

TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA May 11, 2020

4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - (a) Council Meeting Minutes, April 27, 2020
4. DEPARTMENT REPORTS AND RECOMMENDATIONS
 - (a) Finance
 - (1) Director's Report
 - (b) Planning and Development
 - (1) Director's Report
 - (2) Community Economic Development Coordinator's Report
 - (c) Parks and Recreation
 - (1) Director's Report
 - (d) Police
 - (1) Chief's Report
 - (e) Engineering and Public Works
 - (1) Director's Report
 - (f) Administration
 - (1) Communications Report
 - (2) Chief Administrative Officer's Report
5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS
 - (a)
6. CORRESPONDENCE
 - (a)
7. NEW BUSINESS
 - (a) COVID-19 Property Tax Financing Plan Policy
 - (b) Accessibility Committee Statement of Commitment
 - (c) Flood Risk Infrastructure Investment Program Grant

8. PUBLIC COMMENTS

9. IN-CAMERA

10. ADJOURNMENT

DRAFT

TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL COVID-19 PROTOCOL Meeting Minutes: April 27, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.”

Town Hall is closed to the public. Council voted by poll.

Condolences to the victims families after the shooting on April 19, 2020.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:10 p.m.

PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Councillor John Andrew, Councillor Eric Bolland, Deputy Mayor Craig Gerrard, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Pulsifer.

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, IT Manager Jason Bethune and Recording Secretary Jennifer West.

REGRETS

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, nor do they always reflect accurate information.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of April 27, 2020 be approved with the following changes

- Addition 6.a – Electric Vehicle Charging Stations
- Addition 6.b – Donation to the Stronger Together Nova Scotia Fund
- Addition 6.c – Kentville (Apple Blossom Festival) Float

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Minutes of Special Council meeting on March 9, 2020

Councillor Maxwell states that she is not aware of the need or request for her to give a public apology. The Chair indicated that the follow up from that meeting has taken a back seat to Covid-19 concerns. Councillor Maxwell is not comfortable passing minutes with this information

included. The minutes will be left as outstanding action to be addressed when the Code of Conduct policy and procedures are next addressed.

(b) Minutes of Council meeting on April 14, 2020

Regarding discussions about the trail, Councillor Maxwell would like to see more detail about the discussion on this issue. Mayor Snow indicates that these minutes have been reviewed and are not meant to be verbatim.

- Change: Point of Order 2. “Councillor Andrew spoke out of turn with regards to Councillor Maxwell’s comments.”

It was moved that the minutes of Council meeting on April 14, 2020 be approved with this change

MOTION CARRIED

4. UNFINISHED BUSINESS

(a) Review of Policy Statement G50F – Collections Policy

Mayor Snow reviewed the recommendation from staff to approve the amendment to the policy statement G50F Collections.

Report Available

Points of Discussion

- What are the changes and how will they improve practices? Parts of the policy were contradictory and needed to be clarified (definitions of authority, procedures).
- The range of authority for write-offs is quite large, and Council would like to approve any write-offs in the future.
- CAO Rice indicates that the revisions are a suggestion and that Council may decide to approve all write-offs.
- The Municipal Government Act indicates that the Finance Director must share any write-offs with Council for approval. This activity is not delegated to staff. Solicitor Muttart suggests that the motion be tabled to allow time for staff to investigate whether there is authority to delegate to staff.
- Discussion about existing staff process relating to write-offs of other municipalities.

RECOMMENDATION TO COUNCIL

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

That Council approve the amendment to Policy Statement G50 Collections Other Receivables, as presented

MOTION WITHDRAWN

- The motion was withdrawn to allow staff to determine the authority of staff with respect to this policy.
- Council wants to review the process to better understand other measures used for collection and identify what new measures could be used in the future.

(b) Annapolis Valley Regional Library Funding

Mayor Snow reviews the sources of funding for the AVRL system, and the source of this invoice and associated proposed funding formula for the 2020-2021 fiscal year from the Town of Kentville.

Report Available

Points of Discussion

- There has been no increase to library funding budgets for more than 10 years. These additional funds will contribute to operations for this year. Three other municipalities have decided not to increase this funding.
- The Kentville Library is one of the busiest in the valley, and this increase in funding will be very useful.
- The Province have indicated that they will provide 1-year notice for any increases in shared services. Approving this increase may set a precedence for increase funding without due notice.
- More information may be required to justify an increase of funding due to the timing with the financial impacts of the Covid-19 crisis. Some Councillors need more information to support this increase.
- The province gave one-year notice of “a potential” for increased funding and not a specific amount. After this notice was sent, the Nova Scotia Federation of Municipalities asked the Province to be more mindful of the exact amount of this increase as part of their notice. Municipalities responded with information that supported the large amount of financial support that they already provide to their libraries.
- There may be repercussions to some communities increasing their funding and other communities not increasing their funding.
- The Town provides annual increases to support this and other shared services and should also consider increasing support for this service.
- Policies and procedures should be followed for shared service agreements and should also be followed in increasing funding to the library.
- This is the provincial funding that goes to AVRL, it is not the local funding that comes from the Town of Kentville.
- What were the reasons that other municipalities did not support this funding? They felt that they were not given proper notification. This funding increase does not impact the direct amount that is budgeted by the Town of Kentville.
- Is the only reason that funding is not approved is because proper notice was not given? Concern about need versus process.

RECOMMENDATION TO COUNCIL

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

That Council approve the payment of the new proposed funding formula to AVRL for the 2020-2021 fiscal year in the amount of \$42,800 versus \$36,948 an increase of \$5,852.

MOTION FAILED

Councillors who voted in favour of this motion:

Bolland, Maxwell and Pulsifer

Councillors who voted against this motion:

Andrew, Gerrard, Savage and Snow

5. REPORTS AND RECOMMENDATIONS

(a) Councillor's Reports

(1) Councillor John Andrew

Councillor Andrew submitted his report on his activities over the past month. Highlights include transit service and joint fire services. He noted that Kentville is well positioned for food security through this crisis.

Report available

(2) Deputy Mayor Craig Gerrard

Deputy Mayor Gerrard submitted his report on his activities over the past month. Highlights include the Police Commission meeting regarding their budgets. There is an outstanding collective agreement that the commission has yet to review, and the process may not have been fully transparent.

Report available

(3) Councillor Eric Bolland

Councillor Bolland submitted his report on his activities over the past month. Highlights include Valley Waste budget and the delay of the spring clean up.

Report available

(4) Councillor Cathy Maxwell

Councillor Maxwell submitted her report on her activities over the past month. Highlights include the Police Commission meeting. She stated her recollection of the Police Commission meeting was that most commissioners were pleased with the CAO's work on the collective agreement.

Report available

(5) Councillor Lynn Pulsifer

Councillor Pulsifer submitted her report on her activities over the past month.

Report available

(6) Councillor Cate Savage

Councillor Savage submitted her report on her activities over the past month. Highlights include investment advisory committee and financial planning for the crisis, and the regional sewer committee.

Report available

(c) Mayor Sandra Snow

Mayor Snow submitted her report on her activities over the past month. Highlights include an update on the Property Assessed Community Energy (PACE) program, Investment Advisory Committee, the Mayors and CAO provincial meeting, radio announcements, meetings with MP Kody Blois, and the Valley Hospice. Her report includes her annual report of gifts during the conduct of her duty.

Report available

RECOMMENDATION TO COUNCIL

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

That the reports from Council and the Mayor be accepted as presented

MOTION CARRIED

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

6. NEW BUSINESS

(a) Electric Vehicle Charging Stations

Mayor Snow gave a verbal report about a potential joint application with the Department of Energy and Mines, and Nova Scotia Power Incorporation, for electric vehicle charging stations in municipalities across the province.

Points of Discussion

- What kind of consultation will occur in the community for this project? How many stations would be installed? What locations will be chosen for the stations? These details will be worked out later in the process.
- It may be strategic to install stations downtown, and to have fast-charging stations.
- When was the existing station installed? Around 2013.
- How well used are the chargers now? There are a number of vehicles which use the level 2 charging station regularly throughout the day.
- The cost would be 50% of \$7,000-\$8,000.
- Is the high-speed technology economically feasible? The lifespan for these stations is quite long.

RECOMMENDATION TO COUNCIL

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

That Council approve partnering with Nova Scotia Power Inc. and Department of Energy and Mines to install EV (electric vehicle) charging stations in Kentville
Further, the program will cover up to 50% of charging station infrastructure costs. Each charging station is \$7000-\$8000 installed.

MOTION CARRIED

Councillors who voted in favour of this motion:
Councillors who voted against this motion:

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

(b) Donation

To donate \$2,000 on behalf of Kentville residents to the Stronger Together Nova Scotia Fund to support victims of the shooting on April 19 in Colchester County.

Points of Discussion

- What will this money be used for? Funds will support the Red Cross to provide support to those impacted by the tragedy.
- Council should consider the best interest of Kentville residents with this donation. Recommend that letters are written to provide condolences.
- Staff received a request by a citizens group to erect a billboard at Burgher Hill to show support for Nova Scotia Strong and #WeAreKentville.
- Support for encouraging residents to contribute to the Stronger Together Nova Scotia Fund

RECOMMENDATION TO COUNCIL

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

That Council make a contribution on behalf of the Town of Kentville to donate \$2000 to the Stronger Together Fund.

MOTION FAILED

Councillors who voted in favour of this motion:

Bolland, and Pulsifer

Councillors who voted against this motion:

Andrew, Gerrard, Maxwell, Savage and Snow

(c) Kentville Float

Councillor Savage gave outlined a request to have a small parade of Kentville's Apple Blossom Festival float and maybe some participation of the Police and Fire Services on May 30th in place of the Apple Blossom Festival Parade that would informally wind its way through the streets of Town for the pleasure of residents. Social distancing protocols would be adhered to. There would be no gathering, simply be viewed from the resident's driveways.

Points of Discussion

- This event may be better coordinated through the Apple Blossom board.
- Should this be an event for the Kentville Business Community on behalf of the Town? KBC is a great organization to host special events.
- Recreation staff could also put together an event.
- Nice that a citizen has brought this idea to Council in several communities.

7. IN CAMERA

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

That Council proceed to a closed session at 5:53 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 6:16 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

- Discussion about odors from the regional sewer facility
- Discussion about potential dates of budget meeting.

10. ADJOURNMENT

It was moved by Councillor John Andrew and seconded by Deputy Mayor Craig Gerrard

That the April 27, 2020 meeting of Council be adjourned at 6:22 p.m.

MOTION CARRIED



**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
April 30, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended April 30, 2020.

Finance Department Update

- ✓ Fourth quarter utility bills were mailed in mid-April with a due date of June 30, 2020.
 - ✓ Interim tax bills were issued late April with a due date of June 30, 2020.
 - ✓ Audit preparations are nearly complete and financial statements are being drafted. The external audit begins May 19, 2020. The Town Operating fund is projecting a current surplus position (unaudited) of \$149,734. The surplus will be transferred to Operating Reserve, per DMA guidelines.
 - ✓ After the dividend payment to the Town, the Kentville Water Utility posted an unaudited current surplus of \$201,761. \$195,261 will be transferred to KWC Capital reserve, leaving a current surplus of \$6,500. The Sanitary Sewer Utility ended the year with an unaudited current surplus of \$199,058, which will be transferred to the Sanitary Sewer Area Service Operating Reserve, per DMA guidelines.
 - ✓ The Town's Operating and Capital budgets are nearly ready for presentation to Town Council, along with the Sanitary Sewer Area Service's Operating and Capital budgets. The Kentville Water Utility's Operating and Capital budgets will appear before the Kentville Water Commission in May.
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Attachments

Schedules A & B (Revenue and Expenditures) are not included for the month ended April 30, 2020, as the 2020/2021 Operating Budget is not ratified at this time; however, the March 31, 2020 year-end position is included (Schedules A & B) and departmental variances are quantified on page 2.

Schedule C (and graph) (Outstanding Taxation) is not attached. The interim billing has been issued, but it is not yet due. Information on the interim billing is included.

Schedule D (Sanitary Sewer Area Service) is included for the year ended March 31, 2020, as the fourth quarter is now billed.

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

Schedule G Capital Investment Plan for 2019/2020 is included for the year ended March 31, 2020.

Schedule H Accounts Receivable- Due from the Municipality of the County of Kings.

Analysis

Town of Kentville Operating Fund- Year ended March 31, 2020

The unaudited 2019/20 surplus (as at date of writing) is **\$149,734**.

Below is a snapshot of the year-end results.

	Budget	Actual (Rounded)	Variance Over (under) budget
REVENUE			
<i>Taxes</i>	\$9,571,300	9,620,251	\$48,951
<i>Payment in Lieu</i>	500,400	512,904	12,504
<i>Services provided</i>	211,500	247,888	36,388
<i>Sales of services</i>	1,112,700	1,063,171	(49,529)
<i>Own source</i>	1,248,200	1,243,065	(5,135)
<i>Unconditional transfers</i>	226,900	224,478	(2,422)
<i>Conditional transfers</i>	141,200	183,006	41,806
<i>Financing (revenue)</i>	<u>252,800</u>	<u>252,833</u>	<u>33</u>
Total revenue	<u>13,265,000</u>	<u>13,347,597</u>	<u>82,597</u>
EXPENDITURE			
<i>Legislative</i>	248,000	241,159	(6,841)
<i>General Administrative</i>	1,350,100	1,375,603	25,503
<i>Protection</i>	3,617,600	3,628,877	11,277
<i>Transportation</i>	2,087,200	2,103,375	16,175
<i>Environmental Health</i>	701,400	687,102	(14,298)
<i>Public Health</i>	99,500	58,933	(40,567)
<i>Environmental Development</i>	681,800	684,383	2,583
<i>Recreation & Cultural</i>	1,360,400	1,293,288	(67,112)
<i>Education</i>	1,556,300	1,556,256	(44)
<i>Financing & Transfers (expenditure)</i>	<u>1,562,700</u>	<u>1,568,886</u>	<u>6,186</u>
Total expenditure	<u>13,265,000</u>	<u>13,197,863</u>	<u>(67,137)</u>
Annual Surplus (unaudited)			<u>149,734</u>

As per DMA requirements, the annual surplus will be transferred into the Town of Kentville Operating Reserve.

Schedule C (Summary of Outstanding Taxes) is not attached; however,

Interim taxes were billed and are due **this year on June 30, 2020**, due to the COVID-19 pandemic. The interim billing was \$4,740,575 (last year-\$ 4,558,229). Total property tax outstanding as at April 30, 2020 is \$4,682,621 (last year-\$4,154,488). The graph for outstanding taxes will be provided after the due date.

Schedule D (Sanitary Sewer Area Service)

The report from the Sanitary Sewer Area Service is attached for the year ended March 31, 2020. If revenue and expenses were averaged equally, 100% of the budget would be consumed.

Revenue

Overall, revenue exceeded its target reporting at 108.8%. Sewer charges are over budget at 108.8%, due to billings for spill charges in the Business Park. Interest charged on outstanding accounts exceeded budget at 116.5%. Permits for sewer connections exceeded its budget by \$200.

Expenditures

On the expenditure side of the ledger, total expenditures are above the budget at 108.8% expended. Administration expenditures were below budget reporting at 85.7%. Legal expenditure and Professional studies were not fully expended. Domestic Sewer Maintenance and Pumping Stations segments fall under budget mainly due to lower maintenance of this infrastructure. The Sanitary Sewer Area Service reported a current surplus of \$199,058, which will be transferred to Sanitary Sewer Area Service Operating reserve, as required by Department of Municipal Affairs.

The Sanitary Sewer Area Service finished the year with a **current surplus of \$NIL**.

Schedules E and F (Perpetual Investment Fund)

The Investment Advisory Committee (IAC) met virtually on April 22, 2020 to discuss the report for the year ended March 31, 2020.

The *Statement of Financial Position (Schedule E)* for year-end shows that investments total \$13.3 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$867,266	\$861,871
Fixed income securities	8,478,984	7,914,583
Equities	<u>3,919,010</u>	<u>3,723,040</u>
Total investments	<u>\$13,265,260</u>	<u>\$12,499,494</u>

The *Statement of Reserves (Schedule F)* is also attached. At March 31, 2020, interest paid into the fund is \$174,467, dividends paid into the fund total \$225,347; capital gains are \$163,006 (last year-\$108,476). At March 31, management fees totaled \$35,796 (last year- \$36,318).

\$460,000 was paid to the Town end of March 2020 comprised of \$ 447,411 income (net of fees) and \$12,589 capital gains. Because the Town is in a surplus position, the supplemental withdrawal was not required.

Schedule G (Town of Kentville Capital Investment Plan 2019/2020)

The 2019/2020 capital investment plan is complete. Section G is attached for Council's information. Projects totaled \$ 1.8 million (64.8% of budget).

Funding sources total \$ 1.8 million. \$13,536 from upper levels of government, \$31,180 from various contributors, \$843,106 from Gas Tax Reserve, \$370,693 from the Town's capital reserves, \$44,676 from Operations, \$490 from cash and \$523,354 from long-term borrowing.

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

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 March 31, 2020.

This concludes the monthly report from the Finance Department for April 30, 2020.

Respectfully submitted,



Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

March 31, 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>	99.7%
Area rates and frontages			
Area rates	576,600	657,408	114.0%
Special assessments	8,500	6,825	80.3%
	<u>585,100</u>	<u>664,233</u>	
Based on revenue			
Business property	<u>39,200</u>	<u>39,208</u>	100.0%
TOTAL TAXATION	<u>9,571,300</u>	<u>9,620,251</u>	100.5%
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>	102.5%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	113,600	118,775	104.6%
Local government	97,900	129,113	131.9%
	<u>211,500</u>	<u>247,888</u>	117.2%
SALES OF SERVICES			
Agencies	<u>1,112,700</u>	<u>1,063,171</u>	95.5%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	42,300	49,575	117.2%
Rentals	419,000	415,773	99.2%
Interest	115,000	168,014	146.1%
Return on investments	630,000	560,000	88.9%
Other	41,900	49,704	118.6%
	<u>1,248,200</u>	<u>1,243,065</u>	99.6%
UNCONDITIONAL TRANSFERS	<u>226,900</u>	<u>224,478</u>	98.9%
CONDITIONAL TRANSFERS	<u>141,200</u>	<u>183,006</u>	129.6%
FINANCING AND TRANSFERS			
From reserves	<u>252,800</u>	<u>252,833</u>	100.0%
	<u>252,800</u>	<u>252,833</u>	100.0%
TOTAL REVENUE 2019/2020	13,265,000	13,347,597	100.6%

Town of Kentville Operating Fund

March 31, 2020

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	248,000	241,159	97.2%
General administration	1,350,100	1,375,603	101.9%
	<u>1,598,100</u>	<u>1,616,761</u>	<u>101.2%</u>
PROTECTIVE SERVICES			
Police- core program	2,341,500	2,279,274	97.3%
Police-sales of service	148,300	134,115	90.4%
Law enforcement	229,500	182,029	79.3%
Fire fighting	760,200	840,882	110.6%
Protective service- debt charge	21,200	21,125	99.6%
Emergency measures and other	116,900	171,451	146.7%
	<u>3,617,600</u>	<u>3,628,877</u>	<u>100.3%</u>
TRANSPORTATION SERVICES			
Common services	928,500	912,478	98.3%
Road transportation	782,300	791,493	101.2%
Public transit	205,300	233,323	113.6%
Transportation- debt charge	74,300	73,138	98.4%
Other	96,800	92,942	96.0%
	<u>2,087,200</u>	<u>2,103,375</u>	<u>100.8%</u>
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	701,400	687,102	98.0%
PUBLIC HEALTH			
Public health and housing	99,500	58,933	59.2%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	239,500	238,372	99.5%
Other community development	442,300	446,011	100.8%
	<u>681,800</u>	<u>684,383</u>	<u>100.4%</u>
RECREATION AND CULTURAL			
Recreation-Administration	480,700	471,728	98.1%
-Programmes (net)	129,300	92,323	71.4%
-Facilities	589,700	568,313	96.4%
-Debt charge	31,800	30,188	94.9%
Cultural	128,900	130,736	101.4%
	<u>1,360,400</u>	<u>1,293,288</u>	<u>95.1%</u>
EDUCATION			
	<u>1,556,300</u>	<u>1,556,256</u>	<u>100.0%</u>
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>	<u>100.4%</u>
TOTAL EXPENDITURE 2019/2020	13,265,000	13,197,863	99.5%
SURPLUS (DEFICIT)		149,734	

Town of Kentville Operating Fund

March 31, 2020

	FINAL		
Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,279,000	1,391,179	108.8%
Interest	4,300	5,010	116.5%
Bad debts collected	-	0	0.0%
Permits- sewer connections	1,300	1,500	115.4%
Miscellaneous revenue	-	0	0.0%
Transfer from Sanitary Sewer Operating Reserve	-	0	0.0%
TOTAL REVENUE	1,284,600	1,397,689	108.8%
EXPENDITURES			
Administration			
Administration	87,500	77,319	88.4%
Legal	40,000	19,725	0.0%
Audit	2,400	2,215	92.3%
Office	2,200	2,996	136.2%
Common service charge	30,000	30,000	100.0%
Vehicle expense	2,000	573	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	952	95.2%
Interest on customers' deposits	100	54	54.4%
Professional studies	5,000	174	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	90,300	100.0%
	261,800	224,308	85.7%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	26,000	15,763	60.6%
Domestic sewer-mat & supplies	46,400	21,887	47.2%
	72,400	37,651	52.0%
Pumping Stations			
Pumping stations-wages	14,400	14,698	102.1%
Pumping stations-insurance	7,900	7,918	100.2%
Pumping stations-operating	19,000	15,079	79.4%
Pumping stations-mtnc	15,000	4,940	32.9%
	56,300	42,636	75.7%
Treatment & Disposal			
Agreement-Co. of Kings	761,300	762,401	100.1%
Fiscal Services			
Interest - S/T & L/T	6,900	6,896	99.9%
Principal	59,700	59,740	100.1%
Discount		0	
	66,600	66,636	100.1%
Capital from Revenue	35,000	35,000	100.0%
Transfer to Reserve	30,000	229,058	763.5%
TOTAL EXPENSE	1,283,400	1,397,689	108.8%
SURPLUS (DEFICIT)	1,200	0	

Town of Kentville Perpetual Reserve Fund

Year ended March 31, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$861,871)	867,266	1,005,913
Receivables		
Accrued		
Accrued interest and dividends	88,310	83,394
Due from own funds and agencies		
General operating fund	597	
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$7,914,583)	8,478,984	8,244,833
Equities (at market- \$3,723,040)	3,919,010	3,870,916
Total assets	<u>13,354,167</u>	<u>13,205,056</u>
Fund Balance		
Due to Town Operating Reserve		6,223
Reserve	<u>13,354,167</u>	<u>13,198,833</u>
Total fund balance	<u>13,354,167</u>	<u>13,205,056</u>

Town of Kentville Perpetual Reserve Fund

Year ended March 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	174,467	202,646
Dividends	225,347	210,011
Accrued interest and dividends	88,310	83,394
Capital gains		
Equities	186,452	135,733
Fixed income securities	<u>(23,446)</u>	<u>(27,257)</u>
	<u>651,130</u>	<u>604,527</u>
	<u>13,849,963</u>	<u>13,705,424</u>
Less:		
Management fees (net)	35,796	36,318
Return of capital		3,226
Due to Town of Kentville operating fund		7,047
Transfer to Town of Kentville operating fund	<u>460,000</u>	<u>460,000</u>
	<u>495,796</u>	<u>506,591</u>
Balance, end of year	<u>13,354,167</u>	<u>13,198,833</u>

March 31, 2020

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	858,800	843,106	98.2%
General Administration	88,500	66,136	74.7%
Protection	108,500	72,341	66.7%
Transportation	958,200	418,542	43.7%
Planning	15,000	0	0.0%
Development	67,000	46,686	69.7%
Recreation	723,100	380,224	52.6%
Cultural	0	0	0.0%
	2,819,100	1,827,035	64.8%
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	30,500	103.4%
	29,500	31,180	105.7%
INTERNAL SOURCES			
Cash			
Capital fund cash		490	0.0%
Reserves			
Restricted			
Gas Tax Funds	858,800	843,106	98.2%
Own Sources			
Equipment Capital	59,000	59,000	100.0%
Town Capital			
General allocation	589,400	243,848	41.4%
Recreation	74,900	67,844	90.6%
	1,582,100	370,692	23.4%
Operations			
Capital from revenue- KPS	38,500	44,676	116.0%
	38,500	44,676	116.0%
BORROWING	1,081,500	523,354	48.4%
	2,819,100	1,827,035	64.8%

Town of Kentville Capital Fund

GENERAL LEDGER	GAS TAX INFRASTRUCTURE		
#	Description	Budget	Actual
		(revised)	
	Transportation		
	Sidewalks		
05-35-71-300	Main Street (East End)	73,200	0
05-35-71-340	Canaan Ave-sidewalk, street, guardrails	300,600	301,070
05-35-71-250	Park Street West sidewalk/storm sewer Phase 1	200,000	200,864
	Streets		
05-35-71-200	School Street	30,000	64,553
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	843,106
	FUNDING		
	Reserve- Gas Tax Interest	3,500	4,825
	Reserve- Gas Tax 18-19	24,600	24,624
	Reserve- Gas Tax Current 2019-2020	359,995	342,952
	Reserve- Gas Tax Top Up	470,705	470,705
	Reserve - Town capital		
	Borrowing		
	TOTAL	858,800	843,106

Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	Server system and SAN	55,000	53,686
	Integration manager	8,500	
	TOWN HALL		
	Exterior upgrades		
05-35-72-260	Town hall exterior staircase	25,000	12,450
	PROJECTS	88,500	66,136
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	88,500	66,136
	Borrowing		
	TOTAL	88,500	66,136

Town of Kentville Capital Fund

March 31, 2020

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Marked car	48,000	54,857
	Equipment		
05-35-75-700	Mobile speed signs (2)	7,800	6,866
	Building		
05-35-75-600	New Roof	42,700	
	Information technology		
05-35-75-800	Server replacement	10,000	10,618
	PROJECTS	108,500	72,341
	FUNDING		
	Cash		
	Capital from revenue	38,500	44,676
	Proceeds on sale	9,500	9,500
	Capital contribution		680
	Reserves	60,500	17,484
	Borrowing		
	TOTAL	108,500	72,341

Town of Kentville Capital Fund

GENERAL LEDGER #	TRANSPORTATION SERVICES Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	134,000	88,750
05-35-71-450	Public Works building	15,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights	25,000	25,056
05-35-71-150	Flood mitigation (Dyke) (cancelled)	175,000	5,285
05-35-71-460	Streets	300,000	253,813
	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	19,822
05-35-71-510	Shannex/GVJ	50,000	25,816
	PROJECTS	958,200	418,542
	FUNDING		
	Cash		461
	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	81,057
	Borrowing	564,200	263,388
	TOTAL	958,200	418,542

Town of Kentville Capital Fund

SCHEDULE G-5

March 31, 2020

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

Town of Kentville Capital Fund

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	20,445
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	46,686
	FUNDING		
	CASH		29
	Capital Reserve- Town General	54,500	23,257
	Capital contribution- DMA (Public Garden)		10,900
	Borrowing	12,500	12,500
	TOTAL	67,000	46,686

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	7,114
	Parks/Playgrounds		
05-35-72-500	Various playgrounds- Bonavista	10,000	9,104
05-35-72-550	Oakdene Park- Gazebo	16,000	
05-35-73-200	Memorial Park- Skateboard park- bowl (Carry Forward)	200,000	
05-35-72-600	Memorial Park- Playground	27,000	30,718
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	9,936
05-35-74-600	Pool Change rooms and door	69,600	75,524
05-35-74-500	Equipment	220,000	131,972
05-35-73-300	Studies (WIP & New)	108,500	93,821
	PROJECTS	723,100	380,224
	FUNDING		
	CASH		
	Proceeds on sale	10,000	9,000
	Capital reserve- General allocation	133,400	55,914
	Capital reserve- Recreation	74,900	67,844
	Borrowing	504,800	247,466
	TOTAL	723,100	380,224

Town of Kentville Capital Fund

SCHEDULE G-8

March 31, 2020

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

Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings
March 31, 2020

	Town Operating Fund		Town Capital	Kentville Water Utility		TOTAL
	Sanitary Sewer	Recreation		Other	Hydrant Charge	
2014/15	45,344	8,378		14,864	25,028	45,344
2015/16	59,832	3,946		10,523	29,101	83,074
2016/17	232,836	68,267	2,106*	16,905	1,386	309,905
2017/18	247,360			188,968	0	504,595
Paid- July 9, 2018				(175,571)		(175,571)
2018/2019	171,500 (status quo)	51,455 (budget \$ 88,000)		188,968		360,468
Paid- August 13, 2019	(79,080)	(58,422)		(234,134)		(371,636)
Adjustment- sewer	7,530			7,530		7,530
2019/2020 billing	178,770 (status quo)	51,455 (paid before billing)		188,364		367,134
Paid- Nov 22, 2019		(102,911) 38/79 & 19/20				
19/20 Revised billing (Feb/20)				36,670		36,670
Paid- February 4, 2020				(188,364)		(188,364)
Paid March 23, 2020				(36,670)		(36,670)
	864,092	22,168	2,106	0	11,909	942,479
	(41,787)	1,819				55,515
Written out of ledger due to age (But still collectible)	(258,122)			0	(41,787)	(258,122)
	605,970	22,168	2,106	0	11,909	684,357
	0	23,987		11,909		13,728
						698,085

Accounts Receivable- Due to the Municipality of the County of Kings
March 31, 2020

	Town Operating Fund		Sewer Connections	TOTAL DUE COUNTY
	Regional Sewer	Building & Fire Inspection		
2017/2018			27,218	27,218
2018/2019	703,000	81,916	34,349	819,265
2019/2020	727,000 4 quarters	82,250 4 quarters	35,401	844,651
PAID September 2019		(120,786)		(120,786)
PAID November 2019		(21,690)		(21,690)
PAID January 2020				(703,000)
PAID February 2020		(21,690)		(21,690)
	727,000	0	96,967	823,967
				(125,882)
				174,027

NET TOTAL Including sewer write offs
OR
NET TOTAL excluding sewer write offs



Programs and Operations		Highlights
Projects	<p>Corvid-19 has certainly slowed down the issuance of permits.</p> <ul style="list-style-type: none"> • 1 Development Permits Issued. • 1 subdivision application <ul style="list-style-type: none"> • The Curling Club has received the deed to their property from the Town. (the closed portion of Crescent Ave) They have been advised to consolidate the lot to their main building lot prior to issuing a building permit for a new ramp • Former KCA Lands. New servicing plans have been received for the Ryan’s Pocket Park portion of their development. These are under review by the Engineer. Once approved we should see some activity on site. As earlier reported, Engore has engaged a new architect for Ryan’s Pocket Park – attached are their concept for that development) • Chrysalis House have engaged a new architect and have submitted their building plans. Currently Staff are working with their engineers and architects on their site plan to ensure compliance with the Land Use Bylaw. • Green Parsons have submitted building plans for their 3rd building. Similar in style as the first 2, however this building includes a community room for the residents. (see attached building plan) • A geotechnical report has been received from Stantec for the vacant River Street property (adjacent to Shannex). This report is under review by the perspective buyers as part of their due diligence. 	<ul style="list-style-type: none"> • building Valuation of \$1,500 for a year total of \$689,600.

	<ul style="list-style-type: none"> • Staff are working on a staff report on a rezoning application. It is anticipated this will come before Council at your May 25th meeting. • • 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 • Planning Department meeting • Stoneridge Developments • Somerled Properties • Brighter Community Planning and Consulting 	

Activity Report

Planning & Development

April 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> APRIL 2020		<i>PERMITS ISSUED</i> APRIL 2019	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	1	8	10	38
Total Building Value (\$)	1,500	689,600	676,200	2,353,545
Permit Revenue (\$)	0.00	861.20	981.90	3,362.51

Permits Report

Planning & Development

April 2020

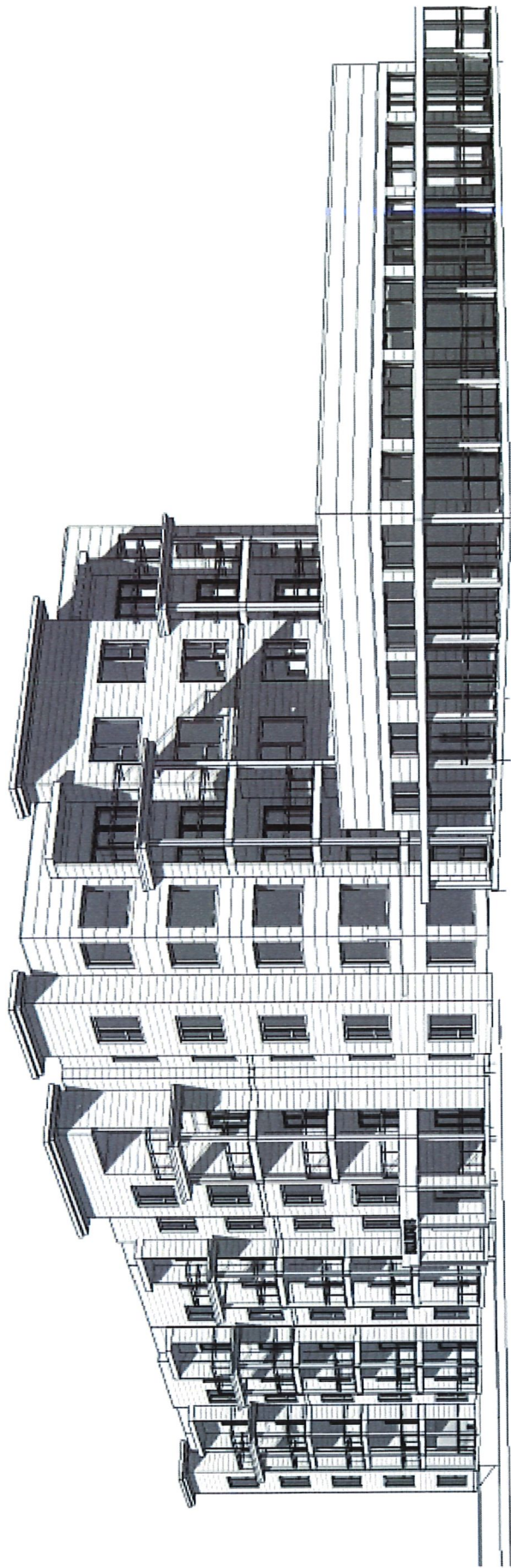


Permit #: 3731	Permit Date: 4/30/2020
Value of Construction: \$1,500.00	Fee: \$0.00
New Accessory Structure – Placing a 10' x 10' structure in the rear of the property.	

Total Value of Construction: \$1,500.00	Total Permit Fees: \$0.00
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Ryans Park





Green Parsons 3rd Building

Town of Kentville
Community & Economic Development



Report to CAC – May 11th, 2020

Submitted May 7, 2020

<p>Programs and Operations</p>	<ul style="list-style-type: none"> • Work continues on re-designing previously booked marketing campaigns. Planning has now started for later-in-the-season promotions, those campaigns will stay neutral and unspecific in order to preserve the shelf life and ensure relevance as we move through the summer season and approach fall. • Regular messaging with AVR/Magic that was running for the first 4 weeks of the state of emergency has ended. All communication about COVID-19 related items is now being housed mainly on the website, and the comms team is pushing out social media posts as needed based on new info from the Province or REMO as it comes out. • The CEDC worked with the KBC Special Projects committee on the COVID-19 edition of the video project in the #wearekentville series. The video was published on April 11th and has been viewed over 48,000 times online. It was also shared over 400 times and was also picked up by Provincial media. • The Mentorship Pus Program coordinator continues work to build the program and develop strategies for the overall project. The regional team is working on strategies that will allow them to engage the mentors while still maintaining social distance. • The Kentville Business Park project has been placed on hold due to the summer hiring freeze. The framework is in place and the project work plan has been created. The work will be ready to be picked up again when the timing is right.
<p>Projects & Beautification</p>	<ul style="list-style-type: none"> ○ All project requests for 2020/21 have been submitted. Awaiting budget review and approval.



<p>Tourism /events</p>	<ul style="list-style-type: none"> • Nothing new to report since last month. Tourism operators and VIC's await the phase in the NS Recovery Plan that will allow us to move forward. We are ready from a planning perspective if/when we can open. • AVR/Magic are producing a radio special to be aired over Apple Blossom Weekend that will feature stories being shared about Apple Blossoms past, musical tributes and other highlights.
<p>Other</p>	<ul style="list-style-type: none"> • The Town of Kentville has been promoting the Nova Scotia One Garbage Bag Challenge and encouraging Kentville folks who have participated to send in photos of the litter they have collected so we can post it in our Kentville album. The program has been working well so far. The CEDC has delivered supplies to a small number of participants so far, and has worked out an option for removal of collected bags for people who have gone over their personal allotment for curb collection and need assistance getting litter from home to Valley Waste. • The KBC Board and its various sub committees continue to work on initiatives and programs that will support businesses through this time and throughout the recovery phase. Businesses are starting to think about re-opening with new measures in place. KBC and the CEDC are supporting those operations by sharing resources from Occupational Health and Safety and best practices for operating during the pandemic. We are also staying intimately aware of the efforts of the REN and the Chamber of Commerce and collaborating with both of those organizations and others with regards to recovery efforts specifically for business.
<p>Meetings and Events</p>	<ul style="list-style-type: none"> • April 13 – Planning department staff zoom • April 14 – Saltscapes regional planning committee zoom • April 16 – Business Park Work Plan development call • April 21 – Communications Teams Call • April 22 – Planning Dept staff zoom • April 23 – KBC Special Projects Committee zoom • April 28 – KBC regular Board Meeting zoom • April 29 – Mentoring plus program check-in call • April 30 – Famers Market Board zoom • May 3 – Mentoring Plus program check-in call

	<ul style="list-style-type: none">• May 5 – Downtown Promotions and Events Committee zoom• May 5 – First Aid Training recertification (online)• May 6 – Planning Department teams call• May 6 – KBC Special Projects Committee zoom• May 6 – Nova Scotia Business Labour Economic Coalition zoom w/Dr. Strang• May 7 – Interview with AVR/Magic re: Appleblossom Radio Tribute• May 7 – Valley REN Economic Recovery Planning zoom
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Respectfully Submitted,
Lindsay Young,
Community & Economic Development Coordinator

Presented on May 11th, 2020
Presented by Rachel Bedingfield
Director of Parks and Recreation

<p>Facility Related</p>	<p>Facility re-opening:</p> <ul style="list-style-type: none"> 💡 On Friday May 1st at 3pm the province announced that all trails and parks in the province would be open, effective immediately. In an amazing effort by our Facilities Manager and Park Staff, we were able to open the following facilities to the public: <ul style="list-style-type: none"> • Oakdene Park • Kentville Ravine Trail • Eaves Hollow • Harvest Moon Trail • The Gorge Trail • The Kentville Skatepark <p>Remaining closed are all playgrounds as per the provincial directive, as well as all sport fields (Oakdene and Memorial Park) due to wet conditions, as in previous years. <u>A HUGE thank you to our Parks team</u> who jumped into action knowing how excited our community would be to access their parks and trails.</p> <ul style="list-style-type: none"> 💡 Two of our arena staff have now moved outdoors and have begun cleaning up our parks and trails. As always, the winter uncovers a number of surprises, and they are working to get to all public spaces, ensuring our green spaces look wonderful. 💡 Repairs and maintenance are continuing at the arena.
<p>Programs and Operations</p>	<p>The Kentville Recreation Department has had to make a number of adjustments since the start of the pandemic. As a department, we have been looking at our community’s level of Leisure Education and Leisure Literacy. At a time when our community depends on recreation services more than ever, to support their own physical, mental, social and cognitive needs, their leisure repertoire has been greatly limited. To keep track of our innovative ideas, and to ensure that are delivery is purposeful and meeting our goals, we have created a tracking sheet (attached), and use this to track our work.</p>

	<ul style="list-style-type: none"> 💡 We are continuing to plan what the summer will look like and planning for best case/ worst case scenarios. This means that our summer staff will most likely not be hosting campers, but rather offer community programs that are guided by public health restrictions, and allow the Kentville community to gain the benefits of recreation. Focused activities will follow a leisure education model and target families, youth and seniors. 💡 We are continuing to add some Flyers to the Open Arms food boxes that provide information and support surrounding accessing recreation during the pandemic. 💡 We are working with the Town of Wolfville to launch the skill sharing series within next couple of weeks 💡 We are continuing to communicate with community partners – sending out resources, checking in, brainstorming ideas on how to serve them, etc. 💡 Recreation Kits are currently being created to support the wellbeing of members of our community who are currently in crisis. Kentville’s Leisure Play Kits will be designed and put together by Kentville Recreation staff. Kits will be ready for community partner pick-up every two weeks for three sessions, at which point we will reassess. The description of the kits is as follows: <p>“Leisure Plays kits are designed specifically for youth, families and seniors and will provide an opportunity for play with a purpose. Each kit will have activities that encourage outdoor exploration, a chance to get the body and mind moving, and an activity with skill and resource development. The kits will be designed using leisure education principles that aim to support the facilitation of knowledge allowing users to acquire the skills needed to take control over their own health and wellbeing. “</p> 💡 We have started our equipment loan home delivery services. This program has received great feedback. We loan out on average sixteen pieces of equipment per week, and the requests continue to grow. All
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	<p>equipment is sanitized in between uses, as per public health protocols.</p> <ul style="list-style-type: none"> ♀ 1-2 pop up challenges continue to be posted each week online to target families in offering creative activities that can be done at home or close to home. This series will be coming to an end as we transition into other offerings. ♀ Spike and Muddly, the Town of Wolfville’s mascot, have been creating videos together and challenging communities throughout the Valley to come together. We hope to get people moving, connecting, and being creating while having fun and smiling. ♀ We have had great participation in the Community Art Exhibit where we encourage art to be created and hung in windows. This program is soon coming to an end. ♀ Our very popular older adult fitness classes continue to be offered online.
<p>Capital Projects</p>	<ul style="list-style-type: none"> ♀ All capital projects are either completed or carried over to the next year, pending council approval.
<p>Public Engagement/ Community Events</p>	<p>Community Surveys</p> <ul style="list-style-type: none"> ♀ We will be launching two survey’s, one for public and one for community organizations to help us understand the needs of the community at this time. This information will help us better understand the needs of our community during the time of Covid, and how we can better meet their needs. <p>Community Events Update:</p> <p>Because of the Corona Virus we have had to make the difficult decision to cancel or postpone the following community events (there is no update from the previous report, these items are here for your reference):</p>

	<ul style="list-style-type: none"> 💡 The Kentville Volunteer Awards and Brunch will be postponed until a later date (TBD). We are still accepting nominations and fully plan on executing this event this year. Volunteerism is an integral part of our community’s DNA, and we wouldn’t want to miss the opportunity to celebrate the amazing volunteers in our community. Forms can be requested at recreation@kentville.ca 💡 The Provincial Volunteer awards have been rescheduled to Monday September 28th. We still plan on attending and supporting our community nominee. <p>Work with Community Partners</p> <ul style="list-style-type: none"> 💡 We continue to work with community organizations to help support their needs.
<p>Meetings and Events</p>	<ul style="list-style-type: none"> 💡 Regional Recreation Collaboration 💡 Innovative recreation Research Team 💡 Canada Cup 💡 Department Meetings 💡 Healthy Parks, Healthy People Webinar 💡 VRCDA Accessibility Committee 💡 Management Meeting 💡 Kentville’s Green Plan/Climate Action Plan 💡 Homeless No More 💡 Re-Sport meeting 💡 Summer Program Planning 💡 AT Funding Opportunity 💡 RNS Communications Working Group 💡 Connect 2 grant meeting 💡 Provincial Inclusion and Access Task Team 💡 Kentville Play Kit Planning 💡 Kentville Accessibility Committee 💡 VRCDA check-in 💡 Presented webinar: https://www.recreationns.ns.ca/covid-19-information.html
<p>Council Related</p>	<p>Council Priorities:</p>

	<ul style="list-style-type: none"> 💡 <i>Accessibility Committee:</i> The Accessibility Committee met on April 29th. A statement of commitment for council was agreed upon. Please see recommendation. 💡 <i>Regional Recreation Agreement:</i> The Terms of Reference committee met this month. Each individual unit is working on their individual budgets and plans, and then we will we reconvene. 💡 <i>Active Transportation Plan:</i> The internal A.T. Implementation Team is continuing to collaborate. We will be bringing recommendations to council on the future opportunities, specifically those that are capital related. 💡 <i>Kentville's Green Plan:</i> We have started working regionally to better collaborate on certain initiatives which will help us access more resources and further our reach. Our priorities moving forward fall under the following categories: <ol style="list-style-type: none"> 1. Sustainable Transportation 2. Urban Tree Management/Strategy 3. Flood Mitigation 4. Collection of Baseline Data/Identification of future environmental trends
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Town of Kentville COVID-19 Innovation Tracking Sheet

Recreation provisions for what purpose?

We're after (outcomes)...

- **Health & wellness**—Positively effect citizens physical, emotional, intellectual, social, and wellness.
- **Resilience**—Citizens have more internal resources to draw on (more recognition and awareness of their own skills, strengths, strategies, resources) and awareness and access to external resources that support leisure opportunities.
- **More connectedness, less isolation**—Citizens feel less 'distant' from others and the community and have re-established or strengthened relationships with people of significance in their life and broader social and community networks.

What beliefs will inform what we design?

We believe that...

- **Equity** should be fundamental to how and what we provided citizens for leisure participation. Not all citizens have equal access to the skills, knowledge and resources to create and participate in leisure. Our provisions should address these inequities. Equity provides individuals with the resources and supports they need to overcome barriers or reach a threshold. It caters for individual need. This is only fair when there are enough resources to go around.
- **Education** is a mechanism in which we can shape the leisure literacy (leisure skills, knowledge, attitudes, and awareness) of our citizens, including partnerships with allied stakeholders.
- **Partnerships** are a resource that can shape what leisure provisions we design but also how we deliver provisions.

Town of Kentville COVID-19 Innovation Tracking Sheet

COVID-19 Innovation Framework for Recreation Services

Innovation	Targeted Population					Equity	Design Beliefs			Outcomes Targeted			Delivery of Innovation How and who is it delivered? Drop off, phone, social media, online virtual space, etc.	Description of Innovation
	Older Adults	Low-income families	Youth	General Public	Etc..		Community centered	Education	Partnership	Benefits E-emotional S-social P-physical I-Intellectual	Resilience	Connectedness		
Leisure hot line (ongoing)	X	X	X	X			X	X		E	X	X	Phone service with rec staff.	Number that any older adult can call regarding leisure/recreation opportunities, activities, programs , and also to ask any questions.
Leisure Boxes (In process)	X		X			X	X	X	X	P, E	X	X	Boxes are dropped off by recreation staff, but families were identified by Open Arms (partner).	Leisure kits have leisure supplies and resources for play experiences at home. These boxes include equipment and instructions on the activities available in the box.
Online fitness and yoga class (ongoing)				X		X	X	X		P, E	X		Rec staff	Paid staff offer fitness and yoga class online live twice a week through social media outlet.
Equipment Loan Program (ongoing)				X		X	X	X		P, I	X		Equipment is reserved by community member, dropped off, picked up and sanitized by staff.	We will be loaning out equipment ranging from lawn games to scooters, skateboards, helmets etc to those looking for ways to recreate at home.
Pop Up Challenges (ongoing, coming to an end)		X		X		X	X	X		E		X	Information on pop up challenges are promoted via social media.	We provide information on how to participate in the challenge and do our best to think of alternative ways people can participate and take part to promote inclusion.
Spike and Mudley Adventures				X			X		X	E, S		X	Adventures are promoted via social media.	Videos are produced in collaboration with Town of Wolfville using Town Mascots. Videos strive to promote social distancing, support,

Town of Kentville COVID-19 Innovation Tracking Sheet

(ongoing)															connectivity and general well being during this time.
Strategically prioritizing park work (complete)				X			X			E				By Parks and Recreation staff	Ground and area maintenance/beautification in parks and public/recreational areas are being prioritized by which areas are more easily seen from sidewalks and public areas. This helps give residents a sense of hope and excitement for days ahead and shows that we are still here working for when things reopen.
Skill Sharing (in process)				X			X		X	E,P	X	X		Community members share skills in an online forum	Partnered with the Town of Wolfville, these workshops will includes everything from bread making to wood carving.

Town of Kentville

Department of Engineering & Public Works

Report to CAC – May 11, 2020

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



<p>Administration</p>	<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. 	<p>Highlights</p>
<p>Programs and Operations</p>	<ul style="list-style-type: none"> In the midst of budget approvals & meetings. Director of Finance Crowell will be presenting budgets to Mayor & Council on May 19 & 20. 	<p>Highlights 2020/21 Budgets</p>
<p>Projects</p>	<p>Public Works</p> <ul style="list-style-type: none"> As of May 4th, Public Works and Water Commission crews are back at full force with everyone working full 40-hour weeks. PW crews are currently prepping the two well house sites (clearing, grubbing, forming, etc) for the concrete pads to house the generators & propane tanks planned to be installed later this month. The street sweeper is back out for the season, making our streets super clean again. Patch Paving tenders are set to close the afternoon of Thursday May 7th, (the day after I wrote this). This is a unit price contract with a budgeted amount of \$90,000 in the 2021/21 operating budget. I have asked CAO Rice to provide you with an update with regards to the successful bidder and their unit price. 	<p>Highlights</p> <p>Street Sweeper</p> <p>Patch Paving</p>



	<p>Kentville Water Commission</p> <ul style="list-style-type: none"> Both Operating & Capital Water Commission budgets were approved at last Wednesday’s quarterly meeting. The capital budget was approved at \$342,400 including such projects as the replacement of the watermain and services on Condon Avenue, upgrades to the Booster Station on Prospect Avenue near Overlook Road and an expansion of the water treatment building on Prospect Avenue. <p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> We are investigating some potential high strength wastewater users (industrial, institutional, medical) and will start collecting samples at various locations to identify offenders and encourage them to either reduce the strength of their waste or start receiving surcharges on their utility bills. 	<p>KWC Budgets</p> <p>High Strength Waste Users</p>
Public Engagement	<ul style="list-style-type: none"> Frequent phone calls and site visits. Drop-ins – Currently not allowed Letter correspondence – as needed 	Highlights
Meetings and Events	<ul style="list-style-type: none"> Senior Staff meetings every Tuesday. 	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: May 11, 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.

DISCUSSION

- The communications team has been working steadily to
 - Provide appropriate Covid-19 resources to residents
 - Direct residents and businesses to support services
 - Communicate which services and programs are running and which are cancelled
 - Updated website and Facebook information to show cancellations and closures
 - Posters and signage on trails, parks, facilities
- Analytics from the website were collected from April 1 to April 30, 2020. The news article announcing the opening of trails and parks received the most traffic this month. Pageviews for the site decreased slightly in April compared to March.
- The Facebook Page continues to grow at around 100 new likes per month, with 6694 total number of Likes. The Town's most popular post this month were the livestreamed council meeting, the equipment loan program, and the cancellation of the Apple Blossom Festival.

POLICY IMPLICATIONS

None

BUDGET IMPLICATION

None

ATTACHMENTS

- Website analytics

RECOMMENDATION

None


Town of Kentville Monthly Report

Apr 1, 2020 - Apr 30, 2020

All Users
100.00% Sessions


Pageviews

15,209
% of Total: 100.00% (15,209)




Pages per Session

1.87
Avg for View: 1.87 (0.00%)



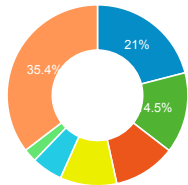
Avg. Time on Page

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



Pageviews by City

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

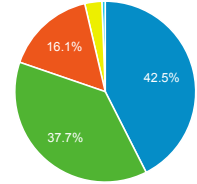


Pageviews and Unique Pageviews by Page Title

Page Title	Pageviews	Unique Pageviews
Welcome to the Town of Kentville, Nova Scotia	2,537	2,076
88th Annapolis Valley Apple Blossom Festival Postponed until 2021 The Town of Kentville	1,495	1,363
Bells will Ring in Kentville Friday Night The Town of Kentville	1,126	932
TOWN OF KENTVILLE COVID-19 RESPONSE The Town of Kentville	806	695
Sidewalk Etiquette During COVID-19 The Town of Kentville	530	508
Contact The Town of Kentville	506	402
News The Town of Kentville	483	346
Kentville Police Service The Town of Kentville	327	255
What's Happening The Town of Kentville	301	214
About Kentville The Town of Kentville	293	225

Entrances

- organic
- referral
- direct
- Digital_Display
- Display



Visits and % New Visits by Landing Page

Landing Page	Sessions	% New Sessions
/	1,932	62.06%
/news/02-04-2020/88th-annapolis-valley-apple-blossom-festival-postponed-until-2021	1,076	85.50%
/news/23-04-2020/bells-will-ring-kentville-friday-night	751	75.50%
/news/announcements/14-04-2020/sidewalk-etiquette-during-covid-19	356	55.90%
/news/31-03-2020/town-kentville-covid-19-response	293	84.98%
/public-safety/kentville-police-service	233	78.97%
/news/16-04-2020/town-kentville-covid-19-response	163	80.37%
/parks-and-recreation/parks/harvest-moon-trail	147	76.87%
/contact	144	48.61%
/news	115	65.22%



<p>Administration</p>	<ul style="list-style-type: none"> • Valley Waste Resource Management – Waiting on Kings County comments before we can move forward with the bylaw amendments. • Kings Transit – Service remains suspended due to Covid-19 protocols. • Police Commission – Attended April 17th meeting, budget was approved and forwarded to Council for their final approval. • Union Negotiations – Ongoing • The amended Board of Police Commissioners Bylaw is still awaiting approval by the Dept. of Justice. • Weekly Directors meetings continue. • Town Hall remains closed to the public as per Provincial protocols. • Staff are still working as per normal at this point with some changes that allow staff to work from home. • Town Hall building has been completely cleaned and disinfected as per COVID-19 protocols. • Assessment being conducted at Town Hall to prepare for the opening to the public. More information to follow. • Participated in the Police interviews for the position of Deputy Chief 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Projects and Programs</p>	<ul style="list-style-type: none"> • Kentville Business Park – The Business Park continues to attract interest from businesses looking to relocate. We have had offers and subsequent sale of 3 properties in the Business Park. • Calkin Building – The building remains “for sale” with 2 recent requests for viewing. • The Mentoring Plus Program is moving forward but has had to adapt to the COVID-19 protocols. 	<p>Highlights</p> <ul style="list-style-type: none"> •

	<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. THIS HAS BEEN DEFERRED AS PER COVID-19 PROTOCOLS. • Review of the Code of Conduct processes – ongoing. • 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 – ongoing. • Work on the regional sewer issue is ongoing. Kings Co. CAO and their Legal met with myself and our Legal (John Shanks) to discuss and review the ongoing unresolved costs and as well, our staff (Engineer, CAO, Director Finance and John Shanks) met to review the proposed spreadsheets by Kings County. John Shanks was to check on some case law and look at potential Arbitrators and get back to us. • Reviewing our options for Fire and Building Services - ongoing • Working with Finance on budget. • Working with staff on numerous projects that are just beginning or ongoing. • PACE Program – work is ongoing 	
<p>Public Engagement</p>	<ul style="list-style-type: none"> • Emails- experiencing extremely high volumes mostly COVID-19 related. • Drop Ins – none since March 16th • Phone messages-on going with extremely high volumes • Social Media – ongoing with extremely high interactions mostly COVID-19 related. • YouTube / Videos -Continuing the normal information but have set up new sections that are addressing COVID-19 protocol information and video updates from the Mayor to the public weekly or as required. 	<p>Highlights</p> <ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> As per COVID-19 protocols, all meetings are now being conducted by virtual means. 	
Other	<ul style="list-style-type: none"> N/A 	Highlights •
Meetings and Events	<ul style="list-style-type: none"> April Council meetings (2)virtual Met with Solicitors on Legal matters (2)virtual Weekly Directors meetings (4) NS EMO meeting Investment Advisory Committee meeting virtual Regional Recreation Meeting with Kings County Municipal Units(2)virtual NSFM Mayor/Warden/CAO meetings (4)virtual AMANS Meetings (2) virtual Numerous virtual meetings re: COVID -19 Pandemic PACE Meetings (3)virtual Recreation Webinar <p>IT IS WITH DEEP REGRET AND AS THE UN-ENDING UNFORTUNATE CIRCUMSTANCES OF COVID-19, ALL OF THE TOWN OF KENTVILLE’S EVENTS AND PROGRAMMING HAVE BEEN CANCELLED UNTIL THE END OF JUNE. BASED ON THE PROVINCIAL PROTOCOLS, THIS WILL BE RE-ASSESSED AT THAT TIME.</p> <p>Staff have been adjusting daily to cope with these circumstances and to ensure that all the essential services of the Town are still being provided. There have been some really hard and heart-breaking decisions made that were in the best interest of the safety of our residents and we appreciate Council’s support during these difficult times!</p> <p>I’d like to take this opportunity to thank all staff members of the Town of Kentville for their dedication and loyalty!</p>	Highlights

Council Related	The last-minute relaxing of some of the Provincial outdoor COVID-19 restrictions were lifted at 3:00pm on Friday afternoon (May 1) and Staff made every effort to open the affected parks and trails as quickly as possible.	



Memo

To: Kelly Rice, CAO
From: Debra Crowell, Director of Finance
CC:
Date: May 6, 2020
Re: **2020/2021 PROPERTY TAXES & COVID-19 PANDEMIC**

BACKGROUND

Note: At this time, the Provincial information below is a **draft** of the proposed Provincial plan and may change at any time.

The Province of Nova Scotia recognizes that some Nova Scotia municipal units will face financial hardship in 2020/21 due to the COVID-19 pandemic and its negative affect on the local economy.

To that end, the Province is providing a **one-time** property taxation financing program to municipal units, which can be offered to qualifying citizens who have experienced financial hardship directly related to the COVID-19 State of Emergency. This program will provide an operating loan to municipal units who may have difficulty in collecting property taxes from constituents this fiscal year.

This program is a **financing plan**, which permits the municipal unit to borrow from the Province of Nova Scotia for its operating needs. These funds will augment the revenue that would be received from property taxation. Under this plan, tax levies for 20/21 would require minimal payment for the first 6 months, after which the tax levy for the entire year would have interest added at a special rate of 1.1% plus .25% (or 1.35%) and then divided by 24 to determine the monthly the payment plan.

The Province's proposal affects ONLY the COVID-19 year of 2020/2021. The 2021/22 tax levy would be billed out, as per usual, with Council-adopted interest rates, with due dates of May 31, 2021 and September 30, 2021.

The Province has suggested the **application deadline for affected citizens is June 30, 2020.** This date could change based on intake.

The Province has proposed criteria for eligibility in the program. The program will be partially administered by the Province. Applications would be completed by the taxpayer on the Province's web portal and the Province would send the applications to the municipal unit to vet for eligibility.

The program, as presented by the Province, is an administrative nightmare.

CONSIDERATIONS

At first blush, this program may seem beneficial to municipal units. However, for Kentville, there are numerous things to consider.

- Our commercial sector is made up of mainly service-delivery businesses such as banks, law offices, doctors' offices, grocery stores and drug store. These businesses have continued to operate through the pandemic.
- Senior citizens have continued to receive their Old Age Security and Guaranteed Income supplement payments, along with any pension funds.
- Mortgage companies will overdraw property tax accounts and pay the tax bills on the due dates and adjust the mortgage payments accordingly. (Presently, 739 taxpayers' bills are forwarded to mortgage companies for payment.)
- Kentville's median household income in 2016 Census was \$ 56,909 (as compared to the Town average of \$ 48,934).

ANALYSIS

After careful study I feel that the Provincial plan will create massive issues for both residential and corporate citizens in the year **2021/2022**, when essentially nearly 2 years of taxation will be due. By permitting the first 6 months of minimum payments (the Province suggests \$ 25 a month), the balance will be back-end loaded and quite possibly a hole that will be very challenging for citizens to dig themselves out.

At this date, we have no inkling what *Taxes Receivable* will look like on July 1, 2020. It is too early, in my opinion, to borrow from the Province for operating expenditures. A better indicator of any financial shortfall, and the Town's actual financial need, would come after the Town's final levy due date at September 30.

The program to borrow from the Province is open until March 2021, if the Town felt it needed to opt into the program. At that time, we would know (with greater certainty) how much we would need to borrow. We would not want to over borrow, which would cost the Town interest charges. Conversely, we wouldn't want to under borrow, if the Town was in need of funding to operate.

Please Note: The Town's many bank accounts are consolidated, which means any overdraft in one account is covered by surplus funds contained in another. The Town also has access to a Line of Credit of \$ 2.5 million at a current rate of 1.7%.

RECOMMENDATION

I acknowledge that the COVID-19 pandemic has negatively affected people in the Province and in our town. However, in many ways, this event is not a lot different than any other crisis or hardship that can affect a citizen.

The Town wants to be part of the solution for those citizens who have been drastically affected by the pandemic; however, we want to manage it ourselves on a case-by-case basis. Everybody's financial needs are different and there isn't really a "cookie-cutter" application that makes sense.

We, in the Finance Department, work every year with all citizens who find themselves in any financial difficulty and with great success.

I suggest the following general criteria for the Kentville COVID-19 Tax Installment Payment Plan (subject to alteration, as the program is fleshed out):

- I recommend that the Town offer an **internal** COVID-19 Tax Installment Payment Plan for **2020/21** property taxation. This program will operate much the same as any payment arrangements made with the Town's Collection Officer.
- A citizen's tax account must be paid in full as at March 31, 2020, in order to be considered for the COVID-19 tax installment plan.
- A citizen must approach the Collection Officer and provide proof of financial hardship, prior to being accepted into the Town's COVID-19 Tax Installment Payment program. This would include proof of acceptance to a Federal or Provincial assistance program or a Record of Employment stating layoff due to COVID-19.
- I recommend that the Town offer a "COVID-19" interest rate similar to that recommended by the Province of $1.1\% + .25\% = 1.35\%$ (not compounded).
- I recommend that the interest is added to the outstanding balance to determine the full payment amount for the year 2020/21.
- I recommend that the Town divide the payments such that this amount is paid off entirely by March 31, 2022.
- I recommend that the monthly payments would vary, as each proponent's financial situation would be different. The payment plan would be struck by the Town's Collection Officer, who is well experienced in this area.

(Sidebar: Payments of \$ 25 per month for 6 months are much too low to ensure that people can keep a handle on the outstanding balance of their tax account, which is only going to grow with the issuance of the 2021/22 tax levy.)

- I recommend that an agreement must be signed with the party applying for the COVID-19 Tax Installment Payment Plan.

- I recommend that one default of the COVID-19 Tax Installment Payment Plan negates the agreement between the parties, meaning that outstanding taxation would become due and payable and at the current interest rates prescribed by council.

TO SUMMARIZE

The intention of the Provincial plan is to help those municipal units in need of financial assistance. This is not Kentville's situation.

The Kentville COVID-19 Tax Installment Payment Plan applies **ONLY** to property taxes for 2020/2021, if the residential or corporate citizen qualifies.

The program **does not include** billings for utility services or any other billing by the Town of Kentville.

The 2021/2022 tax levies will be released and due, as per past practice.

Our interim tax bills were released last Friday. To date, neither the Tax Administrator, the Collections Officer nor I have received any call from any citizen about ability to pay.

Chapter [--]

COVID-19 Property Tax Financing Program Policy

Title

1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”

2. **Objective:**

[Enter Municipality Name Here] is concerned about the health and safety of residents. [Enter Municipality Name Here] recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**
 - 4.1 Residential - The following owners of residential property are eligible to participate in the Program:
 - 4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 15, 2020;¹

¹ Facilitating residential property tax installment payments is expected to help residents stay home and weather the pandemic in place. As written here, the criteria for eligibility request a demonstration of hardship. However, it

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);²

[4.1.3 An owner of a residential property that is rented to one or more tenants, where the owner has experienced a significant reduction in rental income from the property due to the State of Emergency, demonstrated through the following:

[4.1.3.1....insert any criteria that the owner must meet and/or documentation they must provide to be eligible]]³

4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than **[insert value here]**⁴ and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated through the following:

[4.2.1.1.... insert any criteria that the owner must meet and/or documentation they must provide to be eligible]⁵

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:⁶

is recommended that these criteria be interpreted loosely: although targeted approaches are desirable in principle, they are difficult to enforce effectively. The primary deterrent against program participation for those not actually requiring this help is the interest rate on the funding envelope making this program possible. March 15, 2020 has been selected as this was around the time that COVID-19 related layoffs began, but a different date could be used here.

² The consequences for the tourism industry are expected to be significant.

³ Include 5.1.3 if the policy is to apply to residential rental properties. Municipalities will have to determine what criteria will apply and the documentation they will require for rental properties to be eligible. This could include things like a maximum assessed value, similar to with commercial, to exclude larger apartment buildings etc. It could also include a requirement that the rental income from the property be down by a certain amount, for example by at least 30% in May and June vs February.

⁴ Municipalities are encouraged to carefully consider the implications of setting a threshold for inclusion or exclusion of commercial properties in this program. Based on a province-wide analysis of assessments in Nova Scotia and a scan of similar proposals across Canada, a suggested starting point for consideration is \$5 million in commercial assessment.

⁵ If municipalities want to include criteria for a commercial property to be eligible (other than a simple statement that they have suffered financial hardship due to a loss in revenue), they will have to identify that criteria and insert it here.

⁶ Section 4.2.2 does not intend to limit program participation only to the listed businesses. The classes of businesses flagged for inclusion without assessment criteria are those specifically targeted for shutdown or service reductions by the public health directives endorsed by the Government of Nova Scotia, and this list may expand per those directives.

- 4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);
- 4.2.2.2 The owner of the property carries on the business of an automotive or leisure/recreational vehicle dealership on the property;
- 4.2.2.3 The owner of the property uses the property as a private or non-profit recreation facility (e.g., golf courses, indoor playgrounds, campgrounds, racing venues);
- 4.2.2.4 The owner of the property carries on a business on the property in the hospitality industry, including bars, cafes, and coffee shops;
- 4.2.2.5 The owner of the property carries on a business on the property in the service industry, including hairdressers, nail salons, gyms, tattoo parlours;
- 4.2.2.6 The owner of the property carries on a business on the property as a health care provider (including, but not limited to, dentists, naturopaths, chiropractors, physiotherapists, physicians and other doctors), where that business has been required to reduce hours as a result of the State of Emergency.

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

- 4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;
- 4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;
- 4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;
- 4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;
- 4.3.5 Properties for which there is an active tax agreement with the Municipality through legislation or bylaw;
- 4.3.6 Properties owned by non-profit organizations that are funded by the Municipality or that are partially exempted from property tax;
- 4.3.7 All properties managed under payment-in lieu-programs.⁷

⁷ Municipalities may want to add to the list of excluded uses or industries in 4.3 if additional federal or provincial financial support programs for those industries are introduced after the creation of this program.

4.4 General Requirements

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

4.5 Application

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Municipality an application in the form attached as Schedule “A” to this policy.

4.4.3 The application deadline to participate in the Program is June 30th, 2020.

5. **Administration**

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between April 1st, 2020 and September 30th, 2020 for approved properties may be paid in installments as follows.⁸

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.⁹

5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.¹⁰

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

⁸ Municipalities have a variety of tax billing dates and are encouraged to alter the details of the dates listed in 5.1.1 as required. The intent is to provide taxpayers with a window of time in which their property taxes are eligible for the installment program.

⁹ The \$25 figure listed here is a suggestion and may be altered to fit municipal need.

¹⁰ This rate of 1.1% is the Municipal Finance Corp interest rate and is specific to this program alone.

5.2 Terms of the Program

5.2.1 The Treasurer, or his or her delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the municipality throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:¹¹

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and¹²

5.2.3.2 The outstanding taxes and interest then owing will become subject to the municipality's regular rate of interest for overdue taxes of **[insert rate here]**.¹³

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program are due on their normal dates and any amounts not paid when due will be subject to the municipality's regular rate of interest for overdue taxes of **[insert rate here]**.

5.2.5 Payments received by the municipality from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the municipality.¹⁴

6. Responsibilities

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The **[Chief Administrative Officer/Clerk-Treasurer]** will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

¹¹ The wording here is only a suggestion. Your municipality may prefer to use a "two strikes and you're out" or "three strikes and you're out" arrangement for missed payments.

¹² The wording of section 5.2.2 assumes program funding is secured through a one-time arrangement with the Municipal Finance Corporation, under which municipalities would be required to agree to terms for borrowing. After making that arrangement, the Municipality will be obligated to repay the borrowed monies to MFC at the agreed-upon schedule and rate of interest, even if individual taxpayers crash out of the program.

¹³ The suggestion of a compound rate described here will help avoid complications in calculating interest for those leaving the program at different times.

¹⁴ Your own municipal approach may differ from the one described here. You are encouraged to carefully consider and set a prioritization schedule for receivables throughout the Tax Installment Payment Period.

7. **General Provisions**

Payments received by mail are deemed to be paid on the date received by the Municipality.¹⁵

¹⁵ This general provision is intended to serve as an example.

Application for COVID-19 Property Tax Financing Program

Residential Property

Civic address of property: _____

Assessment Account Number (as it appears on your tax bill): _____

Name of owner (as it appears on your tax bill): _____

Mailing address (include civic number): _____

Phone number: _____

Email address: _____

I declare that:

- a) I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;
- b) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- c) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- d) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- e) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- f) The property is not managed under a payment-in lieu-program.

Complete one of I, II, or III below

I. Owner-occupied residence

I also declare that:

- a) I reside in the above property;
- b) I have experienced financial hardship through due to a significant reduction in income as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- c) I am receiving federal or provincial financial assistance related to COVID-19 OR I was laid off from my employment after March 15, 2020.

Dated this __ day of _____, 2020.

Signature of owner

Enclose: Documentation (email, letter, payment statement, or other) showing that you are in receipt of federal or provincial financial assistance related to COVID-19 OR enclose a Record of Employment indicating that you were laid-off from your employment after March 15, 2020.

II. Registered tourism operator

I also declare that:

- a) I was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season with respect to the above property;
- b) There is no current agreement in place with the Municipality regarding payment of property taxes;
- c) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- d) The property is not used as an AirBnB.

Dated this __ day of _____, 2020.

Signature of owner

Enclose: Documentation showing registration as a Tourism Operator with Tourism Nova Scotia for the 2019 tourist season.

III. Rental residential property

I also declare that:

- a) I rent the above property to one or more residential tenants;
- b) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- c) **[any other criteria to qualify for the program for residential rental properties]**

Dated this __ day of _____, 2020.

Signature of owner

Enclose: **[list of documents and information to show the applicant meets any criteria listed in 4.1.3]**

Application for COVID-19 Property Tax Financing Program

Commercial Property

Civic address of property: _____

Assessment Account Number (as it appears on your tax bill): _____

Name of owner (as it appears on your tax bill): _____

Mailing address (include civic number): _____

Phone number: _____

Email address: _____

I declare that:

- g) I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;
- h) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- i) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- j) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- k) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- l) The property is not managed under a payment-in lieu-program.

Complete one of I or II below

I. I also declare that:

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is equal to or less than **[insert the threshold value from 4.2.1]**;
- c) **[any other criteria to qualify for the program for commercial properties assessed at less than the threshold value]**

Dated this ___ day of _____, 2020.

Signature of owner

Enclose: [list documents and information that the owner must provide to show they meet any criteria listed in 4.2.1]

II. I also declare that:

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is greater than **[insert the threshold value from 4.2.1]**, but (*choose any of the following that apply*):
 - ___ (i) I am a tourism operator registered with the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);
 - ___ (ii) I carry on the business of an automotive or leisure/recreational vehicle dealership on the property;
 - ___ (iii) I use the property as a private or non-profit recreation facility (e.g. golf course, indoor playground, campground, racing venue);
 - ___ (iv) I carry on a business on the property in the hospitality industry (eg. bar, café, restaurant, coffee shop);
 - ___ (v) I carry on a business on the property in the service industry (eg. hair salon, nail salon, gym, tattoo parlour);
 - ___ (vi) I carry on a business on the property as a health care provider (eg. dentist, naturopath, chiropractor, physiotherapist, physician), and that business has been required to reduce hours as a result of the State of Emergency.

Dated this ___ day of _____, 2020.

Signature of owner



TO: Mayor and Council

SUBMITTED BY: Rachel Bedingfield, Accessibility Coordinator
Jennifer West, Executive Assistant

DATE: May 11, 2020

SUBJECT: Town of Kentville Statement of Commitment around Accessibility

ORIGIN

The Town of Kentville is following provincial legislation associated with making Nova Scotia fully accessible by 2030. As part of this legislation, municipalities must develop an Accessibility Plan by 2021. The first step in creating this plan is to develop a Statement of Commitment that is endorsed by the committee and by Council. This statement will guide the committee and the development of Kentville’s Accessibility Plan.

BACKGROUND

The Accessibility Committee met on January 23 and February 20 of 2020. At these meetings, the group discussed the municipal guide to developing an Accessibility Plan within the context of Kentville’s challenges and opportunities around accessibility. At the February meeting, the group discussed the values that are most important when considering accessibility in Kentville. This discussion was the basis of the development of the proposed Statement of Commitment for the Town.

DISCUSSION

The Accessibility Committee proposes that the following Statement of Commitment be the guiding statement around accessibility in Kentville. This statement should be reviewed and approved by Council.

“Our commitment is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.

Through respectful engagement that honors the journeys of people with differing abilities and experiences, and through measurable outcomes that focus on equity, we will hold ourselves accountable to the Nova Scotia Accessibility Act. Kentville’s accessibility plan will guide the town in meeting the needs of all people who face barriers when accessing all that Kentville has to offer.

Kentville is a town committed to fairness, kindness, dignity and independence.”

RECOMMENDATION

That Council adopt the attached Statement of Commitment around accessibility in the Town of Kentville.



TO: Mayor and Council

SUBMITTED BY: Rachel Bedingfield, Director of Parks and Recreation
Jennifer West, Executive Assistant

DATE: May 11, 2020

SUBJECT: Flood Risk Infrastructure Investment Program

ORIGIN

The Flood Risk Infrastructure Investment Program (FRIIP) is a Provincial program which has been developed to encourage municipalities to invest in infrastructure which reduces flood risks and community vulnerability. Typically, the program may fund up to 50% of eligible project costs.

Eligible projects include:

- River training and floodway improvement
- Floodwater containment and flood intensity mitigation
- **Study work including: mapping to identify flood prone areas, and identification of potential solutions to mitigate flood impacts.**

BACKGROUND

The Town of Kentville has been participating in regional conversations with other municipal units around potential projects associated with climate change issues. Kentville, Wolfville, Kings County and Berwick are interested in exploring the FRIIP grant to update our flood risk analysis. This collaborative grant would allow a thorough investigation with updated data and models to determine flood risks.

DISCUSSION

This is a provincial grant which requires a motion of Council to show support for this application. The costs and timeline for the project are not yet known.

This motion of Council would be for support, in principle, of this project and would come back to Council when further details are known.

RECOMMENDATION

That Council support the grant application to the Flood Risk Infrastructure Investment Program.