached out for assistance coordinating a pride walk for students in June. The Active Living Community Coordinator and the CEDC are working on this together with the guidance counsellor and KCA staff. The event is in the early stages of planning, but will likely include a coordinated downtown walk culminating in a celebration and BBQ in Centre Square. There is potential for other schools to be invited to participate as well. More details to follow as planning continues. Discussions about this event with KPS and KBC have not formally occurred yet, but those two groups will be invited to participate as well.
Other	<p>-Attended a persuasive marketing seminar organized by Taste NS and promoted by ACOA on Thursday March 5, 2020</p> <p>-Visited West Hants on Thursday Feb 28 with KBC for an Economic Development best practices review meeting</p>

Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

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



Presented on March 9th, 2020
Presented by Rachel Bedingfield
Director of Parks and Recreation

Facility Related	<ul style="list-style-type: none"> 💡 We are in our last month of arena operations with the final day being March 23rd. 💡 It's been a hard month for trail grooming, but we have gotten when we can. 💡 We remind community members that trails, and parks can be icy in the winter and to please use caution when partaking in outdoor winter activities. Our department has ice grippers available to borrow, if anyone is interested. 💡
Programs and Operations	<ul style="list-style-type: none"> 💡 We have continued advertising for our summer employment opportunities. 💡 The community puzzle has been popular, which resulted in some regular visits from some citizens. We enjoyed this initiative so much that we have continue to put new puzzles out for the public to enjoy! 💡 We have now successfully had 2 sessions of the Kentville Memory Café. Sessions are every second week and are held at T.A.N. Coffee. Wolfville and Kentville are the first two communities to offer Memory Cafés in this province but there is lots of interest in other areas so I'm sure we will see more pop up soon. To learn more about the Memory Cafes, please visit www.memorycafens.ca 💡 As part or our equipment loan program, and thanks to a grant from the Community Health Board, we have added three sensory kits to our lending library. Sensory kits are designed to support anyone who has sensory issues. We hope these kits (available to borrow at town hall) will help our community better enjoy our community events and programs, as well as their own person leisure choices.
Capital Projects	<ul style="list-style-type: none"> 💡 We are in the process of planning for the 2020/21 capital year. 💡 Our new Zamboni has arrived and has been wrapped. We think it looks lovely! 💡 The lumber has been purchased for the Oakdene Gazebo. The remainder of this work will be scheduled for next year.

Public Engagement/ Community Events	<ul style="list-style-type: none"> ♀ Applications are still available for our annual volunteer appreciation brunch. They can be found online or picked up at our department during office hours. This year the brunch will be held on Saturday May 2nd at the Kentville Recreation Centre. ♀ Our two Acadia co-op students have been doing great work around the Spring Garden Rd. Recently they took a walk with the mobile play box in the area to engage community members in conversation around their feelings of recreation and community involvement. This was followed by hand delivered surveys to the residents the will help us better understands the needs and desires of this particular community, and how our department can better serve. <p>Up and coming:</p> <ul style="list-style-type: none"> ♀ Several outdoor events that were scheduled have had to be postponed due to the icy conditions and lack of snow. This includes the community snowshoe at the Gorge, and the Cross-Country ski and waxing workshop at the Recreation Hub. We are still hopeful that these can be held before the winter weather disappears. ♀ Still to come this winter is our community bon fire/ sledding party. We are hoping the weather will allow this event to take place over March Break, along with other indoor and outdoor activities that staff have planned. ♀ Wednesday March 25th – Kentville Leadership Candidate Tea – Kentville Firehall – 6:30pm
Meetings and Events	<ul style="list-style-type: none"> ♀ Council Advisory Committee ♀ Regional Recreation Planning ♀ Summer program planning ♀ VRCDA Accessibility ♀ Memory Café ♀ Canada Cup ♀ Green Plan ♀ Kentville Accessibility Meeting ♀ Kentville Accessibility Prep Meeting ♀ NS Inclusion and Access Task Team ♀ Flag Day ♀ KCA School Advisory Committee ♀ Peace by Chocolate/NSCC ♀ VRCDA quarterly meeting ♀ CPRA Parks Task Team ♀ School Physical Activity Consultation ♀ Summer Staff Interviews

	<ul style="list-style-type: none"> ♀ Kentville Active Transportation Plan ♀ Acadia Community Development First Year Experience ♀ Grant writing meeting ♀ Community Phone Calls and Drop-ins
Council Related	<p>Grants:</p> <ul style="list-style-type: none"> ♀ 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. ♀ Our department is in the middle of writing several grants to multiple provincial departments to support our daily operations. <p>Council Priorities:</p> <ul style="list-style-type: none"> ♀ <i>Accessibility Committee:</i> The Accessibility Committee met on February 20th. The committee is working on a Statement of Commitment to bring to council, as part of the provincially legislated requirements. Moving forward the committee has decided to open a portion of their meetings to the public and invite guest speakers in so that we can better learn about lived experiences. More information will be confirmed as details get solidified. ♀ <i>Regional Recreation Agreement:</i> On March 2nd a joint council meeting was held in Kings County, along with members of the regional recreation staff and provincial employees. We heard from guest speaker Dr. Jackie Oncescu who spoke about the importance of investing in recreation, the inequities within our current delivery system, and the possibilities within our region to move forward together in a more collaborative and effective way. CAO's and recreation staff have been asked to come together to discuss next steps before the end of the month. ♀ <i>Active Transportation Plan:</i> An internal A.T. Implementation Team has been created to discuss next steps for the Town's Active Transportation Plan. We will be bringing recommendations to council in the future based on the first five-year priorities as outlined by the plan. ♀ <i>Kentville's Green Plan:</i> Staff have developed a draft action oriented green plan for the Town. We will be reviewing it internally and present it to council in the future. Community consultation and input is still needed.

Town of Kentville

Office of the Chief of Police

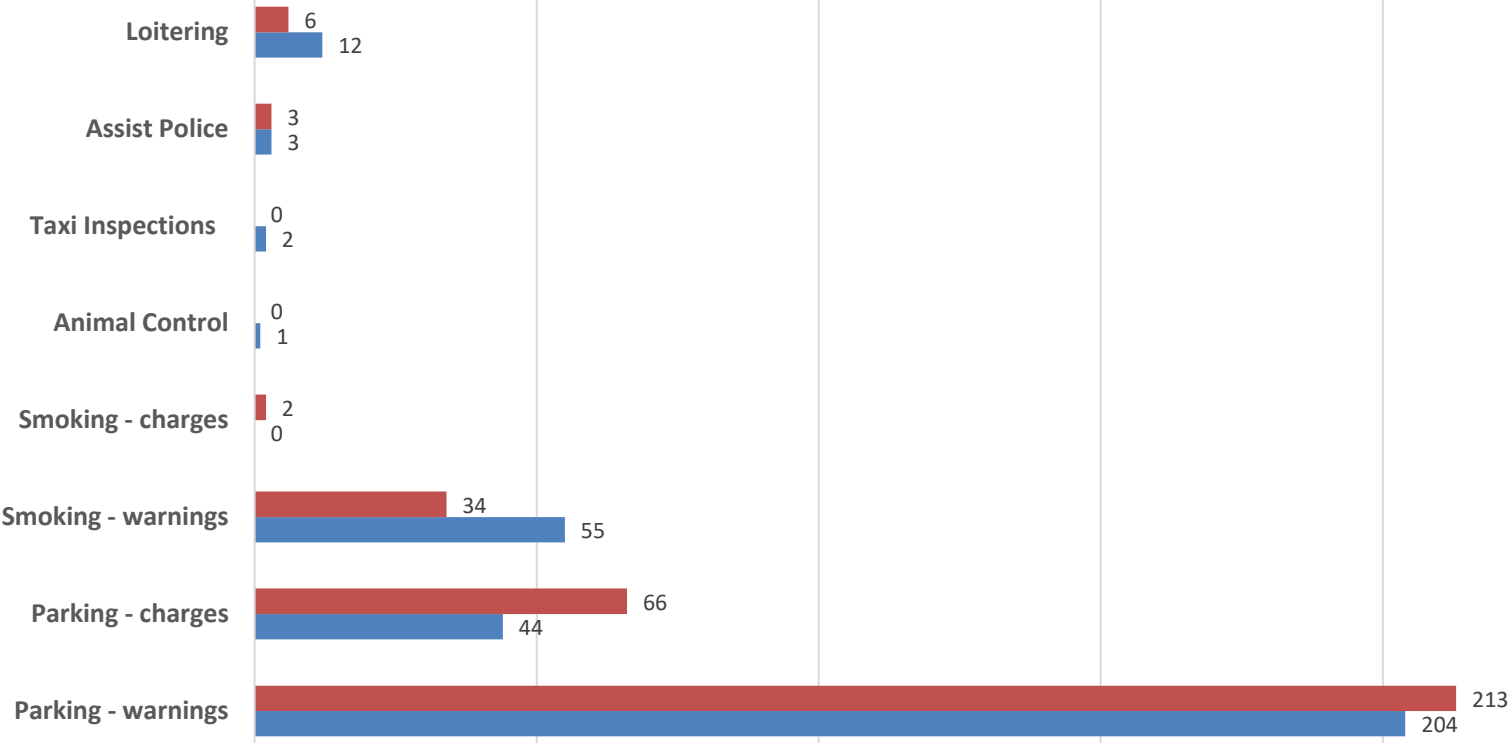
Report to BOPC – Feb 13, 2020



Administration	Time	December	January
	Auxiliary off. hours	85	50.5
	Training hours	96	144
	Veh. Cks 38's	155	294
	Warning tickets	104	110
	SOT Tickets	31	78
	Foot Patrol Hours	71.5	146.5
	CC Charges	7	8
	Calls for service	270	375
Training	<ul style="list-style-type: none">No new training in January other than what was reported at last meeting.		
Notable	<ul style="list-style-type: none">n/a		
Meetings	<ul style="list-style-type: none">Jan 6 – LTD providerJan 7 – DV sub committee tele-meetingJan 15 – Mental Health/Police Liaison committee meetingJan 15 – Devils Half Acre meetingJan 16 – CPKN webinarJan 21 – Homeless No More meetingJan 21 – KCA – SAC meetingJan 22 – LETR Special Olympics GalaJan 27 – County of Kings meeting re TaxiJan 28 – meeting re contract with Union repsJan 29 – NSCPA meeting with executive membersJan 29 – Criminal Justice Transformation tele-meeting		

	<ul style="list-style-type: none"> • Jan 30-31 – CPKN leadership competencies meetings – Ottawa

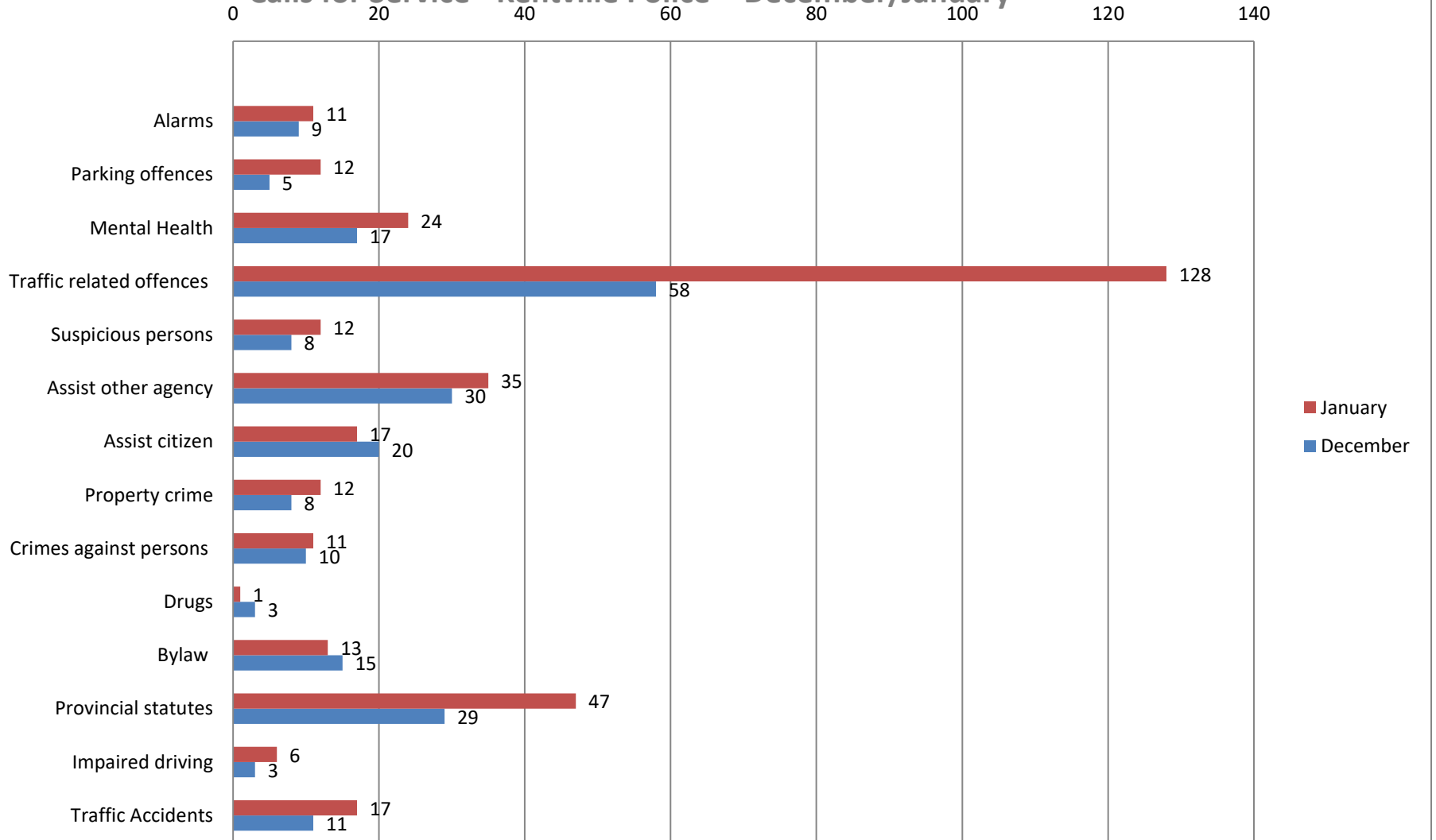
By-Law Report - Dec/Jan



Dec

Jan

Calls for Service - Kentville Police - December/January



December 270

January 375

Town of Kentville

Department of Engineering & Public Works

Report to CAC – March 9, 2020

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



Administration	<ul style="list-style-type: none">Meet weekly with Public Works crew to discuss ongoing works & maintenance issues and talk daily with PW foremen to inform them of resident calls or complaints.	Highlights
Programs and Operations	<ul style="list-style-type: none">Continue to work on the proposed 2020/21 Capital budget for EPW & the Water Commission.	Highlights 2020/21 Budgets
Projects	<p>Public Works</p> <ul style="list-style-type: none">Excluding this last week, we have spent approximately 65% of the 2019/20 budget for snow & ice removal.The tender is out now for 2 pickup trucks for public works and is set to close March 19th 2020. <p>Kentville Water Commission</p> <ul style="list-style-type: none">KCA Geothermal Wells – CAO Rice and I met with NSE to express our concerns regarding AVRCE's updated contingency plan for the KCA geothermal wells which includes a request to connect to our storm sewer on Gary Pearl Drive and potentially bypass their return wells for up to 8 months (increased from the current permitted bypass of 90 days). The meeting went well, and they were in agreement that the current 90-day bypass was sufficient and should not be extended to 8 months. We have replied to AVRCE regarding their request to connect to our storm sewer and although we wouldn't deny them the connection, we suggested that the money would be better spent	Highlights Snow & Ice Pickup Trucks KCA Geothermal Wells

	<p>reconditioning their existing return wells or developing ones and that this work should be scheduled for the summer months when the heat is off and students are away making the need for a bypass unnecessary and also a safer time to have drill rigs on site. Our ultimate preference would of course be for the type of geothermal system to be changed to the much safer closed loop system which would eliminate the need to extract water at all and eliminate the open wells entirely. I doubt that we will see that happen.</p> <p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> • The Regional Sewer Committee has set the 2020/21 operating budget at \$1,512,600 of which \$757,100 (50%) is proportioned to the Town of Kentville. This is a \$30,100 (4%) increase over the 2019/20 operating budget (our portion). • The past month saw no major operational or maintenance issues with the sanitary sewer system. 	
Public Engagement	<ul style="list-style-type: none"> • Frequent phone calls and site visits. • Drop-ins – Moderate • Letter correspondence – as needed 	Highlights
Meetings and Events	<ul style="list-style-type: none"> • Senior Staff meetings every Tuesday. • Regional Sewer Committee and Technical Sub-committee 	Highlights
Council Related	<ul style="list-style-type: none"> • Open for questions or concerns from Mayor & Council. 	Highlights

TO: Mayor and Council

SUBMITTED BY: Communications Team

DATE: March 9, 2020

SUBJECT: Monthly Communications Report

ORIGIN

This Communications Report includes

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

BACKGROUND

n/a

DISCUSSION

- 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 February 1 to February 29, 2020.
- The main website continues to receive the highest number of visitors. The Centennial Arena and Employment Opportunities pages received much traffic this month as well.
- Pageviews for the site decreased from 22,728 in January to 14,645 in February.
- The Facebook Page continues to grow at around 100 new likes per month, with 6494 total number of Likes. The Town's most popular posts this month had 10,000 views (opening of The Healing Station, Memory Café, Community Puzzle, Kentville Historical Society, retirement gathering for Russell, and job postings for summer recreation staff).

POLICY IMPLICATIONS

None

BUDGET IMPLICATION

None

ATTACHMENTS

- Website analytics

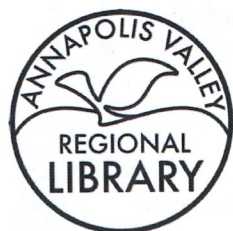
RECOMMENDATION

None

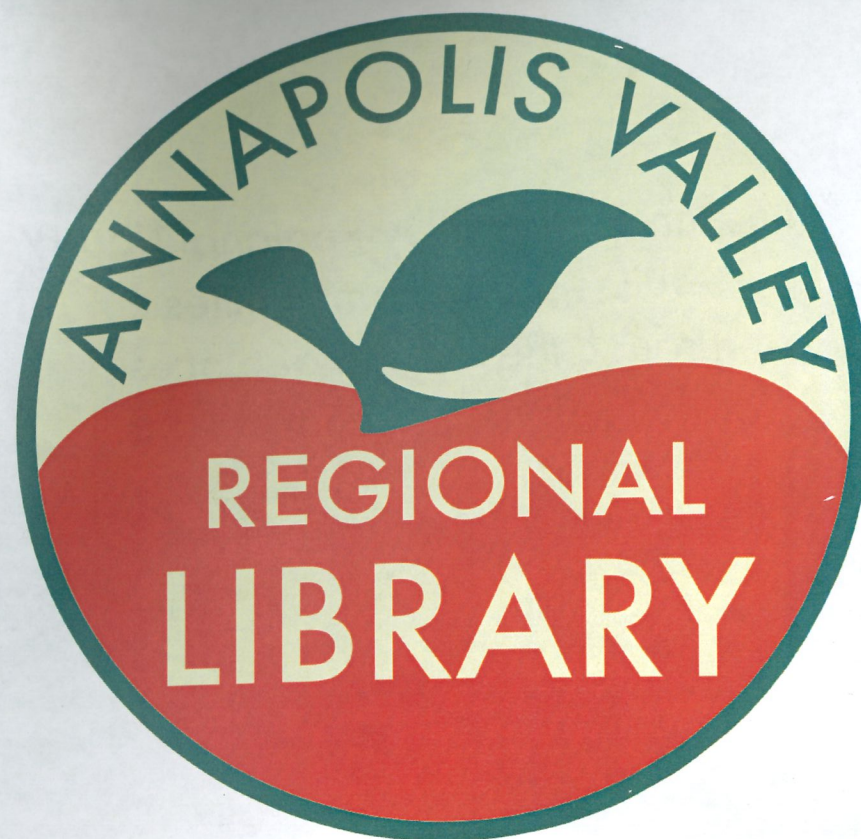
Administration	<ul style="list-style-type: none">• Valley Waste Resource Management – CAO Meeting with Solicitor for the Partners via conference call.• Kings Transit – annual budget report being presented at Mach CAC• Police Commission – Police Commission met February 13th• Union Negotiations –Meetings between 2 members, Chief and CAO ongoing• The amended Board of Police Commissioners Bylaw is still awaiting approval by the Dept. of Justice.• Weekly Directors meetings continue	Highlights <ul style="list-style-type: none">•
Projects and Programs	<ul style="list-style-type: none">• Kentville Business Park – The Business Park continues to attract interest from businesses looking to relocate. Our commercial realtor and staff have revised the marketing approach which has supported the increased interest.• Calkin Building – The building remains “for sale” with a fair amount of interest.• The Mentoring Plus Program is moving forward with the interviews taking place and the Federal Funding announcement took place on February 10th in New Glasgow.• 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.• Ongoing meetings with staff and Legal to look at ways to streamline the selling process for lands in the Kentville Business Park. This has	Highlights <ul style="list-style-type: none">•

	<p>resulted in the tightening up of the wording in the covenants attached to the sale agreement.</p> <ul style="list-style-type: none"> • Reviewing and updating the Noise Bylaw is 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 April CAC. • Review of the Code of Conduct processes. • 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. • Working on the regional sewer issue is ongoing • Reviewing our options for Fire Services. • Working with Finance on budget items. • Working with staff on numerous projects that are just beginning or ongoing. • Did an interview with the Valley Harvester. • Kings County CAO's met with the REN Executive Director • Participated in the Town of Kentville Flag Day festivities. Many thanks to Ashley and Lydia for their organizing and running of this event. It was very enjoyable! • Engineer and myself met with the representatives from NS Environment regarding the request from the Centre for Education to allow excess water in our storm system from the KCA geothermal wells. 	
Public Engagement	<ul style="list-style-type: none"> • Emails- on going • Drop Ins – on going • Phone messages-on going • Social Media – seasonally and topic related • YouTube / Videos -CAC and Council post meeting video cliparts are being posted on the website to inform citizens of the meeting highlights. • Met with numerous members of the community on several items and issues. 	Highlights <ul style="list-style-type: none"> •

Other	<ul style="list-style-type: none"> • N/A 	Highlights <ul style="list-style-type: none"> •
Meetings and Events	<ul style="list-style-type: none"> • February CAC • KBC Board • REN LOC meeting • Valley Harvester • Mentoring Plus Funding Announcement • SWPP Meeting • Water Commission • Met with Solicitors on Legal matters (4) • Weekly Directors meetings (4) • REN Executive Director • NS EMO meeting • CAO's meeting re: VWRM (2) • Devils Half Acre Committee • Regional Sewer Committee • Returning Officer for Upcoming Election • REMAC • Investment Advisory Committee meeting • Board of Police Commissioners meeting • Flag Day Event • NS Environment • Meeting Mentoring Plus Program • Meeting with the Police Union Reps (2) • Regional Recreation Meeting with Kings County Municipal Units • As well as a number of meetings with community members and other CAO's on issues of interest. 	Highlights
Council Related	<ul style="list-style-type: none"> • All regular Council related items have been accommodated at CAC, Council meetings 	



June 2019



ANNAPOLIS VALLEY REGIONAL LIBRARY
ANNUAL REPORT

April 1, 2018 - March 31, 2019

*"The Annapolis Valley Regional Library
builds strong communities
through the sharing of places
for collections and connections."*

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HIGHLIGHTS

BERWICK continued to develop partnerships, including the Berwick & District Nursery School, PeopleWorx, local artists, and the Winter Film Series.

As part of 'Hantsport Shopping Night' on December 6th the Friends of the HANTSPORT Public Library dressed up as elves and hosted a 'Cookies & Crafts' event at the library.



Library Days at the Oaklawn Farm Zoo.



AVRL rolled out the BookBike program to much enthusiasm from the public. Bicycles can now be borrowed from the WOLFFVILLE, BERWICK, and ANNAPOLIS ROYAL Libraries.



Making folk art at the Bridgetown & Area Library

The Harry Potter Book night, held February 7th, in PORT WILLIAMS was a big success with many kids saying it was the best library event ever!

Programs for all ages are always popular in MIDDLETON, and the variety ranges from storytime for preschoolers to teen hangouts to Book Clubs and art programs for adults of all ages.

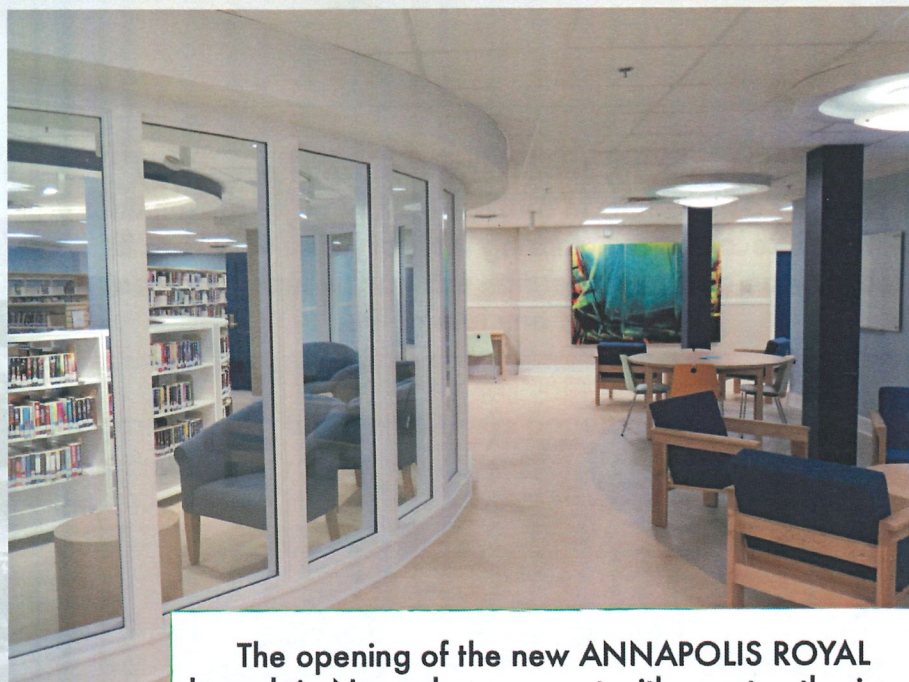


The WOLFFVILLE Memorial Library celebrated 25 years in their current location, complete with musical guests and a train conductor!

On November 10, Jean-Pierre Cahorn engaged the younger generations in BRIDGETOWN as he presented WWII Recollections, sharing the story of a very rare if not unique case of a German submarine sunk in combat without any loss of life.



At Wade Albert White's book launch over 60 people, both adults and children, filled the KENTVILLE Library's program room on a snowy, cold Saturday, all eager to see and hear the new book "The Adventurer's Guide to Treasure (and how to steal it)."



The opening of the new ANNAPOLIS ROYAL branch in November was met with great enthusiasm from the community. Thanks to everyone who made this great project happen!

Proving that the library is indeed a hub of activity, in LAWRENCETOWN, local groups are using the community room, including Authors Ink; a seniors coffee social; Creative Hands, Eden Golf Club, and 4-H.

The WINDSOR Library's "Lunch & Learn Series" got off to a great start with topics such as Naturopathy, Nutrition, Healthy Life Coaching, Genealogy, Essential Oils, and Public Health Services.



BOOKMOBILE service was offered to four Pre-Primary classrooms as a pilot project in the fall of 2018, in consultation with the Annapolis Valley Regional Centre for Education. Over 300 children participated.



KINGSTON Library was reorganized to make the space more comfortable for patrons, including a small lounge area.

AT A GLANCE

Income:
\$2,631,193
Provincial 68%
Municipal 24%
Other 8%

Expenses
\$2,554,298
Staff 75%
Other 14%
Library Materials 11%



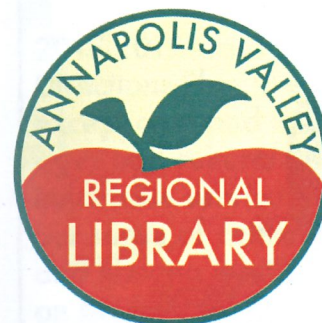
Total programs offered:
2,432
Program attendance:
21,522



BRANCH ACTIVITY

BRANCH	Items Borrowed	Active Members	Hours of Public Computer Use	Information Questions Answered	Number of Programs Offered	Program Attendance
Annapolis Royal	38,128	1,690	2,903.5	227	64	974
Berwick	61,730	2,530	3,049.5	588	286	3,049
Bridgetown	20,619	933	1,537	865	216	1,284
Hantsport	12,729	637	641	914	199	1,678
Kentville	85,798	4,741	6,293	5,429	311	2,659
Kingston	33,927	1,807	2,285	686	125	1,479
Lawrencetown	10,284	520	2,107	518	65	279
Middleton	69,115	2,012	3,188.5	2,556	121	1,161
Port Williams	18,825	652	2,412.5	1,140	133	1,139
Windsor	57,729	3,862	12,458	3,821	212	2,086
Wolfville	82,787	3,627	4,614.5	3,325	655	3,113
Bookmobile	34,917	613		692	12	494
Borrow by Mail	3,401					
Administration	10,418			161	33	2,127
Online Renewals	57,909					
Overdrive Circulation	41,603					
RB Digital	2,341					
TOTAL	642,260	23,760	41,489.5	20,922	2,432	21,522

FIND US



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BOP 1E0

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Toll Free: 1-866-922-0229
Fax: (902) 665-4899

Email: administration@valleylibrary.ca

www.valleylibrary.ca



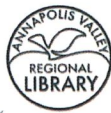
renewyourcuriosity.ca

valleystorytime.wordpress.com

ANNAPOLIS VALLEY REGIONAL LIBRARY BRANCHES

Annapolis Royal	143 Ritchie Street	532-2226
Berwick	236 Commercial Street	538-8060
Bridgetown	38 Queen Street	665-2758
Hantsport	10 Main Street	684-0103
Kentville	440 Main Street	679-2544
Kingston	671 Main Street	765-3631
Lawrencetown	489 Main Street	584-3044
Middleton	45 Gates Avenue	825-4835
Port Williams	1045 Main Street	542-3005
Windsor	195 Albert Street	798-5424
Wolfville	21 Elm Avenue	542-5760
Bookmobile	236 Commercial St.	1-866-922-0229

A note from the CEO



2018-2019 continued the trend of facilities development with the opening of the new Annapolis Royal Library. All those involved in this project are to be commended for having the vision for what the modern library has to offer, and for working tirelessly to achieve it for the community.

2018-2019 was the second year for our three-year Strategic Directions Plan, the overall goal of which is the provision of an exceptional and inspiring library experience for people of all ages and cultural backgrounds. Our Vision is to provide innovative services that contribute to the quality of life, affirm our sense of community, and enhance our spirit of discovery and lifelong learning. The objectives of the plan include: focus on the patron and the services we provide; financial sustainability; the maintenance of a highly qualified and motivated workforce; strengthening AVRL's visibility as a valley resource; and expansion of library programs and services through the effective use of innovative technology.

This go around I want to take the opportunity to thank, and commend the fantastic people I work with. AVRL staff have embraced the concept that Libraries builds strong communities through the sharing of places for connections and collections. Their programs and facilities reflect that. And it has resonated with the community as membership, borrowing, attendance, and foot traffic is on the rise.

Chief Executive Officer
- Ann-Marie Mathieu



BOARD MEMBERS 2018-19

Municipality of Annapolis County:
Municipality of Kings County:
Municipality of West Hants:

Annapolis Royal:

Town of Berwick:

Town of Kentville:

Town of Middleton:

Town of Windsor:

Town of Wolfville:

Province of Nova Scotia:

Alex Morrison
Meg Hodges
Shirley Pineo (Nov. 2018)
Tanya Leopold (Nov. 2018 - present)
Pat Power
Jane Bustin
Lynn Pulsifer
Jill Cox
John Bregante
Janet Ness - Vice Chair
Lesley MacDonald - Treasurer
Colin Bowers

AVRL enjoyed another successful year. We attribute this to the professionalism from our CEO Ann-Marie Mathieu as she guided us through many important decisions. Several staff and board members attended the annual conference in Yarmouth which was very informative. Our region has seen many libraries renovated or new buildings over the last few years and this year we were so happy to see the Annapolis Royal Library opened. Finally a decision was proposed to adopt a new funding formula from the Province which, hopefully, will address some issues for library boards. Once again, Ann-Marie and her husband, Richard, hosted our annual Christmas party with lots of good food, Christmas music and lots of laughs. We thank you very much for opening your home to the staff and board members.

I am very sad to announce this will be my last report to the AVRL board. I served over 24 years on the board, serving for the last two years as a citizen representative for West Hants. In December, the Municipality of the District of West Hants decided to replace the citizen representative with a sitting councilor. I would like to welcome our newest member to the board, Colin Bowers of Wolfville, as a provincial representative. Our succession plan leaves you with an outstanding Vice Chair, Janet Ness, and a board of very enthusiastic, hands-on members. I will miss working with all of you but I know the board is in good hands and I will continue to support Libraries for the rest of my life.

Thank you for many wonderful memories.

Past Chair - Shirley Pineo



Jill Cox (left) & Shirley Pineo (right)

All AVRL Board members serve as appointees at the will of our municipal and provincial partners. The AVRL has a unique balance of citizen appointees and municipal councilors that creates a dynamic where organizational memory and new ideas blend together for a strong, respectful and effective board. As board members come and go we are confident each leaves as an ambassador for the value of libraries to the citizens and communities of the Annapolis Valley. For 24 years AVRL has been fortunate to benefit from Shirley Pineo's leadership, political acumen, and passionate advocacy of libraries in Nova Scotia. While on our board Shirley served as Board Chair from 2006-2018, twelve years. During her time as Chair, Shirley served on a number of Provincial Library Funding Formula Committees as LBANS President and was awarded the LBANS Honorary Membership in 2012. In November 2018 Shirley's term as West Hants councilor and citizen representative came to an end and the role of Chair passed to the Vice-Chair for the remainder of 2018/2019 term.

As acting AVRL Board Chair I would like to thank Shirley Pineo for her years of exemplary service. Shirley consistently advocated for a meaningful and sustainable provincial funding increase for all Nova Scotia public libraries. On a personal, note I would like say thank you to Shirley for her mentorship, her knowledge of the role of good governance and process in creating a board I am proud to serve. I know Shirley will remain one AVRL's strongest ambassadors and promoter of the value of Public Libraries for all.

As we say goodbye to one board member we also welcome two new appointees. Tanya Leopold, Councilor West Hants and our most recent member, Provincial Appointee Colin Bowers of Wolfville. We look forward to working with both as we strive to "build strong communities through the sharing of places for collections and connections".

In closing thank you to all our Board Members for their input and contributions to AVRL.

Vice Chair - Janet Ness (Acting Chair Nov. 2018 - present)

Writing Your Story

Marked by popular author/illustrator **Tracy**, this 2-week, 6-session, drop-in workshop will teach young writers in a hands-on, step-by-step way how to write a story. The professional author will give tips and advice to get you started. Apply what you learn to your story.

Space is limited. To register, send your name and address to:
Windsor Library
 193 Albert Street
 Windsor, Ontario N9A 6K4

Wednesday, October 29th
 1000 - 3:00.


Authors: Patricia Briggs, George R.R. Martin, Neil Gaiman, Rick Riordan, and more!
 The authors will be available to sign books and answer questions about their writing process.

Windsor Library
 193 Albert Street
 905.789.6424
www.windsorlibrary.ca

WINDSOR LIBRARY

[illegible]

BIKING 101




**BECOME A SAFER AND MORE CONFIDENT CYCLIST!
SIGN UP FOR THIS FREE SESSION AND YOU'LL LEARN
THE BEST WAYS TO START AND STOP IN TRAFFIC.
YOUR BIE, HOW TO USE HAND SIGNALS,
& ANSWER YOUR BIKING QUESTIONS!**

THIS WORKSHOP IS LED BY CHRISTINE, A CANNON
AND RACING TRAILS INSTRUCTOR.
SHE HAS A DECAD OF EXPERIENCE IN
CONDUCTING CYCLE CLASSES ON THE PALM SPRING AND THE ROAD.

**THURSDAY, SEPTEMBER 27TH
6:00 PM - 7:00 PM**

Berwick & District Library
234 Commercial Street
90233-6060
www.berwicklibrary.org



Art Workshop:
Ink & String

Using ink, string, and paper, we will create amazing works of art!

Use them as cards, writing papers, or frame them.

You'll be amazed at how fun and easy this is.


Thursday, July 12th
6:30-7:30 pm
Ages 11+

Registration is required
as space is limited

Kentville Library
640-256-5166
640-256-2444
www.kentvillelibrary.ca

This program is sponsored by the Government of Canada
the Province of New Brunswick
the Municipality of Kentville

 KENTVILLE LIBRARY



the hangout

ON THE PAVILION LIBRARY

Hang out with your friends
play x-box games
board games, enjoy snacks
For ages 12-18


Thursdays
January 10th
February 6th
6:00-7:30pm

Kennville Library
405 W. Street
937-875-2544
www.kennville-library.co

For more information
contact the
Kennebec
Library
937-875-2544



Kennebec LIBRARY

READING AND BOOK SIGNING WITH
GEORGE ELLIOTT CLARKE




FRIDAY, NOVEMBER 2, 200
2:30pm-4:30pm

Kentville Library
440 McGill Street
902-279-2344
www.kentvillelibrary.ca




An Evening of
Poetry
with Chad Norman,
Author of
Blackbird & Snow Poems
Marking 150th Anniversary of the
Library



Friday
May 25, 2018
6:30pm - 8:00pm

Poets2Go
Berwick & District Library
236 Commercial Street
PO Box 1000
www.berwicklibrary.ca



Canadian Children's Book Week Illustrator

KASS REICH



THURSDAY, MAY 10th
3:30pm - 4:30pm



Join the story of *Illustrator Kass Reich* and be inspired to create your own illustration!
Find out how books got illustrated, and we'll also have a craft get-together.

For ages 8 and up


Please register on queue is limited:

Rosa M. Harvey
Middleton & Area Library
45 CROWN ST.
902-875-4835
www.middletonlibrary.ca




LIBRARY

MEET
EDGAR ALLAN GO



BOOKBIKES
are coming to the library this summer!

Find out more at
valleylibrary.ca



CREATING ART
FALL IS ART SEASON AT THE BERWICK & DISTRICT LIBRARY


FELTING


TAKE HOME!

Thursday, November 22nd
6:00 pm – 7:30 pm
Ages 13 and up
Registration is required.

Berwick & District Library
234 Commercial Street
PO BOX 6060
www.voddlibrary.ca

This program is made possible by generous private donations

 **VODDL**
LIBRARY



**SOCIAL MEDIA & TECHNOLOGY
FOR MOTIVATION
& INSPIRATION**


© THE WOLFPVILLE MEMORIAL
LIBRARY INNOVATION LAB

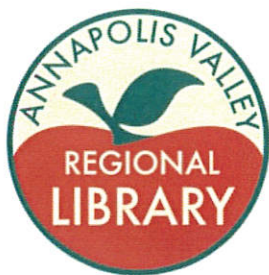
Leave a bit about using Pinterest, Instagram, and YouTube to find ideas
and how-to instructions for crafts, recipes, fitness routines, and more

CREATE

**WEDNESDAY, JANUARY 30TH
6:00 PM - 7:30 PM**

Wolfville Memorial Library
21 Bly Avenue
Wolfville, NS
www.wolfvillelibrary.ca

[illegible]



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

February 26, 2020

Mayor Sandra Snow
Town of Kentville
354 Main Street
Kentville, N.S. B4N 1K6

Dear Mayor Snow ,

I am writing to you on behalf of the Annapolis Valley Regional Library Board. On February 25th, 2020 I received correspondence from Justin Huston, Deputy Minister, Communities Culture and Heritage. Deputy Minister Huston shared the following information...

"The new library funding model will be implemented in the 2020-21 fiscal year with an increase of \$2 million in annual investment from the province. The budget also includes an additional \$500,000 for an annual, application-based grant program available to libraries for innovative new projects.

Although the one-year notice was provided to municipalities, as per the Municipal Government Act (MGA), municipal funding will remain at current levels for the 2020-21 fiscal year. We will use this time to collect data from the municipalities to determine their total operating contribution to libraries. That said, municipalities can opt to start paying the increases beginning in 2020-21. This is a local municipal decision, that would be agreed upon by the municipality and the regional library board.

Included with this letter are the funding fact sheets for your individual library regions, that outline the changes to provincial, municipal, and board funding with the new funding model. These documents were sent to municipalities prior to the municipal consultations in the winter of 2019."

For more than a decade, Kentville's assessment has been frozen at \$36,948. Under the proposed Funding Formula, on April 1, 2020 your assessment would have increased to \$42,800.

The AVRL is asking the Town of Kentville to implement the new Funding Formula on April 1, 2020. Having the new Funding Formula enacted in its entirety on April 1st, 2020 will allow the AVRL to pursue increased hours of operation in our Branches, and enhanced services (collection development, technology, and programming) on a shorter timetable. Please let us know your intention as soon as possible so that we may accurately invoice you, and properly prepare for the coming operational year.

In closing, AVRL is excited about this renewed financial commitment from Government, and looks forward to working with our Municipal Partners to ensure the Annapolis Valley has sustainable and thriving library service for the future, and that our citizens have the best possible library service that we can provide.

If you have any questions, please contact me at 902-698-9447.

Sincerest regards,

A handwritten signature in cursive script that reads "Ann-Marie Mathieu".

Ann-Marie Mathieu
Chief Executive Officer
Annapolis Valley Regional Library

Annapolis Valley Regional Library Board - Formula Funding Model

Proposed Effective Date: 2020 - 2021

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$1,739,200	\$1,919,600	\$180,400	10%
Municipal	26%	\$636,900	\$702,900	\$66,000	10%
Board	3%	\$73,500	\$81,100	\$7,600	10%
Total Available	100%	\$2,449,600	\$2,703,600	\$254,000	10%

Population:	
2017 Population	101,667
Old Model	101,271
Population Change	+ 396

- "2017 Population" figures are from July 2017 estimates from the 2011 Census
- "Old Model" population figures were 2009 estimates from the 2006 Census

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	46	\$38,000	\$1,748,000
Staffing Total	52		\$2,128,000

- Total salary costs for "Base Staffing" is a set rate of \$380,000 per region
- "Scalable Staff" is calculated at 1 Staff per 2,200 (the "Average Rural Staffing Ratio Per Capita"), at an average salary of \$38,000

Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$152,500
Total:	\$167,500

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$355,800
Total:	\$363,600

- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$20,800
o Calculated at \$400/staff member annually	
• Public Access Computers:	\$23,700
o Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3	
• French Language & Equity Programming:	Not Applicable

Comparison between current and proposed Municipal Unit Contributions						
Municipal Unit	2015-16 % of Total	2015-16 Share of Total	Proposed % of Total	Proposed Share of Total	\$ Change	% Change
Co. of Annapolis	0.1798	\$114,486	0.1859	\$130,700	\$16,214	14
Co. of Kings	0.4793	\$305,252	0.4718	\$331,600	\$26,348	9
Dist. of W. Hants	0.1384	\$88,148	0.1530	\$107,600	\$19,352	22
Annapolis Royal	0.0044	\$2,824	0.0049	\$3,400	\$576	20
Berwick	0.0248	\$15,767	0.0248	\$17,400	\$1,633	10
Bridgetown	0.0098	\$6,232	--	--	--	--
Hantsport	0.0120	\$7,616	--	--	--	--
Kentville	0.0580	\$36,948	0.0609	\$42,800	\$5,852	16
Middleton	0.0181	\$11,528	0.0175	\$12,300	\$772	7
Windsor	0.0373	\$23,779	0.0381	\$26,800	\$3,021	13
Wolfville	0.0382	\$24,320	0.0431	\$30,300	\$5,980	25
Subtotal	1.0000	\$636,900	1	\$702,900	\$66,100	10

- Bridgetown has ceased to exist as a municipality.
- Hantsport has ceased to exist as a municipality.

RETURNING OFFICER'S REPORT TO TOWN COUNCIL RE POLLING DIVISIONS FOR THE OCTOBER 17, 2020, ELECTION

March 2020

Polling divisions for the 2020 municipal election are as follows:

Ordinary Polls

- 1 – North East
- 2 – North
- 3 – North West
- 4 – East
- 5 – Chester Avenue
- 6 – School Street
- 7 – Palmeto-Glenwood
- 8 – McDougall Heights-West

All the above polling divisions are the same as those used in 2016. Descriptions are intended to give a general area of town where they are located. Election Day voting will be at Kentville Fire Hall.

Mobile Polls

- 9. – Evergreen Home for Special Care, 655 Park Street
- 10. – Wedgewood House, 19 Leverett Avenue
- 11. – Kings Riverside Court, 125 Webster Street
- 12. – Orchard Hall (Shannex), 155 River Street

Al Kingsbury
Returning Officer

March 9, 2020

2020 MUNICIPAL ELECTION
RECOMMENDATIONS TO COUNCIL
MARCH 2020

FINAL LIST OF ELECTORS

I recommend that the final list of electors shall be prepared on August 25, 2020.

Al Kingsbury
Returning Officer

March 3, 2020

APPENDIX B: REQUEST FOR DECISION FORM

Name:			
Date:		Date Submitted to CAO:	

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:					
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>		Long Term <input type="checkbox"/>
Budget:	Yes <input type="checkbox"/> No <input type="checkbox"/>		Policy:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:					
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	

Town of Kentville, Policy G69: Council Reports Policy

Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	

TO: Mayor and Council

SUBMITTED BY: Kelly Rice, Chief Administrative Officer

DATE: March 9, 2020

SUBJECT: Review of Council Remuneration

ORIGIN

According to Policy Statement G5 Council Remuneration and Benefits, remuneration shall be reviewed during the election year.

BACKGROUND

None

DISCUSSION

Currently the policy has a remuneration for the year in which it was reviewed (2016). We request that staff perform a market analysis to determine appropriate rates for revised Council remuneration, effective April 1, 2020.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

To be determined.

ATTACHMENTS

Amendment to Policy Statement G5 Council Remuneration and Benefits

RECOMMENDATION

That Council task the Chief Administrative Officer to conduct a market analysis in accordance with section 4.3.1 of Policy Statement G5 Council Remuneration and Benefits.



TOWN OF KENTVILLE POLICY STATEMENT G5 COUNCIL REMUNERATION AND BENEFITS

1.0 PURPOSE

- 1.1 To establish a policy for fixing the annual remuneration for elected members of Town Council.

2.0 DEFINITIONS

- 2.1 This policy applies to all elected officials of the Town of Kentville.

3.0 SCOPE

4.0 PROCEDURES

- 4.1 The Mayor, Deputy Mayor and each councillor will be remunerated for conduct of their duties as an elected member of Town Council. Including but not limited to attendance at all council meetings, committee meetings and Town events.
- 4.2 Where a Council member is nominated:
 - 4.2.1 To a committee established by the council member is not entitles to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member; and
 - 4.2.2 Or appointed by Council to an external board, commission or other position, or is otherwise appointed as a representative of the Town of Kentville, any remuneration from that position will be paid to the Town of Kentville and may be reimbursed for expenses incurred as a committee member.
- 4.3 The Chief Administrative Officer shall conduct a market analysis, for reporting to Council in September, prior to the regular municipal election, with any new rates effective upon appointment of the council for the upcoming term of office.
 - 4.3.1 The market analysis will include, but will not be restricted to, a history of the number of meetings held, number of committees and overall time commitment and an average of the remuneration paid to the elected officials for towns with similar size, level of service and responsibility.
 - 4.3.2 The statistics pertaining to the current term of office will be incorporated in Schedule A attached.
- 4.4 All council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increases of the previous calendar year by motion of council.
- 4.5 The annual remuneration will be divided into weekly instalments and paid out in accordance with the Town's payroll procedure. The last pay for remuneration

in any year, will allow for any deductions for unexcused meetings, as outlined in Policy Statement G70 - Council Meeting Policy.

4.6 All councillors will be eligible to participate in the health, dental, and Employee Assistance Program (EAP) for the Town of Kentville, as outlined in the Human Resources Manual.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A: Council Remuneration and Allowances, 2016-2020 Term of Office

5.2 Municipal Government Act - PART 1, Section 23(1) (d) (i) (ii) (iii) (v)

5.3 Municipal Government Act - PART 1, Section 23(2)

5.4 Municipal Government Act - PART 1, Section 24(5)

5.5 Policy G70 Council Meeting Policy

5.6 Policy G57 Committees of Council Policy

6.0 POLICY REVISION HISTORY

Date Created:	March 29, 1999
Revisions:	July 9, 2008
	October 8, 2008
	January 24, 2011
	September 24, 2012
	November 25, 2013
	May 30, 2016
	November 28, 2016
	January 2017. Reformatted.
	November 26, 2018
	June 24, 2019



Chief Administrative Officer, Mark Phillips

SCHEDULE A
COUNCIL REMUNERATION AND ALLOWANCES
2016-2020 TERM OF OFFICE

Effective April 1, 2016 annual remuneration paid to members of Town Council shall be as follows:

Elected Officer	Total Remuneration
Mayor	\$36,700
Deputy Mayor	\$23,100
Councilor	\$20,700

The 2018 Federal Government budget eliminated the 1/3 Tax Free Allowance effective 1 January 2019. As a result, it was recommended by the FCM and NSFM that councils adjust the annual remuneration to compensate for the loss of tax-free allowance. By motion of council at November 26, 2018 Council Meeting, the council voted unanimously to the following effective January 1, 2019 remuneration paid to members of Town Council shall be as follows:

Elected Officer	Total Remuneration
Mayor	\$45,700
Deputy Mayor	\$27,000
Councilor	\$24,800

Comparisons were conducted based on the history of the number of meetings held, and an average of the compensation paid to elected officials for towns of similar size, level of service and responsibility. Those towns used for comparison for the 2016 review were Amherst, Antigonish, Bridgewater, New Glasgow, and Truro based on 2014 data. Local comparisons were made with Wolfville and the County of Kings.

Municipality	Population 2014	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councilors Remuneration
Amherst	9,717	\$36,695	\$23,872	\$21,097
Antigonish	4,524	\$31,373	\$23,655	\$17,985
Bridgewater	8,241	\$31,850	\$20,930	\$18,200
New Glasgow	9,562	\$33,723	\$23,186	\$21,359
Truro	12,059	\$36,650	\$23,800	\$21,200
Wolfville	4,260	\$27,000	\$17,600	\$15,000
County of Kings	60,589	\$48,700	\$36,100 (2015)	\$30,300
Kentville	6,094	\$35,200	\$22,000	\$19,700



Kings Transit Authority

2020/21 Operating and Capital Budgets – Kings County

Operating Budget Summary

- Recommended for Approval by the Board of Directors on February 26th, 2020
- Total Operating Budget for Kings County = \$1,860,184
 - Total Revenues and Expenditures are projected to increase by 6.1%
 - Municipal Contributions increase by 9.29%
 - Kentville Share of Municipal Contributions = \$194,341
 - Main Cost Drivers
 - Operator Wages
 - Risk Allowance
 - Accounting and Finance Charges
 - Bus Purchase – Operating Impacts
 - Strategic Plan – External Support

Capital Budget Summary

- Kentville Share of Municipal Contributions - \$16,000 (no increase)
- Based on a several assumptions
 - Continuity of annual provincial grants
 - Continuity of annual municipal grants
 - Federal support for Fleet and System upgrades
- Aging Fleet
 - Numerous units have reached the point of economic replacement
 - Plans of Service Partners have not been finalized
 - Capital replacement plan based on economic service life

Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Federal - PTIF - Core		700,000	700,000				375,000			1,775,000
Federal - PTIF - Annapolis			350,000	325,000						675,000
Federal - PTIF - Digby				325,000						325,000
Provincial - PTAP - CORE	357,500	243,750	243,750	243,750	243,750	243,750	243,750	243,750	243,750	2,307,500
Provincial - PTAP - Annapolis	140,250	95,625	95,625	95,625	95,625	95,625	95,625	95,625	95,625	905,250
Provincial - PTAP - Digby	49,500	33,750	33,750	33,750	33,750	33,750	33,750	33,750	33,750	319,500
Municipal/Debt - CORE	80,000	100,000	319,884	100,000	100,000	100,000	100,000	100,000	100,000	1,099,884
Municipal/Debt - Annapolis	630,000									630,000
Municipal/Debt - Digby	630,000			55,925						685,925
Total funding	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059

Capital purchases	Model	Year Purchased	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Buses - CORE												
Bus 49	Vicinity	2014	630,000									630,000
Bus 51	New Flyer D40LF	2005		700,000								700,000
Bus 52 (64)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 53	New Flyer D40LF	2005		700,000								700,000
Bus 55 (63)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 59	Nova LFS/L581	2011							750,000			750,000
Bus 60	Eldorado EZ Rider	2017										-
Bus 61	Eldorado EZ Rider	2017										-
Buses - Annapolis												-
Bus 46	Vicinity	2014	630,000									630,000
Bus 57	Eldorado EZ Rider	2007				650,000						650,000
Bus 62	New Flyer D40LF	2005			700,000							700,000
Buses - Digby												-
Bus 50	Vicinity	2014	630,000									630,000
Bus 58	Eldorado EZ Rider	2007				650,000						650,000
Equipment - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	75,000	275,000
Equipment - Annapolis			-									-
Equipment - Digby			-									-
Buildings - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000
Total purchases			1,980,000	1,450,000	2,150,000	1,350,000	50,000	50,000	800,000	50,000	100,000	7,980,000

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
CORE Capital Account										
Opening Balance - Core	875,116	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	875,116
Plus Funding	437,500	1,043,750	1,263,634	343,750	343,750	343,750	718,750	343,750	343,750	5,182,384
Less Capital Purchases	(720,000)	(1,450,000)	(1,450,000)	(50,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(4,720,000)
Closing Balance - Core	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	1,337,500	1,337,500
Annapolis Capital Account										
Opening Balance	438,116	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	438,116
Plus Funding	770,250	95,625	445,625	420,625	95,625	95,625	95,625	95,625	95,625	2,210,250
Less Capital Purchases	(630,000)	-	(700,000)	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Annapolis	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	668,366	1,368,366
Digby Capital Account										
Opening Balance - Digby	118,325	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	118,325
Plus Funding	679,500	33,750	33,750	414,675	33,750	33,750	33,750	33,750	33,750	1,330,425
Less Capital Purchases	(630,000)	-	-	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Digby	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	168,750	168,750
Totals	1,431,557	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	1,431,557
	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059
	(1,980,000)	(1,450,000)	(2,150,000)	(1,350,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(7,280,000)
	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	2,174,616	2,874,616

Capital Purchase Notes

The Capital Budget assumes:

\$500k of long-term debt or additional capital contribution from the Core owners in 2021/22, which cannot be Gas Tax funds because we are assuming PTIF funding for 50%
\$630,000 of Gas Tax Funding from Annapolis and Digby Counties towards the purchase of new buses (one each)
\$175,000 of additional Provincial Grant funds will be available for the 2020/21 fiscal years
PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of buses where indicated

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

Revenues				
Revenue From Own Sources	Budget 2019/20	Budget 2020/21	% Inc/Dec	Comments
4001 Fares	\$610,000		-100.00%	
4021 Fares - Routes 1 and 6		\$589,840		1% increase based on improved ridership and revenues
4022 Fares - Route 2		\$26,260		1% increase based on improved ridership and revenues
4100 Advertising	\$29,800	\$29,800	0.00%	Based on Contract (\$2900 per month) - Core allocation
4115 Maritime Bus	\$863	\$0	-100.00%	Tenant space now vacant
4004 Miscellaneous Revenue	\$664	\$664	0.00%	Allocated
4300 Interest Revenue	\$996	\$0	-100.00%	Operating Account status is typically red
Total Revenue from Own Sources	\$642,323	\$646,564	0.66%	
Sales of Services				
4125 Management Fees	\$143,539	\$168,954	17.71%	Annapolis 25.5%, Digby 9.5% of shareable expenses
4126 Mechanic Revenue	\$63,000	\$63,000	0.00%	As charged out to Annapolis and Digby counties
Total Sales of Services	\$206,539	\$231,954	12.31%	
Sub total of own sources and service	\$848,862	\$878,518	3.49%	
Conditional Transfers				
4210 Mun. Contribution - Operating	\$889,082	\$971,706	9.29%	See attached Fiscal Impact summary
4209 NS-TRIP Grant	\$4,980	\$9,960	100.00%	Allocated
4208 Age Friendly Community Grant	\$10,358	\$0	-100.00%	No current plans for a 2020/21 campaign
Total Conditional Transfers	\$904,420	\$981,666	8.54%	
Total Revenues	\$1,753,282	\$1,860,184	6.10%	
Expenses				
Administration				
5302 Wages	\$162,244	\$180,000	-10.94%	General Manager, Accounting Coordinator, Customer Service Coordinator (Improved Compensation for Accountant)
5302* Benefits	\$29,203	\$18,500	36.65%	RRSP, WCB, Medical etc., EI, CPP
5352 Professional Services	\$10,000	\$10,428	-4.28%	Budget Estimate for Services of Mike Livingstone
5380 Travel	\$3,000	\$5,000	-66.67%	Mileage, Bus Build Inspections (Travel to plant)
5354 Staff Training and Development	\$3,500	\$3,500	0.00%	Operator Training
5330 Annual Fees	\$3,432	\$4,015	-16.99%	CUTA and Safety Services Nova Scotia Dues for 2020
5346 Office Phones, Internet and Answering Service	\$3,566	\$6,650	-86.48%	Office Phones and Internet
5441 Answering Service	\$2,780	\$0	100.00%	Included in 5346 above
5370 Meeting Expenses	\$1,500	\$1,500	0.00%	For Board and staff meetings.
5321 Advertising Expense	\$2,500	\$2,500	0.00%	Employment and other advertising
5322 Marketing (Strategy Support)	\$10,000	\$20,000	-100.00%	Supported by the NS-TRIP Grant
5336 Office Supplies	\$5,000	\$8,500	-70.00%	
5338 Printing	\$6,000	\$7,000	-16.67%	Riders' Guides, Tickets and Transfers
5328 Interest and Bank Charges	\$6,000	\$15,000	-150.00%	Payroll direct deposit, electronic fund transfers, overdraft on operating account
5125 Interest Charges	\$500	\$0	100.00%	Now included in 5328
5320 Legal and Audit	\$17,000	\$20,244	-19.08%	Audit for 2019/20 Year End
5402 IT Services	\$12,500	\$8,600	31.20%	Monthly MoK IT Charge, Web Hosting and Sage License
Total Administration Expenses	\$278,725	\$311,437	-11.74%	
Facility Expenses				
5420 Repair & Maintenance	\$14,000	\$14,500	-3.57%	Building and Property Expenses
5419 Cleaning Expenses	\$5,000	\$6,000	-20.00%	Supplies only
5422 Electrical Power	\$10,000	\$10,000	0.00%	
5423 Heat	\$10,000	\$10,000	0.00%	
5421 Snow/Ice Clearing	\$10,000	\$12,000	20.00%	Increase based on experience of last winter
Total Facility Expenses	\$49,000	\$52,500	-7.14%	
Operational Expenses				
5640 Wages	\$766,793	\$804,075	-4.86%	Covers 10 Operators, 2 Supervisors, 2 Mechanics and one Maintenance Person. Actual service hours, vacation coverage, bus movements and Christmas Bonus.
5520 Benefits	\$132,421	\$137,334	-3.71%	RRSP, WCB, Medical etc., EI and CPP
5730 Employee Related Expenses	\$6,545	\$8,291	-26.68%	
5360 Miscellaneous Expenses	\$0	\$1,000	N/A	New
5640 Wages - Age Friendly	\$10,358	\$0	100.00%	No current plans for a 2020/21 campaign.
5220 Benefits - Age Friendly	\$414	\$0	100.00%	No current plans for a 2020/21 campaign.
5483 Development & Training	\$3,000	\$0	100.00%	Included in 5354 above.
5175 Fees & Registrations	\$12,758	\$0	100.00%	Now included in 5760

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

5760 Fees and Registrations		\$18,297	N/A	Permits, registrations and DoubleMap Annual Fee
5440 Communications (Bus WiFi)	\$4,567	\$0	100.00%	Now included in 5775
5442 Radios	\$4,790	\$0	100.00%	Now included in 5775
5775 Radios, Cell Phones and WiFi		\$10,621	N/A	Includes TMR2 monthly charges
5780 Professional Services	\$1,846	\$3,000	-62.51%	Equipment calibrations and load testing - previously allocated
5782 Tools	\$1,231	\$2,500	-103.09%	\$500 per mechanic plus breakage and shop tools - previously allocated
5786 Obsolete Inventory		\$25,000	N/A	Contingent Liability for Vicinity Bus Parts - new and one time, carried by Core Owners
5801 Repair and Maintenance Non-Revenue Vehicles		\$1,200	N/A	New
5800 Repair Maintenance Buses	\$170,000	\$170,000	0.00%	
5878 Diesel and Gas	\$242,250	\$247,250	-2.06%	285,000 litres * 0.85 plus additional gas for non-revenue vehicles
5880 Vehicle Insurance	\$48,966	\$51,414	-5.00%	General Liability plus vehicles
5880 Tank Insurance	\$2,000	\$2,250	-12.50%	Diesel and DEF Tanks
5285 Permits	\$4,122	\$0	100.00%	Included in 5760 above
5882 Cleaning Buses	\$0	\$600	N/A	Supplies
5080 Advertising	\$665	\$0	100.00%	Included in 5884
5410 Signage Buses	\$615	\$0	100.00%	Included in 5884
5884 Bus Advertising and Signage		\$665	N/A	
5888 Uniforms	\$5,250	\$7,750	-47.62%	\$350 for Full Time Operators, \$250 for Part Time plus footwear allowances
5980 Commission on Sales	\$5,000	\$5,000	0.00%	Ticket Agents and Advertising Coordinator
5846 Employee Awards	\$1,966	\$0	100.00%	Included in 5730
Total Operational Expenses	\$1,425,557	\$1,496,247	-4.96%	
Total Expenses	\$1,753,282	\$1,860,184	-6.10%	
Surplus/Deficit	\$0	\$0	N/A	

APPENDIX B: REQUEST FOR DECISION FORM

Name:			
Date:		Date Submitted to CAO:	

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:					
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>		Long Term <input type="checkbox"/>
Budget:	Yes <input type="checkbox"/> No <input type="checkbox"/>		Policy:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:					
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	

Town of Kentville, Policy G69: Council Reports Policy

Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	