

# COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL AGENDA October 13, 2020 AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
  - (a) (none)
4. DEPARTMENT REPORTS AND RECOMMENDATIONS
  - (a) Finance
    - (1) Director's Report
    - (2) Projection Report
    - (3) Valley Waste Guarantee Resolution
  - (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) Chief Administrative Officer's Report
    - (2) Communications Report
    - (3) Returning Officer's Report
5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS
  - (a) (none)
6. CORRESPONDENCE

(a) (none)

**7. NEW BUSINESS**

(a) Swearing-in at October 28, 2020 meeting of Council

**8. PUBLIC COMMENTS**

**RECESS FOR SPECIAL COUNCIL MEETING**

**9. IN-CAMERA**

(a) Land

**10. ADJOURNMENT**

DRAFT



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

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

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**Finance Department Update**

- ✓ The final tax levy was due September 30, 2020.
  - ✓ The Investment Advisory Committee met on September 9, 2020 to hear the presentation for the month ended August 31, 2020.
  - ✓ The Joint Fire Services Committee met September 24, 2020. The auditor presented the financial statements for the Kentville Volunteer Fire Department for the year ended March 31, 2020. The Town provides financial services to KVFD.
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**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended September 30, 2020.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended September 30, 2020.

**Schedule D** (Sanitary Sewer Area Service) is **not** included. The next report will be tabled after the second quarter billing has occurred.

**Schedules E and F** (Perpetual Investment Fund) are included for the month ended September 30, 2020.

**Schedules G** (Town of Kentville Capital Investment Plan-2020-2021) are included to end of September.

**Schedule H** (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended September 30, 2020.

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## **Analysis**

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

If revenue were averaged evenly over the year, 50% of the budget would be consumed. To September 30, 2020, overall revenue exceeds the average at 81.7% recorded. Items worth noting are:

**Taxes-** The final tax levy was due September 30, 2020. Total taxation is currently reporting at 100.3%

**Payments in Lieu-** The Federal PILT for the Federal property arrived end of September \$21,700 over budget. The Provincial claim was submitted with the Statement of Estimates (SOE) in June. We await payment.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One quarter of the KPS secondment is recorded along with 50% of the County's share of the library lease.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Five months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Six months of sales are recorded. 50% has been billed to KCA for landscaping services.

**Other Revenue-Own Sources-** This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting below the guideline as the collection of animal licenses was postponed until July 1, due to the pandemic. Also, the issuance of parking fines was cancelled until October 1, due to the pandemic. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Other facilities were unable to re-open or will re-open in a restricted capacity, due to pandemic limitations. Interest falls under the benchmark, as interest was not charged on outstanding taxes and utilities for the first quarter, due to the pandemic.

**Unconditional Transfers-** The Province forwarded the first quarter Equalization payment in June, along with the annual Power Corporation grant. The HST offset payment is also recorded.

**Conditional Transfers-** The *Federal Parks & Recreation Association* forwarded \$800 for Recreation programming. One quarter of the Provincial Additional Officer Program is recorded. 80% funding for the Active Living Coordinator has been received from the Province. Efficiency Nova Scotia forwarded \$ 15,000 to offset PACE expenditures incurred. The Province also forwarded \$1,352 (in total) for a variety of Recreation outreach programs.

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**Expenditures (see schedule B)**

To date, overall expenditures are essentially below the benchmark at 45.8% expended. Some segments have exceeded the 50% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration-** slightly exceeds the yardstick as 50% of the mandatory payment has been issued for assessment services. 100% of low-income tax relief (Section 69) and 100% of charitable organizations exemptions (Section 71) are recorded. 100% of the general insurance premium is paid.

**Protective Services- Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Transportation Services–Public Transit** exceeds the benchmark and reflects not only the invoicing for the service but also a portion of the prior year deficit. We accrued \$ 7,200 earlier this year; however, after their audit, our share of KTA’s 19/20 deficit totaled \$ 9,275. The difference of \$2,075 had to be expensed. In addition, an invoice from the Municipality of Kings dated March 31, **2019** surfaced related to our share of municipal modernization funding related to KTA and Valley Waste. That (lost & very late) invoice was split equally between those two entities—with KTA picking up \$ 5,985. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Recreation- Programmes** exceeds the benchmark, as summer programs are completed for the year.

**Financing and transfers- Expenditures- Debt Charge- principal** exceeds the benchmark but accurately reflects the debt repayment schedule.

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

As at September 30, 2020, 92.8% of the 20/21 levy is collected (last year-92.5%). Total property tax outstanding as at September 30, 2020 is \$714,862 (last year-\$720,181). This equates to 92.6% collected in total (last year- 92.3%).

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

The Investment Advisory Committee (IAC) met on October 7, 2020 to discuss the report for the month ended September 30, 2020. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.5 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$1,666,305	\$1,661,663
<b>Fixed income securities</b>	7,905,802	7,881,004
<b>Equities</b>	<u>3,910,575</u>	<u>4,012,864</u>
<b>Total investments</b>	<b><u>\$13,482,682</u></b>	<b><u>\$13,555,531</u></b>

The *Statement of Reserves (Schedule F)* is also attached. At September 30, 2020, interest income totals \$48,974, dividends paid into the fund total \$104,797; capital losses are \$437 (last year-gain-\$127,877). At September 30, management fees totaled \$14,316 (last year- \$14,907).

Income budgeted for 2020/2021 is \$ 430,000 interest and dividends, \$30,000 capital gains and \$ 70,000 supplement (if required). The supplement will be withdrawn only if the Town is in a deficit position end of year 2021.

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**Town of Kentville Capital Investment Plan- 2020-2021**

Information on the 2020/2021 Town of Kentville capital program is updated. The program has been progressing with \$ 484,280 recorded at September 30 (22.7%). Specific departmental details are found on pages G-1 to G-7. The program details will be updated monthly.

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

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at September 30, 2020.

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

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

Respectfully submitted,



**Debra Crowell**  
Director of Finance  
Kentville

## Town of Kentville Operating Fund

September 30, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,957,200	8,971,244	100.2%
Resource	43,900	43,975	100.2%
Economic development	113,800	109,036	95.8%
	<u>9,114,900</u>	<u>9,124,254</u>	100.1%
<b>Area rates and frontages</b>			
Area rates	694,800	702,294	101.1%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>721,428</u>	
<b>Based on revenue</b>			
Business property	<u>38,500</u>	<u>38,587</u>	100.2%
<b>TOTAL TAXATION</b>	<b><u>9,855,000</u></b>	<b><u>9,884,269</u></b>	<b>100.3%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>418,029</u>	<b>72.2%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	118,000	28,766	24.4%
Local government	110,400	20,554	18.6%
	<u>228,400</u>	<u>49,320</u>	<b>21.6%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>382,745</u>	<b>34.5%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	13,013	34.4%
Rentals	361,800	49,574	13.7%
Interest	95,000	28,367	29.9%
Return on investments	630,000	-	0.0%
Other	44,100	23,928	54.3%
	<u>1,168,700</u>	<u>114,883</u>	<b>9.8%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>224,200</u></b>	<b><u>96,911</u></b>	<b>43.2%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>125,800</u></b>	<b><u>62,157</u></b>	<b>49.4%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	191,500	-	0.0%
	<u>191,500</u>	<u>-</u>	<b>0.0%</b>
<b>TOTAL REVENUE 2020/2021</b>	<b>13,480,600</b>	<b>11,008,314</b>	<b>81.7%</b>

## Town of Kentville Operating Fund

September 30, 2020

<b>Expenditures</b>	<b>Budget Amount \$</b>	<b>Year to Date Amount \$</b>	<b>% consumed</b>
<b>GENERAL ADMINISTRATION</b>			
Legislative	287,500	123,453	42.9%
General administration	1,362,800	694,374	51.0%
	<u>1,650,300</u>	<u>817,826</u>	<u>49.6%</u>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,383,900	1,173,871	49.2%
Police-sales of service	148,200	58,383	39.4%
Law enforcement	224,600	68,348	30.4%
Fire fighting	890,300	197,750	22.2%
Protective service- debt charge	15,300	9,612	62.8%
Emergency measures and other	161,300	60,042	37.2%
	<u>3,823,600</u>	<u>1,568,006</u>	<u>41.0%</u>
<b>TRANSPORTATION SERVICES</b>			
Common services	965,700	479,666	49.7%
Road transportation	789,300	226,323	28.7%
Public transit	225,500	128,326	56.9%
Transportation- debt charge	66,300	35,095	52.9%
Other	96,800	33,081	34.2%
	<u>2,143,600</u>	<u>902,490</u>	<u>42.1%</u>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	659,800	309,934	47.0%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	6,500	6.7%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	244,500	122,892	50.3%
Other community development	399,000	167,568	42.0%
	<u>643,500</u>	<u>290,461</u>	<u>45.1%</u>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	506,400	240,313	47.5%
-Programmes (net)	83,800	52,444	62.6%
-Facilities	609,200	290,149	47.6%
-Debt charge	37,000	16,018	43.3%
Cultural	133,700	64,340	48.1%
	<u>1,370,100</u>	<u>663,263</u>	<u>48.4%</u>
<b>EDUCATION</b>			
	<u>1,536,000</u>	<u>767,904</u>	<u>50.0%</u>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	928,300	845,850	91.1%
Transfers to allowances and reserves	628,900	0	0.0%
	<u>1,557,200</u>	<u>845,850</u>	<u>54.3%</u>
<b>TOTAL EXPENDITURE 2020/2021</b>	<b>13,480,600</b>	<b>6,172,234</b>	<b>45.8%</b>



# Town of Kentville Operating Fund

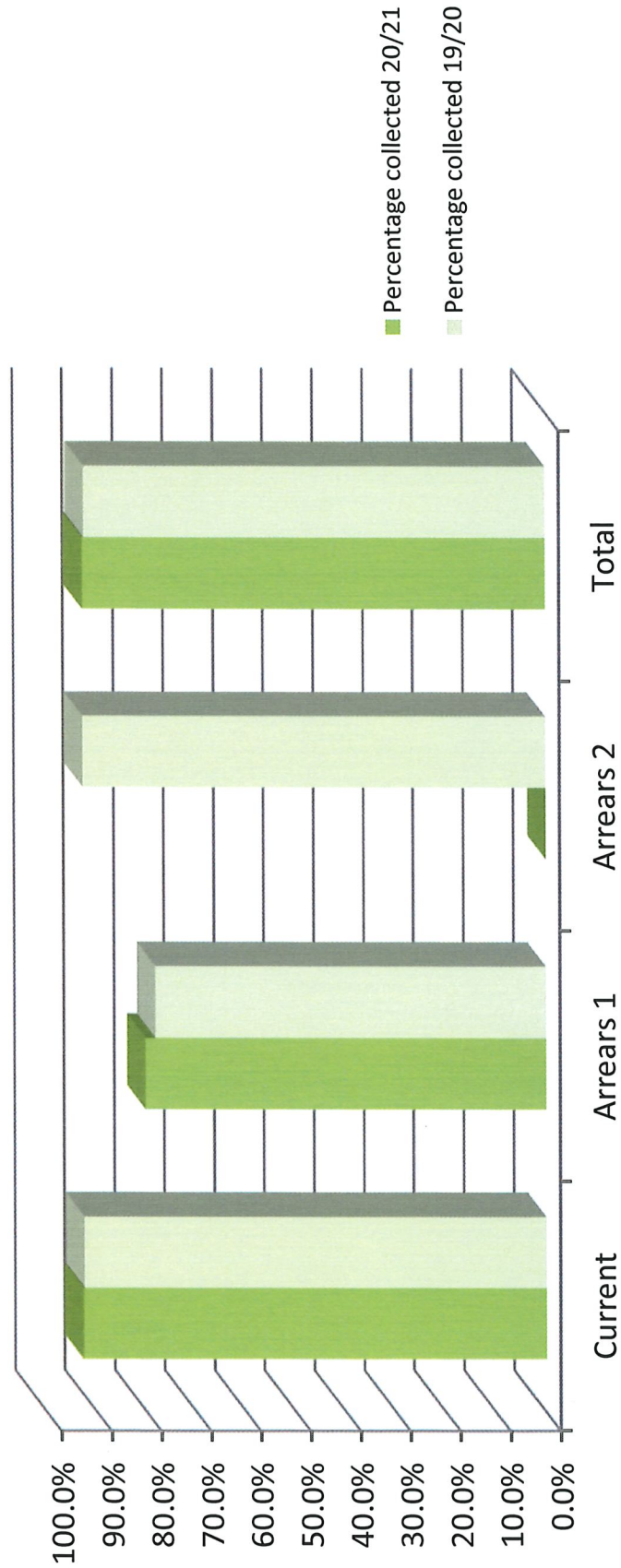
September 30, 2020

## Summary of Taxes Collected & Outstanding

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

	<u>CURRENT</u> \$	<u>ARREARS 1</u> \$	<u>ARREARS 2</u> \$	<u>TOTAL OUTSTANDING</u> \$
Balance, April 1, 2020	(212,804)	92,212	236	(120,356)
Billed 2020	9,827,945	0	0	9,827,945
20/21 net adjustments	0	0	0	-
Total collectible	9,615,141	92,212	236	9,707,589
Total collected	8,918,744	73,983	0	8,992,727
Outstanding	696,397	18,229	236	714,862
Percentage collected 20/21	92.8%	80.2%	0.0%	92.6%
Percentage collected 19/20	92.5%	78.2%	92.6%	92.3%

# Town of Kentville Outstanding Taxes as at Septmeber 30, 2020



# Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$1,661,663)	1,666,305	932,397
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,068	2,355
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$7,881,004)	7,905,802	8,520,388
Equities (at market- \$4,012,864)	3,910,575	4,015,899
<b>Total assets</b>	<u>13,484,750</u>	<u>13,471,039</u>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	<u>13,484,750</u>	<u>13,471,039</u>
<b>Total fund balance</b>	<u>13,484,750</u>	<u>13,471,039</u>

# Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,354,167</u>	<u>13,198,833</u>
<b>Add:</b>		
Interest	48,974	56,749
Dividends	104,797	102,487
Accrued interest and dividends		
Capital gains		
Equities	(437)	148,472
Fixed income securities		<u>(20,595)</u>
	<u>153,334</u>	<u>287,113</u>
	<u>13,507,501</u>	<u>13,485,946</u>
<b>Less:</b>		
Management fees (net)	14,316	14,907
Return of capital	8,435	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>22,751</u>	<u>14,907</u>
Balance, end of year	<u>13,484,750</u>	<u>13,471,039</u>

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	470,600	0	0.0%
General Administration	153,800	79,031	51.4%
Protection	143,200	60,888	42.5%
Transportation	768,900	290,564	37.8%
Planning	0	0	0.0%
Development	80,800	179	0.2%
Recreation	517,800	53,618	10.4%
	<b>2,135,100</b>	<b>484,280</b>	<b>22.7%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	40	0.1%
	<b>60,000</b>	<b>40</b>	<b>0.1%</b>
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	<b>41,000</b>	<b>5,000</b>	<b>12.2%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	470,600	0	0.0%
<b>Own Sources</b>			
Equipment Capital	73,000	84,353	115.6%
Town Capital			
General allocation	569,600	58,061	10.2%
Recreation	23,000	6,436	28.0%
	<b>1,136,200</b>	<b>148,850</b>	<b>13.1%</b>
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	40,886	88.9%
	<b>51,300</b>	<b>40,886</b>	<b>79.7%</b>
<b>BORROWING</b>			
	<b>846,600</b>	<b>289,505</b>	<b>34.2%</b>
	<b>2,135,100</b>	<b>484,280</b>	<b>22.7%</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	85,000	0
05-35-71-340	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	0
	<b>Streets</b>		
05-35-71-200	Gladys Porter Drive-\$55,200	230,600	0
	Blair Avenue-\$45,300		
	Condon Ave-\$130,100		
	<b>PROJECTS</b>	<b>470,600</b>	<b>0</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	3,000	
	Reserve- Gas Tax 19-20	99,200	
	Reserve- Gas Tax Current 2020-2021	368,400	
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>470,600</b>	<b>0</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	53,598
	<b>TOWN HALL</b>		
	<b>Interior upgrades</b>		
05-35-72-260	Council chambers upgrades	10,700	3,279
05-35-72-300	Design work (COVID-19)	20,000	16,314
05-35-72-250	Heat pump	17,500	0
	<b>Exterior upgrades</b>		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,840
	<b>PROJECTS</b>	<b>153,800</b>	<b>79,031</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	57,500	18,009
	Borrowing	96,300	61,022
	<b>TOTAL</b>	<b>153,800</b>	<b>79,031</b>

# Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2021

GENERAL LEDGER	<b>PROTECTIVE SERVICES</b>		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	50,000	45,885
	<b>Equipment</b>		
05-35-75-700	Body armour	24,500	9,788
	<b>Building</b>		
05-35-75-600	New Roof	40,700	5,214
	<b>Information technology</b>		
05-35-75-800	Video upgrades	28,000	0
	<b>PROJECTS</b>	<b>143,200</b>	<b>60,888</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	46,000	40,886
	Proceeds on sale	4,000	5,000
	Capital contribution		
	Reserves	52,500	9,788
	Borrowing	40,700	5,214
	<b>TOTAL</b>	<b>143,200</b>	<b>60,888</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	80,000	84,353
05-35-71-450	Public Works building	30,000	8,063
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights		
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	15,000	0
05-35-71-440	Flood mitigation study	60,000	5,694
	<b>Streets</b>		
05-35-71-480	New bridge approaches	97,500	0
	<b>Parking lots</b>		
05-35-71-470	Arena & 6 light standards	165,400	3,188
	<b>Sidewalks</b>		
05-35-71-490	Main Street- \$16,700 Park Street- \$17,500	34,200	0
	<b>Storm sewer</b>		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400 Palmer subdivision-\$130,400	286,800	189,266
	<b>PROJECTS</b>	<b>768,900</b>	<b>290,564</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Equipment capital reserve	73,000	84,353
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	13,757
	Borrowing	416,000	192,454
	<b>TOTAL</b>	<b>768,900</b>	<b>290,564</b>



# Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway) <b>CARRY FWD 2021/22</b>	30,000	0
05-35-75-250	Kentville Business Park signage	20,000	0
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 1)	23,300	179
	<b>PROJECTS</b>	<b>80,800</b>	<b>179</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	80,800	179
	Capital contribution- DMA (Public Garden)		
	Borrowing		
	<b>TOTAL</b>	<b>80,800</b>	<b>179</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,436
	<b>Green Spaces</b>	249,800	14,986
05-35-72-350	Oakdene trail-\$15,000		0
	Webster Street AT trail-\$177,300		0
	Belcher Street AT -\$12,500		0
	Miner's Landing trail-\$20,000		0
	Gorge trail-\$10,000		0
	Clock garden-\$15,000		0
	<b>Recreation Centre</b>		
05-35-72-400	Flooring/bathroom	32,000	0
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-72-600	Memorial Park- Playground	10,000	8,100
05-35-74-200	Memorial Park- Fencing	15,000	0
05-35-72-650	Memorial Park- Mosquito ball field	6,500	5,828
05-35-73-250	Memorial Park- Shed and washroom siding	26,000	15,829
05-35-73-100	KCA playground accessible feature	50,000	40
05-35-73-150	Dog park- east end	50,000	0
	<b>Equipment</b>	9,500	2,400
05-35-74-700			
05-35-73-300	<b>Study- Accessibility</b>	35,000	0
	<b>PROJECTS</b>	<b>517,800</b>	<b>53,618</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	TOK- Park Fees (Miner's Landing)	5,300	
	Capital reserve- General allocation	105,900	16,327
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	40
	Capital contribution- others	30,000	
	Borrowing	293,600	30,815
	<b>TOTAL</b>	<b>517,800</b>	<b>53,618</b>

### Town of Kentville

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

	Sanitary Sewer		Recreation		Other	Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest		Capital Billing	Outstanding	Hydrant Charge	Interest	Outstanding	Interest
2014/15	45,344	25,028							45,344	25,028	
2015/16	59,832	16,759	8,378	1,819			14,864	10,523	85,074	29,101	
2016/17	232,836		3,946		2,106 *		16,905	1,386	309,905	1,386	
2017/18	247,360		68,267				188,968		504,595	0	
<b>Paid- July 9, 2018</b>							<b>(175,571)</b>		<b>(175,571)</b>		
2018/2019	171,500 (status quo)		38,000 (budget \$38,000)				188,968		398,468		
<b>Paid- August 13, 2019</b>	<b>(79,080)</b>		<b>(58,422)</b> (for 17/18)				<b>(234,134)</b>		<b>(371,636)</b>		
<b>Adjustment- sewer</b>	<b>7,530</b>		<b>51,455</b> (paid before billing)				<b>188,364</b>		<b>7,530</b>		
2019/2020 billing	178,770 (status quo)		102,911 (8/19 & 19/20)				36,670		418,589		
<b>Paid- Nov 22, 2019</b>			<b>(102,911)</b>				<b>(188,364)</b>		<b>(102,911)</b>		
19/20 Revised billing (Feb/20)							36,670		36,670		
<b>Paid- February 4, 2020</b>							<b>(86,670)</b>		<b>(188,364)</b>		
<b>Paid March 25, 2020</b>									<b>(86,670)</b>		
2020/2021 billing	864,092	41,787	8,713	1,819	2,106	54,112	214,660	11,909	1,143,683	55,515	
Written out of ledger due to age (has still collected)	(258,122)	(41,787)							(258,122)	(41,787)	
	605,970	0	8,713	1,819	2,106	54,112	214,660	11,909	885,561	13,728	
			10,552		<sup>*Invoice #17591.1</sup>		226,569				899,289

### Accounts Receivable- Due to the Municipality of the County of Kings

August 31, 2020

	Town Operating Fund		Sewer Connections		TOTAL DUE COUNTY
	Regional Sewer Current Billing 4 quarters	Building & Fire Inspection Disposal site Current Billing	Current Billing		
2017/2018					27,218
2018/2019	705,000	81,916	34,349		819,265
2019/2020	727,000	82,250	35,401		844,651
<b>PAID September 2019</b>		<b>(120,786)</b>			<b>(120,786)</b>
<b>PAID November 2019</b>		<b>(21,690)</b>			<b>(21,690)</b>
<b>PAID January 2020</b>		<b>(703,000)</b>			<b>(703,000)</b>
<b>PAID February 2020</b>		<b>(21,690)</b>			<b>(21,690)</b>
<b>PAID June 2020</b>		<b>(727,000)</b>			<b>(727,000)</b>
2020/2021	378,550	45,519	35,401		457,470
<b>PAID July 2020</b>		<b>(45,519)</b>			<b>(45,519)</b>
<b>PAID August 2020</b>		<b>(378,550)</b>			<b>(378,550)</b>
	0	0	132,368		132,368

NET TOTAL **766,921**

Including sewer write offs

OR

NET TOTAL **1,066,830**

excluding sewer write offs



# Memo

To: Brian Smith, Interim Chief Administrative Officer  
From: Debra Crowell, Director of Finance  
CC: Directors of Town of Kentville  
Date: October 7, 2020  
Re: **PROJECTION REPORT- March 31, 2021 as at September 30, 2020**

The first projection report to March 31, 2021 (as at September 30, 2020) is attached to this memo.

In this report, the Town of Kentville is projecting a deficit position of **\$67,800.**

Reporting a deficit position 6 months out is typical, as we are reporting the "worst case" scenario. Directors are mindful about managing their budgets. However, this year, the COVID-19 pandemic poses an extreme unknown, in addition to what Mother Nature will send our way this winter.

We have captured everything known to date in this report.



**TOWN OF KENTVILLE OPERATING FUND  
PROJECTIONS TO MARCH 31, 2021  
As at September 30, 2020**

**REVENUE**

Overall, actual revenue is projected to end the year under budget **\$75,300**. The particulars are as follows:

**2 TAXES** (budget \$9,855,000; projected \$9,842,100; **UNDER BUDGET \$12,900**)

- Taxation is **over budget \$14,100**, as billed this fiscal. Any future assessment changes will affect net tax revenue.
- Hydrant Area Rate falls **under budget \$(25,200)** due to the final calculation provided by URB. Effect to Town NIL, as this is paid to Kentville Water Commission (see Section 12).
- Curb frontage (interest) is **under budget \$(1,900)** due to properties selling and curb frontage paid out.
- Taxes- Business property **exceeds budget \$ 100** as the Farm Acreage payment arrived over budget.

**3 PAYMENTS IN LIEU** (budget \$578,900; projected \$600,600; **OVER BUDGET \$21,700**)

**Payments in Lieu of Taxation will exceed budget by 3.7%.**

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$21,700 over budget**.

**4 SERVICES PROVIDED TO OTHER GOVERNMENTS** (budget \$228,400; projected \$208,900; **UNDER BUDGET \$19,500**)

**This section should fall under its budget by -8.5%.**

- Local- Transportation **will not meet budget \$(19,500)**, as the Town cannot plow Kings County sidewalks this coming winter for several reasons. COVID-19 and a possible second wave could affect the Town's operators and the County has significantly increased its length of sidewalks over the past year, as has Kentville.

**5 SALES OF SERVICE** (budget \$1,108,100; projected \$1,037,300; **UNDER BUDGET \$70,800**)

**This section is expected to fall under its budget by -6.4%.**

- Protection- Police- Back check services is expected to **fall under its budget by \$(75,000)**, mainly due to COVID-19's effect on the Canadian economy.
- Recreation- Capital records **\$4,200** which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,168,700; projected \$1,101,600; **UNDER BUDGET \$67,100**)

**Own source revenue is projected to be under budget by -5.7%.**

- Fines, Licenses and Permits is projected to be **under budget \$(6,700)** due to reduced parking ticket revenue (effect of COVID-19) and animal licenses (licensing postponed until after July 1 due to COVID-19).
- Rentals- Calkin building **falls short of budget by \$(20,400)**, as two tenants terminated their leases due to COVID-19 mandated closures.
- Rentals- Fields **falls under budget \$(5,000)**, due to COVID-19 gathering protocols.
- Rentals- Recreation centre will end the year **under budget \$(2,000)**, due to COVID-19 gathering/cleaning protocols.
- Rentals- Pool falls **short of budget \$ (400)**. The pool did not open this summer.
- Rentals- Hub records no rentals **\$(100)**.
- Rentals- Arena falls **short of budget \$(22,500)**. Rink is opened; however, budget is unlikely to be met due to gathering and cleaning protocols for COVID-19.
- Interest falls **short of budget by \$(10,000)**. Interest was not charged to outstanding accounts from April 1 to June 30, 2020, due to COVID-19.

**7 UNCONDITIONAL TRANSFERS** (budget \$224,200; projected \$222,800; **UNDER BUDGET \$1,400**)

- NS Power Inc. (HST rebate) falls **below budget by \$(1,400)**.

**8 CONDITIONAL TRANSFERS** (budget \$125,800; projected \$152,700; **OVER BUDGET \$26,900**)

**This section will be over budget by 21.4%.**

- Federal- Canada Summer Jobs provided unexpected funds this summer. The Town should receive **\$10,500**.
- Province- Efficiency Nova Scotia provided **\$ 15,000** too assist in offsetting expenditures incurred re: PACE application.
- Province- Department of Communities, Culture, Heritage is **providing \$1,400** for a variety of Recreation programmes.



**24 FINANCING AND TRANSFERS (revenue portion)** (budget \$191,500; projected \$239,300; **OVER BUDGET \$47,800**)

**This section is projected to exceed its budget by 25%.**

- Transfer from operating reserve will **exceed budget by \$47,800**. This reflects the transfer of funding to offset the retroactive remuneration due the APA members as cited in the recently ratified collective agreement with that union.

**EXPENDITURES**

Overall, expenditures are projected to be **under budget by \$7,500**. The Town Operating Fund is projecting **a current deficit of \$67,800**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$287,500; projected \$278,000; **UNDER BUDGET \$9,500**)

- Mayor expenses fall **under budget \$3,500**, due to lack of travel/conferences (COVID-19).
- Council expenses will end the year **under budget \$6,000**, due to lack of travel/conferences (COVID-19).

**10 GENERAL ADMINISTRATION** (budget \$1,362,800; projected \$1,445,900; **OVER BUDGET \$83,100**)

**This department is projected to end the year over budget by 6.1%.**

- Remuneration will **fall under budget \$7,400** due to changes in staff complement.
- Office expenses are projecting **over budget by \$92,800**. To date, additional legal expense has pushed the *Legal/audit account* over budget \$36,300. The Town will incur unbudgeted Consulting services of approximately \$65,400. Expenses-CAO fall under budget \$8,900.
- Programmes **provides savings of \$2,300** due to a decrease in Reduced taxes Section 69 and further savings in Reduced taxes Section 71.

**11 12 13 PROTECTIVE SERVICES** (budget \$3,823,600; projected \$3,774,800; **UNDER BUDGET \$48,800**)

**Police Protection- core program** is projecting to be **over budget \$26,300**.

- Remuneration is projecting over budget \$ 26,600. Remuneration Administration exceeds budget \$11,500, due to staffing changes. Remuneration- Sergeants exceeds budget \$9,700, due retroactive pay offset by changes in staffing. Remuneration -Constables exceeds budget \$2,600 due to changes in police personnel and retroactive pay. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.
- Office expenditures provide savings of \$300. While savings are found in Director's & Inspector's expenses, Insurance and Other expenditure accounts exceed budget.

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

This section is projected to be **under budget \$15,700.**

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

### **Law Enforcement**

- **Savings of \$30,000** will be found in the Legal account related to the collective agreement and Crossing guards will fall short of budget **\$7,400**, because schools closed March to end of June due to COVID-19.

### **Fire Protection**

This section is projected to fall below its budget by **\$25,200** or 2.8%.

- Water supply and hydrants will fall below its budget by \$25,200, related to the hydrant charge paid to the Kentville Water Commission. The URB calculation end-of-year falls below the budget figure. NIL effect to the Town, as HAR revenue contains the offset.

### **Emergency Measures/Other Protection.**

This section is projected to **exceed its budget by \$3,200.**

- Emergency measures- wages are projected over budget \$900 due to expenditures preparing for heavy rainfall in the summer.
- Emergency measures- materials & supplies is projected to be over budget \$2,300 due to clean up of the Gorge from Hurricane Dorian.

### **14, 15 TRANSPORTATION SERVICES** (budget \$2,143,600; projected \$2,153,400; **OVER BUDGET \$9,800**)

**Transportation Services is projecting to end the year over budget 0.5%.**

- **Common Services** is projecting to be **over budget \$1,800.** Office expenditures will exceed budget \$1,800 in total due insurance exceeding budget offset by savings in Director's expenditure.
- **Public transit will exceed budget by \$8,000**, due to Kings Transit Authority 19/20 deficit of which \$2,100 had to be expensed coupled with a late invoice from County of Kings related to municipal modernization for \$5,900.

### **16 ENVIRONMENTAL HEALTH SERVICES** (budget \$659,800; projected \$666,700; **OVER BUDGET- \$6,900**)

**This section is projected to exceed its budget by 1.0%.**

- **Solid waste collection- Valley Region Solid Waste-Resource Management Authority** will exceed budget by \$8,400, due to its share of the municipal

modernization billing from the County of Kings along with interest charges and legal fees incurred by the Authority.

- **Other air pollution** will not be expended providing savings of \$ 1,500.

**17 PUBLIC HEALTH AND HOUSING** (budget \$96,500; projected \$80,200; **UNDER BUDGET \$16,300**)

- This section is projected to end the year **under budget \$16,300**, as accrual for the prior year exceeded the actual prior year's cost from the Province.

**18, 19 ENVIRONMENTAL DEVELOPMENT** (budget \$643,500; projected \$643,900; **OVER BUDGET \$400**)

**Environmental Development expects to fall slightly over its budget.**

- **Planning & zoning is decreased \$2,800.** Office expenditures fall under budget \$2,800. Legal expenditures exceed budget by \$2,000 but is offset by \$4,800 in savings in Training, Supplies and Research, drafting.
- **Environmental development- Community development section** will exceed budget by **\$16,200** mainly due to survey costs and PACE application expenditures.
- **Other Economic Development** will provide savings of **\$13,000** in the Tourism category (VIC savings due to COVID-19) and in Apple Blossom Festival account, as the Festival was cancelled this year due to COVID-19.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,370,100; projected \$1,337,000; **UNDER BUDGET \$33,100**)

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

- "Programmes" are projected **exceed budget by \$21,700.** Savings are found in Canada Cup event account offset by increases in Pool, Day camp and Multi-sport camp. (Federal funding is recorded in Conditional transfers to offset summer staff wages - \$10,500).
- "Other- Parks Division" will provide **savings of \$10,000** as the horticulturalist was not on staff and "Tree plantings" account has not been expended this year.
- "Recreation Facilities" (overall) are projected **under budget by \$35,700.** Segments under budget include Swimming pool, Tennis Courts and most Parks and playground accounts, due to COVID-19 gathering protocols.
- Cultural provides savings of **\$9,100.** Library operations falls short of budget by \$3,200, as the Kentville Library was closed during the first wave of the pandemic. Branch-regional library provides savings of \$5,900, as the Regional Library did not bill out its proposed increase.

**23 EDUCATION** (budget \$1,536,000; projected \$1,536,000)

This section is expected to meet its budget.

**24 FINANCING AND TRANSFERS (expenditure portion)** (budget \$1,557,200; projected \$1,557,200)

This section is expected to meet its budget.

# Town of Kentville Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,809,700	9,798,600	-0.1%
Special Assessments	6,800	4,900	-27.9%
Business Property	38,500	38,600	0.3%
Other	-	-	0.0%
	<u>9,855,000</u>	<u>9,842,100</u>	-0.1%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	396,300	418,000	5.5%
Provincial and Agencies	182,600	182,600	0.0%
	<u>578,900</u>	<u>600,600</u>	3.7%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	118,000	118,000	0.0%
Local government	110,400	90,900	-17.7%
	<u>228,400</u>	<u>208,900</u>	-8.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>1,037,300</u>	-6.4%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	31,100	-17.7%
Rentals	361,800	311,400	-13.9%
Interest	95,000	85,000	-10.5%
Return on investment	630,000	630,000	0.0%
Other	44,100	44,100	0.0%
	<u>1,168,700</u>	<u>1,101,600</u>	-5.7%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>224,200</u>	<u>222,800</u>	-0.6%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,800</u>	<u>152,700</u>	21.4%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	191,500	239,300	25.0%
	<u>191,500</u>	<u>239,300</u>	25.0%
<b>TOTAL REVENUE</b>	<u>13,480,600</u>	<u>13,405,300</u>	-0.6%

Town of Kentville Operating  
Fund -20/21

September 30, 2020

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	287,500	278,000	-3.3%
10	General Administration	1,362,800	1,445,900	6.1%
		<u>1,650,300</u>	<u>1,723,900</u>	4.5%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,383,900	2,410,200	1.1%
11-1	Police- Sales of service	148,200	132,500	-10.6%
11-2	Law enforcement	224,600	187,200	-16.7%
12	Fire protection	890,300	865,100	-2.8%
13	Protective services- debt charge	15,300	15,300	0.0%
13	Emergency measures & other	161,300	164,500	2.0%
		<u>3,823,600</u>	<u>3,774,800</u>	-1.3%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	965,700	967,500	0.2%
15	Road transportation	789,300	789,300	0.0%
15	Public transit	225,500	233,500	3.5%
15	Transport- debt charges	66,300	66,300	0.0%
15	Other transportation	96,800	96,800	0.0%
		<u>2,143,600</u>	<u>2,153,400</u>	0.5%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	659,800	666,700	1.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	96,500	80,200	-16.9%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	244,500	241,700	-1.1%
19	Other community development	399,000	402,200	0.8%
		<u>643,500</u>	<u>643,900</u>	0.1%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	506,400	506,400	0.0%
21	-Programmes & other	83,800	95,500	14.0%
22	-Facilities	609,200	573,500	-5.9%
22	-Recreation- Debt charges	37,000	37,000	0.0%
22	Cultural	133,700	124,600	-6.8%
		<u>1,370,100</u>	<u>1,337,000</u>	-2.4%
23	<b>EDUCATION</b>	<u>1,536,000</u>	<u>1,536,000</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	928,300	928,300	0.0%
24	Transfers to allowances and reserves	628,900	628,900	0.0%
		<u>1,557,200</u>	<u>1,557,200</u>	0.0%
<b>TOTAL EXPENDITURE</b>		<u>13,480,600</u>	<u>13,473,100</u>	-0.1%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(67,800)</u>	-0.5%

# Town of Kentville Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	6,170,900	6,174,600
Commercial property	2,066,400	2,049,100
Commercial-Industrial Park	719,800	747,500
Resource-Taxable assessments	43,900	43,900
Resource-Forest under 50,000 acres	100	100
	<u>9,001,100</u>	<u>9,015,200</u>
Fire Area Rate (KVFD)	198,400	198,400
Fire Protection Area Rate (Hydrant)	496,400	471,200
	<u>694,800</u>	<u>669,600</u>
Economic development levy	113,800	113,800
	<u>9,809,700</u>	<u>9,798,600</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	6,800	4,900
	<u>6,800</u>	<u>4,900</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>38,600</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,855,000</u>	<u>9,842,100</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(12,900)</b>

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	396,300	418,000
<b>Province</b>		
Province- Research Station R	16,600	16,600
Province- River Street R	37,000	37,000
Province- Cornwallis Street R	2,900	2,900
Province- 77 Cornwallis Street R	126,100	126,100
	182,600	182,600
	578,900	600,600
<b>OVER BUDGET (UNDER BUDGET)</b>		21,700



# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	118,000	118,000
<b>Local government</b>		
Kings County- Recreation	50,000	50,000
Kings County- Transportation	19,900	400
Kings County-Cultural	40,500	40,500
	110,400	90,900
	228,400	208,900
<b>OVER BUDGET (UNDER BUDGET)</b>		(19,500)

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,200	119,200
General Administration- Finance	38,500	38,500
Protection-Police	575,000	500,000
Public works- Administration	140,000	140,000
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	80,000	80,000
- Capital	6,000	6,000
- Street Sweeper	-	-
Recreation- capital	-	4,200
Recreation- sales	4,400	4,400
	<b>1,108,100</b>	<b>1,037,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(70,800)</b>

Town of Kentville Operating  
Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	2,000
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,000
	<u>37,800</u>	<u>31,100</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	10,000	10,000
Rental- VIA Rail building	1,000	1,000
Rental- Calkin building	34,400	14,000
Rental-Lions Club building	6,000	6,000
Recreation		
Fields	10,000	5,000
Recreation Centre	5,000	3,000
Pool	400	-
HUB building	100	-
Arena	272,500	250,000
	<u>361,800</u>	<u>311,400</u>
Interest	95,000	85,000
Return on investments	630,000	630,000
Miscellaneous-General	44,100	44,100
Miscellaneous-Police		
Miscellaneous- Recreation	-	
	<u>1,168,700</u>	<u>1,101,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(67,100)</u>

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	48,000	46,600
NS Power Inc. grant	8,400	8,400
	224,200	222,800
<b>OVER BUDGET (UNDER BUDGET)</b>		(1,400)

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	10,500
Canadian Parks & Recreation Assoc.	800	800
	800	11,300
<b>Province</b>		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		15,000
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		1,400
<b>Other</b>		
Recreation Nova Scotia		-
TIANS (re VIC)		-
	125,000	141,400
	125,800	152,700
<b>OVER BUDGET (UNDER BUDGET)</b>		26,900

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	47,000	47,000
Expenses	7,000	3,500
<b>Legislative benefits</b>		
CPP	8,100	8,100
Group insurance	3,700	3,700
<b>Council</b>		
Remuneration	155,400	155,400
Expenses	6,300	6,300
Expenses- Andrew	3,000	2,000
Expenses- Bolland	3,000	2,000
Expenses- Gerrard	3,000	2,000
Expenses- Maxwell	3,000	2,000
Expenses- Pulsifer	3,000	2,000
Expenses- Savage	3,000	2,000
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	40,000	40,000
	287,500	278,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,500)

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	532,900	525,500
Benefits 121-22-02X	95,200	95,200
<b>Office Expenditures</b>		
Legal and audit	23,700	60,000
Consulting	-	65,400
Advertising and promotion	5,600	5,600
Expenses- CAO	10,000	1,100
Convention and travel	5,000	5,000
Training	2,000	2,000
Dues and fees	8,000	8,000
Insurance	20,600	20,600
Postage	11,000	11,000
Stationery and office supplies	16,000	16,000
Communications	23,000	23,000
Equipment lease	4,000	4,000
External collection expenditure	500	500
Other administration	20,000	20,000
Bank charges	9,000	9,000
	158,400	251,200
<b>Information Technology</b>		
Administration	86,100	86,100
Operations	95,900	95,900
Special projects	26,500	26,500
	208,500	208,500

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	101,500	101,500
Various building 121-26..27-0XX	24,200	24,200
	125,700	125,700
<b>Debt Charges</b>		
Debenture interest	4,200	4,200
Term loan interest	-	-
Debenture discount	6,200	6,200
	10,400	10,400
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,300	11,300
Reduced taxes- Section 71	53,000	52,700
Grant - Contingency	7,000	7,000
Assessment Services	91,200	91,200
	164,500	162,200
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,362,800	1,445,900
<b>OVER BUDGET (UNDER BUDGET)</b>		83,100



# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	336,100	347,600
Remuneration- Sergeant	373,100	382,800
Remuneration-Constable	802,400	805,000
"Stat" pay	33,000	33,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	35,000	35,000
Secondment	99,400	102,200
	1,700,000	1,726,600
<b>Benefits 122-12-02X</b>	291,600	291,600
<b>Internal allocation 122-13-010</b>	-	-
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,500	2,500
Director's expenses	9,500	6,000
Inspector's expenses	1,500	1,000
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	27,700	28,400
Office expense & supplies	12,000	12,000
Telephone	26,000	26,000
Equipment rental	4,000	4,000
Other expenditure	12,000	15,000
	119,400	119,100
<b>Occupancy-Police Building</b>		
Insurance	1,800	1,800
Heat	7,500	7,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	30,000	30,000
	53,500	53,500
<b>Operations-Communication</b>		
Communications	86,000	86,000
Radio license	3,600	3,600
Maintenance	3,000	3,000
	92,600	92,600

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	22,500	22,500
<b>Operations-Vehicle</b>		
Insurance	7,800	7,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	55,800	55,800
<b>Operations-Programmes</b>		
Special projects	5,000	5,000
Crime prevention/community relations	3,500	3,500
Custody and detention of prisoners	40,000	40,000
	48,500	48,500
<b>TOTAL POLICE PROTECTION</b>	2,383,900	2,410,200
<b>OVER BUDGET (UNDER BUDGET)</b>		26,300
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,383,900	2,410,200
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	118,000	118,000
Fines and fees- Province	25,000	25,000
Law enforcement- Province	100,000	100,000
Transfer from Operating Reserve- APA	-	47,600
<b>TOTAL POLICE PROTECTION REVENUE</b>	243,000	290,600
<b>NET POLICE PROTECTION</b>	2,140,900	2,119,600
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	79,500	79,500
Remuneration Part time	48,000	40,000
Benefits	20,700	18,000
Internal allocation		(5,000)
	148,200	132,500
<b>NET SALES OF SERVICES</b>		(15,700)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	575,000	500,000
<b>NET SALES OF SERVICES</b>		(367,500)

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	84,900
<b>OTHER</b>		
Prosecution	10,200	10,200
Legal	40,000	10,000
Other-Crossing guards	25,400	18,000
Parking enforcement officer	64,100	64,100
	139,700	102,300
<b>TOTAL LAW ENFORCEMENT</b>	<b>224,600</b>	<b>187,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(37,400)</b>
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	2,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	<b>10,000</b>	<b>4,000</b>
<b>NET LAW ENFORCEMENT</b>	<b>214,600</b>	<b>183,200</b>

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	198,400	198,400
Transfer to KVFD-Operating	195,500	195,500
<b>TOTAL FIRE FIGHTING</b>	<b>393,900</b>	<b>393,900</b>
<b>SURPLUS (DEFICIT)</b>		-
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	496,400	471,200
<b>SURPLUS (DEFICIT)</b>		(25,200)
<b>TOTAL FIRE PROTECTION</b>	<b>890,300</b>	<b>865,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(25,200)
	40,000	

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debt interest	15,300	15,300
Term loan interest	-	-
<b>TOTAL DEBT CHARGES</b>	<b>15,300</b>	<b>15,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	1,200
Emergency control-M & S	100	2,400
911 System	18,000	18,000
	<b>32,300</b>	<b>35,500</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	48,500	48,500
Occupational Health & Safety	10,000	10,000
Fire inspection	58,500	58,500
	<b>129,000</b>	<b>129,000</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>161,300</b>	<b>164,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>3,200</b>

# Town of Kentville Operating Fund - 20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	241,700	241,700
Work crew	486,500	486,500
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	840,200	840,200
<b>Benefits 123-12-02X</b>	214,200	214,200
<b>Internal allocation 123-13-010</b>	(505,700)	(505,700)
<b>Office Expenditures</b>		
Professional/engineering	-	300
Professional studies	5,000	5,000
Director's Expenditure	5,000	2,400
Training	10,000	10,000
Insurance-liability/ E & O	26,400	30,500
Office supplies	2,800	2,800
Telephone	7,000	7,000
Other administration	1,700	1,700
	57,900	59,700
<b>Occupancy-Public Works building 123-15-0XX</b>	39,600	39,600
<b>Operations-Communications</b>		
Communication	3,500	3,500
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	10,000	10,000
Lease of equipment	50,500	50,500
Gasoline/diesel	55,000	55,000
External equipment repairs	32,000	32,000
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,500	8,500
	316,000	316,000
<b>TOTAL COMMON SERVICES</b>	965,700	967,500
<b>OVER BUDGET (UNDER BUDGET)</b>		1,800

# Town of Kentville Operating Fund - 20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	110,000	110,000
Sidewalk repairs	15,000	15,000
Storm sewer maintenance	75,000	75,000
Street cleaning	27,000	27,000
Snow and ice removal	295,000	295,000
Street lighting	156,000	156,000
Traffic services	59,800	59,800
Parking and other	51,500	51,500
<b>TOTAL ROAD TRANSPORTATION</b>	<b>789,300</b>	<b>789,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	210,300	218,400
Kings Point to Point	15,200	15,100
<b>TOTAL PUBLIC TRANSIT</b>	<b>225,500</b>	<b>233,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>8,000</b>
<b>DEBT CHARGES</b>		
	66,300	66,300
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,800	30,800
Tipping fees	6,300	6,300
Material and supplies	2,000	2,000
	<u>39,100</u>	<u>39,100</u>
Landfill		
Landfill contract-Kings Co.	<u>8,000</u>	<u>8,000</u>
Valley Region Solid Waste-Resource Management Authority	<u>611,200</u>	<u>619,600</u>
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	<u>658,300</u>	<u>666,700</u>
<b>OTHER AIR POLLUTION</b>		
Other air pollution	<u>1,500</u>	<u>-</u>
<b>TOTAL</b>	<u>659,800</u>	<u>666,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>6,900</u>



# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial</b>		
<b>Housing</b>		
Deficit of Housing Nova Scotia	90,000	73,700
<b>OTHER PUBLIC HEALTH</b>		
Chrysalis House	-	-
Kings Volunteer Resource Centre	1,000	1,000
Canadian Mental Health Association	-	-
Kings County Family Resource Centre	2,000	2,000
Kings County Senior Safety Council	2,500	2,500
New Horizon's Seniors Club	1,000	1,000
	6,500	6,500
<b>TOTAL PUBLIC HEALTH</b>	96,500	80,200
<b>OVER BUDGET (UNDER BUDGET)</b>		(16,300)

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	179,600	179,600
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	12,000
Committee honoraria		-
Committee meeting expenditure	100	-
Advertising and promotion	700	700
Expenditures-Director	4,500	4,500
Training and development	4,000	800
Insurance	7,300	7,300
Office supplies	3,000	2,500
Telephone	2,500	2,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	5,000	4,000
Registration legal documents	100	100
Miscellaneous	1,000	1,000
	39,200	36,400
<b>TOTAL PLANNING AND ZONING</b>	244,500	241,700
<b>OVER BUDGET (UNDER BUDGET)</b>		(2,800)

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	88,800	88,800
Community economic development	4,300	5,100
Development studies	3,000	1,000
Survey costs	1,000	2,500
PACE expenditure	5,000	20,900
Kentville Futures & Lions Club operating costs	11,500	11,500
	24,800	41,000
	142,600	158,800
<b>OVER BUDGET (UNDER BUDGET)</b>		16,200
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	36,900	36,900
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	75,200	75,200
CED Office	8,000	8,000
	83,200	83,200
<b>Tourism</b>		
Tourism	26,800	15,300
<b>Promotions</b>		
Promotions	101,000	101,000
<b>Other</b>		
Apple Blossom Festival	2,000	500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	213,000	200,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(13,000)

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
<b>Remuneration</b>		
Salaries	351,500	351,500
Benefits 127-12-02X	80,200	80,200
Internal allocation 127-13-010	(48,800)	(48,800)
<b>Office Expenditures</b>		
Legal fees	4,000	4,000
Professional fees	5,000	5,000
Committee meeting expenditure	4,000	4,000
Promotion and publicity	4,000	4,000
Expenses-Director	6,500	6,500
Training	10,500	10,500
Insurance	12,800	12,800
Office supplies	4,000	4,000
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	3,000	3,000
Other	7,500	7,500
	<u>75,800</u>	<u>75,800</u>
<b>Vehicles and equipment</b>		
Insurance	5,800	5,800
Lease of equipment	14,600	14,600
Gasoline	8,300	8,300
Operations and maintenance	19,000	19,000
	<u>47,700</u>	<u>47,700</u>
<b>TOTAL ADMINISTRATION-RECREATION</b>	<u>506,400</u>	<u>506,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>-</u>

# Town of Kentville

## Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	8,500
Swimming pool 127-22-0XX	-	300
Day camp 127-23-0XX	5,500	18,700
Multi-sport camp 127-24-0XX	1,800	12,500
Other programmes 127-25-0XX	10,000	10,000
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>43,800</b>	<b>65,500</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	40,000	30,000
<b>TOTAL OTHER RECREATION</b>	<b>83,800</b>	<b>95,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>11,700</b>

# Town of Kentville Operating Fund -11/12

September 30, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	45,400	45,400
Swimming pool 127-42-0XX	9,500	5,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	1,500	1,000
Other facility maintenance 127-46-065	15,600	15,600
Kentville arena 127-52-XXX	362,500	362,500
Parks and playgrounds - general 127-61-0XX	81,200	70,000
Memorial Park 127-62-0XX	51,000	40,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	33,500	25,000
Other playgrounds 127-67-0XX	3,000	3,000
Rail corridor maintenance 127-69-0XX	5,000	5,000
<b>TOTAL RECREATION FACILITIES</b>	<b>609,200</b>	<b>573,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(35,700)
<b>TOTAL DEBT CHARGES</b>	<b>37,000</b>	<b>37,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	83,700
Branch library 127-93-100	42,800	36,900
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	2,000
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>124,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,100)

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,536,000</u>	<u>1,536,000</u>
TOTAL APPROPRIATION	<u>1,536,000</u>	<u>1,536,000</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

# Town of Kentville Operating Fund -20/21

September 30, 2020

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	928,300	928,300
Temporary financing- principal	-	-
	928,300	928,300
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	99,800	99,800
To Capital Reserve fund	483,100	483,100
	582,900	582,900
To Capital fund- from operations	46,000	46,000
Total transfers to other funds	628,900	628,900
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(191,500)	(239,300)
From Capital Reserve fund	-	-
	(191,500)	(239,300)
<b>NET FINANCING AND TRANSFERS</b>	<b>1,365,700</b>	<b>1,317,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(47,800)</b>





# Memo

To: Brian Smith, Interim CAO  
From: Debra Crowell, Director of Finance  
Date: October 5, 2020  
Re: **Valley Region Solid Waste Resource Management Authority- Guarantee Resolutions**

**BACKGROUND**

The Valley Region Solid Waste Resource Management Authority (VWRM) approved a Temporary Borrowing Resolution on September 16, 2020 for \$945,000.00 for several budgeted capital acquisitions (copy attached).

The individual Guarantee Resolutions were then forwarded to each of the Authority’s partners for each Council’s approval. (Kentville’s share = 9.99% or \$94,406.00). The Town would be responsible for this amount only if Valley Region Solid Waste Resource Management Authority defaulted on its debt repayment.

The attached ***Municipal Partner Guarantee Resolution*** requires Council’s authorization after which two copies will be returned to Valley Region Solid Waste Resource Management Authority to complete the required paperwork.

**RECOMMENDATION**

I recommend to Town Council that it ratifies the guarantee resolution noted below. Following this event, duly authorized and completed in **triplicate**, two original documents will be returned to the Valley Region Solid Waste Resource Management Authority.

	PURPOSE	Guarantee Amount
Guarantee Resolution	Valley Region Solid Waste	\$ 94,406

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 945,000.00

Capital Projects: Detailed in Schedule "B"

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs and Housing has the approved the proposed guarantees;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Nine Hundred Forty-Five Thousand Dollars (\$ 945,000.00 ) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Nine Hundred Forty-Five Thousand Dollars (\$ 945,000.00 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

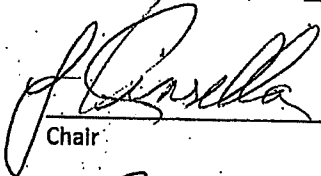
**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

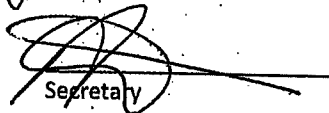
**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 16 day of September, 2020.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 16 day of September, 2020.

  
Chair

  
Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 945,000.00

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.69%	\$705,821.00
Town of Kentville	9.99%	\$94,406.00
Town of Wolfville	8.24%	\$77,868.00
Town of Berwick	3.53%	\$33,358.00
Town of Middleton	2.51%	\$23,719.00
Town of Annapolis Royal	1.04%	\$9,828.00
Total Capital Requirements for Borrowing Resolution	100.00%	\$945,000.00

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 945,000.00

Capital Projects: Detailed in Schedule "B"

SCHEDULE "B"  
CAPITAL PROJECTS

		\$
<b>Heading: Vehicles</b>		
Item	Heavy Duty 4X4 Pickup Truck	50,000.00
Item	Roll Off Truck	225,000.00
Item		
Item		
<b>Heading Sub Total:</b>		<b>275,000.00</b>
<b>Heading: Equipment</b>		
Item	Power Lift Gate for Pickup Truck	4,000.00
Item	Wheel Loader	235,000.00
Item	Forklift	42,000.00
Item		
<b>Heading Sub Total:</b>		<b>281,000.00</b>
<b>Heading: Site/Facilities</b>		
Item	Automated Scale House Window	18,000.00
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>18,000.00</b>
<b>Heading: Various</b>		
Item	Land for Future Expansion	238,000.00
Item	Video Surveillance Cameras	75,000.00
Item	Scale Program Software	50,000.00
Item	Server Computer Switch	8,000.00
<b>Heading Sub Total:</b>		<b>371,000.00</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>945,000.00</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF  
Town of Kentville**

Guarantee Share Amount: \$ 94,406.00 Purpose: Various Projects as Detailed in Schedule "B"

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of Nine Hundred Forty-Five Thousand Dollars (\$ 945,000.00 ) for purpose of Various Projects as Detailed in Schedule "B" ;

**WHEREAS** the Authority has requested the Council of the Town of Kentville, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the Town of Kentville does hereby approve the borrowing of the aggregate principal amount of Nine Hundred Forty-Five Thousand Dollars (\$ 945,000.00 ) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of Ninety-Four Thousand Four Hundred Six Dollars (\$ 94,406.00 ) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

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

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Clerk



<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>• 13 Development Permits Issued.</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• building Valuation of \$2,432,000 for a year total of \$17,761,505.</li> </ul>
<p><b>Projects</b></p>	<ul style="list-style-type: none"> <li>• Ryan’s Park. Enqore have submitted plans and are preparing permit applications for the entirety of Ryan’s Park which includes 22 residential units and a 1944 square foot Club house within 4 buildings. The building valuation will appear in next month’s report.</li> <li>• Chrysalis House is progressing well.</li> <li>• Miners Landing development is progressing well. Realignment of property lines to accommodate required setbacks for the 3<sup>rd</sup> building have been approved. A sidewalk is planned from the main entrance to the cross walk at Eaves Hollow Park to provide safe pedestrian egress from the site.</li> <li>• Planning and Engineering staff met virtually with the potential buyers of the River street property. As they continue with their due diligence, they remain very excited about the lot.</li> <li>• Parson’s new subdivision in MacDougal Heights is close to completion. Streetlights are due to be installed soon.</li> <li>• Staff continue to work with the Farmers market to ensure covid19 compliance and social distancing.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Various mapping and GIS support continues.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – ongoing</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• Zoom meeting -Council meetings</li> <li>• Unconscious Bias and addressing ways to promote diversity and inclusion webinar</li> <li>• Planning department meeting</li> <li>• Meeting with Engore Staff</li> </ul>	



# Activity Report

Planning & Development

September 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> SEPT 2020		<i>PERMITS ISSUED</i> SEPT 2019	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	13	84	11	113
<b>Total Building Value (\$)</b>	2,432,000	17,761,505	564,075	18,777,861
<b>Permit Revenue (\$)</b>	1,802.86	18,192.81	773.31	23,954.15

# Permits Report

Planning & Development

September 2020



<b>Permit #: 3795</b>	<b>Permit Date:</b> 09/02/2020
<b>Value of Construction:</b> \$20,000.00	<b>Fee:</b> \$64.00
Renovations – Renovating the dwelling unit to reconfigure the kitchen/entry and bathroom on the main floor, added a new bedroom on the second floor.	

<b>Permit #: 3796</b>	<b>Permit Date:</b> 09/09/2020
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$50.00
Signage – New wall sign and window sign for a Haunted House.	

<b>Permit #: 3797</b>	<b>Permit Date:</b> 09/09/2020
<b>Value of Construction:</b> \$14,000.00	<b>Fee:</b> \$50.00
Swimming Pool – Installing an 18’ x 33’ oval above ground pool	

<b>Permit #: 3570</b>	<b>Permit Date:</b> 09/09/2020
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
* Amended Permit * Renovations – Removing the existing entry to the rear of the house, installing new windows.	

<b>Permit #: 3798</b>	<b>Permit Date:</b> 09/14/2020
<b>Value of Construction:</b> \$400,000.00	<b>Fee:</b> \$253.99
New Residential Construction –Residential space is 1,958 sf and garage space is 423 sf.	

<b>Permit #: 3803</b>	<b>Permit Date:</b> 09/18/2020
<b>Value of Construction:</b> \$8,000.00	<b>Fee:</b> \$51.22
New Accessory Structure – Constructing a deck the whole way around a new pool, deck area is approximately 709.49 sf.	

<b>Permit #: 3802</b>	<b>Permit Date:</b> 09/18/2020
<b>Value of Construction:</b> \$25,000.00	<b>Fee:</b> \$43.23
New Accessory Structure – 24’ x 22’ (528 sf) accessory building, 15’ in height.	

<b>Permit #: 3799</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$20.86
Signage – Installing a 5' x 3.6' gateway sign, with a 5.56 sf base	

<b>Permit #: 3800</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$20.86
Signage – Installing a 5' x 3.6' gateway sign, with a 5.56 sf base	

<b>Permit #: 3801</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$20.86
Signage – Installing a 5' x 3.6' gateway sign, with a 5.56 sf base	

<b>Permit #: 3804</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$460,000.00	<b>Fee:</b> \$303.91
New Residential Construction – Residential space is 2,581 sf.	

<b>Permit #: 3805</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$40,000.00	<b>Fee:</b> \$64.48
New Accessory Construction – Garage space is 1,011 sf in total area, two stories, 16' in height.	

<b>Permit #: 3806</b>	<b>Permit Date:</b> 09/29/2020
<b>Value of Construction:</b> \$1,450,000.00	<b>Fee:</b> \$859.45
New Commercial Construction – Constructing a new two-story Office Building, total area is 5,451 sf	

<b>Total Value of Construction:</b>	\$2,432,000.00	<b>Total Permit Fees:</b>	\$1,802.86
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<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>• Pumpkin People marketing and promotions are in full swing and we have already experienced big numbers in the first week of the festival. A new initiative by KBC this year is the “Great Pumpkin Palate Pleaser”. Almost all Kentville’s eateries have signed up to participate by offering pumpkin themed items on their menus during the month of October. A map has been produced by the planning tech to help folks find all the great places to eat in Town while they are here this month.</li> <li>• The Special Projects video is still in shooting stage, and there have been some unanticipated delays. More to report next meeting.</li> <li>• The CEDC continues to attend the Valley REN Business Supports Response Team meetings every other week and submit content when appropriate to the REN’s business newsletter.</li> <li>• A second “special edition” of the October E-Newsletter will be published on October 15<sup>th</sup>. There was an overload of available content for October, and the bumper edition will also serve as a last reminder to folks about the election on the 17<sup>th</sup>.</li> <li>• The Decorating supply give away for town businesses and residents was a great success. The Community Economic Development Coordinator joined the Recreation team for a joint give-away and pumpkin hunt event and the day was a great success! We saw a lot of new faces, and new businesses who picked up supplies, and the response generated on social media has been steadily active since the 3<sup>rd</sup>.</li> </ul>
<p><b>Projects &amp; Beautification</b></p>	<ul style="list-style-type: none"> <li>• The Centre Square activation pilot is winding down. Umbrellas have been removed ahead of strong winds and colder weather. Tables will follow shortly to make way for shade tree installation in the square, planned for shortly after thanksgiving.</li> </ul>

	<ul style="list-style-type: none"> <li>• Gateway signs are still on order, but progress shots have been received from the vendor and we are on track for installation at the end of the month or beginning of November. The necessary permits are all in place now. We wish to thank NSCC Kingstec who are allowing the placement of one of the signs on their property and will be partnering with us on the dressing up /landscaping around that particular sign using a portion of the funds from the Provincial grant.</li> <li>• The Girl Guides/Brownies/Pathfinders from the Kentville area decorated the ornamental lights poles downtown again this year. the downtown poles with cornstalks and lights again this year. The stalks and lights had an even greater impact this season since our longer lasting hanging baskets were still in place!</li> <li>• Holiday beautification items are currently on order from our suppliers and will go out as usual in November, sometime after Remembrance Day.</li> </ul>
<b>Tourism /events</b>	<ul style="list-style-type: none"> <li>• The Pumpkin People theme for 2020 is "Fables Folklore and Fantasy". Pumpkin Person stylist Gerry Little and Builder Harry Lennihan have done another fabulous job this year. We are expecting larger numbers than usual this year, because of COVID-19, and because of increased print, digital, and radio marketing. Three print articles have been commissioned. 2 are out already, a third will feature "New and Niche" businesses in Kentville and is scheduled to print next week.</li> <li>• KBC is working on a Pop-Up Holiday Market that will run from mid-November until Christmas. The Calkin Building and perhaps other vacant downtown spaces will be utilized to host crafters, artisans, and local start up businesses who are looking for a venue this season. The benefits will be to crafters who have no home because of the loss or reconfiguration of typical large events like the Acadia Craft Fair for example. Existing businesses will hopefully benefit from increased traffic which will be drawn in by these new (temporary) additions to our list of downtown offerings.</li> </ul>
<b>Other</b>	

	<ul style="list-style-type: none"> <li>• The Kentville Business Community (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.</li> <li>• The KBC Board recently reviewed the commissioned “Events Strategy” report from Kitchen Table Consultants at the Annual General Meeting. The report is thorough and includes tools and guides for running events in addition to the many great recommendations and ideas included. A copy of the strategy will be forwarded to Council (if it has not already been distributed by the time of this meeting).</li> <li>• The Mentoring Plus program continues to push forward and adapt to the times while creating the framework for the program. A new date for the Coffee and Conversation has been set for October 21st. Work continues in the areas of branding and website development; the logo is now complete and is being used.</li> </ul>
<p><b>Meetings and Events</b></p>	<p><b>SEPT</b></p> <ul style="list-style-type: none"> <li>14 – Gateway project conference call</li> <li>15 – Regular Radio Spot AVR/Magic</li> <li>15 – KBC Board Meeting</li> <li>15 – Mentoring Plus coordinator check in</li> <li>16 – Business Supports Response Team meeting – Valley REN</li> <li>16 – Downtown decorating party – Girl Guides</li> <li>17 – Mentoring Plus meeting</li> <li>17 – Movie Night in Centre Square</li> <li>18 – PP/ Harvest Fest joint planning meeting (Rec+CEDC+KBC)</li> <li>21 – Farmers Market site meeting</li> <li>22 – Regular Radio Spot AVR/Magic</li> <li>23 – STORM</li> <li>24 - Vendor presentation from local business</li> <li>29 – Regular radio spot AVR/Magic</li> <li>29 – Art Gallery Meeting</li> <li>30 – Business Supports Response Team meeting -Valley REN</li> </ul>

Respectfully Submitted,  
Lindsay Young,  
Community & Economic Development Coordinator





Presented on October 15<sup>th</sup>, 2020  
Submitted by Rachel Bedingfield  
Director of Parks and Recreation

<p><b>Facility Related</b></p>	<p><b>Facility re-opening:</b></p> <ul style="list-style-type: none"> <li>💡 The <b>Kentville Centennial Arena</b> is in full swing. With the latest announcement from the province, the arena has filled almost all of it is primetime ice rentals. Our next phase includes public access starting with adult shinny and adult public skates.</li> <li>💡 The <b>Kentville Recreation Center</b> is continuing with it is re-opening plan and is now into phase two of allowing for public rentals.</li> <li>💡 The <b>Soccer Fields</b> have received more use this Fall than they did all summer, with soccer returning to play.</li> <li>💡 Our department continues to work with all user groups to make sure that safety protocols are being adhered to.</li> </ul> <p><b>Parks and trails:</b></p> <ul style="list-style-type: none"> <li>💡 Ongoing mowing, clipping, and mulching is taking place throughout our parks and trails. Our part-time fall staff are continuing to work as the growing season extends thanks to the warm weather we are having.</li> <li>💡 The baskets are being removed from the downtown as we head into cooler weather. Once they are in, we will begin to clean up the planters.</li> <li>💡 McDougal Heights have received a new green entrance to replace the former rose bushes.</li> <li>💡 Our staff will begin shutting down our park facilities, including the public washrooms in the coming weeks, as part of our annual winterization of our facilities.</li> </ul>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>💡 Staff have been working in partnership with the Town of Wolfville and local physicians to create a memory bootcamp; a program that helps prevent memory loss. The first online event had 50 participants from across the valley. This program is happening in</li> </ul>

	<p>addition to the memory café, which took place on Tuesday September 29<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>💡 New Horizons Club has resumed regular programming now that they are able to access the recreation center again. Tables and chairs were removed to allow proper distancing and hand sanitizer was provided. We are also working on helping the club get their Carpet Bowling up and running.</li> <li>💡 Kentville Play kits will remain on our website as a resource for our community and homeschoolers to use to support leisure education. We have received International interest for this resource.</li> <li>💡 Fall programs are underway, including Forest Play, Kids Run Club, Super Happy Family Time (SHAFT), and Trailblazers. All programs are operating at capacity under the current public health guidelines. We have had to either recruit volunteers or hire additional staff in some cases to ensure the safety of our program participants.</li> <li>💡 It is worth noting that our fitness classes are still taking place outdoors at Oakdene Park three times a week and have been increasing in attendance. Participants have told us they would like to stay outside as long as possible, as they feel much safer outdoors than indoors.</li> <li>💡 Staff are working to get more kids walking and wheeling to school to give them a better start to the beginning and end of their school days. Every week students have found a new surprise waiting for them on the trails and sidewalks, whether it is a riddle to solve or Spike the pumpkin handing out prizes. We have been working with the school to help motivate kids to find different ways to get to school.</li> </ul>
<p><b>Capital Projects</b></p>	<p>The Pandemic has greatly reduced the time with which shipping has occurred for some items, which has slowed down – or in some cases stopped completely – completion dates.</p> <ul style="list-style-type: none"> <li>💡 Memorial Park playground is now completed.</li> <li>💡 The Gazebo at Oakdene is under construction with still the roof and foundation to complete.</li> </ul>



	<ul style="list-style-type: none"> <li>💡 Work at the Gorge is now complete. This included trail repair and flood mitigation.</li> <li>💡 Mosquito ball field has been repaired.</li> <li>💡 Memorial facilities had their siding replaced.</li> <li>💡 The accessible playground piece continues to be held up in delivery but is still scheduled to be installed at the KCA playground before the end of fiscal. Weather will become our biggest barrier at this point.</li> <li>💡 Work is underway at the recreation center including the upgrading the washroom facilities.</li> <li>💡 Preliminary plans have been created for the Kentville/New Minas Dog Park. We are continuing to work to create a space for the furry members of our community by the end of fiscal year.</li> </ul>
<p><b>Public Engagement/Community Events</b></p>	<ul style="list-style-type: none"> <li>💡 We celebrated our nominated volunteers from Monday September 21 to Monday September 28<sup>th</sup> via the Facebook page and the website. Each nominated volunteer also received an certificate, a thank you card and a thank you gift.</li> <li>💡 The Community Campfire was on Friday September 25<sup>th</sup> with approximately 30 people in attendance. Rec staff took the opportunities to chat with those in attendance about Recreation in Kentville, what folks have been enjoying and what they would like to see.</li> </ul> <p><b>Harvest Fest:</b></p> <ul style="list-style-type: none"> <li>💡 Gerry and his team spent the month of September creating the pumpkin people props ready for our annual pumpkin people festival.</li> <li>💡 Harvest Festival looked a bit different this year. To discourage large crowd gatherings we launched a handful of activities and contests as part of the Virtual Harvest Festival. This included a Pumpkin Carving Contest, Pumpkin Person/Yard Decorating Contest, Pumpkin People Supply Giveaway, Fall Photo Scavenger Hunt, community hike at the Gorge and a Pumpkin Hunt. We hid 200 pumpkins throughout our parks and trails, each with a code</li> </ul>

	<p>on the bottom that could be entered to win a prize. Withing 48 hours 141 were found with their codes having been entered.</p> <p><b>Up and coming:</b></p> <ul style="list-style-type: none"> <li>🔗 Staff is working with KCA along with Mayor Snow and Ron and Sandra Lightburn to host the annual Pumpkin People book reading. This year this will be done outside with each class individually.</li> <li>🔗 The Annual Pumpkin Drop will happen with the KCA kids on Friday October 30<sup>th</sup>.</li> </ul>
<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li>🔗 Department Meetings</li> <li>🔗 Tree Inventory</li> <li>🔗 Accessibility Committee Proposal Review</li> <li>🔗 Re-Sport prototype</li> <li>🔗 Inclusion and Access Committee</li> <li>🔗 Wellness Centre Meeting</li> <li>🔗 Good New in Parks panel</li> <li>🔗 Accessibility Presentation – AMA</li> <li>🔗 CPCIL Course</li> <li>🔗 Senior Advisory Meetings</li> <li>🔗 Harvest Fest</li> </ul>
<p><b>Council Related</b></p>	<p><b>Council Priorities:</b></p> <ul style="list-style-type: none"> <li>🔗 <i>Accessibility Committee:</i> The Accessibility Committee has chosen Houdindesign and Architects in partnership with reachability to collaborate with our community to create the Kentville Accessibility Plan. Preliminary meetings will take place before the end of the month.</li> </ul> <p><b>Items to Note:</b></p> <ul style="list-style-type: none"> <li>🔗 Our department is working with RE-Sport, a subcommittee of the province and Sport Nova Scotia that looks for way to protype different models to create more inclusive opportunities for sport participation. Together we are working on a project that we hope to launch in the Spring of 2021.</li> </ul>

	<p>💡 I attended the e-residency portion of the National Park Leaders Development Program, receiving a bursary to support tuition costs. Attached is my initial report.</p>
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# MEMO

March 6, 2018

To: **CAO Brian Smith/Council**

Re: Canadian Parks Leadership Program

From September 21<sup>st</sup> to October 2<sup>nd</sup> I took part in an intensive two week e-residency which was the beginning stage of my 8 month Park Leaders Certification Program. This program is offered through the Canadian Parks Council (CPC) and the Canadian Parks Collective for Innovation and Leadership (CPCIL) and is open to only to only 20 students per year. It is designed to build a pan-Canadian network of Park Leaders who can support each other – and their organizations – throughout their entire career.

The Canadian Parks Collective for Innovation and Leadership (CPCIL) is funded by the Canadian Parks Council and delivered in partnership with Mount Royal University’s Institute for Environmental Sustainability, in collaboration with Royal Roads University, the Faculty of Environmental Studies at York University, and Université de Moncton. I received a grant from the Canadian Parks and Recreation Association to support my tuition fees. Below is an overview of the program, for your reference.

Core Program Themes Include:

- **Indigenous Relations and Ethical Space:** The program collaborates with organizations such as PLENTY Canada, IISAAK OLAM, the Conservation Through Reconciliation Partnership, and others to co-facilitate sessions and programs that work toward two-eyed seeing and Reconciliation.
- **Leadership Organizational Change and Stability:** The Program builds skills in systems thinking to help park leaders address personal and organizational change management, knowledge mobilization (science, social science, and interdisciplinary inquiry), and managing unknowns by understanding your purpose.
- **Managing Healthy Organizations:** The program tackles the sustainability of parks and protected areas by considering the culture, resources, and mandate of the organizations responsible for them. A major focus of recent residencies has also been tools to support the mental health of conservation professionals.
- **Effective Leadership Communication:** The sector can succeed or fail based on the ability of leaders to facilitate transparent and effective dialogue. Activities and tasks throughout the Park Leaders Development program help participants write and speak persuasively with ethics, logic, and emotion.
- **Inclusion and Equity:** The program is designed to incorporate diverse voices that demonstrate the importance of inclusion and empowerment in conservation and (re)connecting people to nature.



- **Ecosystem and Cultural resource Management:** The program requires each participant to share relevant challenges that highlight their role in conservation and/or park management.
- **Continuum of Parks and Protected Areas:** Inspired by the Parks for All Action Plan for Canada’s Parks Community, the Park Leaders Development Program celebrates “places reserved for conserving and experiencing Nature, with varying objectives but important complementary goals.”

**Sub Program themes include:**

- Climate change and biodiversity
- Leadership and Parkanomics
- Partnerships and Collaboration
- Connecting as Nature in Parks

In March, participants are required to submit a final group project, as well as a final solo project to be evaluated by a panel of experts. For our group project, my team will be looking at creating a tool that guides decision makers in making environmentally conscious decision with regards to green space development/management/long term planning.

My solo project will focus on the Kentville Ravine and its role in creating ethical space for conversations of reconciliation, and reconnecting people as nature. Thank you for your continued support as I work to improve my skills in order to better serve the people of Kentville.

Sincerely,

Rachel Bedingfield  
Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

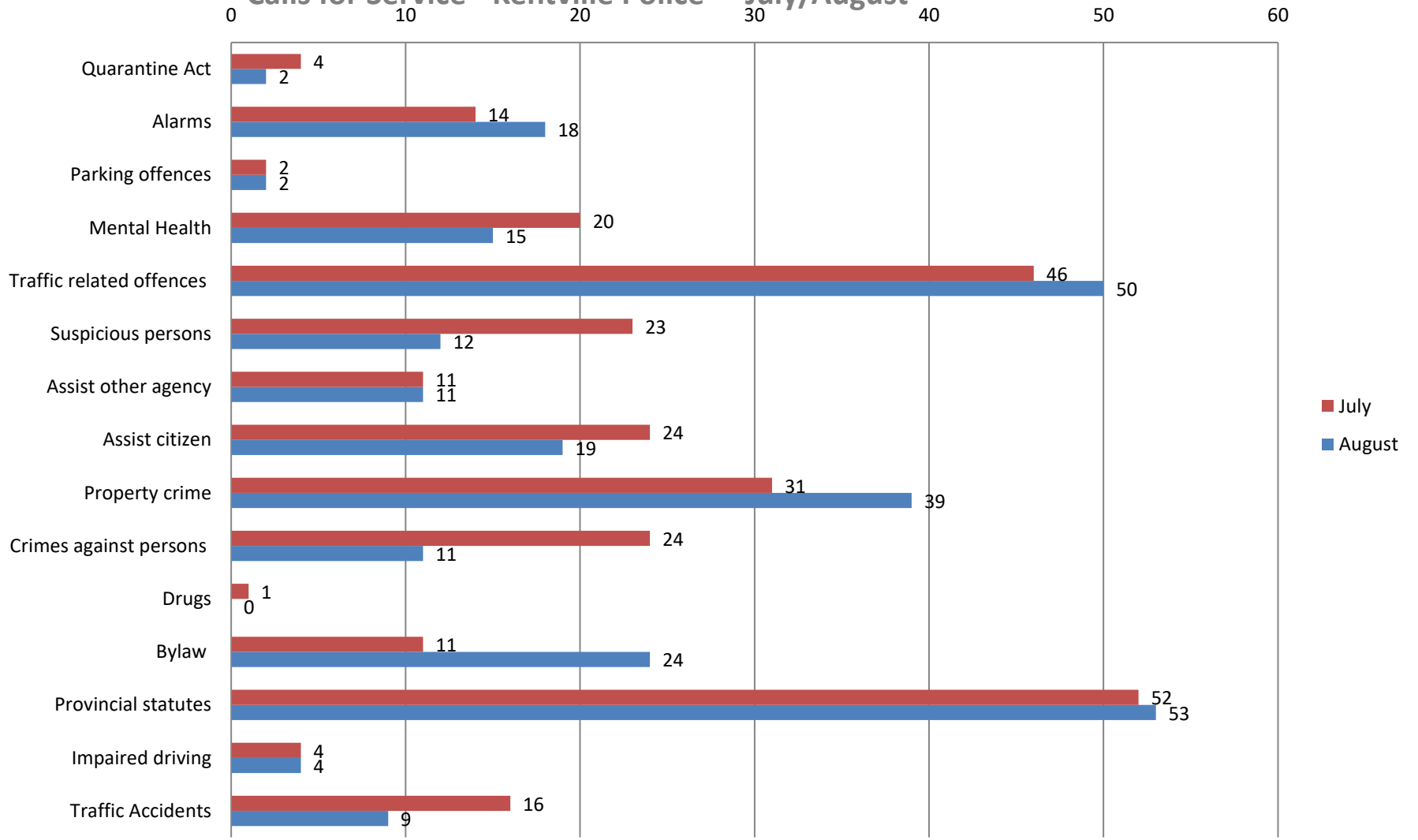
Report to BOPC – Sept 26th, 2020



Administration	Time	July	August
	Auxiliary off. hours	52.5	54.5
	Training hours	0	0
	Veh. Cks 38's	130	133
	Warning tickets	14	32
	SOT Tickets	29	46
	Foot Patrol Hours	138	133
	CC Charges	27	14
	Calls for service	323	326
Training	<ul style="list-style-type: none"> <li>No training in August</li> </ul>		
Meetings	<ul style="list-style-type: none"> <li>August 4 – Covid 19 working group</li> <li>August 5 – Working group on Digital Evidence</li> <li>August 6 – CBC Interview on opiod decriminalization</li> <li>August 11 – Covid 19 working group</li> <li>August 18 – Criminal Justice Transformation Group teleconference</li> <li>August 18 – Black lives matter call</li> <li>August 20 – Conference call re Alert Ready</li> <li>August 25 – Restorative Justice conference call</li> </ul> <p>Took some VL as part of my isolation for leaving Atlantic Bubble</p>		
Staffing	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		



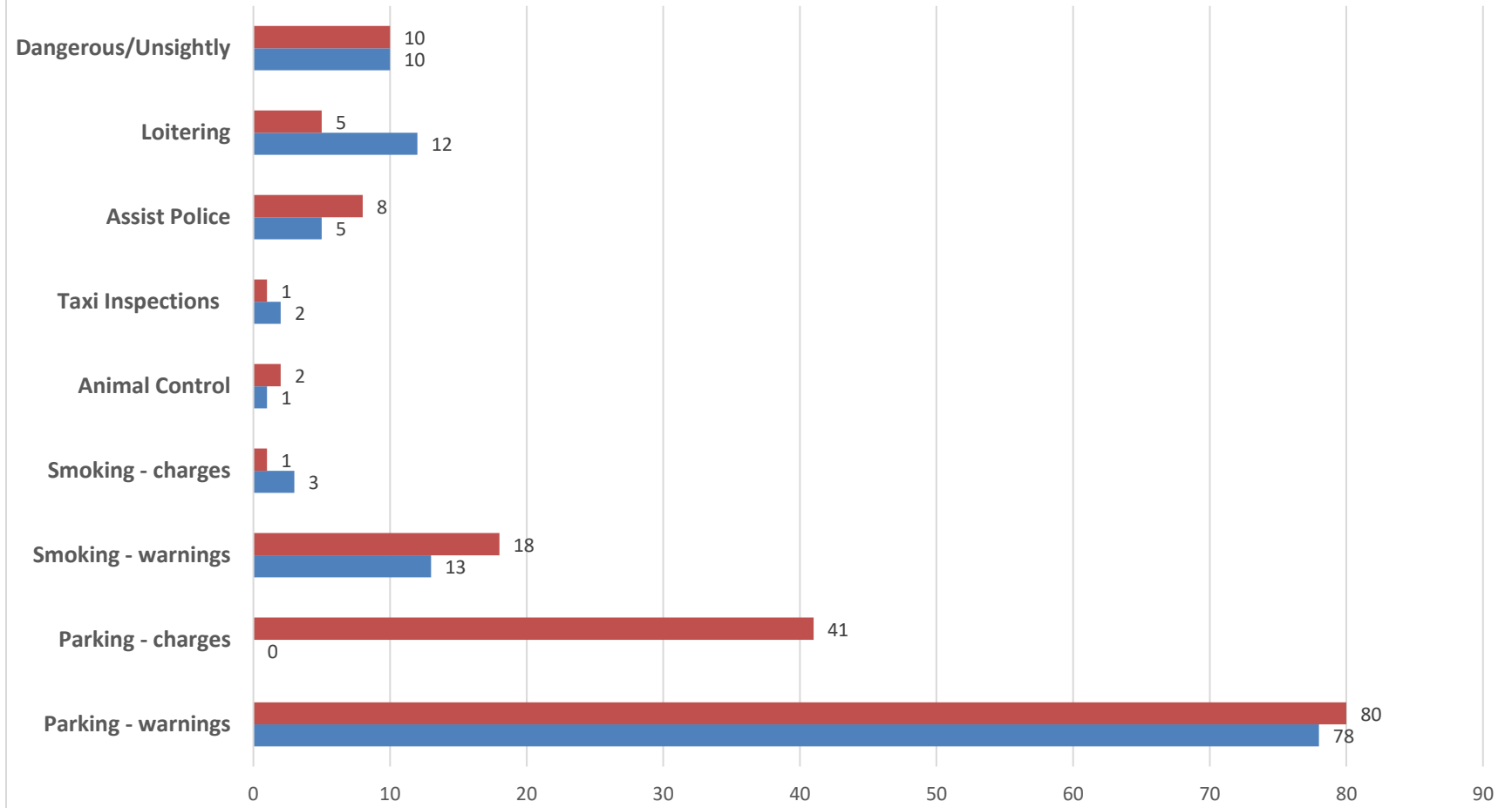
### Calls for Service - Kentville Police - July/August



August 326

July 323

## By-Law Report - July/August



August

July



Town of Kentville

Department of Engineering & Public Works

Report to CAC – October 13, 2020

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



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.</li> </ul>	<p><b>Highlights</b></p>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>Dexter Construction has most of the new curbing completed on both sides of the New Bridge and the alignment is starting to take shape and become easier to visualize. There may be a time in the near future where we use both bridges for a bit (north bound on the new / southbound on the old) while they complete some of the curbing &amp; paving, but they tell me things are still on track to be for the New Bridge to be open at the end of October.</li> </ul>	<p><b>Highlights</b></p> <p><b>Bridge Progress</b></p>
<p><b>Projects</b></p>	<p><b>Capital Works Projects</b></p> <ul style="list-style-type: none"> <li>Carry over Capital Works projects awarded to Mid Valley Construction in 2019 are nearing completion. The sidewalk extension at the west end of Park Street connecting Bonavista Estates to the Town’s sidewalk system is now complete except for one commercial driveway and the sidewalk and retaining wall replacement on East Main Street near Southview Avenue is expected to be completed this month.</li> <li>This year’s Engineering &amp; Public Works Capital Projects awarded to Howard Little Excavating Limited is well underway with the Centennial Arena parking lot, Gladys Porter Drive, and Blair Avenue completed and the underground work on Condon Avenue is finished with the street reconstruction now underway.</li> </ul>	<p><b>Highlights</b></p> <p><b>MVC Capital Works</b></p> <p><b>HLE Capital Works</b></p>



	<ul style="list-style-type: none"> <li>The addition of the east end sidewalk linking Miners Landing to the Trail and existing sidewalk system is now under construction and will be completed in the next couple weeks.</li> </ul> <p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>Lead in Drinking Water: We expect to receive the results from our 2020 lead testing in the next few days – We sampled 20 locations throughout Town. The Department of Education released its testing data on the 1<sup>st</sup> of October for all 370 Nova Scotia schools. They apparently tested every tap in every school. KCA has 86 fixtures; 43 tests passed and 43 failed (50%). The results ranged from non detectable to 24 times the allowable limit. This clearly shows that lead is not in our source water or the Town distribution system but is entering the water from the internal plumbing and more likely the actual fixtures in the school.</li> </ul> <p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"> <li>Everything is operating normally with no events to report.</li> </ul>	<p><b>East End Sidewalk</b></p> <p><b>Lead in School Drinking Water</b></p>
<p><b>Public Engagement</b></p>	<ul style="list-style-type: none"> <li>Frequent phone calls and site visits.</li> <li>Drop-ins – Currently not allowed</li> <li>Letter correspondence – as needed</li> </ul>	<p><b>Highlights</b></p>
<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li>Senior Staff meetings every Tuesday</li> <li>September 10<sup>th</sup> Emergency Coordination Meeting at County of Kings</li> <li>September 14<sup>th</sup> CAC via Zoom</li> <li>September 17<sup>th</sup> Regional Sewer Committee (Webex)</li> <li>September 23<sup>rd</sup> Regional Sewer Technical Sub-Committee (MCK)</li> <li>September 25<sup>th</sup> AIM Network (Atlantic Infrastructure Management Network), Bridgewater</li> </ul>	<p><b>Highlights</b></p>
<p><b>Council Related</b></p>	<ul style="list-style-type: none"> <li>Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<p><b>Highlights</b></p>



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Weekly Senior Administration Committee meetings and weekly CAO Updates for Council and staff</li> <li>• Continuing orientation and participation in Town and intermunicipal committees</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Projects and Programs</b></p>	<ul style="list-style-type: none"> <li>• Preparing COVID Human Resources Guidelines for the Town staff</li> <li>• Background work on CAO Recruitment, ready to launch soon.</li> <li>• Starting to plan Council orientation activities, workshops</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Public Engagement</b></p>	<ul style="list-style-type: none"> <li>• Focus on internal projects initially, building local contacts gradually.</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Received from MOK: Fire Inspection Agreement and revised Solid Waste Resources Bylaw</li> <li>• Recognize staff and Council in supporting the partnerships between the Town and community in the Pumpkin People Festival. Lots of hard work, including weekends, evenings.</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Meetings and Events</b></p>	<p>September 10 REMO Emergency Coordination Centre Setup / Hurricane session                  September 16 Valley Waste Resources Board Meeting                  September 16 Kentville Staff barbeque                  September 17 Regional Sewer Committee Meeting                  September 18 Final Accessibility Plan RFP Review                  September 24 Regional CAO’s Meeting                  September 29 Valley REN Orientation with Jennifer Tufts                  October 1 Launch of Joint Sewer Rate Study with Kings County</p>	<p><b>Highlights</b></p>

	October 6 KDBC Annual General Meeting	
<b>Council Related</b>	<ul style="list-style-type: none"><li>• Planning for Council Orientation, initial workshops</li></ul>	

**TO:** Mayor and Council

**SUBMITTED BY:** Communications Team

**DATE:** October 12, 2020

**SUBJECT:** Monthly Communications Report

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**ORIGIN**

This Communications Report includes

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

**DISCUSSION**

- The communications team has been working mostly on Pumpkin People Festival and promotion of voting for the municipal election.
- Analytics from the website were collected from September 1 to September 31, 2020. The most popular pages on the website were the Pumpkin People Festival page.
- The Facebook Page grew by almost 400 likes this month- possibly due to excitement about the Pumpkin People tradition. The Town's most popular posts in September was the Pumpkin People theme announcement which resulted in over 125,000 views (a new record for a Town Facebook post).
- Over the past month, recreation has been actively promoting a number of pumpkin related activities including Harvest Festival, scavenger hunt, and decorating contest.
- The Centre Square Activation project continues to be extremely successful- with concerts and event being well received by residents and businesses.

## **RETURNING OFFICER'S REPORT TO COUNCIL CAC**

**October 13, 2020**

E-voting opened as scheduled on October 8 and will continue until close of polls on October 17.

The Voter Help Centre also opened on October 8 at Kentville Recreation Centre, a move from Town Hall necessitated by COVID-19 restrictions. The setup is working well, and many electors have already registered there and voted online.

I continue to address questions and concerns from electors via phone calls and email.

A mailout problem with the Intelivote system resulted in more than 700 Voter Instruction Letters being returned by the Post Office because apartment numbers were omitted from the mailing addresses. With co-operation from Intelivote, the letters were relabelled and returned to the mail within two days.

All poll staff members have been hired and trained for paper ballot voting at Kentville Fire Hall on Election Day, October 17.

Al Kingsbury  
Returning Officer

October 9, 2020

**TO:** Mayor and Council

**SUBMITTED BY:** Brian T. Smith, Interim Chief Administrative Officer

**DATE:** October 8, 2020

**SUBJECT:** Schedule for the October 28, 2020 Meeting of Council

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**ORIGIN**

Municipal elections in Nova Scotia are being held until October 17, 2020, and Kentville will have some new Councillors in Town Hall after this date. This year, the swearing in of the Mayor and Councillors will be different than past years to comply with health guidelines associated with the COVID-19 pandemic. The purpose of this report is to brief Mayor and Council on the staff planning for this important changeover meeting and to solicit any comments or suggestions.

**BACKGROUND**

In the past, Council has been sworn in at Town Hall and the event was open to the public to attend. During the meeting, presentations have been made to each Councillors family to thank them for their support. Due to gathering size and space limits, this year we suggest the meeting would not be open to the public and would not include presentations to families.

Additionally, the Council meeting in October will be held on October 28, 2020. The meeting is on a Wednesday instead of Monday the 26<sup>th</sup> to allow for the full 10 days for candidates to request a recount of ballots.

**DISCUSSION**

Several scenarios have been discussed for how to proceed with this meeting, and the following is the proposed agenda for the meeting:

- The meeting will be held in person for past Council and new Council members, as well as the Interim CAO, Recording Secretary and Solicitor. Social distancing will be observed in council chambers, and masks will be required until individuals are seated. First time Councillors will be seated in the gallery area until the swearing in portion of the meeting.
- The first part of the meeting will include the existing Councillors and provide an opportunity for them to approve minutes, complete unfinished business and present any final reports from their committee responsibilities. At the conclusion of the Mayor's Report, Council will recognize their departing colleagues.
- In the New Business portion of the meeting, the Returning Officer will review the results of the election and the Clerk will officially declare the results of the election. The Mayor and Council will be sworn in by Solicitor Muttart, keeping socially distanced.
- Following this presentation, the Mayor will give a welcome address, and the CAO will also address the new Council.
- Next, moving into New Business, the new Council will choose a Deputy Mayor for the 2020-2021 term.

- Finally, the Interim CAO will review committees of Council and will discuss how appointments will be made. Appointments will be made during the November 9 Council Advisory Committee meeting and will be approved through a Special Council Meeting on that same date.
- Just for information, and subject to consultation with incoming Councillors, staff are developing a tentative schedule for weekly half day workshops facilitated by the Interim CAO to accommodate orientation, informal discussion of Council's priorities and some strategic planning.

## **RECOMMENDATION**

No action required.