

COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL AGENDA December 14, 2020 AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, November 9, 2020

4. PRESENTATIONS

(a) Valley Regional Enterprise Network Quarterly Report

(b) Kentville Historical Society

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

(2) Projection Report

(3) Revisions to Policy Statement G26 Special Perpetual Reserve
Fund Investment Policy

(4) Withdrawal – Equipment Reserve

(5) Withdrawal – #1 Capital Reserve

(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



6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) None

7. CORRESPONDENCE

- (a) Community Alcohol Partnership (CAP)
- (b) Mitchell Avenue Residents' Concerns
- (c) Municipal Energy Learning Group Recommendations

8. NEW BUSINESS

- (a) Regional Climate Action Plan – Partners in Climate Progress

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Property matter
- (b) Property matter
- (c) Personnel matter

11. ADJOURNMENT

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: November 9, 2020

Town Hall, 354 Main Street, Kentville Nova Scotia

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

1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and Interim Chief Administrative Officer (CAO) Brian Smith reported the following members of Council and staff were present:

PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Cate Savage
- Councillor Gillian Yorke
- Councillor Andrew Zebian

Staff:

- Brian Smith, Interim Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
(at 6:30pm)
- Jennifer West, Recording Secretary

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Savage will recuse herself from section 5.a and 5.b. due to a conflict of interest.

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

2. APPROVAL OF THE AGENDA

It was moved that the agenda for the Council Advisory Committee meeting of November 9, 2020 be approved with the following change:

- Addition, 7.c. selection process of deputy mayor

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, October 13, 2020

It was moved that the minutes from the Council Advisory Committee meeting held on October 13, 2020 be approved with the following changes:

- Page 5, after 8a, adjournment of special council meeting

MOTION CARRIED

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending October 31, 2020. To this date, overall revenue exceeds the average at 85.3%. To date, overall expenditures are slightly below the benchmark at 63.6% expended. Outstanding taxes at 97.7% collected, which is related to pre-payments of next year's taxes.

See report for more information

(2) Projection Report

Director Crowell presented her projection report for the period ending October 31, 2020. The projection of a year-end is for a deficit of \$80,400.

See report for more information

- Points of Discussion:
 - Update and discussion on County of Kings repayment.
 - Review and discussion about back check revenues for the Kentville Police Service.

(3) General Insurance Recommendation

Director Crowell presented a report outlining the contract term for the Town's general insurance and risk management services, and the benefits of extending this contract by one year.

See report for more information

It was moved by Councillor Cathy Maxwell and seconded by Councillor Cate Savage

That Council Advisory Committee Recommend

That Council extend its relationship with BFL Canada for General Insurance and Risk Management Services for one year – April 1, 2021 to March 31, 2022.

To be approved at the November 30, 2020 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:
Zebian

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for October 2020. Highlights included a building valuation of \$2,898,500 for a year total of \$20,660,005. The report also included project updates about Ryan's Park, Chrysalis House, Miners Landing and the River Street lands.

See report for more information

- Points of Discussion:
 - What are the zoning certificates referred to in your report? Some banks request these certificates from a property.
 - What is the status of a park for MacDougall Park? Land has been secured and work is underway. The park land will be adjacent to another development property and will result in a larger park space.
 - Regarding the Special Events Bylaw, Director Gentleman reviewed the process of revising this bylaw.

(2) Community Economic Development Coordinator's Report

Mayor Snow received the report for CEDC Young for October 2020.

See report for more information

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for October 2020. Some of the highlights included updates on facility reopening plans, parks and trails, programs, potential gym use at KCA school, a new dog park, and capital projects.

See report for more information

- Points of Discussion:
 - Is Acadia participating in conversations about a new multi purpose facility? Not yet but they will be more engaged when more of the details are confirmed.
 - There will be a combined Council meeting of regional Councils to receive a brief about this project.

(d) Police Report

(1) Chief's Report

Mayor Snow referred to the police report for October 2020. The Board of Police Commissioners has not met since September. Four staff are leaving and will be replaced in the near future.

See report for more information

- Points of Discussion:
 - When hiring new officers, are there contracts that can keep them in Town for a set time? There is no penalty for leaving the Town soon after being hired.
 - How many officers should we have on staff? There are 17, but this will drop to 14 in a few weeks.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for October 2020. Some of the highlights included updates on the completion of the Kentville Bridge, Kentville Water Commission, sewer utility and winter tenders.

See report for more information

- Points of Discussion
 - Regarding the Webster Street renovation, will there be a bump out? A bump out would make it difficult for large trucks to make this turn.
 - The bench at TD Bank was placed after discussion between staff and the bank.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Smith presented his report for October 2020. Some of the highlights included staff meetings, CAO recruitment, review of the Fire Inspection Services Agreement and regional intermunicipal service agreements.

See report for more information

(2) Communication Report

CAO Smith presented the report for October 2020.

See report for more information

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

That the reports from the directors be received.

MOTION CARRIED

Councillors who voted in favour of this motion:
Zebian

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and

5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Special Events Bylaw – Covid 19 Adjustments

Director Gentleman presented her report outlining the need for a new Bylaw (Chapter 101) that would address changes approved by Council in May 2020. These changes would accommodate extra special events in 2021 at the Healy property which could not happen in 2020 due to the Covid-19 pandemic.

See report for more information

- Points of Discussion
 - Who decides the 500 metre distance for reaching out to neighbours? This is related to variance and zoning under the Municipal Governance Act. This is for a courtesy notification of neighbours and for a survey of neighbours.

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

That Council Advisory Committee Recommend:

That Council approve First Reading of the proposed resolution and special events Covid-19 amending Bylaw to Council for First Reading on November 30, 2020.

To be approved at the November 30, 2020 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

Councillor Savage leaves the meeting due to a conflict of interest with this issue.

(b) Special Events Bylaw – increased number of events

Director Gentleman presented her report outlining the process of reviewing events at the Healy property, and the request to increase the maximum number of events from 15 to 20 annually.

See report for more information

- Points of Discussion
 - Spot zoning would not be recommended as a solution to this issue.
 - Changing the zoning would have long lasting implications to this neighbourhood.
 - Concerns about increasing the number of events for this residential property.
 - Review of the process of passing a bylaw.
 - Does the special events bylaw supersede the new noise bylaw? No.
 - All residents can provide input to this bylaw process, not just immediate neighbours.

It was moved by Councillor Gillian Yorke and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend:

That Council recommend First Reading of the proposed amendment to increase the number of events to 20 per year to the Special Events Bylaw Chapter 96 to Council for First Reading.

To be approved at the November 30, 2020 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Snow, Yorke

Councillors who voted against this motion: Zebian

Councillor Savage returns to the meeting.

6. CORRESPONDENCE

(a) Sandi and Pete Connelly, October 27, 2020

Review of concerns about North Kentville neighbourhood.

See letter for more information

(b) Philip Longmire and Julie Benson, August 26, 2020

Review of traffic and safety concerns on Forest Hill Road.

See letter for more information

(c) James and Tracy Churchill

Review of traffic and safety concerns on Forest Hill Road.

See letter for more information

(d) Marcelle and Grant MacQuarrie, October 22, 2020

Review of traffic and safety concerns on Forest Hill Road.

See letter for more information

(e) Nova Scotia Health Authority, November 2, 2020

Review of Nova Scotia Health Authority services and programs.

See letter for more information

(f) Jessica van Luxemborg, November 4, 2020

Request for traffic adjustment at Carmen Drive and Duncan Avenue intersection.

See letter for more information

7. NEW BUSINESS

(a) Revision: Valley Waste Bylaw

CAO Smith reviewed the existing Valley Waste Bylaw and the need to repeal the document and create a new bylaw that better reflects current directives, appointment of enforcement, and schedules.

- Points of Discussion
 - Will there be veto power to make decisions in Valley Waste when a partner is in arrears? This is not addressed in the new Bylaw, but it will be reviewed by CAOs upon review of Intermunicipal Service Agreements.

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

That Council Advisory Committee Recommend:

That Council recommend First Reading of the proposed bylaw to Council for First Reading for November 30, 2020 Council meeting and further that Second Reading be scheduled for January 30, 2021, and further that existing Bylaw Chapter 92 be repealed upon adoption date of the draft Valley Waste Bylaw.

To be approved at the November 30, 2020 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(b) Fire Inspection Service Agreement with the Municipality of the County of Kings

CAO Smith reviewed the existing service agreement and the need for an updated agreement document between partners.

- Points of Discussion

- What are the costs associated with leaving this agreement and hosting this service through the Town? The answer is not clear, but the CAO will provide Council with this information.

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

That Council Advisory Committee Recommend:

The Kentville Fire Inspection Agreement to Council for approval and authorization for signature by the CAO and authorization by the Mayor and Town Clerk.

To be approved at the November 30, 2020 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(c) Deputy Mayor Decision Making Process

Councillor Zebian gives a review of the process of electing a Deputy Mayor and describes how this can cause division to the group.

- Points of Discussion
 - There may be a better process for cohesion and team building than the existing process of electing a Deputy Mayor.
 - Review of how the CAO was planning to address this process.

RECESS FOR SPECIAL COUNCIL MEETING

It was moved by Councillor Gillian Yorke and seconded by Councillor Cathy Maxwell

That Council recess from the current CAC meeting to hold a Special Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

It was moved by Councillor Cate Savage

That Council adjourn the Special Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

COUNCIL RETURNED FROM RECESS

9. IN CAMERA - PROPERTY

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

That Council move into a closed session at 8:27 pm to discuss a land issue.

MOTION CARRIED

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

It was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

That Council return to open session at 9:04 pm

MOTION CARRIED

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

10. ADJOURNMENT

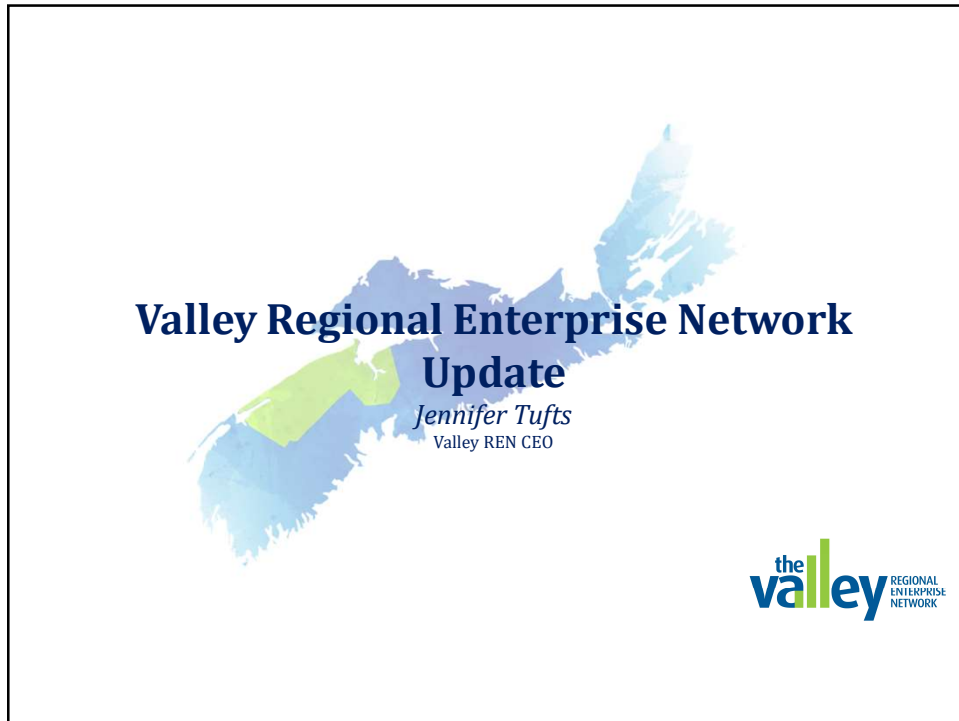
It was moved

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 7:32 p.m.

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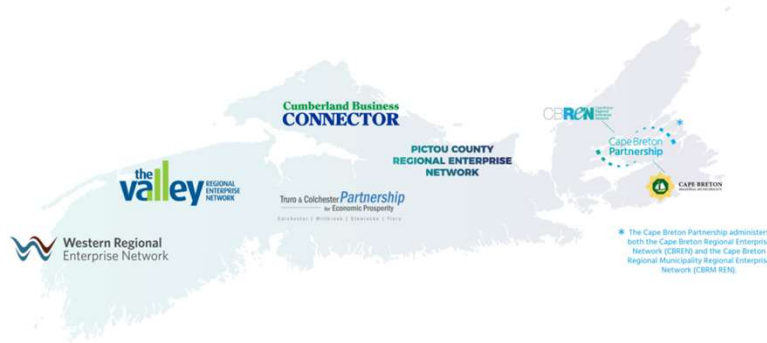


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Regional Enterprise Networks of NS

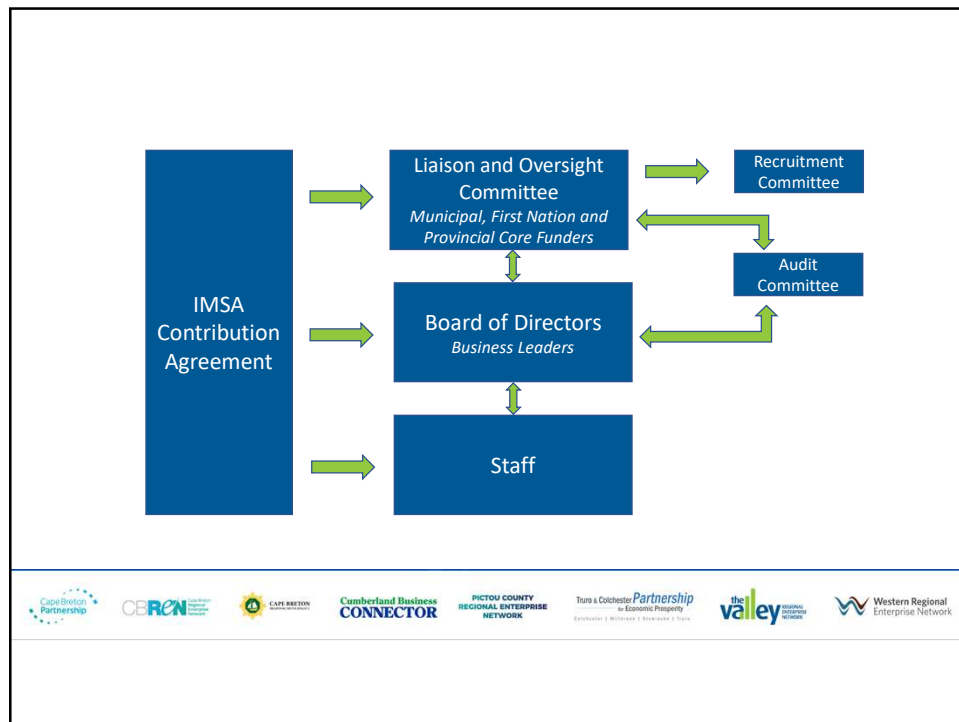


4

Our Partners



5



6

Programs and Services

1. BusinessNOW Program
2. Connector Program
3. Valley Manufacturing Taskforce
4. Regional Marketing
5. Opportunities Ahead
6. Regional Economic Recovery Taskforce

7

BusinessNOW Program

- Providing one-on-one customized supports to businesses of all sizes across industries
- Helping businesses connect to opportunities
- Meeting businesses at their point of need
- Relationship management



BusinessNOW



REGIONAL ENTERPRISE NETWORK

8

Supports Provided

- | | |
|-------------------------------------|--------------------------------------|
| • Program navigation | • Patent and innovation information |
| • Business to Business connecting | • Business purchase and sale linking |
| • Business growth/expansion support | • Staffing resources |
| • Location assistance | • Market research |
| • Coaching | • Access to training. |
| • Start-up support | |



REGIONAL ENTERPRISE NETWORK

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BusinessNOW Program

- ✓ 77 businesses served in 2019-2020: 36 start ups, 33 existing businesses, 8 community enterprises
- ✓ 2 Business Expos – Windsor and New Minas
- ✓ 54 businesses served to date in 2020-2021: 20 start ups, 31 existing, 3 community enterprises
- ✓ BRE Program: 9 interviews completed
- ✓ Virtual Advisor Program



REGIONAL ENTERPRISE NETWORK

10

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Connector Program

Connectors

- Business and Community leaders
- Know large numbers of people through social, cultural, professional and economic circles
- Have a special gift for bringing people together

Connectees

- Must be eligible to work in Canada
- Sufficient English (or French) language skills
- Recent graduate or graduating within 6 months
- Unemployed or Underemployed



11

3 Easy Steps



12

Connector Program

- ✓ 33 Connectees (71 total), 17 Connectors (39 total) in 2019-2020
- ✓ 26 jobs secured
- ✓ Part Time Job Fair
- ✓ How to Network Workshop
- ✓ Resume building workshops
- ✓ Graduate to Opportunity Presentations with LAE – February/March 2020
- ✓ 12 new Connectees, 15 new Connectors and 2 jobs found to date in 2020-2021

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Valley Manufacturing Taskforce

- Launched in Summer 2018
- Identify and gain consensus on top three challenges
- Collaborate on strategies and solutions
- Kick-Off – August 2018
- Quantitative and Qualitative Data – September and October 2018
- Summit – January 2019
- Action Teams formed and plans developed – February – April 2019
- Implementation 2019-2020



REGIONAL ENTERPRISE NETWORK

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Valley Manufacturing Taskforce

- ✓ Action Plans completed
- ✓ Design Thinking Workshops
- ✓ Manufacturing Your Future – Showcase
- ✓ Manufacturing video - <https://www.youtube.com/watch?v=DNP6kohAS0w>
- ✓ EMC's National Conference
- ✓ Continuous Improvement Workshop
- ✓ Continuous Improvement Leadership Sharing
- ✓ Rapid Response Team
- ✓ Contemporary Leadership Training Program (NSCC)
- ✓ Continuous Improvement Challenge



REGIONAL ENTERPRISE NETWORK

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16



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Opportunities Ahead

- | | |
|---|--|
| <p>1. <u>Regional Workforce Strategy</u></p> <ul style="list-style-type: none"> ✓ Workforce Supports Response Team ✓ Proponent contracted <p>2. <u>Investment Readiness Tools</u></p> <ul style="list-style-type: none"> ✓ RFP posted ✓ Proponent contracted <p>3. <u>STAR Program</u></p> <ul style="list-style-type: none"> ✓ Delayed due to COVID-19 ✓ Submit application and proposal | <p>4. <u>NS REAP – MIT Program</u></p> <ul style="list-style-type: none"> ✓ Facilitator for Valley Region ✓ Delayed due to COVID-19 ✓ Full Team ✓ Kick Off January 2021 <p>5. <u>Strategic Plan</u></p> <ul style="list-style-type: none"> ✓ RFP posted ✓ Proponent contracted |
|---|--|



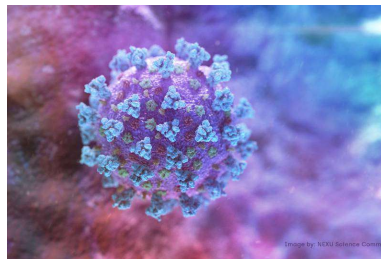
REGIONAL ENTERPRISE NETWORK

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18

Pivoting for the Pandemic

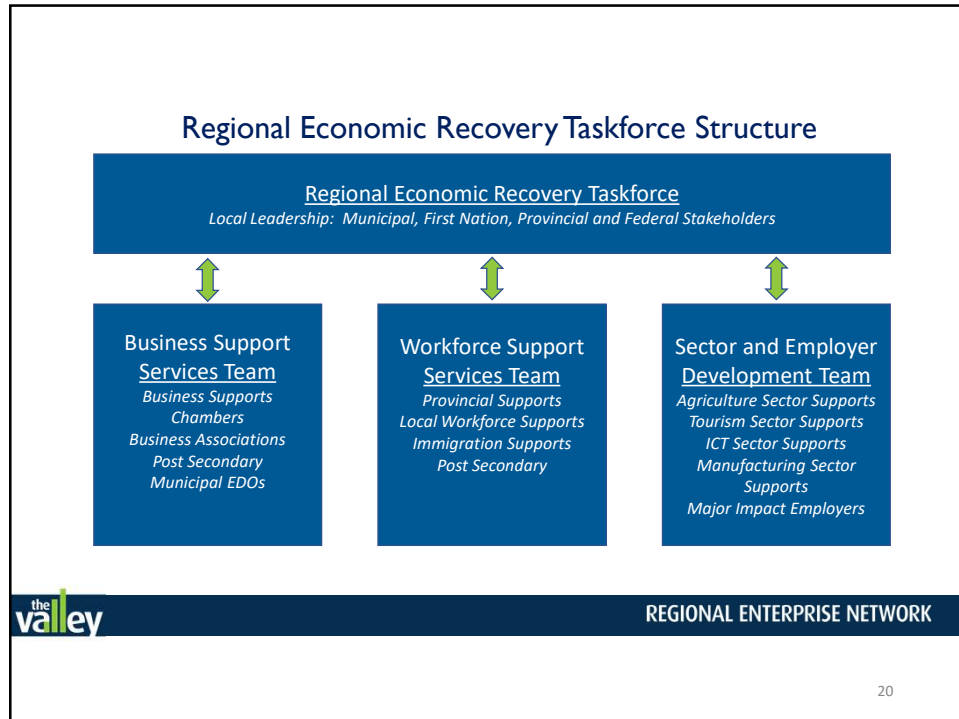
- ✓ Phase 1: Information Distribution
- ✓ Phase 2: Program Navigation
- ✓ Phase 3: Recovery



REGIONAL ENTERPRISE NETWORK

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20



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Thank you!



the
valley

REGIONAL ENTERPRISE NETWORK

KENTVILLE HISTORICAL SOCIETY

PRESENTATION TO COUNCIL – DECEMBER 14, 2020

Historical Societies are the “champions of heritage”. They research it, preserve it, and promote it. We want to tell you what our Society is about. With three new councillors listening to our story tonight, it is important to start at the beginning. So...this is our beginning...our story.

In the year 1888, the first Mayor of Kentville was John King, and he prepared our Town's first “Statement of Accounts”. It was Kentville's official beginning. That original document is on display in our Heritage Centre.

We came to have that document when on February 19, 2017, Mayor Snow received an email from an Angela King, the great, great granddaughter of our first Mayor, John King. Angela, who lives in Vancouver, was in possession of personal documents that had been saved for years in the King family. She wanted these original documents to be kept in a safe place, and felt they should be offered to the Town where he served as the first Mayor.

A Kentville Historical Society committee was formed by Councillor Pulsifer, along with several other councillors and interested members of the community. That was the beginning of what has evolved into a labour of love by our Society. Angela King shipped all the documentation relative to Kentville to Councillor Pulsifer, and work began on preserving and displaying the materials. These originals at our Heritage Centre tell the story of Kentville's beginnings. His writings portray his love for Kentville and his accomplishments while being Mayor.

Since our incorporation as a non-profit in August of 2017, our Society has accomplished so much; in particular, acquiring a Lease for the former VIA Station. With the support of Town Council, we were granted a 2 year lease on our building. It will expire on the 31st of this December.

The Kentville Heritage Center's Grand Opening was on May 19, 2019. It was a cold and grey day, but that did not dampen the excitement of over 100 people who attended! Even in this time of COVID, we've had over 300 signatures in our Guest Book. In our first year, we had approximately 360 visitors from the local area, across Canada and the U.S.

Our Society started with minimal funding, but we raised money from selling tickets on a historic painting and collected membership fees to pay our first year's Lease of

\$750 to the Town. Our costs are manageable at the present time. As a registered non-profit, we have worked diligently to fulfill our Society's mission and goals. This year, in 2020, our annual lease to the Town was \$1,500. As well, we pay insurance and costs involved with creating our displays at the Heritage Centre.

We have been fortunate to receive several grants from organizations, and we are appreciative of the annual grant we receive from the Town to help support our important venture. Currently we have been busy selling Calendars on “KCA through the Years”, which is our major fundraiser for this year.

PROJECTS WE HAVE ACCOMPLISHED IN THE PAST THREE YEARS:

The creation of 5 Historical Interpretative Boards – These were compiled with the assistance of Professor David Duke and his History students at Acadia. His interest and help in our Project has been invaluable. Being able to install these 5 Boards on the existing granite posts which surround the VIA Station, has helped to keep our costs down.

Voices of Kentville - Over a two-year period, we've partnered again with Acadia and Professor Duke on two other Kentville projects. His students interviewed selected long-time residents of Kentville. Their stories were the “voices” of Kentville's past, as they portrayed life while growing up and living in Kentville. The interviews were recorded and transcribed and are available at the Heritage Centre.

The Masonic Lodge of Kentville asked us to help commemorate their 150th Anniversary this fall. With their monetary contribution, we created a garden space adjacent to the Centre, with plants, a bench and a commemorative stone.

We have a very active Facebook page, with 1,194 followers, and our new website is ready to launch.

For those of you who haven't visited our Heritage Centre, we have 3 display rooms and a lobby space. The lobby area focuses on old Kentville buildings and streetscapes, with photos of all the mayors displayed. We also have a Kentville Sports Room and a Dominion Atlantic Railway Room. The other room is used for revolving exhibits. This year we featured the history of Kings County Academy, and we plan to carry that exhibit over into 2021 due to popular demand. School Alumni planned get togethers around that exhibit which had to be postponed.

We are here tonight to ask that our Lease be renewed for a 5 year period, and there be no increase in the amount of that Lease.

We believe that our Society provides an important service to the Town of Kentville. In fact, we consider ourselves integral to the historical preservation for our community. Our volunteers are like another arm of Town Hall.

Our membership has grown to 50 or so members and since incorporation, we have held membership meetings open to the public with guest speakers. Kings Riverside Court generously offers their accessible space as a location to have these meetings.

Our mandate has always been to preserve Kentville's history. We hope that after hearing this presentation, you will recognize that the Kentville Historical Society provides a real value to the residents of Kentville and it's visitors. Our rich heritage, the beautiful landscape of the Town, and the spirit of those who came before us, have made Kentville what it is today. All of this needs to be remembered.

In conclusion, as a non-profit organization, we are asking that our Lease be renewed for a 5 year term with no increase in the amount of the Lease. This is really the only way we can put Kentville's history in the forefront. It's now up to you if Kentville gets to celebrate its past in this way.

QUOTES FROM VISITORS TO THE HERITAGE CENTRE:

Wolfville University Women's Group – they were “overly impressed” with our Centre. They spoke “positively” about the importance of being able to have the interchange of history between neighbouring towns.

Visitor from Halifax – “I made a trip to the Valley specifically to visit the Kentville Museum this past summer and was quite amazed at the material on display there – firstly in the KCA exhibit and then to see the DAR items and more. Well Done!”

Burton Russell – Kentville Sports Historian - “when the Kentville Historical Society opened its Heritage Centre a couple of years ago, one of the main focuses was on the Town's sporting history”. He said, “this served as a major motivation for me to write my latest book.”



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

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

Finance Department Update

- ✓ The second quarter utility bills were due November 25, 2020.
- ✓ The Investment Advisory Committee met on November 26, 2020 to hear the presentation for the month ended October 31, 2020.

Attachments

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

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

Schedule D (Sanitary Sewer Area Service) is **not** included. The next report will be tabled after the third quarter billing which takes place after December 31.

Schedules E and F (Perpetual Investment Fund) are included. The IAC met December 9 to hear the report for the month ended November 30, 2020.

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

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

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 67% of the budget would be consumed. To November 30, 2020, overall revenue exceeds the average at 89.7% recorded. Items worth noting are:

Taxes- Total taxation is currently reporting at 100.0%. More assessment changes arrived in November, which adjusted the current tax revenue.

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. After inquiry, the Provincial PILT will be paid in early 2021.

Services to Other Governments- This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One half of the 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. Seven months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Eight months of sales are recorded. 75% 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 have re-opened 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 has forwarded one half of the 20/21 Equalization payment, along with the annual Power Corporation grant. The HST Offset payment is also recorded.

Conditional Transfers- The Federal government contribution for *Canada Summer Jobs* program arrived in October-\$ 10,542. The *Federal Parks & Recreation Association* forwarded \$800 for Recreation programming. The Province forwarded \$189,973 for *Safe Restart Municipal 20-21*, which will help to offset losses in revenue and expenditures incurred due to the COVID-19 pandemic. One half 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 forwarded \$83,200 for *Safe Restart Transit 20-21*, which is for loss of revenue and expenditures incurred due to COVID-19 by Kings Transit Authority. These funds will be transferred to a Kings Transit Authority operating reserve. The Province also forwarded \$1,352 (in total) for a variety of Recreation outreach programs.

Financing and Transfers (Revenue)- Budgeted transfers from the Town's Operating Reserve were transacted for the year, as was the transfer from

Operating Reserve regarding retroactive pay which fell out of the APA collective agreement.

Expenditures (see schedule B)

To date, overall expenditures are essentially above the benchmark at 70.1% expended. Some segments have exceeded the 67% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration- exceeds the yardstick as 75% 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- Firefighting exceeds the guideline as 100% of the Hydrant charge has been forwarded to the Kentville Water Utility, 100% of the Fire Area Rate and 75% of the Operating charge has been paid to Kentville Volunteer Fire Department, as per Joint Fire Services agreement. **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.

Environmental Health Services exceeds the standard but reflects the invoicing from Valley Resource-Waste. This year includes legal expenditures, interest charges and one half of an administrative study conducted and shared by partners.

Public Health and Housing is reporting under the guideline as the 19/20 accrual exceeded the invoice received from Housing NS in June. The residual has been taken into operations.

Environmental Development -Other community development slightly exceeds the guideline as 100% has been transferred to Kentville Business Community, as per agreement.

Recreation- Programmes exceeds the benchmark, as summer programs are completed for the year. **Facilities** slightly exceeds the guideline due to maintenance work over the summer and fall on the Town's various parks. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

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

allowances and reserves exceed the guideline as transfers to the town's various operating and capital reserves are complete.

Summary of Outstanding Taxes (see Schedule C)

As at November 30, 2020, 98.6% of the 20/21 levy is collected (last year-96.5%). Total property tax outstanding as at November 30, 2020 is \$151,034 (last year-\$341,299). This equates to 98.4% collected in total (last year- 96.4%).

Perpetual Investment Fund- (see Schedules E and F)

The Investment Advisory Committee (IAC) met on December 9, 2020 to discuss the report for the month ended November 30, 2020. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.6 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,596,753	\$1,599,964
Fixed income securities	8,072,568	8,058,496
Equities	3,910,575	4,335,470
Total investments	<u>\$13,579,896</u>	<u>\$13,993,930</u>

The *Statement of Reserves (Schedule F)* reports that at November 30, 2020, interest paid is \$122,775, dividends paid into the fund total \$140,879; capital losses are \$6,612 (last year gain-\$165,857). At November 30, management fees totaled \$20,205 (last year- \$20,838).

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

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 \$ 1,120,328 recorded at November 30 (52.5%). Specific departmental details are found on pages G-1 to G-7.

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 November 30, 2020.

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

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

Respectfully submitted,



Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

November 30, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	8,957,200	8,943,637	99.8%
Resource	43,900	43,975	100.2%
Economic development	113,800	109,119	95.9%
	<u>9,114,900</u>	<u>9,096,730</u>	99.8%
Area rates and frontages			
Area rates	694,800	699,687	100.7%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>718,822</u>	
Based on revenue			
Business property	38,500	38,587	100.2%
TOTAL TAXATION	<u>9,855,000</u>	<u>9,854,139</u>	100.0%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>418,029</u>	72.2%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	118,000	59,619	50.5%
Local government	110,400	20,554	18.6%
	<u>228,400</u>	<u>80,173</u>	35.1%
SALES OF SERVICES			
Agencies	<u>1,108,100</u>	<u>626,278</u>	56.5%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	17,731	46.9%
Rentals	361,800	180,189	49.8%
Interest	95,000	42,205	44.4%
Return on investments	630,000	100,000	15.9%
Other	44,100	30,094	68.2%
	<u>1,168,700</u>	<u>370,218</u>	31.7%
UNCONDITIONAL TRANSFERS	<u>224,200</u>	<u>138,874</u>	61.9%
CONDITIONAL TRANSFERS	<u>125,800</u>	<u>370,867</u>	294.8%
FINANCING AND TRANSFERS			
From reserves	191,500	239,078	124.8%
	<u>191,500</u>	<u>239,078</u>	124.8%
TOTAL REVENUE 2020/2021	<u>13,480,600</u>	<u>12,097,656</u>	89.7%

November 30, 2020

Town of Kentville Operating Fund

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	287,500	179,537	62.4%
General administration	1,362,800	955,251	70.1%
	<u>1,650,300</u>	<u>1,134,788</u>	68.8%
PROTECTIVE SERVICES			
Police- core program	2,383,900	1,586,714	66.6%
Police-sales of service	148,200	78,013	52.6%
Law enforcement	224,600	105,105	46.8%
Fire fighting	890,300	815,826	91.6%
Protective service- debt charge	15,300	18,605	121.6%
Emergency measures and other	161,300	87,296	54.1%
	<u>3,823,600</u>	<u>2,691,558</u>	70.4%
TRANSPORTATION SERVICES			
Common services	965,700	638,960	66.2%
Road transportation	789,300	319,776	40.5%
Public transit	225,500	180,911	80.2%
Transportation- debt charge	66,300	56,655	85.5%
Other	96,800	47,653	49.2%
	<u>2,143,600</u>	<u>1,243,954</u>	58.0%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	659,800	471,795	71.5%
PUBLIC HEALTH			
Public health and housing	96,500	(9,774)	-10.1%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	244,500	155,243	63.5%
Other community development	399,000	277,667	69.6%
	<u>643,500</u>	<u>432,910</u>	67.3%
RECREATION AND CULTURAL			
Recreation-Administration	506,400	310,855	61.4%
-Programmes (net)	83,800	62,965	75.1%
-Facilities	609,200	415,671	68.2%
-Debt charge	37,000	27,689	74.8%
Cultural	133,700	87,325	65.3%
	<u>1,370,100</u>	<u>904,506</u>	66.0%
EDUCATION	<u>1,536,000</u>	<u>1,023,872</u>	66.7%
FINANCING AND TRANSFERS			
Debt charge- principal	928,300	928,270	100.0%
Transfers to allowances and reserves	628,900	631,591	100.4%
	<u>1,557,200</u>	<u>1,559,861</u>	100.2%
TOTAL EXPENDITURE 2020/2021	13,480,600	9,453,471	70.1%

Town of Kentville Operating Fund

SCHEDULE C

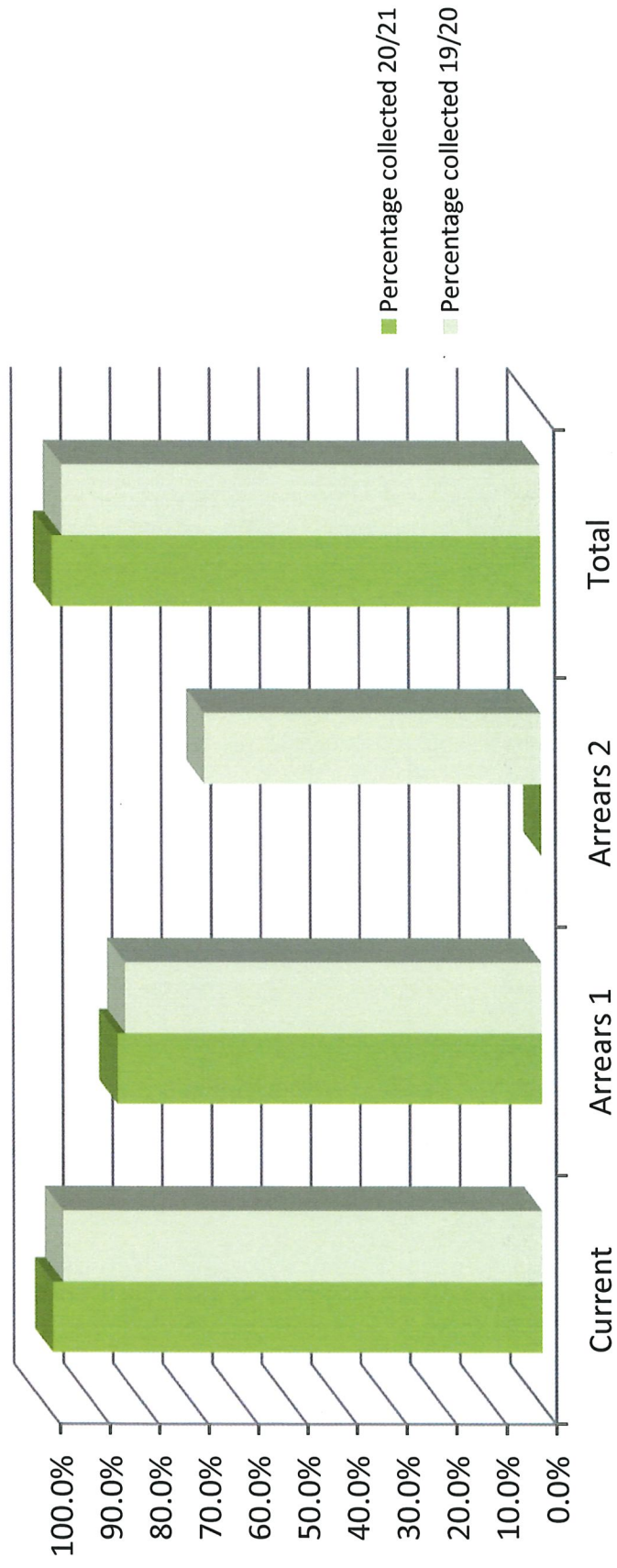
November 30, 2020

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	<u>(30,130)</u>	<u>0</u>	<u>0</u>	<u>(30,130)</u>
Total collectible	9,585,011	92,212	236	9,677,459
Total collected	<u>9,447,591</u>	<u>78,834</u>	<u>0</u>	<u>9,526,425</u>
Outstanding	<u>137,420</u>	<u>13,378</u>	<u>236</u>	<u>151,034</u>
Percentage collected 20/21	98.6%	85.5%	0.0%	98.4%
Percentage collected 19/20	96.5%	83.9%	67.7%	96.4%

Town of Kentville Outstanding Taxes as at November 30, 2020



Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,599,964)	1,596,753	1,399,237
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,673	2,964
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$8,058,496)	8,072,568	8,262,863
Equities (at market- \$4,335,470)	3,910,575	3,919,010
Total assets	<u>13,582,569</u>	<u>13,584,074</u>
Fund Balance		
Due to Town Operating Reserve		
Reserve	<u>13,582,569</u>	<u>13,584,074</u>
Total fund balance	<u>13,582,569</u>	<u>13,584,074</u>

Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,354,167</u>	<u>13,198,833</u>
Add:		
Interest	122,775	99,149
Dividends	140,879	141,073
Accrued interest and dividends		
Capital gains		
Equities	(437)	186,452
Fixed income securities	<u>(6,175)</u>	<u>(20,595)</u>
	<u>257,042</u>	<u>406,079</u>
	<u>13,611,209</u>	<u>13,604,912</u>
Less:		
Management fees (net)	20,205	20,838
Return of capital	8,435	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>28,640</u>	<u>20,838</u>
Balance, end of year	<u>13,582,569</u>	<u>13,584,074</u>

March 31, 2021

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	470,600	225,145	47.8%
General Administration	153,800	102,632	66.7%
Protection	143,200	108,445	75.7%
Transportation	768,900	489,679	63.7%
Planning	0	0	0.0%
Development	80,800	58,703	72.7%
Recreation	517,800	135,725	26.2%
	2,135,100	1,120,328	52.5%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	31,516	52.5%
	60,000	31,516	52.5%
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	41,000	5,000	12.2%
INTERNAL SOURCES			
Cash			
Capital fund cash		80,828	0.0%
Reserves			
Restricted			
Gas Tax Funds	470,600	225,145	47.8%
Own Sources			
Equipment Capital	73,000	73,000	100.0%
Town Capital			
General allocation	569,600	200,961	35.3%
Recreation	23,000	6,436	28.0%
	1,136,200	280,397	24.7%
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	51,152	111.2%
	51,300	51,152	99.7%
BORROWING	846,600	446,290	52.7%
	2,135,100	1,120,328	52.5%

March 31, 2021[illegible]

Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2021

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	66,778
	TOWN HALL		
	Interior upgrades		
05-35-72-260	Council chambers upgrades	10,700	11,556
05-35-72-300	Design work (COVID-19)	20,000	18,457
05-35-72-250	Heat pump	17,500	0
	Exterior upgrades		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,840
	PROJECTS	153,800	102,632
	FUNDING		
	CASH		1,096
	Capital Reserve- Town General allocation	57,500	33,332
	Borrowing	96,300	68,203
	TOTAL	153,800	102,632

Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	PROTECTIVE SERVICES			
#	Description	Budget		Actual
	Police services			
	Police vehicles			
05-35-75-650	Marked car	50,000		56,152
	Equipment			
05-35-75-700	Body armour	24,500		9,788
	Building			
05-35-75-600	New Roof	40,700		40,734
	Information technology			
05-35-75-800	Video upgrades	28,000		1,771
	PROJECTS	143,200		108,445
	FUNDING			
	Cash			34
	Capital from revenue	46,000		51,152
	Proceeds on sale	4,000		5,000
	Capital contribution			
	Reserves	52,500		11,559
	Borrowing	40,700		40,700
	TOTAL	143,200		108,445

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2021

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	80,000	107,239
05-35-71-450	Public Works building	30,000	8,063
	Downtown improvements		
05-35-71-350	Ornamental lights		
	Flood mitigation		
05-35-71-400	River Street dyke	15,000	0
05-35-71-440	Flood mitigation study	60,000	5,694
	Streets		
05-35-71-480	New bridge approaches	97,500	0
05-35-71-520	Prospect Ave (ADDED)	-	16,790
	Parking lots		
05-35-71-470	Arena & 6 light standards	165,400	128,820
	Sidewalks		
05-35-71-490	Main Street- \$16,700	34,200	0
	Park Street- \$17,500		
05-35-71-510	Academy Street- \$0		1,869
05-35-71-530	Miner's Landing sidewalk/Trail (from Recreation)		4,584
	Storm sewer		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400	286,800	189,819
	Palmeter subdivision-\$130,400		
05-35-71-550	Prospect Ave (ADDED)	-	26,801
	PROJECTS	768,900	489,679
	FUNDING		
	Cash		79,698
	Equipment capital reserve	73,000	73,000
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	47,176
	Borrowing	416,000	289,805
	TOTAL	768,900	489,679

Town of Kentville Capital Fund

SCHEDULE G-5

March 31, 2021

[illegible]

Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2021

[illegible]

Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	6,436
05-35-72-350	Green Spaces	249,800	32,007
	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
	Recreation Centre		
05-35-72-400	Flooring/bathroom	32,000	6,008
	Parks/Playgrounds		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	4,693
05-35-72-600	Memorial Park- Playground	10,000	9,008
05-35-74-200	Memorial Park- Fencing	15,000	14,850
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	19,460
05-35-73-100	KCA playground accessible feature	50,000	9,246
05-35-73-150	Dog park- east end	50,000	0
05-35-74-700	Equipment	9,500	2,639
05-35-73-300	Study- Accessibility	35,000	25,550
	PROJECTS	517,800	135,725
	FUNDING		
	CASH		
	TOK- Park Fees	5,300	
	Capital reserve- General allocation	105,900	72,460
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	9,246
	Capital contribution- others	30,000	
	Borrowing	293,600	47,582
	TOTAL	517,800	135,725

Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings
November 30, 2020

	Town Operating Fund				Town Capital	Kentville Water Utility	TOTAL
	Sanitary Sewer	Recreation	Other	Capital Billing	Hydrant Charge	ALL FUNDS	
	Outstanding Billing	Interest	Outstanding Billing	Outstanding	Interest	Outstanding	Interest
2014/15	45,344	25,028				45,344	25,028
2015/16	59,832	16,759			14,864	83,074	29,101
2016/17	232,836	3,946	2,106 *	54,112	16,905	309,905	1,386
2017/18	247,360	68,267			188,968	504,595	0
Paid- July 9, 2018					(175,571)	(175,571)	
2018/2019	171,500 (status quo)	38,000 (budget \$ 38,000)			188,968	398,468	
Paid- August 13, 2019	(79,080)	(58,422) (for 2718)			(234,134)	(371,636)	
Adjustment- sewer	7,530	51,455 (paid before billing)			188,364	7,530	
Paid- Nov 22, 2019	178,770 (status quo)	(102,911) 1879 & 1970			36,670	418,589	
19/20 Revised billing (Feb/20)					(188,364)	(102,911)	
Paid- February 4, 2020					(36,670)	(188,364)	
Paid March 23, 2020						(36,670)	
2020/2021 billing	864,092	41,787	2,106	54,112	214,660	214,660	55,515
Written out of ledger due to age (But still collectible)	(258,122)	(41,787)				(258,122)	(41,787)
	605,970	0	2,106	54,112	214,660	885,561	13,728
		10,532	<i>*Invoice #17951</i>		226,569		899,289

Accounts Receivable- Due to the Municipality of the County of Kings
November 30, 2020

	Town Operating Fund				TOTAL DUE COUNTY
	Regional Sewer	Building & Fire Inspection	Disposal site	Sewer Connections	
	Current Billing	Current Billing	Current Billing		
2017/2018	4 quarters			27,218	27,218
2018/2019	703,000	81,916		34,349	819,265
2019/2020	727,000	82,250		35,401	844,651
PAID September 2019		(120,786)			(120,786)
PAID November 2019		(21,690)			(21,690)
PAID January 2020	(703,000)				(703,000)
PAID February 2020		(21,690)			(21,690)
PAID June 2020	(727,000)				(727,000)
2020/2021	567,825	66,569		35,401	669,795
PAID July 2020		(48,519)			(48,519)
PAID August 2020	(378,550)				(378,550)
PAID Nov 2020	(189,275)	(23,050)			(212,325)
	0	0		132,368	132,368
					766,921
					NET TOTAL
					Including sewer write offs
					OR
					1,066,830
					NET TOTAL
					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: December 9, 2020

Re: **PROJECTION REPORT- March 31, 2021 as at November 30, 2020**

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

In this report, the Town of Kentville is projecting a surplus position of **\$35,900** (last month deficit \$80,400).

We have captured everything known to date in this report.



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

REVENUE

Overall, actual revenue is projected to end the year over budget **\$132,900**. The particulars are as follows:

2 TAXES (budget \$9,855,000; projected \$9,814,600; **UNDER BUDGET \$40,400**)

- Taxation is **under budget \$(13,400)**. Several assessment changes arrived in October affected 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 availability of 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 \$1,036,700; **UNDER BUDGET \$71,800**)

This section is expected to fall under its budget by -6.5%.

- Protection- Police- Back check services is expected to **fall under its budget by \$(84,500)**, mainly due to COVID-19's effect on the Canadian economy.
- Public works- Street Sweeper **provides \$7,100** this year as the equipment was rented by other municipalities.
- Recreation- Capital records **\$5,600** which reflects reallocation of Recreation staff to capital works projects.

6 REVENUE-OWN SOURCES (budget \$1,168,700; projected \$1,065,100; **UNDER BUDGET \$103,600**)

Own source revenue is projected to be under budget by -8.9%.

- Fines, Licenses and Permits is projected to be **under budget \$(6,200)** due to reduced parking ticket revenue (effect of COVID-19) and animal licenses (licensing postponed until after July 1 due to COVID-19).
- Rentals Parking spaces will **exceed budget by \$4,700**.
- 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 \$(7,100)**, due to COVID-19 gathering protocols.
- Rentals- Recreation centre will end the year **under budget \$(500)**, 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 \$(72,500)**. 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.
- Miscellaneous revenue- Recreation **records \$8,900** in sale of equipment, most of which is transferred to Recreations Operating Reserve.

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 \$425,900; **OVER BUDGET \$300,100**)

This section will be over budget by 238.6%.

- Federal- Canada Summer Jobs provided unexpected funds this summer. The Town received **\$10,500**.
- Province- Safe Restart Municipal 20-21 arrived in November approximately **\$190,000**. This is much needed support for the Town due to loss of revenue streams, increased operating costs, to implement control protocols required to operate facilities and public spaces to effectively deliver services to citizens and to acquire PPE. A portion of these funds will be used to offset COVID-required renovations in the Town Hall. The amount to be transferred to the Capital Fund is not known at this time.
- Province- Efficiency Nova Scotia provided \$ **15,000** too assist in offsetting expenditures incurred re: PACE application.
- Province – Safe Restart Transit 20-21 provides \$ **83,200** to support safe transit operations and innovative solutions required to adjust to modified capacity. (This will be transferred to a Kings Transit Operating reserve- NIL effect to the Town.)
- 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 **over budget by \$97,000**. The Town Operating Fund is projecting **a surplus of \$35,900**. The particulars are as follows:

9 LEGISLATIVE (budget \$287,500; projected \$266,400; **UNDER BUDGET \$21,100**)

- Mayor expenses fall **under budget \$4,500**, due to decreased travel/conferences (COVID-19).
- Council expenses will end the year **under budget \$11,600**, due to decreased travel/conferences (COVID-19).
- Election expenses fall **under budget \$ 5,000**.

10 GENERAL ADMINISTRATION (budget \$1,362,800; projected \$1,462,100; **OVER BUDGET \$99,300**)

This department is projected to end the year over budget by 7.3%.

- Remuneration will **fall under budget \$7,400** due to changes in staff complement.

- Office expenses are projecting **over budget by \$109,000**. To date, additional legal expense has pushed the *Legal/audit account* over budget \$50,700. The Town will incur unbudgeted Consulting services of approximately \$67,000. 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 \$3,778,400; **UNDER BUDGET \$45,200**)

Police Protection- core program is projecting to be **over budget \$24,800**.

- Remuneration is projecting over budget \$ 31,600. 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. Overtime-Constables will exceed budget \$5,000. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.
- Office expenditures provide savings of \$800. While savings are found in Meeting – Commission, Chief’s & Deputy’s expenses, Insurance and Other expenditure accounts exceed budget.
- Operations- Programmes provide savings of \$6,000 in Custody & detention of prisoners - \$1,000 in Community relations and \$5,000 in lock up expenditures.

Sales of Service- KPS

This section is projected to be **under budget \$21,000**.

- 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 \$27,000** will be found in Law Enforcement- \$2,500 in Prosecution expenditures & \$15,000 in the Legal account. Crossing guards will fall short of budget \$5,400, because schools closed March to end of June due to COVID-19. Savings will be found in Parking enforcement \$4,100 sector.

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 \$2,168,600; **OVER BUDGET \$25,000**)

Transportation Services is projecting to end the year over budget 1.2%.

- **Common Services** is projecting to be **over budget \$17,000**. Office expenditures will exceed budget \$16,500 in total due Legal and insurance expenditures exceeding budget offset by savings in Director's expenditure. Communication will exceed budget by \$ 500.
- **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 invoicing from the Province.

18, 19 ENVIRONMENTAL DEVELOPMENT (budget \$643,500; projected \$638,200; **UNDER BUDGET \$5,300**)

Environmental Development expects to fall slightly under its budget.

- **Planning & zoning** is **decreased \$8,500**. Remuneration provides savings of \$5,700, as the Planning student was not hired this year. 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 \$1,332,800; **UNDER BUDGET \$37,300**)

This department is projected to be under budget by -2.7%.

- Administration – office expenditure is projecting **savings of \$9,000** in the Training account, as COVID has affected outside meetings/conferences.
- “Programmes” are projected **exceed budget by \$18,700**. Savings are found in Community events & Canada Cup event accounts 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 \$15,000** 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 \$22,900**. Segments under budget include Recreation centre, Swimming pool, Tennis Courts and several other parks 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 \$1,648,200; **OVER BUDGET \$91,000**)

This section is expected to exceed its budget by 5.8%.

- Transfer to Operating Reserve is **increased \$91,000**, as \$7,800 of surplus monies related to sale of Recreation equipment are transferred to reserve along with the *Safe Restart Transit* funding of \$ 83,200 received from the Province for transit purposes. All partners of KTA agree that safeguarding the funding in reserve is the best option at this time.

Town of Kentville Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected	% over (under)
2 TAXES			
Assessable Property	9,809,700	9,771,100	-0.4%
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>9,814,600</u>	-0.4%
3 PAYMENTS IN LIEU OF TAXES			
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%
4 SERVICES PROVIDED			
To other governments			
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%
5 SALES OF SERVICES			
Agencies	<u>1,108,100</u>	<u>1,036,300</u>	-6.5%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	31,600	-16.4%
Rentals	361,800	265,500	-26.6%
Interest	95,000	85,000	-10.5%
Return on investment	630,000	630,000	0.0%
Other	44,100	53,000	20.2%
	<u>1,168,700</u>	<u>1,065,100</u>	-8.9%
7 UNCONDITIONAL TRANSFERS	<u>224,200</u>	<u>222,800</u>	-0.6%
8 CONDITIONAL TRANSFERS			
Other governments	<u>125,800</u>	<u>425,900</u>	238.6%
FINANCING AND TRANSFERS			
24 From reserves	191,500	239,300	25.0%
	<u>191,500</u>	<u>239,300</u>	25.0%
TOTAL REVENUE	<u>13,480,600</u>	<u>13,613,500</u>	1.0%

Town of Kentville Operating Fund -20/21

November 30, 2020

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	287,500	266,400	-7.3%
10	General Administration	1,362,800	1,462,100	7.3%
		<u>1,650,300</u>	<u>1,728,500</u>	4.7%
PROTECTIVE SERVICES				
11	Police- Core program	2,383,900	2,408,700	1.0%
11-1	Police- Sales of service	148,200	127,200	-14.2%
11-2	Law enforcement	224,600	197,600	-12.0%
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>3,778,400</u>	-1.2%
TRANSPORTATION SERVICES				
14	Common services	965,700	982,700	1.8%
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>2,168,600</u>	1.2%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	659,800	666,700	1.0%
PUBLIC HEALTH				
17	Public health and housing	96,500	80,200	-16.9%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	244,500	236,000	-3.5%
19	Other community development	399,000	402,200	0.8%
		<u>643,500</u>	<u>638,200</u>	-0.8%
RECREATION AND CULTURAL				
20	Recreation-Administration	506,400	497,400	-1.8%
21	-Programmes & other	83,800	87,500	4.4%
22	-Facilities	609,200	586,300	-3.8%
22	-Recreation- Debt charges	37,000	37,000	0.0%
22	Cultural	133,700	124,600	-6.8%
		<u>1,370,100</u>	<u>1,332,800</u>	-2.7%
23	EDUCATION	<u>1,536,000</u>	<u>1,536,000</u>	0.0%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	928,300	928,300	0.0%
24	Transfers to allowances and reserves	628,900	719,900	14.5%
		<u>1,557,200</u>	<u>1,648,200</u>	5.8%
TOTAL EXPENDITURE		<u>13,480,600</u>	<u>13,577,600</u>	0.7%
PROJECTED SURPLUS (DEFICIT)			<u>35,900</u>	0.3%

Town of Kentville Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	6,170,900	6,143,300
Commercial property	2,066,400	2,052,900
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>8,987,700</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>9,771,100</u>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	6,800	4,900
	<u>6,800</u>	<u>4,900</u>
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>38,600</u>
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,855,000</u>	<u>9,814,600</u>
OVER BUDGET (UNDER BUDGET)		<u>(40,400)</u>

Town of Kentville

Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	396,300	418,000
Province		
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
OVER BUDGET (UNDER BUDGET)		21,700

Town of Kentville

Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	118,000	118,000
Local government		
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
OVER BUDGET (UNDER BUDGET)		(19,500)

Town of Kentville

Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	119,200	119,200
General Administration- Finance	38,500	38,500
Protection-Police	575,000	490,500
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	-	7,100
Recreation- capital	-	5,600
Recreation- sales	4,400	4,400
	1,108,100	1,036,300
OVER BUDGET (UNDER BUDGET)		(71,800)

Town of Kentville Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	2,400
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,100
	<u>37,800</u>	<u>31,600</u>
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	10,000	14,700
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	2,900
Recreation Centre	5,000	4,500
Pool	400	-
HUB building	100	-
Arena	272,500	200,000
	<u>361,800</u>	<u>265,500</u>
Interest	95,000	85,000
Return on investments	630,000	630,000
Miscellaneous-General	44,100	44,100
Miscellaneous-Police		
Miscellaneous- Recreation	-	8,900
	<u>1,168,700</u>	<u>1,065,100</u>
OVER BUDGET (UNDER BUDGET)		<u>(103,600)</u>

Town of Kentville

Operating Fund -20/21

November 30, 2020

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

Town of Kentville

Operating Fund -20/21

November 30, 2020

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	10,500
Canadian Parks & Recreation Assoc.	800	800
	<u>800</u>	<u>11,300</u>
Province		
Province- Safe Restart Municipal 20-21		190,000
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		15,000
Province- Safe Restart Transit 20-21		83,200
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		1,400
Other		
Recreation Nova Scotia		-
TIANS (re VIC)		-
	<u>125,000</u>	<u>414,600</u>
	<u>125,800</u>	<u>425,900</u>
OVER BUDGET (UNDER BUDGET)		<u>300,100</u>

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	47,000	47,000
Expenses	7,000	2,500
Legislative benefits		
CPP	8,100	8,100
Group insurance	3,700	3,700
Council		
Remuneration	155,400	155,400
Expenses	6,300	6,300
Expenses- Andrew	3,000	300
Expenses- Bolland	3,000	(200)
Expenses- Gerrard	3,000	1,000
Expenses- Maxwell	3,000	1,000
Expenses- Pulsifer	3,000	300
Expenses- Savage	3,000	1,000
Expenses-Huntley	-	1,000
Expenses-Yorke	-	1,000
Expenses- Zebian	-	1,000
Other		
Other meeting expenditures	2,000	2,000
Election	40,000	35,000
	287,500	266,400
OVER BUDGET (UNDER BUDGET)		(21,100)

Town of Kentville Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	532,900	525,500
Benefits 121-22-02X	95,200	95,200
Office Expenditures		
Legal and audit	23,700	74,400
Consulting	-	67,000
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	700
Other administration	20,000	20,000
Bank charges	9,000	9,000
	158,400	267,400
Information Technology		
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

November 30, 2020

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-OXX	101,500	101,500
Various building 121-26..27-OXX	24,200	24,200
	125,700	125,700
Debt Charges		
Debenture interest	4,200	4,200
Term loan interest	-	-
Debenture discount	6,200	6,200
	10,400	10,400
Programmes		
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
Valuation Allowances		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
TOTAL GENERAL ADMINISTRATION	1,362,800	1,462,100
OVER BUDGET (UNDER BUDGET)		99,300

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
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	40,000
Secondment	99,400	102,200
	1,700,000	1,731,600
Benefits 122-12-02X	291,600	291,600
Internal allocation 122-13-010	-	-
Office Expenditures		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,500	1,000
Chief's expenses	9,500	7,500
Deputy Chief's expenses	1,500	500
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	118,600
Occupancy-Police Building		
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
Operations-Communication		
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

November 30, 2020

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	22,500	22,500
Operations-Vehicle		
Insurance	7,800	7,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	55,800	55,800
Operations-Programmes		
Special projects	5,000	5,000
Crime prevention/community relations	3,500	2,500
Custody and detention of prisoners	40,000	35,000
	48,500	42,500
TOTAL POLICE PROTECTION	2,383,900	2,408,700
OVER BUDGET (UNDER BUDGET)		24,800
TOTAL POLICE PROTECTION (carried forward)	2,383,900	2,408,700
POLICE PROTECTION REVENUE		
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
TOTAL POLICE PROTECTION REVENUE	243,000	290,600
NET POLICE PROTECTION	2,140,900	2,118,100
SALES OF SERVICE EXPENSE		
Remuneration	79,500	79,500
Remuneration Part time	48,000	35,000
Benefits	20,700	18,000
Internal allocation		(5,300)
	148,200	127,200
NET SALES OF SERVICES		(21,000)
SALES OF SERVICE REVENUE		
Sales of service- Police	575,000	490,500
NET SALES OF SERVICES		(363,300)

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	84,900	84,900
OTHER		
Prosecution	10,200	7,700
Legal	40,000	25,000
Other-Crossing guards	25,400	20,000
Parking enforcement officer	64,100	60,000
	139,700	112,700
TOTAL LAW ENFORCEMENT	224,600	197,600
OVER BUDGET (UNDER BUDGET)		(27,000)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	2,300
TOTAL LAW ENFORCEMENT REVENUE	10,000	4,300
NET LAW ENFORCEMENT	214,600	193,300

Town of Kentville

Operating Fund -20/21

November 30, 2020

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

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debt interest	15,300	15,300
Term loan interest	-	
TOTAL DEBT CHARGES	15,300	15,300
OVER BUDGET (UNDER BUDGET)		-
EMERGENCY MEASURES		
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
	32,300	35,500
OTHER PROTECTIVE SERVICES		
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
	129,000	129,000
TOTAL EMERGENCY MEASURES AND OTHER	161,300	164,500
OVER BUDGET (UNDER BUDGET)		3,200

Town of Kentville Operating Fund - 20/21

November 30, 2020

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	241,700	255,000
Work crew	486,500	473,200
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>840,200</u>	<u>840,200</u>
Benefits 123-12-02X	<u>214,200</u>	<u>214,200</u>
Internal allocation 123-13-010	<u>(505,700)</u>	<u>(505,700)</u>
Office Expenditures		
Professional/engineering	-	15,000
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
	<u>57,900</u>	<u>74,400</u>
Occupancy-Public Works building 123-15-0XX	<u>39,600</u>	<u>39,600</u>
Operations-Communications		
Communication	<u>3,500</u>	<u>4,000</u>
Operations-Vehicles and equipment		
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
	<u>316,000</u>	<u>316,000</u>
TOTAL COMMON SERVICES	<u>965,700</u>	<u>982,700</u>
OVER BUDGET (UNDER BUDGET)		<u>17,000</u>

Town of Kentville Operating Fund - 20/21

November 30, 2020

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
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
TOTAL ROAD TRANSPORTATION	789,300	789,300
OVER BUDGET (UNDER BUDGET)		-
PUBLIC TRANSIT		
Kings Transit Authority	210,300	218,400
Kings Point to Point	15,200	15,100
TOTAL PUBLIC TRANSIT	225,500	233,500
OVER BUDGET (UNDER BUDGET)		8,000
DEBT CHARGES	66,300	66,300
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
TOTAL OTHER TRANSPORT	96,800	96,800
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Actual	Projected
ENVIRONMENTAL HEALTH SERVICES			
SEWAGE COLLECTION AND DISPOSAL			
Cost recovered by user fee based on consumption or contract.			
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.			
SOLID WASTE COLLECTION & DISPOSAL			
Collection			
Wages	30,800	6,830	30,800
Tipping fees	6,300	2,796	6,300
Material and supplies	2,000	38	2,000
	<u>39,100</u>	<u>9,664</u>	<u>39,100</u>
Landfill			
Landfill contract-Kings Co.	<u>8,000</u>	<u>4,215</u>	<u>8,000</u>
Valley Region Solid Waste-Resource Management Authority	<u>611,200</u>	<u>457,916</u>	<u>619,600</u>
TOTAL GARBAGE AND WASTE COLLECTION	<u>658,300</u>	<u>471,795</u>	<u>666,700</u>
OTHER AIR POLLUTION			
Other air pollution	<u>1,500</u>	<u>-</u>	<u>-</u>
TOTAL	<u>659,800</u>	<u>471,795</u>	<u>666,700</u>
OVER BUDGET (UNDER BUDGET)		<u>(188,005)</u>	<u>6,900</u>

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
PUBLIC HEALTH AND WELFARE		
Provincial Housing		
Deficit of Housing Nova Scotia	90,000	73,700
OTHER PUBLIC HEALTH		
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
TOTAL PUBLIC HEALTH	96,500	80,200
OVER BUDGET (UNDER BUDGET)		(16,300)

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration		
Administrative	179,600	173,900
Benefits 126-12-02X	25,700	25,700
Office Expenditures		
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
TOTAL PLANNING AND ZONING	244,500	236,000
OVER BUDGET (UNDER BUDGET)		(8,500)

Town of Kentville Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
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
OVER BUDGET (UNDER BUDGET)		16,200
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	6,500
DEBT CHARGES	36,900	36,900
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	75,200	75,200
CED Office	8,000	8,000
	83,200	83,200
Tourism		
Tourism	26,800	15,300
Promotions		
Promotions	101,000	101,000
Other		
Apple Blossom Festival	2,000	500
TOTAL OTHER ECONOMIC DEVELOPMENT	213,000	200,000
OVER BUDGET (UNDER BUDGET)		(13,000)

Town of Kentville Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	351,500	351,500
Benefits 127-12-02X	80,200	80,200
Internal allocation 127-13-010	(48,800)	(48,800)
Office Expenditures		
Legal fees	4,000	4,000
Professional fees	5,000	4,000
Committee meeting expenditure	4,000	3,000
Promotion and publicity	4,000	3,500
Expenses-Director	6,500	6,000
Training	10,500	5,500
Insurance	12,800	12,800
Office supplies	4,000	3,000
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	3,000	3,000
Other	7,500	7,500
	75,800	66,800
Vehicles and equipment		
Insurance	5,800	5,800
Lease of equipment	14,600	14,600
Gasoline	8,300	8,300
Operations and maintenance	19,000	19,000
	47,700	47,700
TOTAL ADMINISTRATION-RECREATION	506,400	497,400
OVER BUDGET (UNDER BUDGET)		(9,000)

Town of Kentville

Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
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	10,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
TOTAL RECREATION PROGRAMMES	43,800	62,500
OTHER		
Parks division and trees 127-43-0XX	40,000	25,000
TOTAL OTHER RECREATION	83,800	87,500
OVER BUDGET (UNDER BUDGET)		3,700

Town of Kentville Operating Fund -11/12

November 30, 2020

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	45,400	35,000
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	86,200
Memorial Park 127-62-0XX	51,000	50,000
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	2,000
Rail corridor maintenance 127-69-0XX	5,000	3,000
TOTAL RECREATION FACILITIES	609,200	586,300
OVER BUDGET (UNDER BUDGET)		(22,900)
TOTAL DEBT CHARGES	37,000	37,000
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
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
TOTAL CULTURAL	133,700	124,600
OVER BUDGET (UNDER BUDGET)		(9,100)

Town of Kentville
Operating Fund -20/21

November 30, 2020

Expenditure	Budget Amount	Projected
EDUCATION		
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

November 30, 2020

Expenditures	Budget Amount	Projected
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	928,300	928,300
Temporary financing- principal	-	-
	<u>928,300</u>	<u>928,300</u>
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
To Operating reserve	99,800	190,800
To Capital Reserve fund	483,100	483,100
	<u>582,900</u>	<u>673,900</u>
To Capital fund- from operations	46,000	46,000
	<u>46,000</u>	<u>46,000</u>
Total transfers to other funds	<u>628,900</u>	<u>719,900</u>
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(191,500)	(239,300)
From Capital Reserve fund		
	<u>(191,500)</u>	<u>(239,300)</u>
NET FINANCING AND TRANSFERS	<u>1,365,700</u>	<u>1,408,900</u>
OVER BUDGET (UNDER BUDGET)		<u>43,200</u>

Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: December 9, 2020

Re: REVISIONS TO SPECIAL PERPETUAL RESERVE FUND INVESTMENT POLICY

BACKGROUND

The ***Special Perpetual Fund*** is guided by ***Policy Statement G26*** and it is overseen by an Investment Advisory Committee (IAC) comprised of Council members, citizen appointees and staff. The ***Investment Policy Statement*** was first developed in 1999 by IAC members with input from Department of Municipal Affairs and Nova Scotia Municipal Finance Corporation. Once complete, it was ratified by Town Council and approved by the Minister for Municipal Affairs for the Province of Nova Scotia.

The ***Investment Policy Statement*** (IPS) provides guidelines and restrictions on what can and cannot be done in relation to market investment. More importantly, it reflects the goals of the fund and how they are to be achieved in a responsible manner. Over the natural course of time, markets evolve, and periodically, the IPS must evolve with them. Now is one of those times.

The current IPS has placed significant emphasis on fixed income investments with an original goal of limiting equity market exposure. This was quite appropriate when interest rates were high enough to meet our goals. However, interest rates have declined considerably and are not likely to meaningfully increase for quite some time.

Therefore, the Investment Advisory Committee is proposing amendments to the IPS to

- 1) reduce the maximum amount of fixed income required
- 2) provide for greater flexibility across stocks and bonds and
- 3) encourage greater diversification in order to mitigate risk.

It may be important to note that the goals for the **Special Perpetual Reserve Fund** are **NOT** changing. They are ranked in order of importance:

1. Preservation of capital
2. Liquidity
3. Competitive return on investments

Attached to this memo is a draft of the suggest changes to ***the Investment Policy Statement***. Items in highlighted in red are to be removed while items highlighted in yellow are the additions to the policy statement.

The Investment Advisory Committee met on December 9, 2020 and reviewed these changes with the Fund Manager. At this meeting, a motion was carried by IAC members to present the changes to Town Council for its approval and ratification. Once approved by Council, the IPS must be forwarded to the Department of Municipal Affairs for ministerial consent.

RECOMMENDATION

On behalf of the Investment Advisory Committee, I recommend to Council Advisory Committee that the revisions to ***Policy Number G 26 Special Perpetual Reserve Fund Investment Policy*** (as attached) is approved and forwarded to the next meeting of Town Council for ratification. Once approved by Town Council, the revision will be forwarded to the Province for ministerial consent.



TOWN OF KENTVILLE POLICY STATEMENT G26 SPECIAL PERPETUAL RESERVE FUND INVESTMENT POLICY

1.0 PURPOSE

The purpose of this policy is to guide the investment and management of the Town of Kentville Special Perpetual Reserve Fund and the capital-reserve section of its special reserve fund by:

- 1.1 establishing a clear understanding of the investment goals and objectives of the Town of Kentville;
- 1.2 offering guidance and limitations for the investment of the fund; and
- 1.3 ensuring the integrity of the investment management process.

2.0 DEFINITIONS

- 2.1 Act: Bill No. 20 - The Town of Kentville and Kentville Electric Commission Sale of Assets Act, dated June 29, 1998.
- 2.2 Capital gains (losses): Gains or losses on the sale of investment instruments.
- 2.3 Cash & equivalents: Cash, money market, Treasury bill and any fixed income investment maturing within one year, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.4 Cost: Cash, cash equivalents and fixed income securities are recorded at purchase price. Equity instruments are recorded at average cost-purchase price plus brokerage fee. PSAB 3041
- 2.5 Council: Governing body of the Town of Kentville, consisting of an elected mayor and six councillors (elected at large).
- 2.6 Covered Call Writing: Selling a call on an stock that is already owned.
- 2.7 International Equity: Common stocks from non-Canadian corporations, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.8 Canadian Equity: Common stocks of Canadian corporations, including managed products (i.e. mutual funds and exchange-traded-funds).

- 2.9 Fixed Income Securities: Fixed income obligation of any Canadian government or corporation with a maturity of more than one year, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.10 Fixed Income Alternatives: Managed fixed income alternative products may hold securities other than fixed income to enhance yield and/or reduce different risk exposures.
- 2.11 Illiquid investments are securities or assets that cannot be easily sold or exchanged for cash without a risk of loss of value. Illiquid investments cannot be sold quickly, because of a lack of ready and willing investors to purchase the assets or securities, i.e. real estate.
- 2.12 Fund: Special Perpetual Reserve Fund.
- 2.13 Investment Committee: Appointed body that monitors investment portfolio and investment activities pursuant to this policy. The Investment committee consists of a Council member and two (2) citizen appointees, as voting members. A Council alternate, with the Director of Finance and Chief Administrative Officer will sit ex officio.
- 2.14 Investment Income: Interest earned and dividends declared and paid.
- 2.15 Policy: Special Perpetual Reserve Fund Investment Policy
- 2.16 Prudent Investment Policy: Nova Scotia Trustee Act provisions requiring prudent investment policy as follows:
- 2.16.1 A trustee may invest trust property in any form of property or security in which a prudent investor might invest, including a security issued by a mutual fund as defined in the Securities Act.
 - 2.16.2 Subsection 2.16.1 does not authorize a trustee to invest in a manner that is inconsistent with the trust.
 - 2.16.3 A trustee may have regard to the following criteria in planning the investment of trust property, in addition to any others that are relevant to the circumstances:
 - 2.16.3.1 general economic conditions;
 - 2.16.3.2 the possible effect of inflation or deflation;
 - 2.16.3.3 the expected tax consequences of investment decisions or strategies;

- 2.16.3.4 the role that each investment or course of action plays within the overall trust portfolio;
 - 2.16.3.5 the expected total return from income and the appreciation of capital;
 - 2.16.3.6 other resources of the beneficiaries;
 - 2.16.3.7 needs for liquidity, regularity of income and preservation or appreciation of capital;
 - 2.16.3.8 an asset's special relationship or special value, if any, to the purposes of the trust or to one or more of the beneficiaries. 2002, c. 10, s. 45.
- 2.17 Prudent Investor: In investing trust property, a trustee must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments. 2002, c. 10, s. 45.
- 2.18 Trustee Diversification: A trustee must diversify the investment of trust property to an extent that is appropriate having regard to:
- 2.18.1 the requirements of the trust; and
 - 2.18.2 general economic and investment market conditions. 2002, c. 10, s. 45.
- 2.19 Trustee Liability: A trustee is not liable for a loss to the trust arising from the investment of trust property if the conduct of the trustee that led to the loss conformed to a plan or strategy for the investment of the trust property, comprising reasonable assessments of risk and return, that a prudent investor could adopt under comparable circumstances. 2002, c. 10, s. 45.
- 2.20 Trustee Advice:
- 2.20.1.1 A trustee may obtain advice in relation to the investment of trust property.
 - 2.20.1.2 It is not a breach of trust for a trustee to rely upon advice obtained under subsection 2.20.1.1 if a prudent investor would rely upon the advice under comparable circumstances. 2002, c. 10, s. 45.
- 2.21 Trustee Delegation:
- 2.21.1 In this Section, "agent" includes a stockbroker, investment dealer, investment counsel and any other person to whom investment responsibility is delegated by a trustee.

- 2.21.2 A trustee may delegate to an agent the degree of authority with respect to the investment of trust property that a prudent investor might delegate in accordance with ordinary business practice.
- 2.21.3 A trustee who delegates authority under subsection 2.21.2 must exercise prudence in
 - 2.21.3.1 selecting the agent;
 - 2.21.3.2 establishing the terms of the authority delegated; and
 - 2.21.3.3 monitoring the performance of the agent to ensure compliance with the terms of the delegation.
- 2.21.4 In performing a delegated function, an agent owes a duty to the trust to exercise reasonable care to comply with the terms of the delegation.
- 2.21.5 A trustee who complies with the requirements of subsection 2.21.3 is not liable to the beneficiaries or to the trust for the decisions or actions of the agent to whom the function was delegated.
- 2.21.6 This Section does not authorize a trustee to delegate authority under circumstances in which the trust requires the trustee to act personally.
- 2.21.7 Investment in a security issued by a mutual fund as defined in the Securities Act or in a similar investment is not a delegation of authority with respect to the investment of trust property. 2002, c. 10, s. 45.
- 2.22 Prohibited investments: Nothing above permits a trustee to invest in investments that are expressly forbidden by the instrument, if any, creating the trust. 1994-95, c. 19, s. 1.

3.0 SCOPE

- 3.1 This policy applies to the financial assets of the fund under the jurisdiction and control of the Town of Kentville and as detailed in Bill No. 20 Town of Kentville and Kentville Electric Commission Sale of Assets Act, assented to June 29, 1998: The Special Perpetual Reserve Fund and the capital-reserve section of its special reserve fund and are subject to the Municipal Government Act and the NS Trustee Act.

4.0 PROCEDURES

4.1 Objectives

4.1.1 Legality

4.1.1.1 The Municipal Government Act, 1998, c.18, s.100, NS Trustee Act and the Investment Policy shall govern all of the Town of Kentville investments.

4.1.1.2 Investment activity will be conducted in accordance with all Provincial legislation and regulations and in accordance with the Investment Policy.

4.1.2 Preservation of Capital

4.1.2.1 The investment of funds on behalf of the Town of Kentville shall be conducted in a manner that preserves capital in the portfolio. This policy prohibits the purchase of investments which are determined to be inconsistent with the objective of preserving and protecting capital.

4.1.2.2 When assessing the suitability of an investment, greater emphasis shall be placed on the preservation of capital than on liquidity or investment returns.

4.1.2.3 The investment portfolio shall be diversified both as to fixed income and equity holdings. The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate or significant impact on the total portfolio.

4.1.3 Liquidity

4.1.3.1 The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and eliminate the need for temporary borrowing. This shall be accomplished where possible by structuring investment maturities with anticipated cash demands, and have the ability to readily be converted to cash with minimal price impact to meet unanticipated cash requirements.

4.1.3.2 Illiquid investments without a daily mark-to-market, such as private debt and private equity, may be purchased to a maximum of 10% of the

overall portfolio, based on the original investment price.

4.1.4 Competitive Return on Investments

4.1.4.1 The investment portfolio shall be designed with the objective of attaining a competitive and reasonable market rate of return in the context of financial market conditions prevailing in Canada. Maintaining a return on investment is secondary in importance to legality, preservation of capital, and liquidity requirements.

4.2 Standards of Care

4.2.1 Prudence

4.2.1.1 Investments shall be made with judgement and care, under circumstances then prevailing, which a person of prudence, discretion and intelligence exercises in the management of their personal investments, considering the necessity of capital safety and liquidity.

4.2.1.2 The standard to be used by investment officials shall be the “prudent person” as outlined in the Trustee Act, PNS R.S., C497, and shall be applied in the context of managing the portfolio.

4.2.2 Ethics and Conflict of Interest

4.2.2.1 A conflict of interest occurs when an individual has a private or personal interest sufficient to appear to influence the objective exercise of their official duties as an investment officer or employee of the Town of Kentville.

4.2.2.2 Investment officers and employees shall refrain from personal business activity that may conflict, or have the appearance of conflict, with the proper execution of the investment program, or which could impair their ability to make investment decisions.

4.2.2.3 Conflicts of interest shall be disclosed immediately to the employee’s superiors who in turn shall notify the Director of Finance. Any conflicts of interest noted by the Director of Finance shall be disclosed to the Chief

Administrative Officer. A party with a conflict of interest shall abstain from decision making with respect to the area of conflict. The Treasurer shall maintain a written record of the conflict.

4.2.2.4 Academic research supports the practice of incorporating environmental, social, and governance ("ESG") factors with other conventional financial analytical tools when evaluating investment opportunities. Responsible investing focuses on improving long-term, risk-adjusted returns of the portfolio. ESG factors may help identify potential opportunities and risks which conventional tools miss. The Town of Kentville Special Perpetual Reserve Fund encourages its managers to include ESG factors in their analytical processes. ESG considerations are a factor in the analysis and should not be used as exclusionary screens to eliminate specific companies or sectors from consideration. Relevant ESG factors will vary by industry and should be applied appropriately to help assess risk and return.

4.2.3 Delegation and Authority

4.2.3.1 The Council of the Town of Kentville shall be responsible for the approval of the Investment Policy.

4.2.3.2 The Finance Director shall be responsible for compliance with the investment policy, internal controls and maintenance of all related documentation and auditing requirements.

4.2.3.3 Overall management of the portfolio shall be delegated to the Investment Committee. The Investment Committee may delegate investment decisions to a professional investment manager/advisor, with such appointment to be approved by Council.

4.2.4 The Finance Director is responsible:

4.2.4.1 to develop and maintain all operating procedures for the control and management of investment functions. Such internal controls shall provide reasonable assurance that the Town of Kentville investments are properly managed and adequately protected from theft and fraud.

4.2.4.2 to prepare an agenda and minutes for each meeting.

4.2.4.3 to present, at a minimum, a quarterly report to the Council Advisory Committee meeting.

4.2.4.4 to reconcile investment reports with town records and presents internal reports to the committee.

4.2.5 The Investment Committee is responsible to Council for:

4.2.5.1 the creation of and recommending amendments to the Investment Policy on an annual basis;

4.2.5.2 monitoring the investment portfolio;

4.2.5.3 review on an annual basis the compliance of investment practices and procedures with this policy; and

4.2.5.4 consult and give advice to the Council on matters concerning the Town of Kentville's investments.

4.2.6 The Investment Committee is responsible for:

4.2.6.1 monitoring the performance of the fund on a monthly basis.

4.2.6.2 reviewing the monthly investment statements prepared by the investment manager/advisor.

4.2.6.3 approving all purchases and sales of investments based on the advice of the Investment Manager/Advisor. The majority of the voting members will rule. Any committee member having knowledge or concern of investment advice may present information to members of committee without prejudice.

4.2.6.4 monitoring the advisory fees to ensure they are reasonable and within the established parameters of the contract.

4.2.6.5 reviewing the investment account annual rate of return in consultation with the investment manager/advisor.

4.2.6.6 evaluating the performance of the investment manager/advisor, annually and recommend to council annual approval of the four year contract.

4.2.6.7 reviewing the goals of the fund annually.

4.2.7 Safekeeping and Custody

4.2.7.1 Investment transactions shall be in the name of the Town of Kentville and registered securities shall bear the name of the Town of Kentville.

4.2.7.2 The Director of Finance will ensure that accurate systems and accounts are maintained for investments.

4.3 Investment Manager/Advisor

4.3.1 The Investment Committee will review the performance of the investment manager/advisor annually.

4.3.2 At least every four years, and earlier if the Investment Committee deems it appropriate to change investment managers/advisors, will call for a Request for Proposal (RFP) for investment services.

4.3.3 The tender will be limited to Canadian bank-owned investment firms with physical offices located within the Valley area.

4.3.4 The Investment Committee will make a recommendation for approval by the Council for the appointment of the investment manager/advisor.

4.4 Accounting Methods

4.4.1 All investment instruments shall be recorded at cost in the Fund from which the monies were invested and reported at average cost in the case of equities, as per generally accepted accounting principles (PSAB 3041). Investment income shall be recorded as received and accrued yearly.

4.5 Investment Income

4.5.1 Investment income shall include interest earned and dividends declared and paid.

4.6 Capital gains (losses) shall not be deemed investment income, as defined in the Act and the Policy. Capital gains (losses) shall be held within the Fund itself, subject to complete or partial withdrawal at the Committee's recommendation to Council or Council's recommendation to the Committee. The goal shall be to build against inflation and shall be reviewed annually.

5.0 ASSOCIATED DOCUMENTS

5.1 Bill No. 20 Town of Kentville and Kentville Electric Commission Sale of Assets Act, assented to June 29, 1998

5.2 Municipal Government Act, November 10, 2016, Part IV, Paragraph 100 Investment of Funds

5.3 Nova Scotia Trustee Act, 2002

Appendix A: Portfolio Diversification

Appendix C:

6.0 POLICY REVISION HISTORY

Date Created: December 14, 2020

Revisions:

Interim Chief Administrative Officer, Brian T. Smith

Appendix A: Portfolio Diversification

This portfolio diversification requirement was developed through a review of various municipal portfolios throughout Nova Scotia, Ontario, Alberta and British Columbia.

The Town of Kentville's portfolio shall be diversified in accordance with the following requirements: see Appendix B for Approved Investment Institutions and Instruments and Appendix C for Clarification of credit rating limits.

Issuer	Portfolio Limit	Individual Issuer Limit	Credit Rating Limit
Cash & Equivalents			
Money Market			DBRS of R1
Existing Bonds Maturing >1 Year			N/A
Fixed Income	Minimum of 50%		
Gov't of Canada Bonds	Maximum of 100%		
Provincial Bonds	Maximum of 50%		
Bonds	Minimum of 25%	5%	AA
Bonds	Minimum of 80%	5%	A (Low)
Bonds	Maximum of 20%	5%	BBB (Low)
BB Bonds and Below	0%		
Mutual Funds & ETFs	Maximum of 75%	15%	Low
Alternative Debt	Maximum of 10%	5%	Medium
Equities	Maximum of 50%	4%	Med/High
Canadian Investments	Maximum of 100%	4%	Med/High
Non-Canadian Investments	Maximum of 50%	4%	Med/High
Mutual funds & ETFs	Maximum of 50%	10%	Med/High
Alternative Equities	Maximum of 10%	5%	Med/High
Options	Covered Calls	4%	

Notes:

- Cash & Equivalents, on average, represent a small portion of the overall portfolio (typically 10%); however, a maximum of 100% could be held under extraordinary circumstances.
- Equity investments of any industry not to exceed 10%.
- Equity investments must have had a consistent dividend payout over the last three years.
- Equity investments must have a share price exceeding \$5.00 per share and a market capitalization of at least \$100,000,000.00.
- Equity investments must have a maximum risk rating of Med/High, consisting of a maximum Beta of 1.2 (5-year, from Thompson One) and

30-day average daily value of trading (Average volume x closing share price).

- Equity investments in managed money may have a maximum risk rating of Med/High.
- Portfolio limits and individual issuer limits are in place to limit concentration risk and promote diversification. They are set as original purchase price so not to impede successful investments. If appropriate during market declines, additional purchases may be made up to the limits, regardless of original purchase price.

DRAFT

- **Appendix C: Clarification of Credit Rating Limits**

- **Credit Rating System for Individual Fixed income Securities**

Investments with a credit rating of BBB – or higher are considered to be investment grade whereas investments with credit ratings below BBB- are considered speculative (junk).

Long Term Debt Credit Rating Systems Investment Quality	Moody's	Standard and Poor's	DBRS	Fitch
Highest Quality	Aaa	AAA	AAA	AAA
Substantial Payment Capacity	Aa1 Aa2 Aa3	AA+ AA AA-	AA(High) AA(Middle) AA(Low)	AA+ AA AA-
High Payment Capacity	A1 A2 A3	A+ A A-	A(High) A(Middle) A(Low)	A+ A A-
Adequate Payment Capacity	Baa1 Baa2 Baa3	BBB+ BBB BBB-	BBB(High) BBB(Middle) BBB(Low)	BBB+ BBB BBB-

- **Risk Rating for Managed Fixed Income & Fixed Income Alternatives**

Managed products for fixed income and fixed income alternatives may include individual securities with risk ratings lower than itemized above in Appendix C, but must have an overall risk rating of LOW.

Alternative Debt, i.e. private debt, may have a maximum risk rating of medium (MED), but must adhere to the portfolio limits and individual issuer limits in appendix A.



Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: November 27, 2020

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL EQUIPMENT RESERVE

The 2020/2021 Town of Kentville capital budget provides for funding of capital equipment acquisitions from the Town's Capital Equipment Reserve fund. The details for the Capital Reserve are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>RESERVE FUND Draw # 1</i>
	\$	\$
Equipment- trucks	<u>73,000</u>	<u>73,000</u>

The Town of Kentville Capital Equipment Reserve contains **\$172,920** and after the withdrawal, it will contain **\$99,920**.

RECOMMENDATION:

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 73,000.00** from the Town of Kentville Capital Equipment Reserve to fund 2020/21 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT RESERVE

- 2020/2021 CAPITAL PROJECT

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

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$73,000.00** to fund capital equipment acquisitions for the year 2020/2021.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of
AD 2021.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2021.

Brian Smith, Interim Town Clerk

Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: November 27, 2020

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

The 2020/2021 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET</i> <i>(from reserve)</i>	<i>DRAW #1</i>
		\$	\$
Administration	20/21 IT Projects	20,000	14,875.27
	Town Hall - Heat pump	17,500	-
	Town Hall- Design work COVID/Safety	20,000	18,456.88
Protective Services	Equipment	24,500	9,788.24
	Technology upgrades	28,000	1,770.91
Transportation	Streets-Bridge	37,500	-
	Storm sewer-Aberdeen & Palmeto	130,400	33,418.59
	River Street dyke	15,000	-
	Flood mitigation study	60,000	5,694.43
	Public Works building	30,000	8,062.74
Recreation	Green Spaces- various	15,000	-
	Playground- Sherry Ave	10,000	-
	Studies- Assessability	35,000	25,549.82
	Soccer	8,000	6,436.15
	MP- Shed siding	18,900	18,900.00
	MP-Fencing	15,000	14,850.18
	MP- Mosquito ball field	6,500	5,828.30
	Oakdene Park- Gazebo/Trail	11,000	4,692.82
	Equipment	9,500	2,639.21
Economic	Downtown betterments-lighting	7,500	10,532.93
	Signage- Gateway	30,000	11,374.81
	Signage- Kentville Business Park	20,000	-
	Centre Square beautification	23,300	14,524.88
Total		592,600	207,396.16

The Town of Kentville Capital Reserve- General Allocation contains **\$1,564,658** and after the withdrawal, it will contain **\$1,363,698.**

The Town of Kentville Capital Reserve- Recreation contains **\$39,411** and after withdrawal, it will contain **\$32,975.**

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$207,396.16** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$200,960.01
- Town of Kentville Capital Reserve Recreation-\$6,436.15

These transfers will partially fund several capital acquisitions during the year 2020/2021. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2020/2021 CAPITAL PROJECTS

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

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$207,396.16** to partially fund capital acquisitions and an addition for the 2020/2021 capital program.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2021.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2021.

Brian Smith, Interim Town Clerk

Programs and Operations	<ul style="list-style-type: none">• 5 Development Permits Issued.• 2 Zoning Certificates• 2 Subdivision applications• 1 Special Events Permit	Highlights <ul style="list-style-type: none">• building Valuation of \$325,300 for a year total of \$20,985,305
Projects	<ul style="list-style-type: none">• <u>Ryan's Park.</u> Enfore have received their development permits for Ryan's Park on the old KCA lands. Staff are reviewing subdivision plans for the projects financing.• <u>Chrysalis House</u> is progressing well.• <u>Miners Landing</u> development is progressing well. Due to limited accessible pedestrian access for residents to leave the property and walk to the crosswalk adjacent to Eves Hollow Park, a sidewalk has been installed.• <u>River Street Lands</u> The potential buyers of the River street property adjacent to Shannex remain committed to the site; and continue with their due diligence. They have requested an extension to their purchase and sale agreement.• <u>Stonemount Retirement.</u> Stonemount Retirement Living representatives and their consultants have applied for a concurrent Planning Strategy and Land Use Bylaw amendment. Staff held a zoom meeting with the applicant to discuss process and potential timelines.• <u>MacDougal Heights.</u> Staff are still waiting on the installation of	

	<p>streetlights for Parsons new subdivision in MacDougal Heights; and documentation from their engineers verifying that all services are in place in accordance with our Municipal Services and Specifications Standards.</p> <ul style="list-style-type: none"> • Family Tire Staff have been communicating with the owner of Family Tire regarding the replacement of their free-standing sign. The original sign had to be removed as part of the provincial bridge work. They would like to put the sign up on the old bridge approach, which is Town Land. Staff will continue to work with the owner in consultation with legal. • Various mapping and GIS support continues for Community Development, Park and Recreation and Engineering Departments. 	
Public Engagement	<ul style="list-style-type: none"> • Emails – ongoing • Drop Ins – none due to Covid-19 	
Other	<ul style="list-style-type: none"> • NA 	
Meetings and Events	<ul style="list-style-type: none"> • Senior Admin meetings • Zoom meeting -CAC • Zoom _ Stonemont Retirement • Planning department meeting • Asset management workshop • Zoom - Accessibility Committee 	

Activity Report

Planning & Development

November 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> NOVEMBER 2020		<i>PERMITS ISSUED</i> NOVEMBER 2019	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	5	105	8	131
Total Building Value (\$)	325,300	20,985,305	96,485	19,163,590
Permit Revenue (\$)	317.39	23,847.54	302.00	25,001.06

Permits Report

Planning & Development

November 2020



Permit #: 3825	Permit Date: 11/06/2020
Value of Construction: \$4,250.00	Fee: \$0.00
New Accessory Structure – Constructing a 12' x 10' accessory building in the rear of the property.	

Permit #: 3828	Permit Date: 11/16/2020
Value of Construction: \$0.00	Fee: \$0.00
Change of Tenant – Retail to Retail	

Permit #: 3827	Permit Date: 11/16/2020
Value of Construction: \$250.00	Fee: \$50.00
Sign – New 24" x 85" (14.2 sf) Wall Sign	

Permit #: 3830	Permit Date: 11/25/2020
Value of Construction: \$800.00	Fee: \$21.76
Renovations – Installing a new 60" x 30" window in the basement on the front of the dwelling.	

Permit #: 3826	Permit Date: 11/25/2020
Value of Construction: \$320,000.00	Fee: \$245.63
New Residential Construction – Constructing a new Two Unit Dwelling. Residential space is 918 sf PER SIDE and garage space is 269 sf PER SIDE.	

Total Value of Construction:	\$325,300.00	Total Permit Fees: \$317.39
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Town of Kentville

Community & Economic Development (CEDC)

Report to CAC – December 14th, 2020

Submitted December 9th, 2020



Programs and Operations	<ul style="list-style-type: none">• 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.• Our newsletter subscribers list has grown notably over the last few weeks. We know it has been shared with newcomers to the Miner's Landing Development which accounts for some of the jump.• The winners of the Fun with Folk Tales Literacy contest have received their prize packs and are currently working with VCLA to have their stories published! We are working on ways to encourage greater participation in future years.
Projects & Beautification	<ul style="list-style-type: none">• The Centre Square activation feedback collection survey has been active for 2 weeks. Data will be compiled into a separate report for Council's review in January.• Gateway signs are here and are awaiting installation by the vendor.• Holiday Beautification is out and will remain in place until the first week of January. We are currently collecting old artificial trees from community members for a special holiday beautification project that will be rolled out in 2021. Stay tuned!
Tourism /events	<ul style="list-style-type: none">• The first Kentville Holly Days Festival was deemed a success by the organizing team based on numbers, compliance with COVID-19 regulations, and general feedback through our regular channels. The organizing team met for a debrief and has some preliminary plans in place for 2021. We thank our partners at KBC, and the downtown business community members who all

	<p>jumped on board quickly and enthusiastically. Participation by downtown businesses was at an all-time high this year. Almost every business was open/lit up on Friday night, and the bustle downtown continued all day Saturday as well.</p>
Other	<ul style="list-style-type: none"> • Paul Dixon is leading the KBC Board through some brainstorming and strategic planning sessions as the group looks to renew/update the funding agreement with the Town of Kentville. Those sessions have been fruitful, and the group looks forward to presenting their ask in the new year. • Also from KBC, the #wearekentville shopping bag promotion was a glittering success! Downtown shops distributed bags to shoppers who were delighted to receive them. The question we answered most during the Holly Days Festival other than "where's the Christmas Market" was "how do I get one of those bags?!". KBC capped off the campaign with the "Tag for a Bag" contest and one lucky winner took home 2 specialty bags and a bunch of loot from our merchants. You can watch the bag promo video and learn more about the campaign here: https://kentvillebusiness.ca/wearekentville-video/ • The vacant Mentoring Plus program coordinator position has been advertised and applications are being accepted until December 18th at noon. • The Town of Kentville continues to support the Valley Regional Hospital Foundation and their current and upcoming fundraising efforts. The annual tree auction was a success and the Calkin Building looked positively festive while the trees were on display there. Thank you to Councillor Huntley who decorated them while wearing one of her other hats, and congrats to Councillor Zebian who was the lucky recipient of one of the gorgeous trees!
Meetings and Events	<p>NOV</p> <p>2 – live video shoot (VRHF) 3 – Regular AVR Radio spot 5 – Holly Days Planning Team meeting 5 – STORM 9 – Mentoring Plus staff exit interview 10 – Regular AVR Radio spot 10 – Business Supports Response Team meeting 10 – KBC / CEDC / CAO meeting</p>

	<ul style="list-style-type: none"> 12 – Planning Dept Council Orientation session 12 – Stingray System Install – Centre Square 17 – Stingray Control site Training 17 – planning Dept. toolbox meeting 18 – Supply Pick-up day (Holly Days Festival prep) 19 – Holly Days prep 20 – Downtown set-up for Holly Days Fest 21 – Greeter/ Contact tracing shift Holly Days Market 24 – Regular AVR radio spot 25 – VRHF social campaign planning meeting 25 - STORM 26 – Lions Club Pres: discussion re: infrastructure and grants 30 – Guest Speaker (zoom) NSCC 30 – Mentoring Plus Executive Director <p>DEC</p> <ul style="list-style-type: none"> 1 – Private consultation: land sales business park 1 – KBC Board 2 – STORM 3 – Holly Days Debrief: Planning Team 4 – Canada Cup Organizing Committee 7 – KBC / TOK potential project meeting: initial discussion 8 – Internal town hall team: Business Park land discussion
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Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

Presented on December 14th, 2020
Submitted by Rachel Bedingfield
Director of Parks and Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.






















- National Framework for Recreation in Canada

Facility Related	<p>The Kentville Trail</p> <ul style="list-style-type: none">💡 We are now part of the Great Trail, formerly known as the Trans Canada Trail, which is a network of trails that connects across the country. Signing the agreement to continue with our maintenance schedule has provided us access to additional grant opportunities, and National and International promotions. To learn more, you can visit the Great Trail website: www.thegreattrail.ca💡 Thanks to a partnership with PB&J Design, and funding received from ACOA, we will be building Warming Hut on a Kentville section of the Harvest Moon Trail. The warming hut will be solar powered and will offer a warm place for folks to rest while enjoying the trail. Inside will be panels celebrating and educating about the history Black Loyalist in our area. With this addition we hope to encourage folks to use our trails year-round and engage in dialogue about the history of our community. This work would not be possible without the support from the Valley African Nova Scotian Diaspora Association (VANSDA) and the Gibson Woods Community Church. The structure will be located at the trail head just off West Main (behind the Ultramar) and will be visible from the road. <p>The Kentville Centennial Arena</p> <ul style="list-style-type: none">💡 The arena continues to support bookings, and our department continues to adjust based on changing COVID restrictions. We are using grant money to hire safety officers to support public access and will continue to expand these offerings moving forward.
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	<p>The Kentville Recreation Center</p> <ul style="list-style-type: none"> The Recreation Center continues to accept bookings. We have placed COVID occupancy limits on both the upper and lower centers. The facility has been able to host meetings, fitness classes, art classes, etc. Users are required to follow our facility pan based on Public Health protocols. <p>Parks Facilities</p> <ul style="list-style-type: none"> Our Parks Department is greatly reduced due to annual seasonal layoffs, and we are slowly closing our facilities for the winter season. We currently do not have the ability to keep any of our public washrooms open for the public throughout the winter months.
<p>Programs and Operations</p>	<p>COVID Response</p> <ul style="list-style-type: none"> Our Department is continuing to make concerted efforts to let the community know that we are taking COVID safety protocols very seriously. With an aim to quell concerns and help folks feel more comfortable to recreate in our community, we promote our safety regulations and continually focus on providing consistency. Though regulations have not changed in the Valley, the New Horizon's Club has decided to stop their programming until the number of COVID cases decreases and members feel more comfortable to leave their houses. Our department continues to work with KCA to support the re-opening of the school gym for public use. <p>Programs:</p> <ul style="list-style-type: none"> Memory Cafes NS received an \$8000 Emergency COVID Response grant to allow us to go forward with winter 2021 programming. This program is being offered with are partners at Wolfville recreation. Indoor Walking at the Credit Union Rec Complex started on Monday November 16th. This continues to be a very popular program and is offered five of days a week, as part of the Town's hour allotment with the facility.

	<ul style="list-style-type: none"> The Town's fitness classes continue to be offered at the recreation center, with all public health protocols being followed. This month the very popular Kids Run Club, trailblazers and outdoor SHAFT wrapped up, and our 6-week chair yoga program started with enough interest that we a second class had to be added. In November we also offered two "try-it" workshops: drumming and orienteering, both with a great turn-out. <p>Up and coming</p> <ul style="list-style-type: none"> Nature Hike and Play with Flying Squirrel Adventures (guided hike, nature games, unstructured play). Saturday, December 12 from 10:00-11:30 and Tuesday December 29. We are also looking to add one more at Oakdene featuring nature activities/nature percussion on Sat, December 19. Boys Winter Adventure Club and Girls Winter Adventure Club will be starting on January 12th. Cross Country Skiing Workshop is scheduled to take place on January 16th. In partnership with Hike Nova Scotia, we will be offering a guided hike on January 30th. We are continuing to plan programs for the new year including Little Riders, Ice Safety Workshop, and other sample sessions/play days. Details will be released when they are finalized.
Capital Projects	<p>Oakdene Gazebo</p> <ul style="list-style-type: none"> The gazebo roof at Oakdene is now complete with the groundwork being the final phase. <p>Recreation Center</p> <ul style="list-style-type: none"> Work is continuing at the recreation center. The upstairs and downstairs washrooms have been completed with the downstairs washroom becoming accessible. Heat pumps have also been installed in the upper and lower recreation centers. We hope this

	<p>will help reduce our oil bill and help regulate the temperatures more accurately.</p> <p>Dog Park</p> <ul style="list-style-type: none"> The cows have left the pasture for the winter, and so we are now able to begin work on the Dog Park. An invoice has been sent to New Minas for their portion of the expenses for the construction phase.
Public Engagement/ Community Events	<p>Santa Cruise:</p> <ul style="list-style-type: none"> Santa Claus is Cruising Through Town was a great success. We believe this will be our first annual cruise through town based on community feedback. This was a great partnership with Community Development and KBC who offered a wide range of events downtown during the cruise. <p>Community Partner Gathering</p> <ul style="list-style-type: none"> Each year we invite our community partners to a thank you lunch and ask them to provide feedback on how our department is meeting their needs. This year's event was held on November 12th, and because of COVID the format was adjusted, but we still heard from over 20 community partners. The results can be found as an attachment and were also provided to the accessibility planning group to be included with their information gathering. <p>Valleyconnect.ca</p> <ul style="list-style-type: none"> Valley Connect is an online tool that allows folks looking for recreation opportunities in the Valley to search their interests, location, costs, etc. All recreation units in the Valley pay a membership for this service, that is linked to Connect.ca, a province wide recreation search engine. Attached are the latest search results that were presented to us. This information is useful so we can better understand what our community is most interested in. <p>Up and Coming</p> <ul style="list-style-type: none"> Community Sing-along Saturday December 18 from 6:30-8:00. Pre-registration is required to ensure everyone can distance. Masks must be worn during the sing-along.

Meetings and Events	<ul style="list-style-type: none">  Homeless No More  Research Advisory Committee  Accessibility Plan  Accessibility Consultation  Senior Advisory Committee  Department Meetings  KCA School Advisory Committee  Council Orientation Session  CPCIL Project Meeting  Kings County Youth Engagement Committee  Regional Multipurpose Facility Meeting  Indoor Climbing Discussion  Community Partners Gathering  VANSDA-Gibson Woods/Warming Hut Meeting  Nova Scotia Power Grid e-vehicle Discussion  Shattering the Glass Conference Keynote  Pickleball Meeting  Kings County Accessibility Plan  Re-Sport Initiative Meeting  Personnel Meeting
Council Related	<p>Council Priorities:</p> <ul style="list-style-type: none">  <i>Accessibility Committee:</i> Community consultation is slowly coming to an end and the final assessments and data collection are nearing an end. We are still on track to have the final DRAFT plan by December 18th for the committee to review and make final edits. Thank you to all who took part in helping with this work.



Kentville

COMMUNITY PARTNER
FEEDBACK SESSION 2020

WHAT MAKES A SPACE GREAT?

Accessible (3)	I don't have to drive to it	Connection to surrounding land use and transportation corridors	Inviting	Safe	Organized
Access to trails	On a bus route		Inclusive (2)	Eyes on the street/ passive surveillance	Maintenance
Access to drinking water	Provides sliding scale for entrance fees	Areas to rest	Diversity - friendly and welcoming	Good lighting	Multifunctional
How available it is	Bathrooms	Abundant seating	Promotes diversity and inclusion through the décor or the surroundings	Lighting	Multifunctional space
Accessibility	Public accessible washrooms	Nursing or mom areas to remove themselves from busy areas		Bright	Multipurpose
Paved for wheelchairs	Wrap around supports to enhance participation (i.e. childcare, transport)		Aesthetically pleasing	Cleanliness	Activities - informal or planned
Sense of place - enclosure		Shade!	Fun art	Clean	Enough space to keep numbers up
Defined entrance	Covered areas and seating in outdoor areas	Draws you in even if you did not plan to go	Fun/ good interior design	Clean - no litter	Environmentally sustainable



Kentville

COMMUNITY PARTNER
FEEDBACK SESSION 2020

WHAT MAKES A PROGRAM GREAT?

Accessible (3)	Free admission	Helping participants learn to love the spaces that are accessible to them	Low cost or free options	Relationships/connections	Welcoming and fun staff
Availability in different areas of the community	Gender doesn't matter		Low/no cost	Seeks actively diverse participation	Welcoming for all ages and abilities
Barrier free (\$, accessible, transportation, etc.)	Great facilitators	Inclusive	Not too structured	Short sessions that run frequently	Well promoted
Childcare options	Has a place to go if people feel anxious	Inclusive and participatory	Options for funding for those who can't afford	Staff organizes it	Well trained staff
Drop in (2)	Having someone to go with	Builds sustainability - participants could then run the program once the TOK program ends	Low punch passes	Try it out days	Organized
Easy to register	Organize programs to minimize environmental footprints (ie. sport events in the home community of the players)	It is available for when I am ready to join	Reaches partner organizations	Variety of programs and options	
Encourages people to take leadership		SES doesn't matter	Runs for several months consistently to build momentum	Well defined	
				Youth access cards	



Kentville

COMMUNITY PARTNER
FEEDBACK SESSION 2020

SOMETHING THAT I'VE NOTICED IN KENTVILLE PARKS AND RECREATION THAT SEEMS TO BE WORKING WELL...

Meets and keeps in contact with program partners. This makes ALL the difference

Very knowledgeable and friendly staff

Consults with public to make town better

Indoor facilities

Overall maintenance of sport facilities

So much going on in a normal year

Lots of options for youth and adults

So many free/ pay what you can options

Lots of stuff for all ages

Community partnerships/ collaborations!

Oakdene Park: Amazing change, playground, variety, stage. It automatically increases the sense of value that locals have in themselves and the space

Centre Square activation

Bike repair stations (2)

Relationship with community organizations

Move issues forward quickly

SPIKE Fund (2)

Communication and planning with partners

Accepting feedback

Creativity in planning

Leading for better & inclusive programming

Being so open to ideas

Reducing barriers

Partnering with community organizations

Great communication

Great advocacy

Being mindful of how to engage folks that historically have not

Variety of spaces

Take home options for equipment

Clean facilities

Removing cost barriers!!

Partnering with local groups like KCFRC, FSA

Coordinated signage for wayfinding

Great trail network

Promo events on Facebook

Signage

Partnering with outside groups

The parks are great and well maintained

I love that you bring programs to Oakdene Park!

The bandstand at Oakdene is beautiful (nicely done)

I've noticed some opportunities for participation cost subsidies which is great!

Renewed play spaces providing a range of experiences

Maintenance of public spaces

Very pleased with the splash pad in the summer. Youth from Evergreen have appreciated the opportunity to participate



**COMMUNITY PARTNER
FEEDBACK SESSION 2020**

SOMETHING THAT I WOULD LOVE TO SEE THE KENTVILLE PARKS AND RECREATION DEPARTMENT DO...

More places to have outdoor meetings, gatherings, picnics, rest stops (picnic tables, benches)

Navigation tool to support practitioners (lots of current resources - need to navigate in 10 minute appointment -> link to physician navigator)

Money for sport/art programs

Transport up and down steep areas -> barrier for mobility issues, strollers, etc.

How can we support folks who live at the top of the hill?

Young mothers feeling isolated - meet ups, walks, less structured drop in, linked with public health - linked with home visitation, pregnancy navigator at URH - red door, connecting before baby - state of crisis

More accessible ball field (viewing wild cat games). Parking by the garage sometimes balls flying over

Concerts & live art performances in park & outdoor locations

Encouraging busking in town

More accessibility info on signage and website not just symbol but photos and descriptions

Waterslide at Memorial Park

Public accessible washrooms

A comfort station like Annapolis Royal

Playground in neighborhoods in McDougall Heights area school is close but topography combined with busy road make it a less desirable option

Sidewalk connections to make rec facilities accessible from neighborhood

More wheelchair accessible spaces

Picnic tables in spaces (may already be there)

Porta-potties in parks (know there are some, not sure about all)

Help make Kentville more bike-able

Connecting the trails

More accessibility info on signage and website not just a symbol but photos and descriptions

Kayak/ canoe launching on Cornwallis (Jijuktu'kwejk) River

Boat launch! Near the old Allen's location

Rec spring/fall info fair that highlights TOK program & facilities but also other organizations like library, softball, etc.

Arts and music skills I have found it hard to find as a newcomer

Transportation (public up to Minas Street/Inglewood Avenue Area)

A back-way from West Main to North Kentville

Manage skating at Miner's Marsh

Shade by the Splash Pad

Better entrances (visible, welcoming, signed) to the gorge from the surrounding neighborhood

Better signage along Harvest Moon as it routes through town

Business and Town Hall raps at the back of the building -> respect who are at the front

Community events: No accessible parking, bus goes out into traffic, accessible bus

Engage youth with Evergreen programs

More drop-in activities and spaces

Acquire more gym/recreation spaces (indoor)

More sports for youth and adults

More accessibility for young moms. Mostly it is good as is but strollers are like walkers. Keep having these events.

How do we make Kentville more walkable? Safer for people more inviting and less car oriented

Public bathrooms & sources of drinking water

Could we make Aberdeen a pedestrian-only street (cobblestone would be nice). A musician playing in the corner would be a nice touch!

Host bike parking spaces for larger turn out events in Center Square or maybe bike store can support for things like apple blossom festival, concerts, etc.

I would suggest paving trail from KCA back through to West End Kentville for seniors and folks in wheelchairs

Art classes

Kentville

COMMUNITY PARTNER
FEEDBACK SESSION 2020

THANK YOU

**TO ALL OF OUR COMMUNITY PARTNERS FOR
EVERYTHING THAT YOU DO AND FOR
MAKING KENTVILLE A BETTER PLACE TO
LIVE, WORK AND PLAY!**

AND

**TO EVERYONE WHO PARTICIPATED IN THIS
SESSION AND PROVIDED US WITH THIS
INVALUABLE FEEDBACK!**



Kentville

**COMMUNITY PARTNER
FEEDBACK SESSION 2020**

Kentville July 1 - Aug 31st VC Stats

Record #	Organization / Program Name(s)	Usage
TOK0086	Kentville Trail System, Rails-To-Trails	312
TOK0006	Kentville Ravine Trail, Agricultural Research Station Nature Trail	115
TOK0007	Miner's Marsh Walking Trail	106
TOK0064	Kentville Pumpkin People Festival, Harvest Festival	104
TOK0152	New Hope Wesleyan Church	95
TOK0005	Memorial Park	89
TOK0060	Kings County Academy, Annapolis Valley Regional Centre for Education	81
TOK0121	St. Joseph's Roman Catholic Church	77
TOK0027	Kentville New Horizons Club for Seniors	76
MCK0019	Portal Youth Centre	73
TOK0184	Kentville Summer Camps & Programs	69
TOK0008	The Gorge, Mountain Bike, Walking, & Snowshoe Trails	69
TOK0107	Kentville Skatepark	67
TOK0172	Fundy Interchurch Food Bank	62
TOK0112	St. James Anglican Church	61
TOK0071	Public Skating, Kentville Centennial Arena	59
TOK0085	Blair House Museum	57
TOK0062	Kings Volunteer Resource Centre	56
TOK0010	Trailblazers Forest Play, Outdoor After School Program	56
TOK0040	Credit Union Rec Complex, Soccer Dome	47
MCK0034	Bicycle Rentals, Valley Stove & Cycle Ltd.	46
TOK0174	Fox Hill Community Park	44
TOK0160	Kentville Migratory Bird Sanctuary	44
TOK0012	Annapolis Valley Regional Library, Kentville Library	43
TOK0044	Four-cross (4X) Mountain Bike Downhill Track	43
TOK0045	Indoor Pickleball	43
TOK0095	Oakdene Park, Playground	43
TOK0162	Women on Wheels, Cycling Group	42
TOK0192	Outdoor Pickleball	41
TOK0123	Soccer Fields, Kentville Fields	41
TOK0094	Oakdene Park, Soccer Fields	39

TOK0063	Big Brothers Big Sisters of the Annapolis Valley	37
TOK0068	Kentville Recreation Centre	36
TOK0065	Life Cycle	36
TOK0089	Valley Voices Chorus	36
TOK0195	Kentville Community Yoga	34
MCK0132	Weekly Jam Session, Kentville Lions Club	34
MCK0192	Fidelis House Society	33
TOK0011	Kentville Centennial Arena	33
TOK0167	Aldershot Elementary Home & School Association	32
MCK0297	Canadian Red Cross, Kentville Service Centre	32
TOK0090	Rotary Club of Kentville	32
TOK0014	Kentville & District Kinsmen Club	31
MCK0024	Shoken Defence, MMA & Fitness	31
TOK0009	Valley Yoga Fest	31
TOK0032	Fung Loy Kok Institute of Taoism (Fung Loy Kok – Taoist Tai Chi® arts), Kentville/New Minas	30
TOK0051	Indoor Walking / Parent & Tot Time	30
TOK0134	Visitor Information Centre, Kentville	30
TOK0052	Carpet Bowling, 50+	29
MCK0441	Employment Related Training Workshops, VANSDA	29
TOK0058	Music Lessons - Private and Group Instruction, Debbie Mailman, B.Mus.Ed	29
TOK0061	Kentville Skatepark Association	28
TOK0190	Kingdom Hall of Jehovah's Witnesses	28
TOK0104	Sledding at Burgher Hill	28
TOK0131	Darts, Royal Canadian Legion Br. 06	27
TOK0159	First Aid & CPR	27
TOK0119	Kentville Outdoor Track	27
TOK0157	Moms in Motion	27
TOK0072	Rhododendron Sunday	27
TOK0161	Swanone Pilates & Training Studio, Specializing in classes in Strength Training, TRX, Barre, Pilates and Yoga. Also personal training with a focus on preventative and functional	27
TOK0054	Kentville Volunteer Fire Department, Facility Rental	26
TOK0171	Valley Women's Business Network	26
MCK0170	Café au Lait: Mom to Mom Breastfeeding Group	25
TOK0056	CentreStage Theatre	25

TOK0002	Kentville & District Kinette Club	25
TOK0057	Music for Young Children	25
TOK0069	SHAFT, Super Happy Active Family-fun Time	25
TOK0140	Nordic Walking Poles for Loan, Kentville Parks and Recreation Equipment Loan Program	24
TOK0141	Outdoor Skating, Memorial Park, Miner's Marsh, Oakdene Park	24
TOK0182	Kentville Bike Week	23
TOK0091	Kentville Farmers Market	23
TOK0150	Kentville United Baptist Church	23
TOK0055	Kentville Volunteer Fire Department	23
TOK0026	Kings County Photo Club	23
MCK0270	Games Night	22
TOK0185	Valley Gate Vineyard Christian Fellowship	22
TOK0114	Your Way to Wellness, Living a Healthy Life with Chronic (ongoing) Conditions	22
TOK0004	My Yoga Space	21
TOK0031	Valley Athletics Academy, Summer Athletics Program	21
TOK0154	Adventure Club	20
TOK0145	Dukes of Kent, Harmony Chorus	20
TOK0147	Glooscap Curling Club, Facility Rental	20
TOK0023	Kentville Lions Club	20
MCK0193	Music at Paddy's Pub	20
TOK0126	Nova Scotia Freemasons, Kentville Lodge No. 58	20
TOK0144	Playground, Memorial Park	20
TOK0133	Relay for Life, Canadian Cancer Society	20
TOK0132	Jam Sessions, Royal Canadian Legion Br. 06	19
TOK0003	Memorial Park, Outdoor Pool	19
TOK0128	Royal Canadian Legion Br. 06	19
TOK0197	The Recreation Hub	19
TOK0176	Hike for Hospice	18
TOK0001	Kentville Parks & Recreation	18
MCK0230	Learn to Curl, Glooscap Curling Club	18
TOK0113	St. James Anglican Church, Hall Rental	18
TOK0180	Summer Open Gym on the Field	18
TOK0198	Valley Nova Scotia Seniors	18
TOK0118	Art Workshops with Gene, 50+	17
TOK0156	Belly Dancing	17

TOK0074	Kentville Photography Club & Darkroom, The Photo Gym	17
MCK0165	Open Arms	17
TOK0155	Playboxes	17
TOK0096	Yoga in the Park, at Oakdene	17
TOK0122	Active Living Kentville	16
TOK0187	Aldershot Community Choir	16
TOK0115	Art Sessions, 50+	16
TOK0149	Cross Country Ski Waxing Session	16
TOK0164	Fitness Programs, Affordable Fitness With Al Mumford	16
MCK0062	Girl Guides, Pathfinders (12-14)	16
TOK0103	Kentville Canada Cup	16
TOK0135	Kentville Christian Reformed Church	16
TOK0108	Kentville Multicultural Fair	16
TOK0179	Movie Nights in the Park	16
MCK0036	Snowshoe Rentals, Valley Stove & Cycle Ltd.	16
TOK0168	Torchlight Event & Public Skate	16
MCK0064	Girl Guides, Rangers (15-17)	15
TOK0088	Highlander Strength & Fitness	15
TOK0169	Kentville Volunteer Fire Department Museum	15
TOK0043	Volleyball, Co-Ed Recreational	15
TOK0037	Floor Hockey - Recreational	14
MCK0142	Floral Design Class	14
TOK0097	Flying Squirrel Adventures, All Ages Nature Program in the Annapolis Valley	14
MCK0054	Girl Guides, Sparks (5-6)	14
TOK0130	Crib, Royal Canadian Legion Br. 06	13
TOK0127	International Café	13
TOK0148	Kentville Minor Lacrosse Association	13
TOK0125	Snowshoes for Loan, Kentville Parks & Recreation	13
TOK0117	Afternoon Card Parties for 50+	12
TOK0189	North Avenue Playground	12
TOK0105	Sledding at Memorial Park	12
TOK0050	Zumba® Gold	12
TOK0153	Church of Christ	11
TOK0136	Church of Jesus Christ of Latter Day Saints	11
TOK0035	Open Gym Youth Drop-In	11
TOK0194	Rug Hooking	11

TOK0146	Salvation Army Community Church	11
TOK0170	Spring Outside in Kentville	11
TOK0046	The Spike Fund, Financial Assistance Program to Access Recreation	11
TOK0116	Wednesdays Cards & Social, 50+	11
TOK0038	Floor Hockey - Competitive	10
MCK0057	Girl Guides, Brownies (7-8)	10
TOK0175	Lunchtime Guided Walks	10
TOK0100	NSCC Tourism Annual Kentville Pumpkin Walk	10
TOK0178	Oakdene Days	10
TOK0033	Recreational Co-ed Indoor Soccer	10
TOK0181	Summer Play in the Park Series	10
TOK0106	Music at Kings Arms Pub	9
TOK0143	Older Adult Fitness	9
TOK0129	Pool, Royal Canadian Legion Br. 06	9
TOK0191	Girls Winter Adventure Club, An afterschool program for KCA girls grades 6-8	8
TOK0093	March Break in Kentville	8
TOK0186	Moms & Tots, Salvation Army Community Church	8
TOK0034	Sass Squash	8
TOK0075	Weekend of Winter	8
TOK0200	Fitness with Suzi Online! COVID-19	7
Total		4625

Kentville Sept 1 - Oct 31st VC Stats

Record #	Organization / Program Name(s)	Usage
TOK0064	Kentville Pumpkin People Festival, Harvest Festival	491
TOK0086	Kentville Trail System, Rails-To-Trails	304
TOK0007	Miner's Marsh Walking Trail	143
TOK0006	Kentville Ravine Trail, Agricultural Research Station Nature Trail	122
TOK0060	Kings County Academy, Annapolis Valley Regional Centre for Education	116
TOK0071	Public Skating, Kentville Centennial Arena	107
TOK0040	Credit Union Rec Complex, Soccer Dome	102
TOK0121	St. Joseph's Roman Catholic Church	95
TOK0008	The Gorge, Mountain Bike, Walking, & Snowshoe Trails	90
TOK0107	Kentville Skatepark	86
TOK0005	Memorial Park	76
TOK0152	New Hope Wesleyan Church	74
TOK0012	Annapolis Valley Regional Library, Kentville Library	73
TOK0095	Oakdene Park, Playground	73
TOK0027	Kentville New Horizons Club for Seniors	66
MCK0019	Portal Youth Centre	60
TOK0094	Oakdene Park, Soccer Fields	59
TOK0112	St. James Anglican Church	58
TOK0150	Kentville United Baptist Church	56
TOK0167	Aldershot Elementary Home & School Association	55
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MCK0297	Canadian Red Cross, Kentville Service Centre	54
TOK0010	Trailblazers Forest Play, Outdoor After School Program	52
TOK0085	Blair House Museum	51
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TOK0122	Active Living Kentville	50
TOK0045	Indoor Pickleball	50
TOK0174	Fox Hill Community Park	48
TOK0159	First Aid & CPR	47
TOK0195	Kentville Community Yoga	47

TOK0161	Swanone Pilates & Training Studio, Specializing in classes in Strength Training, TRX, Barre, Pilates and Yoga. Also personal training with a focus on preventative and functional	47
MCK0034	Bicycle Rentals, Valley Stove & Cycle Ltd.	45
TOK0014	Kentville & District Kinsmen Club	44
TOK0141	Outdoor Skating, Memorial Park, Miner's Marsh, Oakdene Park	44
TOK0023	Kentville Lions Club	43
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MCK0024	Shoken Defence, MMA & Fitness	41
TOK0184	Kentville Summer Camps & Programs	40
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TOK0058	Music Lessons - Private and Group Instruction, Debbie Mailman, B.Mus.Ed	25
TOK0189	North Avenue Playground	25
TOK0201	Youth and Senior Multi-Rec League, A six week recreation sampling program	25
MCK0170	Café au Lait: Mom to Mom Breastfeeding Group	24

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TOK0198	Valley Nova Scotia Seniors	12
TOK0046	The Spike Fund, Financial Assistance Program to Access Recreation	11
TOK0034	Sass Squash	10
TOK0170	Spring Outside in Kentville	9
TOK0033	Recreational Co-ed Indoor Soccer	8
TOK0075	Weekend of Winter	7
Total		6134

Town of Kentville

Office of the Chief of Police

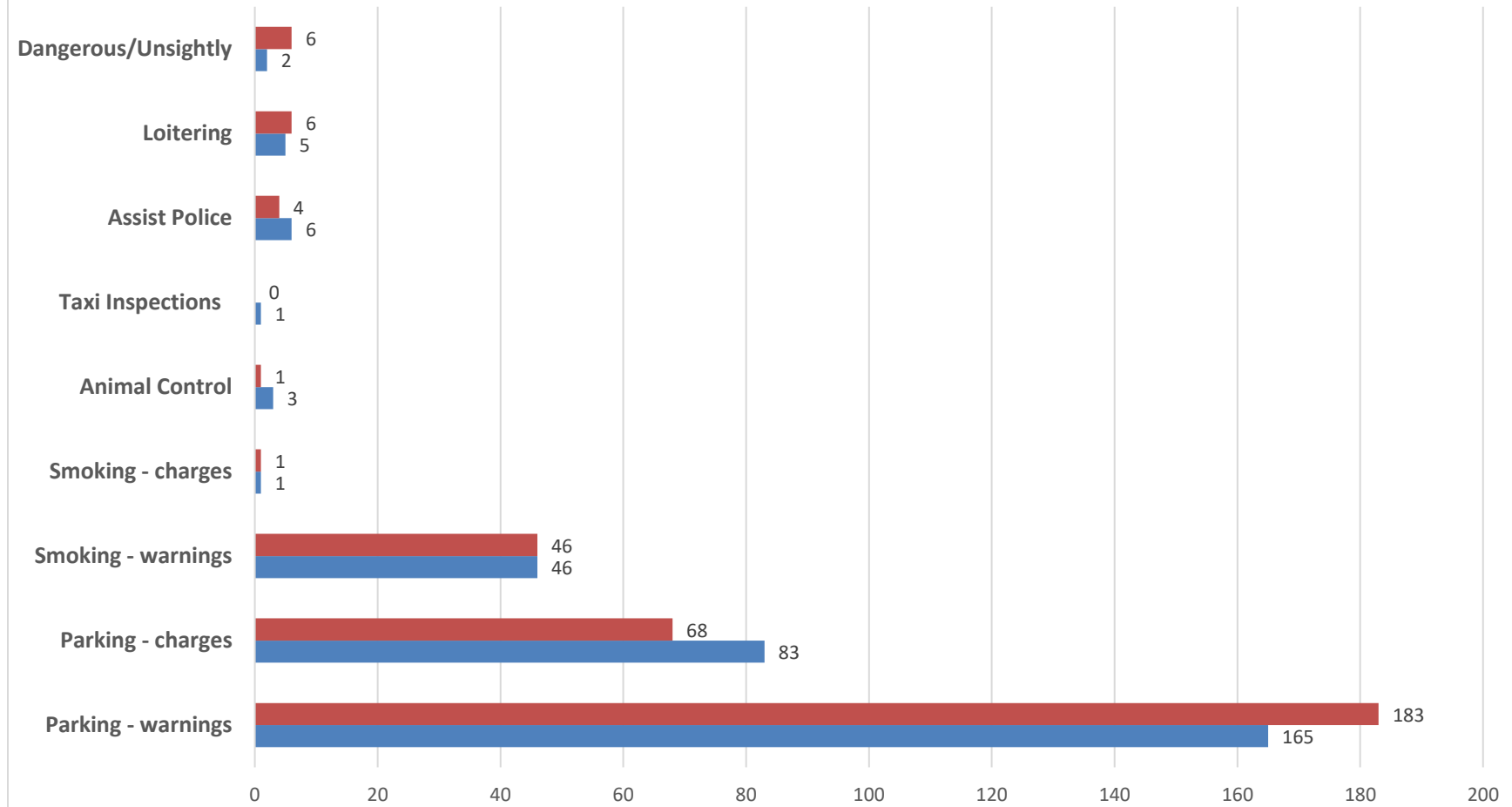
Dec 4, 2020



Administration	Time	Oct	Nov
	Auxiliary off. hours	63	32
	Training hours	120	182
	Veh. Cks 38's	162	110
	Warning tickets	22	19
	SOT Tickets	47	27
	Foot Patrol Hours	123.5	59.5
	CC Charges	9	13
	Calls for service	273	278
Training	<ul style="list-style-type: none">Firearms recertification		
Meetings	<ul style="list-style-type: none">Oct 1 – Teleconference with DOJ – Helen RegnierOct 1 – Alert ReadyOct 1 – Design TeamOct 5 – Homeless No MoreOct 6 – DOJ – New managerOct 7 – Police & Mental HealthOct 8 – taping of NS Fallen OfficersOct 8 – Alert ReadyOct 13 – CACOct 14 – Know your rights teleconferenceOct 15 – Design Team teleconferenceOct 19-23 – African Canadian Experience course at Black Cultural CentreOct 24 – Wortley Committee meetingOct 28 – Active Transportation call with County of KingsOct 29 – Alert ReadyOct 30 – Pumpkin Drop at KCA		

	<ul style="list-style-type: none"> • Nov 2 – DOJ meeting re needs of KPS • Nov 3 – taping of Remembrance Day event • Nov 5 – NSCPA executive meeting & then general meeting • Nov 6 – PEC meeting • Nov 10 – follow up meeting with NSCPA • Nov 12 – Alert Ready • Nov 17 – Alert Ready – zoom call with Chiefs of Police • Nov 19 – meeting with new council • Nov 19 – Alert Ready • Nov 21 – Wortley committee meeting • Nov 24 – Call with Dr. Strang • Nov 25 – Small Town Chiefs meeting
Staffing	<ul style="list-style-type: none"> • Three officers resigned and began working for HRP • Three officers have started with KPS. 2 full time and 1 term. • In the process to hire one more.

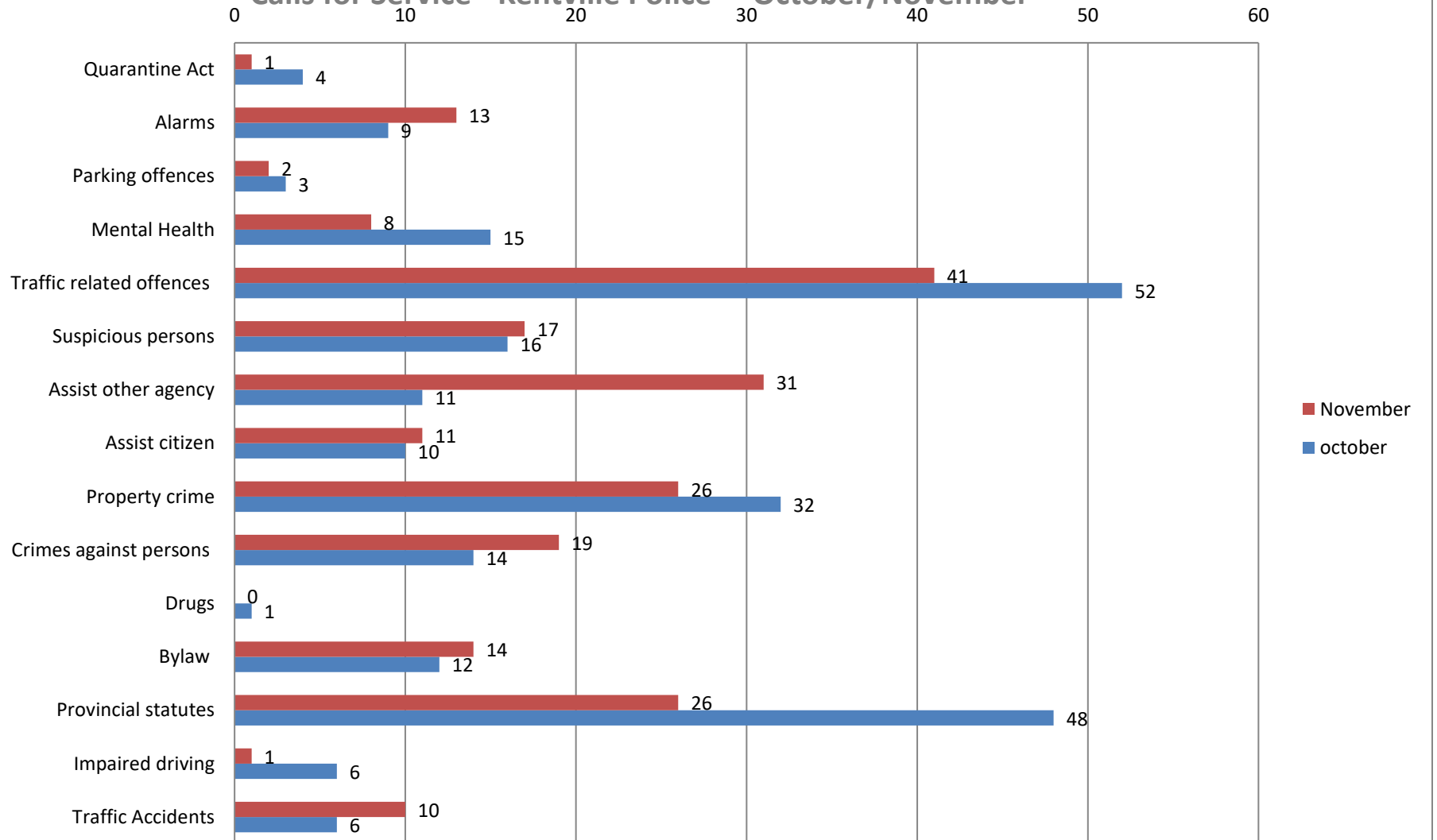
By-Law Report - Oct/Nov



November

October

Calls for Service - Kentville Police - October/November



October 273

November 278

Town of Kentville

Department of Engineering & Public Works

Report to CAC – December 14, 2020

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



Administration	<ul style="list-style-type: none">Meet weekly with Public Works crew to discuss ongoing works & maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.	Highlights
Programs and Operations	<ul style="list-style-type: none">Construction of the New Bridge and approaches is now complete, lines are painted, and removal of the old bridge is nearly complete. Upgrades and replacements to the traffic lights at the Cornwallis / Belcher Street intersection have been ordered with quotes requested for further upgrades to be budgeted for in the next fiscal year.	Highlights Bridge Progress
Projects	<p>Capital Works Projects</p> <ul style="list-style-type: none">Mid Valley Construction's final Capital Works Project on East Main Street near Southview Avenue is now complete and is has greatly improved the pedestrian and snow removal safety of that section of failing sidewalk.Howard Little Excavating's 2020 Capital Works Projects are now complete with just minor landscaping deficiencies to be completed in the spring of 2021. <p>Kentville Water Commission</p> <ul style="list-style-type: none">The first stage of our Asset Management Cohort Workshop is nearly complete. We have had four in person sessions with the other municipalities in our group and will wrap things up on Tuesday with a virtual session. During this stage, we have focused on our water utility which is one of our most vast and valuable assets. In the next few years,	Highlights MVC Capital Works HLE Capital Works

	<p>we will be focusing on our other assets including the sanitary sewer system, storm system, streets & sidewalks, facilities, parks & trails.</p> <p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> Everything is operating normally with no events to report. <p>Winter Works</p> <p>The Public Works fleet is all serviced and ready for snow and ice control and the shed is full of salt. The long-range forecast for December looks good though!</p>	
Public Engagement	<ul style="list-style-type: none"> Frequent phone calls and site visits. Drop-ins – Currently not allowed Letter correspondence – as needed 	Highlights
Meetings and Events	<ul style="list-style-type: none"> Senior Staff meetings every Tuesday November 4th OHS Meeting November 6th AIM Network (Atlantic Infrastructure Management Network), Kentville November 9th CAC via Zoom November 19th Regional Sewer Committee 	Highlights
Council Related	<ul style="list-style-type: none"> Open for questions or concerns from Mayor & Council. 	Highlights



Administration	<ul style="list-style-type: none"> Weekly Senior Administration Committee meetings and weekly CAO Updates for Council and staff 	Highlights <ul style="list-style-type: none">
Projects and Programs	<ul style="list-style-type: none"> Work on CAO Recruitment, including review of resumes with Selection Committee, candidate liaison and interview preparation. 	Highlights <ul style="list-style-type: none"> Short listing and Interviews completed
Public Engagement	<ul style="list-style-type: none"> Responding to inquiries regularly through email and phone. 	Highlights
Other	<ul style="list-style-type: none"> Nov. 26 Attended Presentation of Draft Accessibility Action Plan 	Highlights
Meetings and Events	Nov. 10 Staff workshop as part of Accessibility Action Plan Development Nov. 12, 17, 25: Council Orientation workshops Nov. 20 Preview of Terrific KBC/ToK Holly Days Festival Nov. 23 Kings Mayors and CAO's meeting Nov. 30 Council Meeting Dec. 02 Meeting with solicitor – Regional Sewer Charges Arbitration Prep. Dec. 03 CAO Interviews Dec. 04 Kings CAO's – review of information on IMSA's Dec. 04 Board of Police Commissioners Orientation and Meeting Dec. 08 CAO Interviews	Highlights
Council Related	<ul style="list-style-type: none"> Facilitating Council Orientation workshops over several weeks 	

TO: Mayor and Council

SUBMITTED BY: Communications Team

DATE: December 14, 2020

SUBJECT: Monthly Communications Report

BACKGROUND

This Communications Report is a summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and a review of website activity and social media over the previous month.

DISCUSSION

- The communications team has been working on promotion of winter activities and programs, and Christmas events such as Holly Days which was a huge success according to staff, Council, residents and the business community.
- Analytics from the website were collected from October 1 to October 31, 2020. Website activity was much lower compared to October's Pumpkin People events. The most popular pages on the website were the What's Happening Page and the Employment Opportunities page. The communications team has worked hard to make the What's Happening page a community calendar, and are pleased that it is a popular page on our website.
- The Facebook page grew by less than 100 likes this month. The Town's most popular posts were all related to the Holly Days event.
- The Town Instagram page (thereal_tok) has 40 more followers than last month, for a total of 1691.

CAP – Annapolis Valley Community Alcohol Partnership

November 24, 2020

Mayor S. Snow

Congratulations on your recent election to Municipal Council. We wish you well and we look forward to sharing a professional relationship with you during your second term in office.

The purpose for this letter is to provide you with a formal introduction to our local Community Alcohol Partnership (CAP). Organized in 2015, CAP - Annapolis Valley consists of a diversified group of citizens representing a broad cross section of society from within the counties of Kings and Annapolis. Our active membership includes representation from Acadia University, Nova Scotia Health, AVRCE, restorative justice, social and family service providers, local organizations, policing services, community health boards and others. We are attaching a copy of our Terms of Reference for your perusal.

We are focused on promoting progressive, healthier and safer communities by reducing the harms related to the misuse of alcohol. The awareness of the positive impact that municipal policies and practices can and do have in leading and shaping such change is well known (see FNSM Alcohol Project). The long term goal of our committee is to contribute positively to a healthy and vibrant society. We are particularly concerned with promoting healthy and safe environments for youth.

We understand municipalities must balance both the benefits and costs of how alcohol shows up in their communities. We would like to help with this important work. We invite you or a member of your council to attend a CAP meeting. We are currently meeting by Zoom, once a month, from 1:30 – 3:30 pm on the last Wednesday of each month. Alternatively, we are happy to come to you to discuss our work further.

Our committee work is grounded in established best practices and shaped, in part, by the 2015 Municipal Alcohol Policy Guide for Nova Scotia Municipalities (Progressive and Prosperous), as well as by other published work.

There is much we can do together and we look forward to pursuing mutually beneficial endeavors in the days ahead.

You are encouraged to visit our website: **[www: annapolisvalleycap.ca](http://www.annapolisvalleycap.ca)**.

Our contact information is provided below.

Sincerely,

Daisy J. Dwyer, CAP Chair

CAP
Community Alcohol Partnership
Kings and Annapolis Counties

Terms of Reference

Purpose:

To shift the culture of alcohol in Kings and Annapolis Counties.

Mission:

To reduce the harms related to the misuse of alcohol in Kings and Annapolis Counties.

Vision:

To create a vibrant and successful community free of harms related to our culture of alcohol use. We believe in a progressive, prosperous, safe and healthy community. To this end, we will work together collaboratively and in sustainable ways toward achieving our purpose, mission and vision.

"We want to live and work in a place where people can thrive, where they can feel fulfilled in their work, play and interpersonal relationships, and where the consumption of alcohol can be enjoyed without compromising the health, well being or safety of oneself or others.

We don't want to live and work in a place where people argue, fight and get hurt, and sexually harass or assault one another. We don't want to live in an environment where people's rights to freedom of choice and freedom of expression are ignored or ridiculed, their success is compromised, and where property is damaged or put into a state of disrepair as a result of overconsumption of alcohol. "

Guiding Principles:

The aims of the committee will be to:

- strengthen the broad well-being of community,
- base the work on a model of best practices, and
- encourage and support collaboration in design and delivery.

Values:

The values chosen to guide our committee work include *transparency, respect, integrity and unity*. These values will be modeled and communicated in our interactions with each other.

Transparency: The lack of hidden agendas accompanied by full disclosure of information required for collaboration, cooperation and collective decision making. Transparency breeds trust. It embodies honesty and open communication.

Respect: Accepting the equal worth of all people including the right of each person to their beliefs, coupled with the desire to understand the context and origins of those beliefs without prejudice.

Integrity: Congruence between what the committee stands for and how the committee acts. Committee members will display honesty, sincerity and fulfill commitments.

Unity: Being united as a whole through consensus decision making. It instills a notion of oneness and provides for harmony and agreement.

Decision Making:

The consensus making model will be used when decisions are required. This means that discussions will shape the decisions toward a consensus. Consensus will allow for one person to oppose the decision (stand aside). This person can have his/her name recorded if it is his/her wish but he/she will be required to support the consensus decision once it is reached. If two or more people chose to oppose consensus there will be no decision on the presenting issue.

Organizational Framework:

(Core Group) A core group of essential people*¹ will form the main organizational structure of the group. This core group will comprise the “*hub*” of the project and will be structured to initially include seven to fifteen (7-15) people/partners strategically identified from within Kings and Annapolis Counties. An executive, including a chair or co-chairs, recorder of minutes and treasurer, but not limited to only these positions, will be named from within this core group. This core group will meet regularly and will assume responsibility for the ongoing organization and management requirements of the group.

When making decisions on issues, a (*quorum*) majority number of core partners and representation from both Kings and Annapolis County are required to be present for a consensus to occur. Once a consensus decision is made it will be incumbent on all core partners to endorse the decision.

(Sub Groups) Extending from, but connected to, this core group will be a number of subgroups structured to focus on specific aspects of alcohol work. Focus areas for these subgroups will include, but not be limited by the following groupings: youth engagement and issues; seniors issues; media issues; policy and public advocacy work; data and statistics matters that substantiate and support best practice initiatives; tourism, restaurant and bar concerns and issues; law enforcement issues; sports and recreation issues; health and education matters and community engagement issues.

A member from each of these subgroups will be designated to communicate with the core group on a regular basis and will be requested to report to the core committee regularly, either before the organized meeting or plans can be made to attend the core meeting for information sharing purposes.

CAP
Community Alcohol Partnership
Kings and Annapolis Counties

Appendix A

Goals: The organization will focus on a number of short and long term goals to move the project work forward. These goals will be developed by the core group and will evolve and change over time. Each of the identified goals will emerge for purposes of reducing harms associated with the misuse of alcohol.

The following short and long term goals are identified for possible action.

Short - Term Goals:

- look for opportunities to respond to and influence emerging issues
- develop and strengthen partnerships with community stakeholders
- develop and circulate relevant educational materials
- hold broad community conversations to inform citizens about alcohol harms
- collect and share pertinent research data on alcohol harms, policies and best practices
- explore the feasibility of establishing “peer bystander training crews”^{*2} in local high schools and community
- identify and initiate some early activities/successes for the project, such as through the writing of letters to municipal units regarding current activities like beer tents held during family promoted events and/or youth participation activities

Long - Term Goals:

The following identified long-term goals will guide us, in part, toward fulfilling this lifestyle -

- refine and improve existing alcohol laws and guidelines viewed as harmful at public events and in alcohol serving establishments through advocacy work and policy recommendations

- monitor and intervene in any future establishment of agency stores in Kings and Annapolis counties
- identify and form partnerships with other engaged/interested groups to monitor and curb community areas of harm from alcohol misuse
- explore and respond to the powerful messaging on alcohol use targeted at youth
- plan activities aimed through interventions and actions to lower/eliminate alcohol related harms (monitoring and data collection)
- develop a public awareness campaign

CAP/ TOR/ 2015/06/DJD/Revised 2017/01

CAP
Community Alcohol Partnership
Kings and Annapolis Counties
Appendix B

Information offered to substantiate TOR's

*¹ **To stand aside** in a consensus situation is to draw back or retire from what is going on. A group member may register a desire to stand aside when a member has a serious personal disagreement with a proposal but is willing to let the proposal pass.

*² **Partners deemed to be *Essential* for the core project group** will be identified and recruited. Such partners will be sought for their expertise in alcohol work, health promotion or law enforcement work, services offered, policy or personal experiences and/or genuine interest. It is expected that ongoing partnerships will emerge over time and evolve as they become identified. Potential Partners Affiliated with the following groups and organizations have been identified and selected as essential partners during the launching of this project and will be the first members recruited.

- NS Health Authority staff
- representation from Acadia University
- representation from NSCC
- CHB members
- AVRCE representatives
- Municipal Officials
- Restorative Justice staff
- Law Enforcement personnel
- Youth – High Schools, NSCC, Acadia
- Injury Free NS representation
- Chamber of Commerce representation

- MADD/TADD/Al Anon representation
- Representation from First Nations
- Representation from the African Association

***3 Peer Bystander Training Crews**

This concept is to be modeled after the Red and Blue crews currently in existence at Acadia University. Participants in the program will be trained in a number of first responder/crisis management / first aid skills and will be identified by a visible badge or colored wrist band. Students and/or community members who are trained and who recognize a need for assistance and intervention for those who have obviously consumed risky levels of alcohol can offer their services and support to assist those in need.

CAP/ TOR/ 2015/06/DJD/Revised 2017/01

Mayor and Council
Town of Kentville
354 Main Street
Kentville, NS
B4N 1K6

November 28,2020.

Dear Mayor and Town Councillors:

As residents of Mitchell Avenue,we are writing to express our safety concerns regarding the lack of an emergency exit and evacuation plan for our street. Over the years, we have expressed our concerns about this to the mayor as well as various town employees and representatives, but no action has been taken on this issue.

At the time when Baden Powell was initially being developed, we were assured by the town that there would be a connecting road constructed with a gate to provide safe passage from our street to Baden Powell in case of an emergency. This was never implemented. Since then, other changes have occurred on our street such as the location of Total Energy Propane (which originally seemed to have had a mainly retail purpose) being taken over by West Nova Fuels with an increased capacity for fuel and tank storage.

We live on a wonderful street, including young families as well as long term residents (who are now seniors, some with health and mobility issues) . We are concerned that in the event of a fire or other incident, emergency vehicles could block or impede a quick exit from our street. Since concrete barricades have been placed at the bottom of the street, there are no other ways to leave.

We are requesting a safe, permanently maintained alternate exit route, accessible year round by means of our own vehicles and a clearly stated evacuation plan for our neighbourhood. This would help ensure our safety, especially during these times of pandemic restrictions when we are spending much more time in our homes.

Sincerely,

Residents of Mitchell Avenue

Sincerely,

Residents of Mitchell Avenue

Celiste McEntyre
Rita G. Jorally
Mary McDonald
Loreta Chandler
Charlie MacKeen

Thomas Veinot

Nathan Dowsett
Meghan McDonald

Joe ^{at} ~~St~~ Randolph
Clumpney

Terry Brown

Braham Dear
Sharon Fisher

Shirley Shelley Murphy

Byron Dawson

Nathan McWor
Angelica Mawgid
John P. DuWelle

Jennifer West

From: Emma Norton <enorton@questcanada.org>
Sent: Wednesday, November 18, 2020 4:51 PM
Subject: Re: Action request and minutes from yesterday's meeting
Attachments: Final_ Policy Recommendation ideas from MELG to the NS Dep of Env July 10 2020 (1) (2).pdf

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello again all,

Sorry for the deluge of emails! We received some concern in the survey about the advocacy work is MELG is doing - thanks for speaking up about this.

I want to provide a reminder: since the province is in the process of writing a climate plan, they asked MELG to write up some recommendations for them, based on the work of municipal staff. Once they received the list of recommendations from us, they specifically asked us to write a letter that elected officials can sign to show support of the recommendations. This is just part of the democratic consultation process that I hope will help make every MELG member's job easier. It certainly has been a much more extensive process than anticipated but we want to follow this through to the end so that no efforts, conversations, or time have been wasted. We, of course, can't promise that any more of the recommendations will be acted upon, but I feel that there is full intention to facilitate the energy and climate project development in municipalities. Thank you all so much for your contribution to the process - we've been told that the document and conversations have been very helpful. We're (hopefully) almost there!

Thanks again,
Emma



Sender notified by
[Mailtrack](#) —

On Wed, Nov 18, 2020 at 4:30 PM Emma Norton <enorton@questcanada.org> wrote:

Hi again everyone,

Attached is the list of recommendations that we made. The first has already been achieved.

Thanks for your attention to this!

Emma



Sender notified by
[Mailtrack](#) —

QUEST | Accelerating Smart Energy Communities

Dartmouth, Nova Scotia

t: 866-494-2770 e.714

e: enorton@questcanada.org

www.questcanada.org



Please be advised that I work Tuesday through Friday only.

--

Emma Norton

Senior Lead, Stakeholder Relations

QUES

QUEST | Accelerating Smart Energy Communities

Dartmouth, Nova Scotia

t: 866-494-2770 e.714

e: enorton@questcanada.org

www.questcanada.org



Please be advised that I work Tuesday through Friday only.

Policy Brief

Enabling Meaningful Local Climate Action Across Nova Scotia

Presented to Nova Scotia's Department of Environment and the Department of Energy and Mines

The Municipal Energy Learning Group (MELG) is a province-wide network of N.S. municipal staff and elected officials that are engaged in community energy leadership, GHG emission reductions, and climate change action. As a group, they are suggesting provincial policy changes that would enable the development of Smart Energy Communities across the province. We appreciate the opportunity that the Department of Environment has given us to provide input to their climate strategy.

Methodology

QUEST coordinated the collection of policy recommendation ideas from MELG. The first step that QUEST took to collect ideas was to email each municipality in MELG and ask them for a list of recommended actions the provincial government could take to enable smart energy communities in NS. Follow up phone conversations with municipalities were then had to better understand their challenges and suggestions. We talked to 11 of the municipalities over the phone or by video chat.

Using the feedback from the emails, and phone and video calls, QUEST created a list of 70 ideas for recommendations to the provincial government [Appendix A]. The list of 70 recommendations was broken down into 10 categories [Table A], with the prioritized recommendation categories represented in Figure A.

Figure A: Recommendation Topics

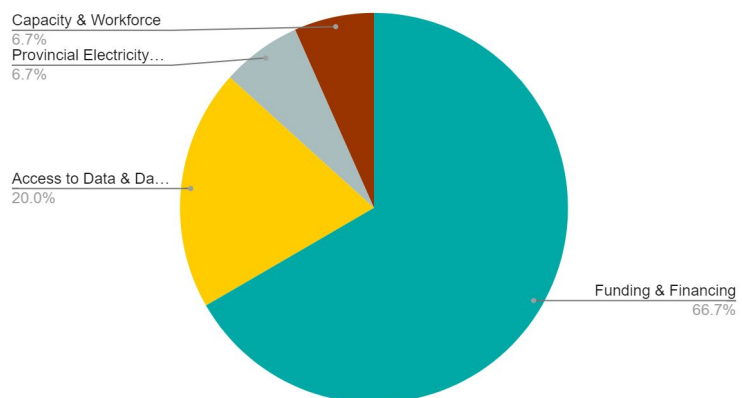


Table A: Category Tags			
1	Access to Data & Data Tracking	6	Land Use
2	Bureaucracy/Communication	7	Provincial Electricity Planning
3	Community Energy Generation	8	Standards and Quality Assurance
4	Education & Training	9	Transportation
5	Financing & Funding	10	Workforce Capacity

The total list of recommendations was circulated prior to a MELG meeting held on April 30th, 2020 so that feedback and comments could be collected. In attendance were 37 parties representing 14 municipalities, one Mi'kmaw association, the NS Department of Energy, and Clean Foundation.

Subsequently, the 70 recommendations went out to the municipalities in the form of a survey, and they were asked to rank their top 10. A total of 13 survey responses and 2 rankings via email were compiled to create a list of the top 14 priorities. The list has received general approval from the municipalities who participated in the MELG meeting with the caveat that a much deeper discussion about the prioritized recommendations is necessary. The municipal representatives in MELG prioritized their top 14 recommendations as listed in Table B.

Limitations

Firstly, we asked municipalities to consider limitations that they have encountered in their own work. Therefore, we did not draw on examples of community energy planning from jurisdictions around the world to inspire conversation. Further, as this is a MELG initiative, only a fraction of the municipalities in the province have been included in the development of the list.

In addition, each municipality consulted is at a different stage of their climate or energy plan implementation. While some have been working on their climate plans for quite some time, others have only recently started to write their climate plans. Some municipalities have targets for greenhouse gas emissions reductions that cannot be reached without action from the Province.

Furthermore, the list of 70 recommendations was challenging to present in a survey since the tool used (SurveyMonkey) had its own limitations. Thus, some municipalities opted to respond using email since they found that the survey used for collecting responses was difficult to use. It is unclear whether the challenge of using the survey changed responses, but it is a possibility. It is for this reason that the document was circulated to municipalities to review twice before sending it to the Department of Environment.

Recommendation

We would like to make a formal request to the Province to have a follow up meeting with MELG about the recommendations below to explore each one more thoroughly. There are other stakeholders that may have input into this policy that can support municipal climate planning, especially energy and climate planning consultants like the Sustainability Solutions Group.

All in all, this is a report of surface-level recommendations intended to start a lasting and generative conversation. Municipalities face unique circumstances in their ability to reduce the province's greenhouse gas emissions. The conversation needs to continue to maintain regular engagement in community energy leadership, GHG emissions reductions, and climate change action.

	Table B: Policy Recommendation	Reasoning
1	Funding and Financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)	Municipal financing is essential for citizens and businesses to reduce their carbon footprint. Currently, this financing has a negative impact on the calculation of the municipality's Debt Service Coverage Ratios, which constrains their ability to fund other capital projects and essential services as these almost always take priority over energy projects.
2	Funding and Financing: More funding and financing for basic, "tried and true" climate action that is not based on innovation.	This will allow for municipalities to develop more of the basic Smart Energy Community programs and policies such as LED street lights and active transportation.
3	Funding and Financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions. Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.	There are billions of dollars available for investment in energy and climate solutions. Due to regulations, municipalities cannot currently access any of this investment capital. Currently, municipalities can only accept financing through the Municipal Finance Corporation of Nova Scotia. It would be beneficial for the MFC to develop climate-focused financing tools.
4	Funding and Financing: Develop a carbon budget for the province, and then require that provincially-supported infrastructure projects complete emission modeling and accounting	This would ensure that the province's funding and financing are directed towards projects that enable the energy transition and smart energy communities.
5	Funding and Financing: Allow municipalities to provide tax exemptions or reductions for property owners that make energy efficiency upgrades or meet a certain standard of energy efficiency.	This helps to target the split-incentive issue faced by landlords and tenants. Measures will have to be taken to ensure that the tenants also benefit from the energy efficiency upgrades, as per the design of the Efficiency Nova Scotia program.
6	Funding and Financing: Have set-asides in funding programs for small municipalities	The smaller municipalities have fewer resources to write grant applications. Set-asides in funding programs for smaller municipalities will more equitably distribute financial resources.

7	Funding and Financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).	Essential solution to support mass retrofits for housing stock and upgrading living conditions to lift residents out of energy poverty
8	Funding and Financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs	<p>More freedom for municipalities and residents to receive investments for smart energy and sustainable infrastructure developments. Local community investment has significant social and economic benefits.</p> <p>** While this recommendation made it into the top ten list, we have received many expressions of concern about the social equity implications of the CEDIF program.</p>
9	Funding and Financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.	Many municipalities do not know that this is an option. PACE financing options need to be clarified.
10	Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).	Access to consistently collected and good quality data is essential to inform community-led initiatives. There is currently some frustration being expressed by Climate Change Coordinators about the lack of access to high quality data when creating municipal GHG emission inventories. BC has set a good example of how the province can administer energy data. Please also see QUEST's Energy Data Roadmap.
11	Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development.	Greater pool of data would allow for more reliable GHG emissions reduction planning and target setting
12	Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emissions information, specifically for community GHG emissions inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators (housing type, residential	The smaller municipalities have fewer resources, and standardized data would allow for more reliable GHG emission reduction planning and target setting. A databank of municipal energy information would ease data collection activities from municipal climate change coordinators. BC has set a good example of how the province can administer energy data. Please also see QUEST's Energy

	density, commute by mode, green space, floor area, walk score, proximity to transit).	Data Roadmap.
13	Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.	Some municipalities will not be able to meet their climate targets unless Nova Scotia Power (NSP) significantly lowers the carbon intensity of its electricity. Collaboration between municipalities and NSP on community-scale clean energy projects is beginning and should also be encouraged and supported.
14	Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work	Essential solution to support energy transition activity as there are a lack of technical skilled workers in the workforce to complete the required and forecasted work.

Appendix A: Full List of Policy Recommendation Ideas

The following is the full list of recommendations that municipalities were asked to prioritize. At this time, we are not asking for follow through on all 70 recommendations. This list of all policy recommendation ideas is provided for context. Not all recommendations on this list are achievable, under provincial jurisdiction, or are necessarily effective.

1. Funding and financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions
2. Funding and financing: Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.
3. Funding and financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)
4. Funding and financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.
5. Funding and financing: More funding and financing for basic, “tried and true” climate action that is not based on innovation.
6. Funding and financing: Have set-asides in funding programs for small municipalities
7. Funding and financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).
8. Funding and financing: Integrate capital and operating funds to achieve the best long-term value
9. Funding and financing: Incentivize energy efficiency upgrades in rental housing by providing tax exemptions or reductions and/or authorize property tax exemptions or reductions for rental housing owners who increase the energy efficiency of properties or meet certain standards of energy efficiency
10. Funding and financing: Develop a carbon budget for the province then require that provincially-supported infrastructure projects complete emission modeling and accounting
11. Funding and financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs
12. Funding and financing: Support of initial start-up of retrofit programs – support for studies, funding to help leverage private and federal capital
13. Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).
14. Access to Data & Data Tracking: Open source GHG emissions measurement tools (these tools should not be locked up or behind financial barriers)

15. Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emission information, specifically for community GHG emission inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators(housing type, residential density, commute by mode, green space, floor area, walk score, proximity to transit).
16. Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development
17. Access to Data & Data Tracking: Support communities in collecting public health, environmental, social and economic data and indicators related to their climate action plans
18. Access to Data & Data Tracking: A repository of municipal GHG emission inventories from the province so that conclusions can be drawn as to what the largest contribution to GHG emissions are in municipalities, and therefore have a clear idea of the most impactful actions
19. Standards & Quality Assurance: Standards for energy-related engineering and assessment work. For example, all energy assessments and audits to conform to standard 'x,y,z'.
20. Standards & Quality Assurance: Standards for government-based procurement activities. For example, energy performance standards for equipment contracts / construction to conform to standard 'x,y,z'
21. Standards & Quality Assurance: Provincial or National certification requirements for energy-related work and government/UARB maintenance of those certifications.
22. Standards & Quality Assurance: Where municipalities rely on codes and standards developed by the Province, update these to reflect the changing climate. Low-carbon and resilient infrastructure standards should be updated frequently as new knowledge about climate develops.
23. Buildings: Institute an energy consumption cap for new construction
24. Buildings: Develop minimum energy performance standards and requirements for existing building(s) undergoing renovations, including large, commercial and MURBS
25. Buildings: Adopt a step code and allow municipalities to lead and require buildings within its jurisdiction to be at a higher tier in the code.
26. Buildings: Develop and adopt a net-zero and climate-resilient building code that scales up over time so that all new construction is net-zero by 2030.
27. Buildings: Allow municipalities to develop and enforce their own "stretch" building codes if they are more environmentally stringent than the Provincial code.
28. Capacity and Workforce: Permanent climate change coordinator in each municipality
29. Capacity and Workforce: Permanent climate change coordinator in each county
30. Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work
31. Capacity and Workforce: Collaborating with students from Universities and NSCC to help with the environmental planning
32. Education and Training: Mandate and invest in comprehensive in-school climate change education
33. Education and Training: Providing courses/seminars about energy planning / Climate action plan tools for municipal staff
34. Community Energy Generation: Bring back Community Feed-In Tariff (ComFIT) program or some type of community-based Power Purchase Agreement (PPA)

35. Community Energy Generation: Eliminate or reduce the feed-in tariff for the renewable to retail program.
36. Community Energy Generation: Policy (or specific program under the Electricity Act) to enable community-scale virtual net metering (e.g. Solar Garden)
37. Community Energy Generation: Legislation to enable Combined Heat & Power (CHP) systems
38. Community Energy Generation: Public Utilities Act should be amended to not include thermal energy. This would encourage district energy. Municipalities should be allowed to sell excess energy
39. Community Energy Generation: Policy and legislation to support the establishment of Municipal Energy Utilities (not explicitly prohibited currently, but certainly not supported)
40. Community Energy Generation: Eliminate or raise the maximum amount of renewable energy that can be generated by grid-tied renewable energy generation systems
41. Community Energy Generation: Remove barriers around distribution zones in the Enhanced Net Metering Program.
42. Provincial Electricity Planning: Cancel the coal phase-out exemption, eliminating or upgrading coal-fired power plants to meet the Federal 2030 targets.
43. Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.
44. Provincial Electricity Planning: Continue to decarbonize the provincial electricity grid
45. Provincial Electricity Planning: Allow mandatory connection for all distributed energy projects in the future – it is difficult to go through the charter amendment process for each project and this would allow distributed energy to be integrated into land-use bylaws.
46. Transportation: Give municipalities the authority to mandate for EV chargers in new buildings
47. Transportation: Provide support for greening fleets and transit systems.
48. Transportation: Mandate minimum EV stock for dealerships.
49. Transportation: Increase provincial budget for active transportation
50. Transportation: Institute carbon emission-based vehicle registration fees or use charges
51. Transportation: Enable communities to reduce speed limits outside of school zones to encourage walking and cycling.
52. Transportation: Allowing municipalities to have more control over their public transportation routes, especially those routes that extend beyond municipal boundaries which are currently controlled by UARB.
53. Transportation: Require that all land use plans include provisions for non-motorized transportation as part of any development beyond a specific density threshold.
54. Transportation: Amend the Rideshare Act to support sustainable transportation
55. Transportation: All three levels of government making substantial investment in public transit– with a focus on electrified public transportation.
56. Transportation: Allow municipalities to have more control over what happens on the streets in their communities as many are provincially owned within municipal boundaries and allow for more ability to pilot ideas to improve safety.
57. Transportation: Lower speed limits, add traffic calming, bike and pedestrian infrastructure (advisory bike lanes, bike signals, etc.)

58. Land Use: Amend the legislation regarding voting numbers for the Agricultural Marshland Conservation Act, that states in order to make changes to any marsh body, all owners have to vote - in person! Amend the legislation so that it's easier to hold a vote.
59. Land Use: Adaptation funding should also protect homes and businesses/infrastructure, not just agricultural land.
60. Land Use: Major adaptation infrastructure investment must have support from surrounding communities
61. Land Use: In order to support densification, eliminate R-1 zoning.
62. Land Use: Require that all land use plans in NS include provisions for the inclusion of commercial (e.g. large scale wind), district (e.g. energy from waste on farms), and micro renewable energy systems (e.g. neighbourhood solar gardens or home-based systems).
63. Land Use: Continue to coordinate with municipalities on the development of the regulations, the timing of regulations, data input decisions for flood risk assessment, and the model for co-administration.
64. Bureaucracy/Communications: Seems that a lot of municipalities are doing the same types of activities/projects for their environment and climate. How can municipalities not have to each forge their own way?
65. Bureaucracy/Communications: Host a process with municipalities, contractors, and developers about improving Efficiency NS programs
66. Bureaucracy/Communications: Clarity of contact to liaise with government and navigate the systems
67. Bureaucracy/Communications: Consult with municipalities about changes to the Electricity Act
68. Bureaucracy/Communications: Integrate climate mitigation and adaptation at the provincial level so that there can be a holistic approach to projects, plans, and communication
69. Miscellaneous: Commission 3rd party evaluation of environmental impacts of social programs, e.g. Community Transportation Assistance Program
70. Miscellaneous: Begin piloting and incentivizing the use of batteries and storage in clean energy projects through funding and research.

TO: Council Advisory Committee

SUBMITTED BY: **Brian Smith, Interim Chief Administrative Officer**
Jennifer West, Executive Assistant

DATE: December 14, 2020

SUBJECT: **Project Update: Regional Climate Action Plan**

ORIGIN

Municipal governments are on the front lines of responding to severe weather events and other impacts of climate change. They also influence or control half the sources of Canada's greenhouse gas (GHG) emissions. In January 2020, staff from the Towns of Berwick, Kentville, and Wolfville, and the Municipality of the County of Kings, met to explore opportunities for meaningful regional climate action. Together, they identified a set of shared/regional priorities, addressing the risks and hazards of climate change they face together (adaptation) and opportunities to reduce emissions (mitigation). This group aims to develop a regional Municipal Climate Change Action Plan: a collaborative response to the climate crisis by the participating municipalities. The goal is to develop a clear, evidence-based regional plan for Greenhouse Gas emission reduction, based on local circumstances and best practices, and endorsed by all municipal Councils.

In September 2020, the Kings County Climate Change Mitigation and Adaptation Working group applied for a grant through the provincial Low Carbon Communities funding stream, and this grant was recently accepted. The grant has a value of \$60,000, with \$5,000 cash contribution from Kentville and a shared \$22,500 in kind contribution from all the partners. This grant will see the member municipalities develop a Regional Climate Change Mitigation Plan. Specifically, the project will

- (1) identify sources of GHG emissions in King's County,
- (2) explore and develop individual and joint emissions reduction opportunities, and
- (3) produce a plan for consideration and adoption by the participating Municipalities.

The first step in moving forward with this project is formal participation in the Federation of Canadian Municipalities Partners for Climate Progress project.

BACKGROUND

The Partners for Climate Progress (PCP) program, from ICLEI — Local Governments for Sustainability (ICLEI Canada) and FCM, helps municipalities prepare for and respond to climate change impacts. PCP membership is free and gives access to tools, case studies, and other informational resources, as well as support from the PCP Secretariat and Regional Climate Advisors. The program consists of a five-step Milestone Framework that guides member municipalities through planning, mitigation and adaptation to climate change by reducing emissions. Municipalities that move through the Milestone Framework see lasting and environmentally sustainable changes in their municipality.

Membership is rewarding and entirely free. PCP asks that members do the following:

1. Move through the Milestone Framework within 10 years of joining
2. Report on progress at least once every two years, with our support
3. Email us if your contact information changes
4. Actively participate in program activities and share your experience with other network members

DISCUSSION

To join this program, council must adopt and sign FCM's Joining Resolution:

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the municipality of the Town of Kentville review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of the Town of Kentville appoint the following:

a) Corporate staff person: Rachel Bedingfield
Director of Parks and Recreation

b) Elected official: (Name)

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

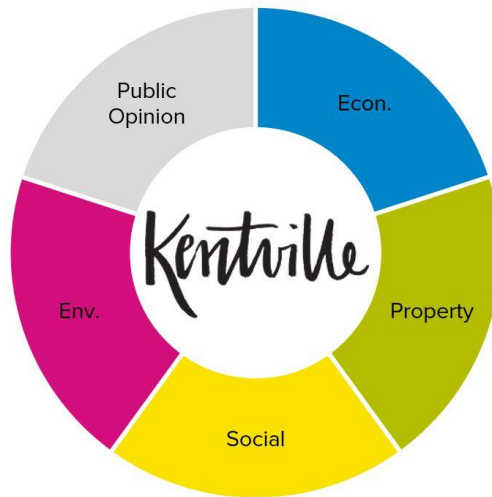
BUDGET

The grant was approved for \$60,000, with Kentville's share being \$5,000 cash. This amount is subject to the 2021-2022 Operating Budget. Participation in the Partners for Climate Progress has no budget implication.

RECOMMENDATION

That the Town of Kentville approve the joining resolution for the Federation of Canadian Municipalities Partners for Climate Progress initiative.

Town of Kentville Decision Wheel:





Re. a project to develop a Regional Climate Change Mitigation Plan

This collaborative project would develop a Regional Climate Change Mitigation Plan (RCCMP) for King's County. Specifically, the project would identify sources of GHG emissions in King's County, explore and develop individual and joint emissions reduction opportunities, and produce a plan for consideration and adoption by the participating Municipalities.

Overview

In January 2020, staff from the 4 municipalities in Kings County (Towns of Berwick, Kentville, and Wolfville; and Municipality of the County of kings) met to explore opportunities for meaningful regional climate action. Together, we identified a set of shared/regional priorities, addressing the risks and hazards of climate change we faced together (adaptation) and opportunities to reduce emissions (mitigation).

This project, building off work begun in the development of "Kings 2050", the regional Municipal Climate Change Action Plan, represents an updated and collaborative response to the climate crisis by the participating municipalities. The goal is to develop a clear, evidence-based regional plan for Greenhouse Gas emission reduction, based on local circumstances and best practices, and endorsed by all municipal Councils.

To start, the 4 municipalities will develop GHG emissions inventories using the most recent census year in order to identify the major sources of GHG emissions within their communities. Next, the parties will model these inventories, based on conditions and policies currently in place, to project emissions over the next 30 years in a "business as usual" scenario that will help to determine the extent of the change and work needed in the region.

Finally, using applicable best practices and identifying both individual (municipal) and collective (regional) solutions, the working group will develop a Regional Climate Change Mitigation Plan. The RCCMP will lay out how Kings County can achieve emission-reduction targets in line with the Provincial goals legislated in the Nova Scotia Sustainable Development Goals Act and the recommendations of the Intergovernmental Panel on Climate Change.

The RCCMP will be outcome-oriented, seeking to identify the changes and shifts required by each community and collectively to meet the targets outline above. It will inform the next stage of the project, providing impetus and guidance for development of



local and regional action and implementation plans that include specific policy, regulatory, program and infrastructure related actions needed to achieve the goals of the RCCMP.

In tandem with this planning exercise, the parties will develop and implement an online community engagement strategy on climate action. This will take the form of a web-based platform for data collection, participatory planning, and information dissemination. The platform will be used to inform and shape the development of the regional climate change mitigation plan, and communicate the outcomes of the planning process.

Deliverables

1. GHG emissions inventories for all municipalities in the County
2. Business-as-usual and low-carbon scenarios modelled for all municipalities
3. A Regional Climate Change Mitigation Plan

Project Team

This would be a project of the recently formed Kings County Climate Change Mitigation and Adaptation Working group, which includes staff representation from all 4 of the municipalities in the County. Additional project support will be provided by planning staff from the Town of Wolfville and consultants, as needed.

Budget

The Town of Wolfville, on behalf of the Kings County Climate Change Mitigation and Adaptation Working Group, is proposing to apply for \$75,000 in funding to support this project through the Province's Low Carbon Communities funding program. Additionally, the Town of Wolfville is committing in-kind staff resources, with an estimated value of \$10,000, towards GHG emissions inventory development and scenario modelling components of this project. It is requested that the towns of Kentville and Berwick, and the Municipality of the County of King's contribute \$5,000, pending a successful application to the Province's Low Carbon Communities funding program, to this project.