

COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL AGENDA February 8, 2021 AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - (a) Council Advisory Committee, January 11, 2021
4. PRESENTATIONS
 - (a) Kentville Business Community – Annual Report
 - (b) Kings REMO – Update on Covid-19
5. DEPARTMENT REPORTS AND RECOMMENDATIONS
 - (a) Finance
 - (1) Director's Report
 - (2) Projection Report
 - (3) Sundry Accounts Write Offs
 - (4) Tax Exemptions
 - (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) Mitchell Avenue Report
- (b) Review of PACE Program

7. CORRESPONDENCE

- (a) None

8. NEW BUSINESS

- (a) Taxi Bylaw Revisions
- (b) Kentville Business Community Annual Report

9. PUBLIC COMMENTS

10. IN-CAMERA

11. ADJOURNMENT

DRAFT

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: January 11, 2021

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 Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian (arrived late)

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
- Jennifer West, Recording Secretary

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

that the agenda for the Council Advisory Committee meeting of January 11, 2021 be approved.

MOTION CARRIED

All members voted in favour.

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, December 12, 2020

It was moved

That the minutes from the Council Advisory Committee meeting held on December 12, 2020 be approved as presented.

MOTION CARRIED

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending December 31, 2020. To this date, overall revenue exceeds the average at 90.2%. To date, overall expenditures are above the benchmark at 76.6% expended. Outstanding taxes are at 99.6% collected.

See report for more information.

- Points of Discussion:
 - The 2021-2022 budget is drafted and will be released to the directors in the next 2 weeks.
 - Have the properties with tax exemptions for charitable purposes been published yet? Staff will post this information this week.

(2) Projection Report

Director Crowell presented her projection report for the period ending December 31, 2020. The projection of a year-end is for a surplus of \$13,800.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for December 2020. Highlights included a building valuation of \$304,000 for a year total of \$21,289,305. The report also included project updates about Miners Landing, Stonemont (Catalyst) Properties and the River Street lands.

See report for more information.

- Points of Discussion:
 - With respect to Ryan's Park, what is the status of the 60-unit building? No update on this part of the project.

(2) Community Economic Development Coordinator's Report

CAO Smith presented the report for CEDC Young for December 2020. Highlights included links to staffing for the Mentoring Plus project, Valley Regional Hospital Foundation, the Industrial Park land sales and a project for Christmas 2021. Update that the Calkin building is completely sold to a local buyer as of Friday.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for December 2020. Some of the highlights included updates on the Kentville Trail, facilities, shade sails for the pool, programs and operations, and capital projects.

See report for more information.

- Points of Discussion:
 - Will there be ice monitoring during the winter? Instead of staff testing, the department offers training programs for the public to test the ice themselves.
 - Reminder that the Town uses Red Cross standards of 6-8" of thickness to ensure it is thick enough to skate on safely.

(d) Police Report

(1) Chief's Report

Chief Cecchetto reviewed the police report for December 2020. A new officer is starting in February. An auxiliary officer has been accepted into the police academy. The bylaw officer reduced ticketing during December to support shopping and downtown business.

See report for more information.

- Points of Discussion:
 - The charges that the officer has laid for smoking, are the fines paid or do they go to court? Chief Cecchetto is unsure and will provide Council with this information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for December 2020. Some of the highlights included updates on the renovations for departments of finance and recreation and capital projects.

See report for more information.

- Points of Discussion
 - Is the sidewalk plow causing more damage to sidewalks and lawns? This will be reviewed by the director.
 - What is the Town process for tendering sod repair in the spring? There is no policy for this, but it is standard for the town to remedy damage.

(2) December 2020 Council Advisory Committee Outstanding Items Report

Director Bell presented his report to respond to residents' letters of concern.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Smith presented his verbal report for December 2020. Some of the highlights included CAO orientation, intermunicipal collaboration, reopening Town Hall for the public, and audio and video considerations,

See report for more information.

- Points of Discussion
 - When will residents on Mitchell avenue receive a report about their concerns? CAO will review and create a report for the January council meeting on this matter.

(2) Communication Report

CAO Smith presented the report for December 2020 with highlights including a review of social media platforms and analytics.

See report for more information.

- Points of Discussion
 - The shop local campaign may be impacting traffic on the town website shopping list.

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

That the reports from the directors be accepted as presented.

MOTION CARRIED

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Bylaw Revision – Noise Bylaw

CAO Smith reviewed the purpose of this bylaw, which is to better define and control unwanted noise within Town limits. Revisions to this bylaw should be changed to improve the application process for an exemption to this bylaw.

See report for more information.

It was moved by Councillor Paula Huntley and seconded by Deputy Mayor Cate Savage

That Council Advisory Committee Recommend

That Council approve the suggested changes to Bylaw Chapter 104 Noise Bylaw as presented and give First Reading to the Bylaw on January 25, 2021 meeting of Council and giving Second Reading to the Bylaw on February 22, 2021.

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

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

(b) Policy Revision – G39 Council and Staff Long Service Awards Policy

CAO Smith reviewed the purpose of this policy which is to celebrate the service of Councillors and staff. This proposed revision will remove elected officials from this policy.

See report for more information.

- Points of Discussion
 - Under procedures, could the pronouns be changed from his/her to they and their? Yes, staff have noted this.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

That Council approve the suggested changes to policies G39 “Council and Staff Long Service Awards” as presented.

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

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

(c) Municipal Energy Leaders Group Recommendations to the Province

CAO Smith reviewed the report on the Municipal Energy Leaders Group (MELG) and gave a review of the recommendations being forwarded to the Province. Council has reviewed the 14 issues in this report and supports them in principle.

See report for more information.

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

That Council Advisory Committee Recommend

That Council support, in principle, the 14 Quest recommendations from the Municipal Leaders Group to the Provincial government around climate action in Nova Scotia in the attached policy brief dated July 10 2020;

And further that these recommendations are included in policy and decision making for the Town of Kentville where appropriate;

And further that we follow up with a letter of support to the Province.

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

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

7. CORRESPONDENCE

(a) Central Kings Community Health Board

CAO Smith reviewed the letter which outlined the need for rural municipalities to support internet availability and affordability for all residents of Nova Scotia.

See letter for more information.

8. NEW BUSINESS

(a) Catalyst Consulting Engineers Rezoning Application

Director Gentleman reviewed the staff report which describes a rezoning application. The area of concern is at the southwest corner of Park Street and Shylah Drive near the Kentville Business Park. The request is a concurrent amendment of the Municipal Planning Strategy and the Land Use Bylaw, which would change the Future Land Use Designation from Commercial to Residential, and Highway Commercial to Residential High Density (R4) for 3 acres in this area.

See report for more information.

- Points of Discussion
 - Is there a way to suggest to the developer to bring this back to Council in a different way? It is not likely for this location.
 - That parcel of land has been for sale for 8-10 years, and the MPS and LUB are working documents, has the Town ever made a change this significant in the past? No.
 - Are the developers aware that industrial activity can be directly adjacent to their proposed residential development? Yes.

(b) Presentation - Catalyst Consulting Engineers Response

Andrew Amos and Jason White from Catalyst Consulting gave a presentation about the aging population in Nova Scotia, and the opportunity for providing senior housing in Kentville at the proposed location.

See report for more information.

- Points of Discussion
 - How will the development deal with potential neighbours of commercial or industrial activity? It may be possible for no development in the rest of that lot, but it is unlikely. Parsons owns the entire property and will try to put similar uses together in this area. The developers are comfortable with this development in cooperation with Parsons.
 - Will there be extra space for renting businesses? There will be opportunities for local businesses to bring their businesses into the building.
 - Is there a precedent somewhere that shows that a residential property could be placed in a commercial zone? Catalyst is working in Bridgewater on a similar situation.
 - This is a policy amendment which would require a public participation meeting. If Council supports a bylaw change, first reading would come after a public participation meeting.
 - The public participation policy (PPP) pertains only to land use bylaw changes.
 - Would Parsons be willing to rezone the entire parcel to R4? It is not recommended because this is some of the last industrial land in the town.
 - It seems that the area has already been spot zoned.

Andrew Zebian joins the meeting at 7:50 pm.

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

That CAC direct staff to conduct a public participation meeting about this proposal and report back to Council for their consideration in terms of the request for an amendment to the Municipal Planning Strategy and the Land Use Bylaw.

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Intermunicipal Service Agreement Review, Memorandum of Understanding

CAO Smith reviewed his report which outlines the existing shared services for regional municipalities in the Valley. Regional municipal partners have renewed their commitment to more consistent shared service agreements in this revised Memorandum of Understanding document.

See report for more information.

- Points of Discussion
 - Discussion about implications of instances when shared services are more costly to some partners.

It was moved by Councillor Craig Gerrard and seconded by Councillor Gillian Yorke

That Council Advisory Committee Recommend

**That Council approve the attached Memorandum of Understanding (MOU) with our local municipal governments outlining the organization of work programs for a joint review of intermunicipal service agreements,
And further, authorize the MOU with the signatures of the Mayor and CAO.**

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillor Zebian left the meeting due to a connection problem.

8. PUBLIC COMMENTS

None.

9. IN CAMERA - PROPERTY

It was moved by Councillor Paula Huntley and seconded by Councillor Cathy Maxwell

That Council move into a closed session at 8:27 pm to discuss property matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillor Zebian joined the meeting at 8:30pm, and left the meeting at 8:42 declaring a conflict of interest and did not return to the meeting.

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

That Council return to open session at 9:27 pm

MOTION CARRIED

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

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

**That Council extend the current lease with the Kentville Historical Society for an additional five (5) years ending on December 31, 2025 at the existing annual lease of \$1,500.00 plus HST;
And further, release the report publicly.**

To be approved at the January 25, 2021 Meeting of Council.

MOTION CARRIED

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

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

That Council Advisory Committee Recommend

That Council direct the CAO and Solicitor to carry out the property matter –Mikes Clothing action as discussed in camera.

To be approved at the January 11, 2021 Special Meeting of Council.

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Deputy Mayor Cate Savage

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 9:30 pm.

KENTVILLE BUSINESS COMMUNITY

Presentation for Council

Feb 8, 2021



Kentville **Business** COMMUNITY



Mission

- KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.

Strategic Pillars



- Engagement & Communication



- Marketing & Promotion



- Infrastructure & Investment



- Support & Recognition

Events Strategy

KEY FINDINGS

85% OF
BUSINESSES AGREE
THAT KBC SHOULD
SUPPORT EVENTS

BUSINESSES
BELIEVE THAT
ENGAGING WITH
PRE-EXISTING
EVENTS IS THE
BEST WAY TO GET
INVOLVED

BUSINESSES
BELIEVE THAT
SUPPORTING
SEASONAL EVENTS
MOST ALIGNED
WITH KBC'S
INTERESTS

Strategic Plan for the Involvement of Kentville Business Community in Events



Prepared By:
Kitchen Table Consulting
2020



Kentville Business Community & The Town of Kentville Presents

Under the Gazebo

Thurs, August 27 @ 7pm	Kentville DRUMS	West-African drumming workshop with Djugdjug Ensemble. Use a drum provided or bring your own!
Thurs, September 3 @ 7pm	Kentville PAINTS	Celine Gabrielle will instruct participants on how to paint a whimsical fish. Pre-registration required.
Thurs, September 10 @ 7pm	Kentville PERFORMS	A community open mic with Ryan Roberts and friends.
Thurs, September 17 @ 7pm	Kentville LAUGHS	Enjoy a family friendly movie on a big screen under the stars!
Thurs, September 24 @ 7pm	Kentville SINGS	The Sundries will be playing toe-tapping tunes in the Square!
Thurs, October 1 @ 7:30pm	Kentville SCARES	Jerome the Gravekeeper will be joined by Kentville ghosts to share stories of Kentville's dark past.

All events are **FREE** and take place in Kentville's Centre Square.
Please respect social distancing, and only sit at picnic tables in your bubbles.

For inquiries, contact info@kentvillebusiness.ca

THE GREAT PUMPKIN PALATE PLEASER



Where to find participating restaurants



Where to find major displays



Brought to you by:
Kentville Business
COMMUNITY



Prepared by: Kirsten Duncan

Kentville



Presented by Town of Kentville and Kentville Business Community

Holly Days Festival

Schedule of Events

Friday, Nov 20

- 4 o'clock until 9 o'clock
- Late Night Shopping Party
- Holiday Market at 2 Webster St.
- Artisan pop-ups around town
- Tree ornaments made by local artists at Tides Art Gallery
- Blacksmith Demonstration at the Kings County Museum

5:45 pm
Lighting of the Christmas tree
on Main Street

- 6 o'clock
- Holiday treats & music in Centre Square
- Santa cruise through town

Saturday, Nov 21

11 o'clock until 4 o'clock
Holiday Market at 2 Webster St. and artisan pop-ups around town

7 o'clock
Christmas movie in the Main Street Station ballroom (pre-book your space. BYOB: Bring Your Own Blanket)

Sunday, Nov 22

11 o'clock and 2 o'clock
Wreath making workshop at Healy Barn (Sold Out)

All events will be following COVID-19 guidelines.
Please wear a mask when entering a building.



FIRE & ICE

Winter ~~Carnival~~
Teaser

Façade Improvement Program



#wearekentville Buy Local Campaign



Marketing Collaboration

WHAT'S HAPPENING in Kentville

FABLES Folklore & Fantasy

Pumpkin People Festival October 3rd - 30th, 2020

October 3rd opens an hour early, starting up at 10:00 am! Pumpkin People, garden and folk events come to Kentville every year, and having fun everywhere you look! Each year they come up with events to make the people of Kentville and beyond smile. Join us this October as we celebrate the people of Kentville and beyond. Join us this October as we celebrate the people of Kentville and beyond. Join us this October as we celebrate the people of Kentville and beyond.

THE GREAT PUMPKIN PALATE PLEASER

Fun with Folk Tales!

Random's FREAKSHOW HAUNTED HOUSE

WWW.PHANTOMFREAKSHOW.COM

Holly Days in Kentville

Holly Days Festival Schedule of Events

Friday, Nov 20

- 4 o'clock until 2 o'clock - Late night shopping party
- Shabby Market at 2 Webster St.
- Artisan pop-ups around town
- Two ornaments made by local artists at Tides Art Gallery
- Wickham's Broomsticks at the West County Museum
- 5:00 pm Lighting of the Christmas tree at Main Street
- 8 o'clock - Holiday treat & drink in "Chestnut Square"
- 9 o'clock - Santa's arrival through town

Saturday, Nov 21

- 11 o'clock until 4 o'clock - Holiday Market at 2 Webster St. and artisan pop-ups around town
- 7 o'clock - Christmas cards in the Main Street Center Ballroom (pick-up your cards BYOD. Bring Your Own Envelopes!)
- 9 o'clock until 2 o'clock - Wreck making workshop at Main Street (Cost \$4)

Sunday, Nov 22

- 11 o'clock and 2 o'clock - Wreck making workshop at Main Street (Cost \$4)

Santa Clause is Cruisin' Through Town

Friday, Nov 20 - 6pm

Route

Santa, his sleigh and a few of his friends will be cruising many streets and neighborhoods in Kentville. If your home is on the route, watch from the comfort of your yard/porch! Another way to see Santa is to join us for treats and music during the Late Night Shopping party downtown! Santa and his friends will be making a few cruises through the downtown area throughout the night!

*Christmas Day to be released shortly!

902-679-2839
www.kentville.ca
kentville.ca

HOLLY DAYS MARKET

Deep Yellow Print // Antique Press // Mad Center Studio // Maritime Macaron // Sew & Bloom Creative Co. // Tangled Fibers // FABRIC & FLOUR // Kaitlin Blosser Art // Very Nice // The Printmaker Studio // We love greetings // Just B ceramics // A Touch of Glass // The Dig, Air & Bakery // Gifts // Delightful Treasures // O Sweet Madeline // Beyond the Beagle // W. Laverie Fabric Art

FRIDAY, NOVEMBER 20
9 o'clock - 3 o'clock

SATURDAY, NOVEMBER 21
11 o'clock - 4 o'clock

FREE Admission

Masks are mandatory & COVID-19 protocols will be in place to provide a safe environment!

2 Webster Street (Colkin Building)

For more information, visit: [kentville.ca/events](mailto:info@kentville.ca) and www.kentville.ca/kbc-events

2021/2022 Budget

Kentville Business Community Operating Budget 2021/2022

Revenue		
Town of Kentville Core Funding	\$	135,000
Cash Reserves	\$	15,000
TreeCanada	\$	3,500
Total Revenue	\$	153,500
Expenses		
Labour Costs		
Professional Fees	\$	37,500
TOTAL	\$	37,500
Marketing & Communications		
Print Advertising	\$	3,500
Radio Advertising	\$	3,500
Online Advertising	\$	1,500
Video Production	\$	15,000
#wearekentville window decals	\$	1,500
Communications (rack cards, welcome packages)	\$	5,000
TOTAL	\$	30,000
Operational Expenses		
Bank Charges	\$	300
Office Expenses	\$	500
Telephone	\$	300
Travel	\$	-
Website & Software Fees	\$	2,000
Legal Fees	\$	150
Liability/Directors Insurance	\$	1,000
Meals & Entertainment	\$	500
Membership Fees	\$	200
Postage	\$	50
Accountant	\$	2,500
Board Events/Meetings	\$	1,000
Conferences & Events	\$	500
Miscellaneous	\$	500
TOTAL	\$	9,500
Business Support		
Façade Improvement Program	\$	15,000
New Business Incentive Program	\$	10,000
TOTAL	\$	25,000
Events/Seasonal Promotions		

Seasonal Décor Grants	\$	15,000
Event Grants	\$	6,000
Event Infrastructure	\$	4,000
Event Implementation	\$	10,000
Re-useable #wearekentville bags	\$	5,000
TOTAL	\$	40,000
Infrastructure Support		
Comfort Station	\$	8,000
Edible Tree Planting	\$	3,500
TOTAL	\$	11,500
Total Expenses	\$	153,500



Town of Kentville CAC Meeting

COVID-19 Update 2021-02-08



Dan Stovel
Regional Emergency Management Coordinator (REMC)

COVID-19 Update



- National Overview
- Provincial Overview
- COVID Testing
- Vaccines
 - National Update
 - Provincial Program





COVID-19 Update - National

Total Cases

789,651

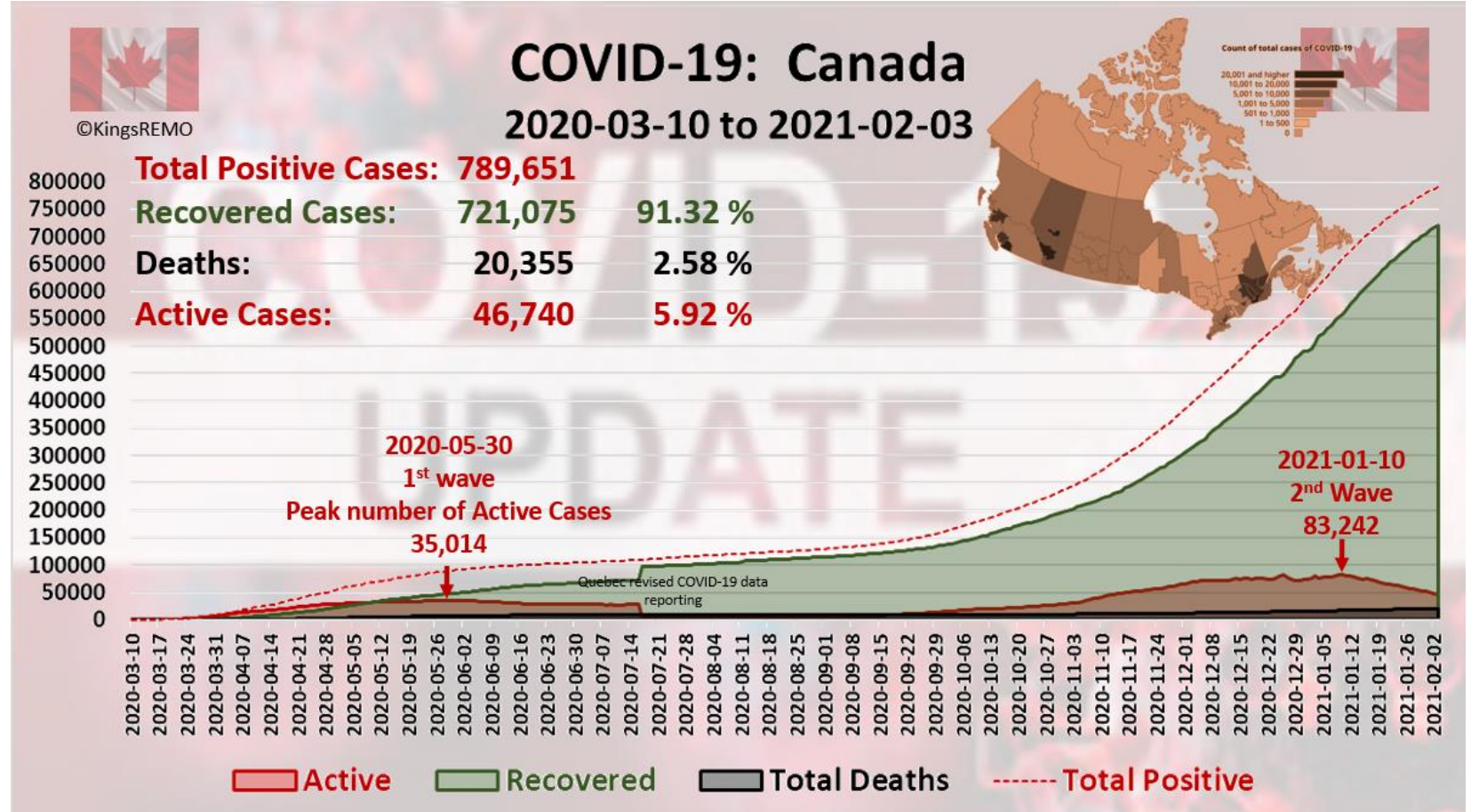
Recovered Cases

721,075

Active Cases

46,740

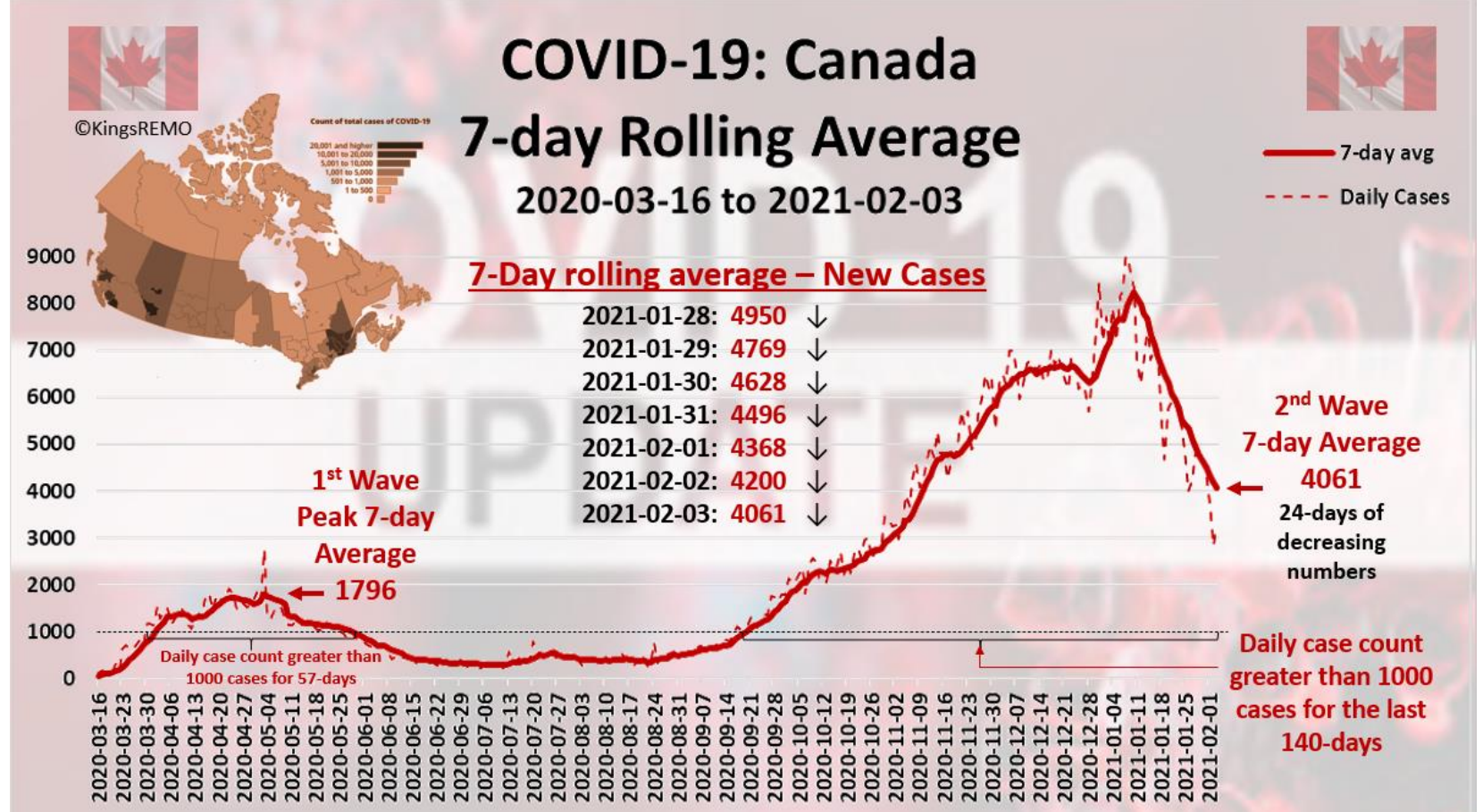
As of 2021-02-03





COVID-19 Update - National

Canada's 7-day Rolling Average has steadily declined over the last 24-days



As of 2021-02-03

COVID-19 Update - National



The number of people experiencing severe illness continues to decrease across Canada

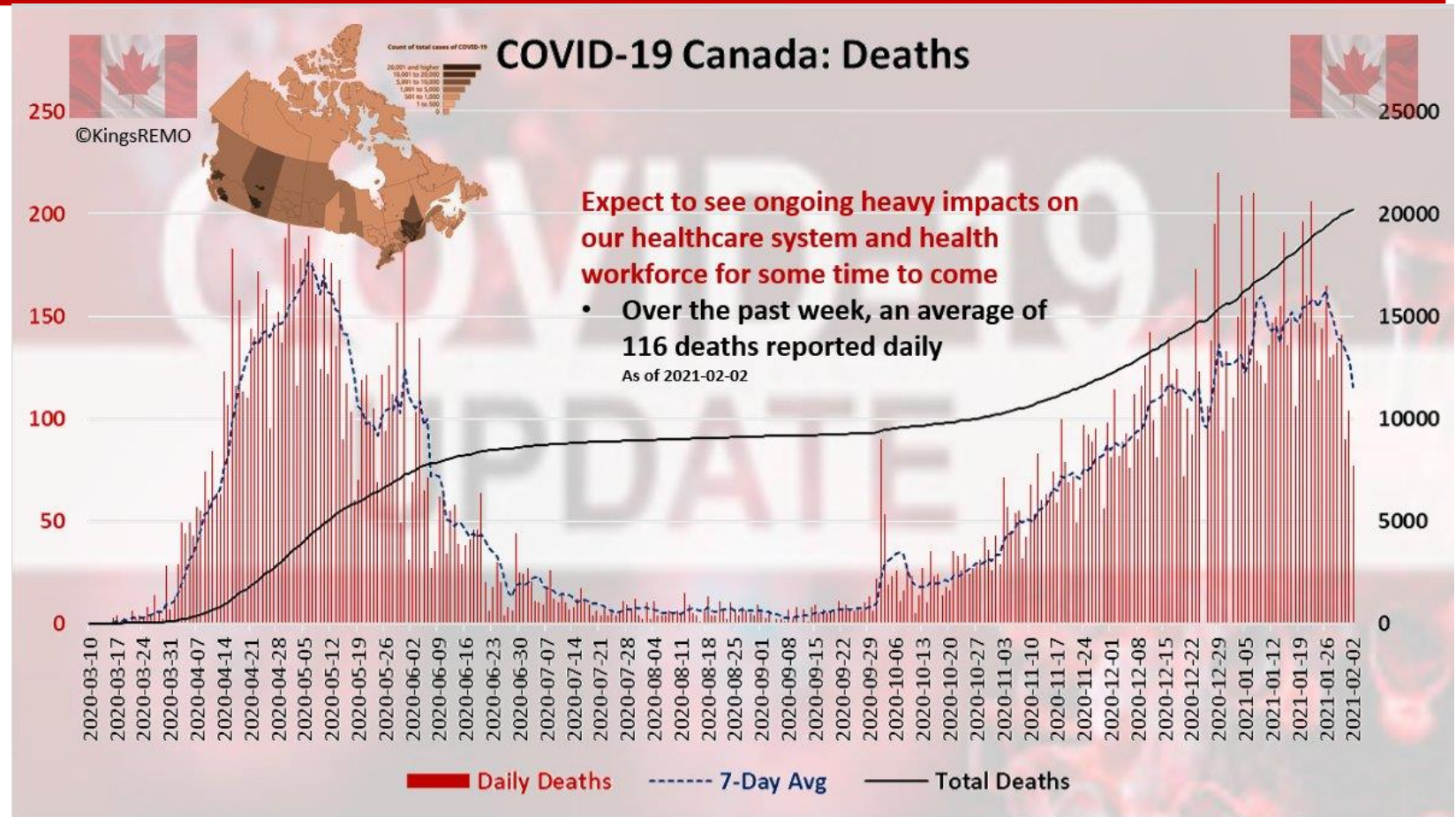
An average of 117 COVID related deaths daily

3,799 Hospitalizations

- Declined by 12%

808 ICU

As of 2021-02-03



COVID-19 Update - National



Virus Variants:

- **135 B.1.1.7 variant**
- **13 B.1.351 variant**

Health Canada and PHAC @GovCanHealth · 16h
Any passengers travelling to Canada who have been in the United Kingdom, South Africa or Brazil in the previous 14 days will be subject to secondary screening and increased scrutiny of quarantine plans.

New virus variants that spread more easily could lead to a rapid rise in COVID-19 cases

Government of Canada continues to advise against non-essential travel outside Canada

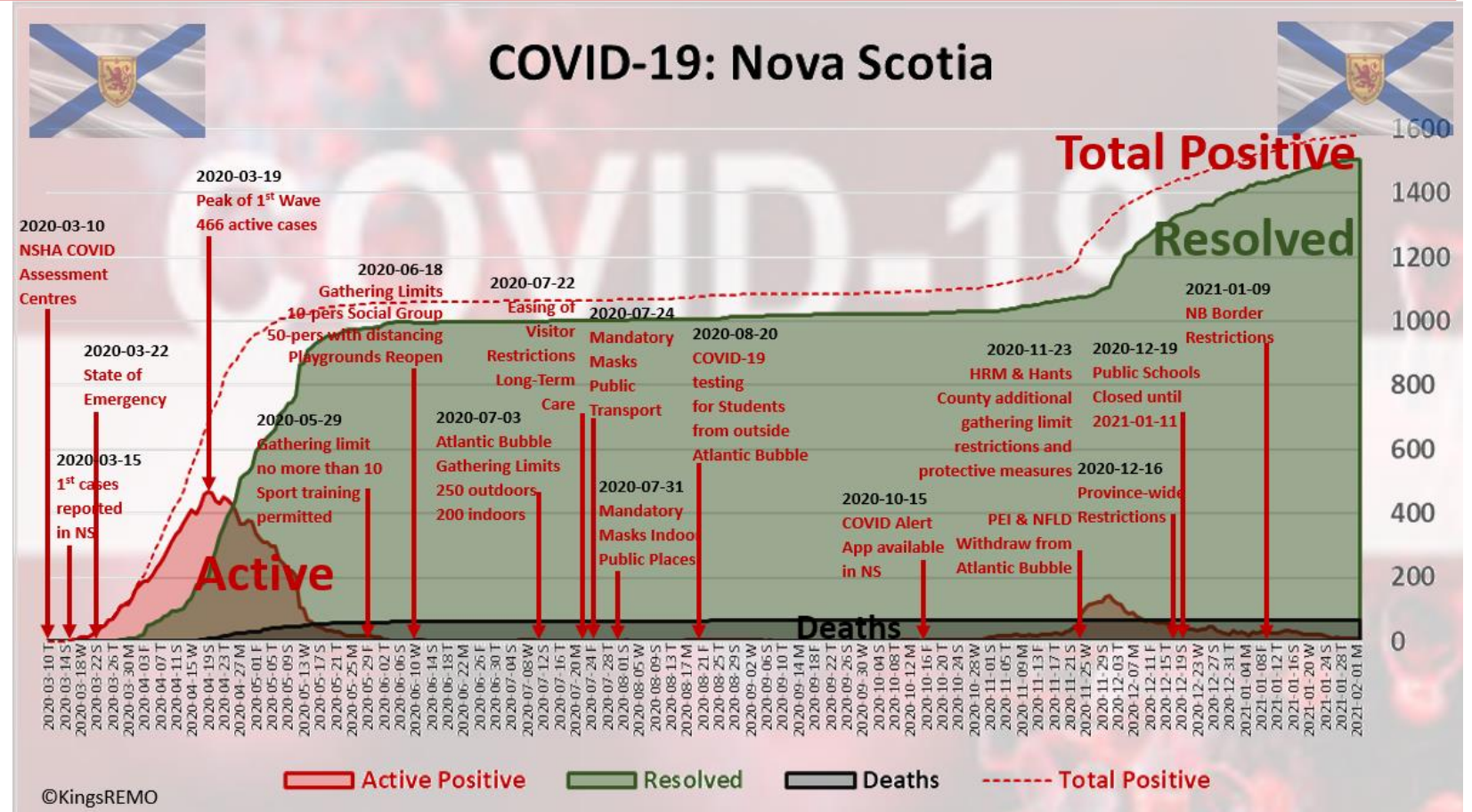


As of 2021-02-02



COVID-19 Update - Provincial

- **March 15**
 - first case of COVID reported in NS
- **March 22**
 - State of Emergency
- **March 23**
 - NS Public Health Act Order of Chief Medical Officer of Health



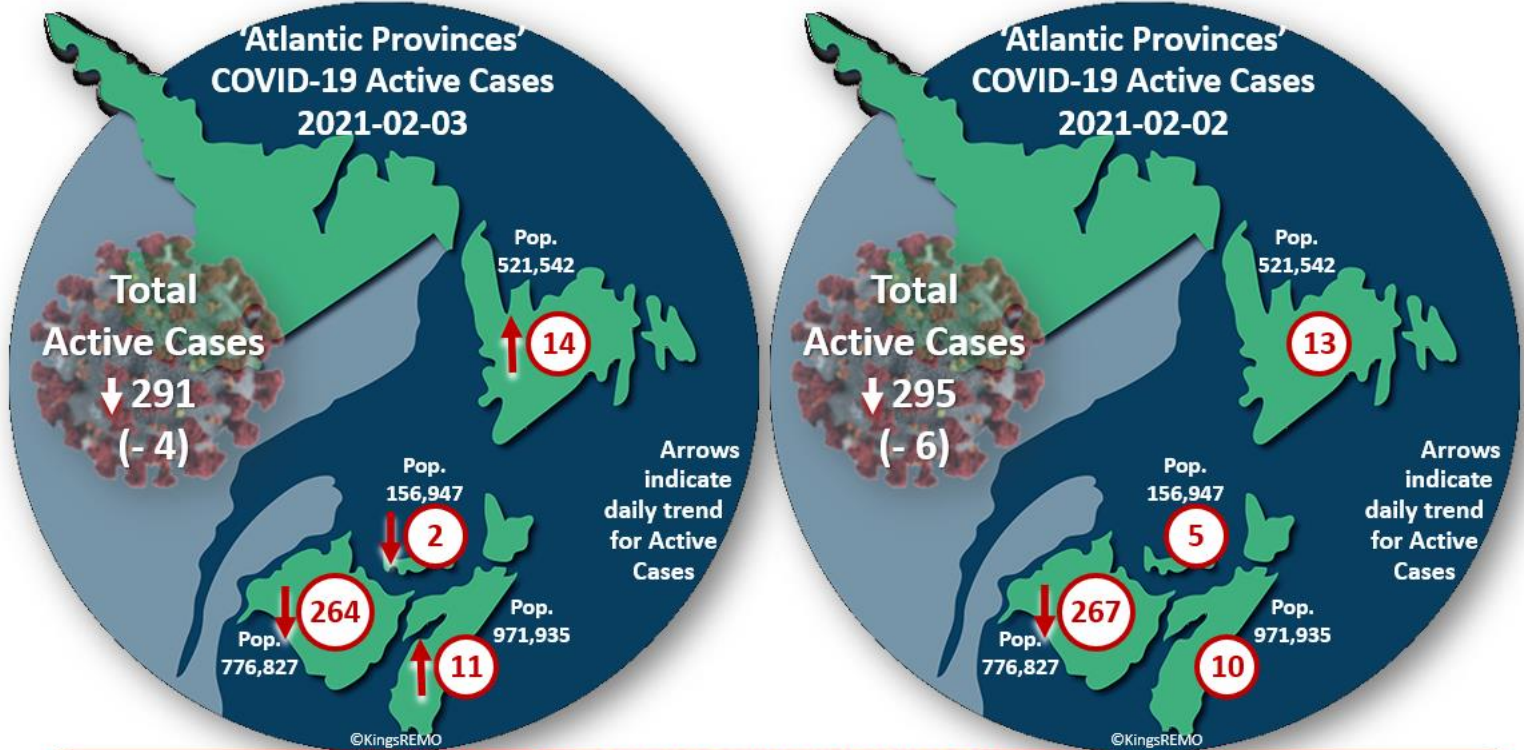


COVID-19 Update - Provincial

- Active Cases
Atlantic Provinces

291

as of 2021-02-03



NS requires travellers from NB to self-isolate for 14 days as of 2021-01-08
 NB withdraws from Atlantic Bubble (2020-11-26): Self-Isolation for 14-days required
 PEI to stay out of Atlantic Bubble until at least mid-Feb: Self-Isolation for 14-days required
 NFLD to stay out of Atlantic Bubble until at least early Feb: Self-Isolation for 14-days required

COVID-19 Update - Provincial

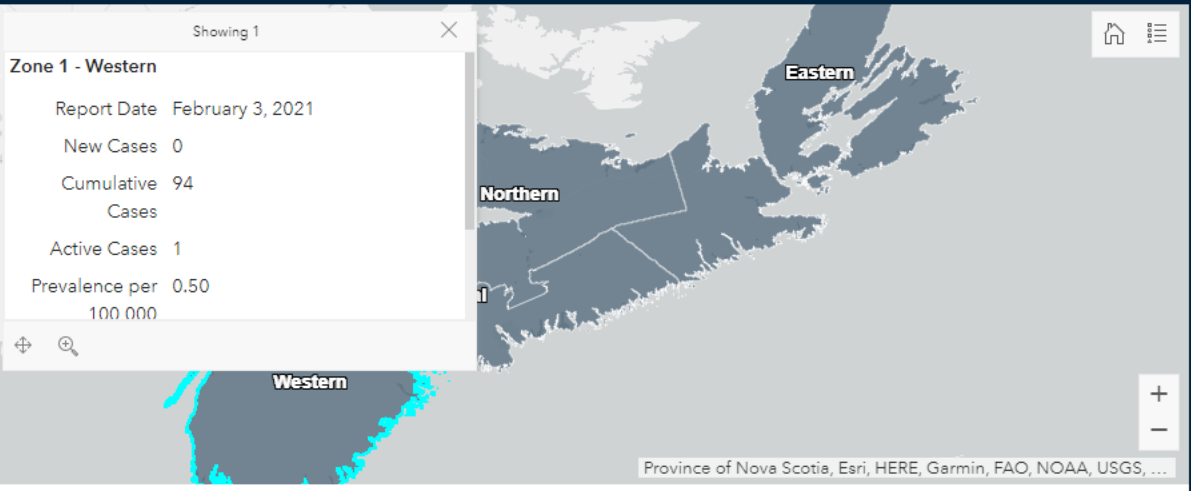
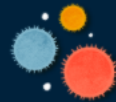


- Reporting of cases in NS by NSHA Health Zone
- Western zone Primary Assessment Centres
 - Bridgewater (Gateway Plaza)
 - Digby (Digby Station)
 - Shelburne (Roseway Hospital)
 - **Berwick (Fire Hall)**
 - **Wolfville (Acadia University Club)**
 - Yarmouth (Visitor Information Centre)





Report Date: 2021-02-03



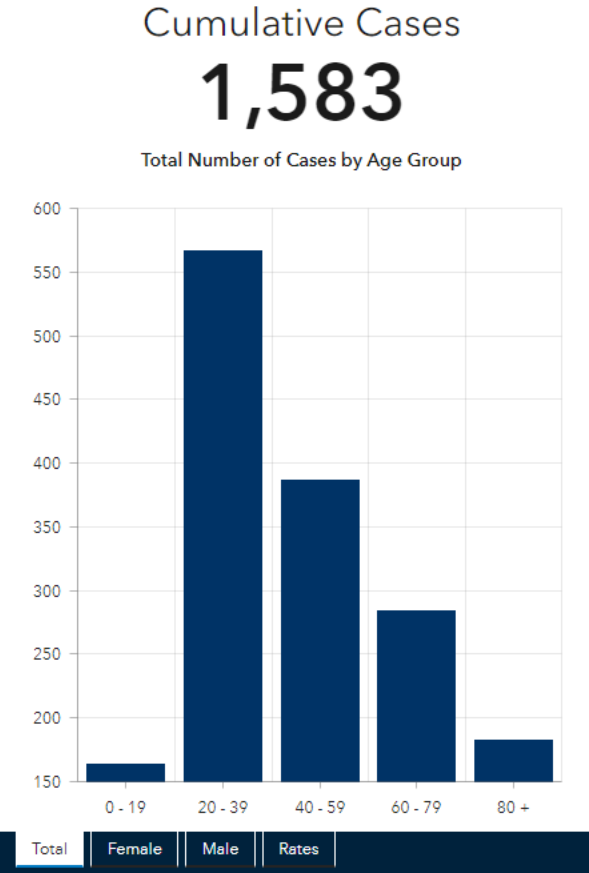
Active Cases: 11

New Cases: 1

Recoveries: 1,507

In Hospital: 2

In ICU: 1



Vaccine Doses Administered

Updated daily M-F. Last updated 2021-02-03.

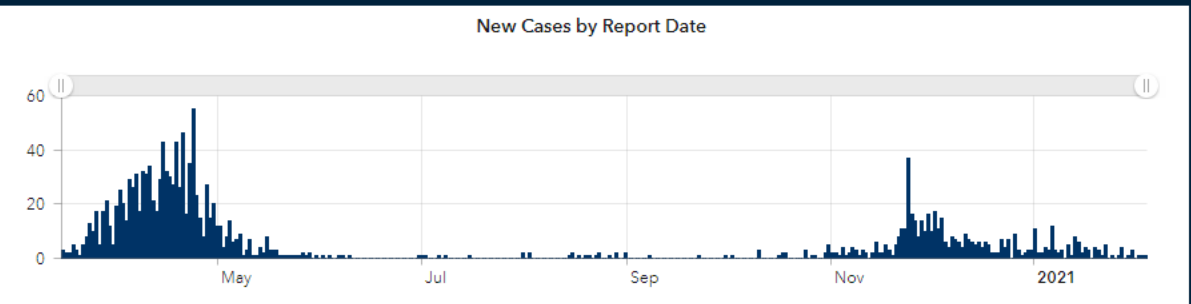
Total Doses: 15,837

Second Dose: 3,457

includes first and second dose

Select the zones on the map for more information.

Zones | Community Health Networks



Information includes details for the most severe outcome of patients for deaths and hospitalizations.

Total Deaths: 65

Deaths Average Age: 80

Percentage of Deaths by Sex

Female: 58% | Male: 42%

Report Date is the date the case was announced to the public.

Cases by Report Date | Active Cases by Report Date | Percent Positive by Day | # Daily Tests

Deaths | ICU Patients | Non-ICU Patients

Data Notes and Sources

How to use the dashboard, review notes and explanations about the data as well as the data source information.

COVID-19 Update - Provincial



Rapid testing is offered for people who:

- Are over 16
- do not have symptoms
- have not travelled
- have not visited a potential exposure location
- have not been in contact with someone who has tested positive



COVID-19 Update - Provincial



Negative Test

A negative test is a 'Snapshot' in time – it's telling you that, at that exact second you are tested, the virus was not detected

It does not mean you're not infected

A negative test today does not mean that a person will be negative tomorrow or the day after that



COVID-19 Update - Provincial



Variant Testing:

Testing for variants is done through a time-consuming process called genomic sequencing, which requires highly specialized staff and equipment and takes days to return results – precious time when variants spread more widely

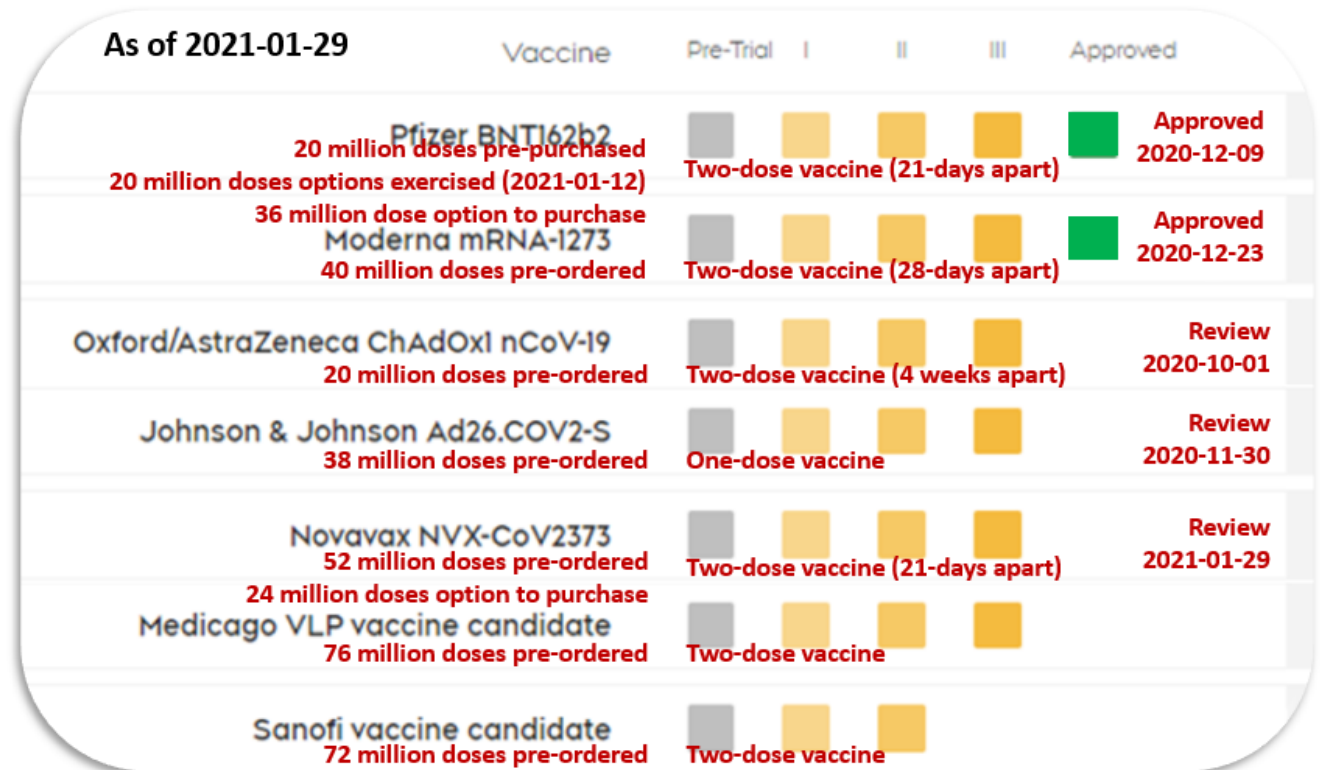
8 Labs across Canada (not in Nova Scotia)



COVID-19 Update - Vaccines



- Canada has **Agreements in place with 7 vaccine developers**
- **2 approved (Pfizer-BioNTech & Moderna)**
 - **80 million doses purchased**
- 3 other manufacturers have submitted documentation for review



<https://covid-vaccine.canada.ca/>



COVID-19 Update - Vaccines

Pfizer-BioNTech

- Q1: 4 million doses of vaccine



Moderna

- Deliveries every 3-weeks
- Q1: 2 million doses of vaccine



Forecasted allocation of Moderna COVID-19 vaccine to provinces and territories

Distribution location	11-17 Jan	1-7 Feb
Nova Scotia	3,700	4,000

COVID-19 Update - Vaccines



2021 Q1 (Jan-Mar)

- Initial supply of Track 1 vaccines (Pfizer & Moderna)
 - **Canada to receive 6M doses**

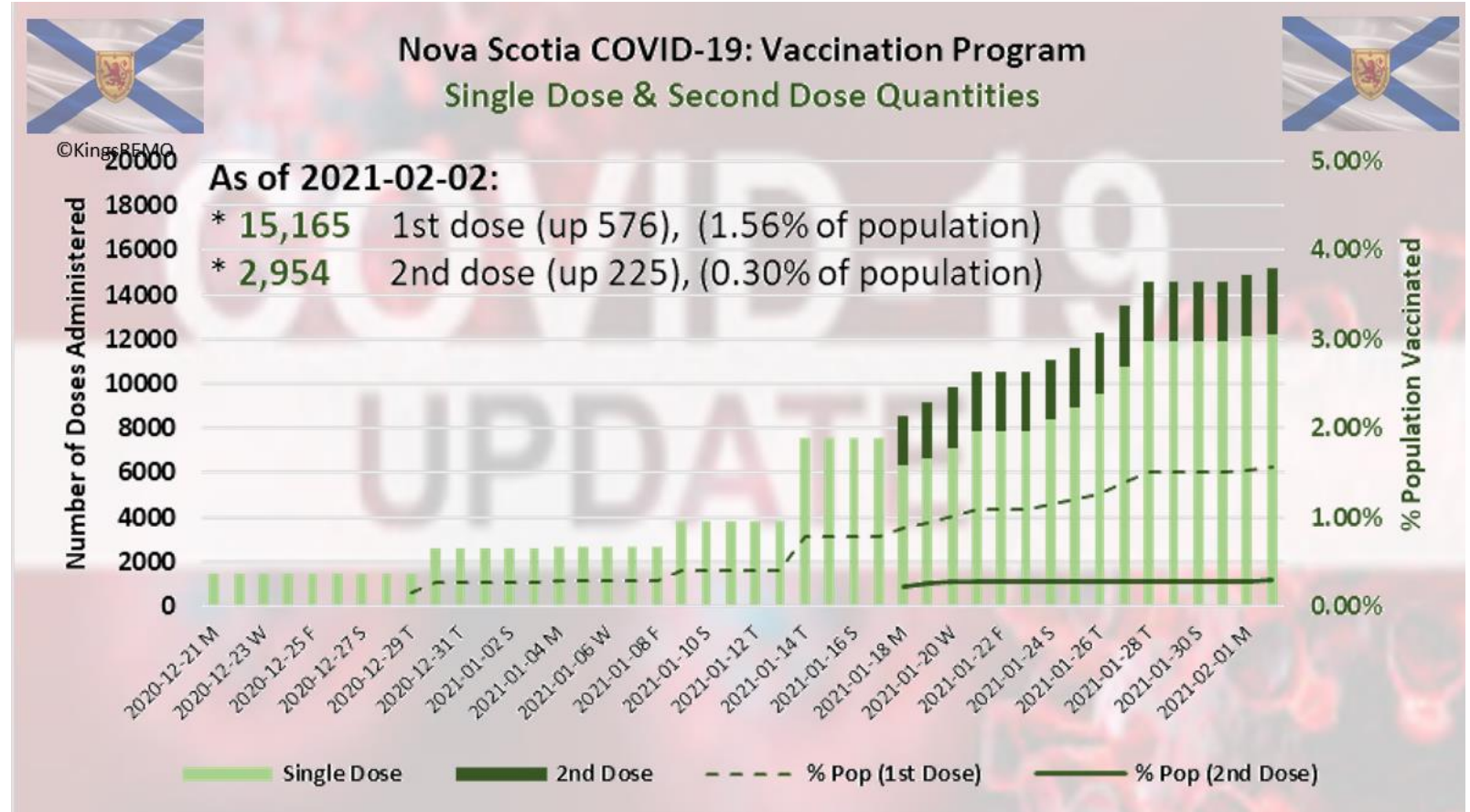


- **Long-Term care residents & Staff**
- **Seniors who live in the community beginning with those who are over 80 years of age, then people over 75 and then people over 70**
- **Health-care workers directly involved in patient care**

COVID-19 Update - Vaccines



- **1.56%**
NS Population
Vaccinated (single dose)
(as of 2021-02-02)
- **Nova Scotia reserving
2nd dose to ensure
availability for those
who receive 1st dose**
- **Dose Interval
21-days (Pfizer)
28-days (Moderna)**



COVID-19 Update - Vaccines



2021 Q2 (Apr-Jun)

- Expand beyond initial vulnerable groups into **other health care workers** and **essential workers**



2021 Q3 (Jul-Sep)

- Likely be the summer of 2021 before vaccines can be offered to the **broader community**
- Likely into the **Fall of 2021** before finally finished with COVID immunization

Those who work directly with patients

Phase 1

Those who work directly with patients in hospital or with patients in their home

Phase 2 to 3

Anyone who works in a hospital and may come into contact with a patient
Community health care providers:

- doctors and nurses
- dentists and dental hygienists
- pharmacists and pharmacy technicians

This timeline is subject to supply of vaccine.
The plan may be adjusted in response to epidemiology and emerging science.

COVID-19 Immunization Plan

Those who live in group settings and those who work closely with them

Phase 1

Those who live in long-term care homes (nursing homes and residential care facilities) and their designated care givers

Those who work in long-term care homes

Those who live and work in Department of Community Services facilities:

- adult residential centres
- regional rehabilitation centres
- residential care facilities

Phase 2 to 3

Those who live in large group settings and those who work directly with them:

- correctional facilities
- shelters
- temporary foreign worker quarters

This timeline is subject to supply of vaccine.
The plan may be adjusted in response to epidemiology and emerging science.

Phase 1 to 3

Those who are 80 and older

Then those in the next oldest group until all Nova Scotians have access:

- 75 to 79
- 70 to 74
- 65 to 69
- 60 to 64
- 55 to 59
- 50 to 54
- 45 to 49
- 40 to 44
- 35 to 39
- 30 to 34
- 25 to 29
- 16 to 24

This timeline is subject to supply of vaccine.
The plan may be adjusted in response to epidemiology and emerging science.

Those who are at risk for other reasons

Phase 1

The province is engaging with First Nations and African Nova Scotian communities to understand the needs of the communities.

Phase 2 to 3

Those who are required to regularly travel in and out of the province for work, such as truck drivers and rotational workers. This does not apply to people who live in Nova Scotia or New Brunswick and cross the border every day for work

Those who are responsible for food security and cannot maintain public health protocols due to the nature of their work – large food processing plants

This timeline is subject to supply of vaccine.
The plan may be adjusted in response to epidemiology and emerging science.

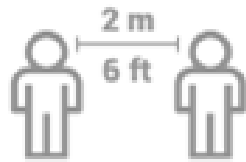
COVID-19 Update - Vaccines



Very important as the Vaccination Program rolls out that Nova Scotians continue to follow Public Health Protocols



**Wash
Hands
Often**



**Physical
Distancing**



**Disinfect
High-Touch
Surfaces**



**Stay Home
If Feeling
Unwell**



**Wear A
Mask**

COVID-19 Update - Vaccines



Nova Scotia Vaccination Program - Volunteers

<http://www.nshealth.ca/volunteer>

You are a healthcare professional who wants to volunteer with our vaccine clinics

APPLY

You are not a healthcare professional and want to volunteer with our COVID-19 effort

VIEW

You want to explore other volunteer opportunities at Nova Scotia Health

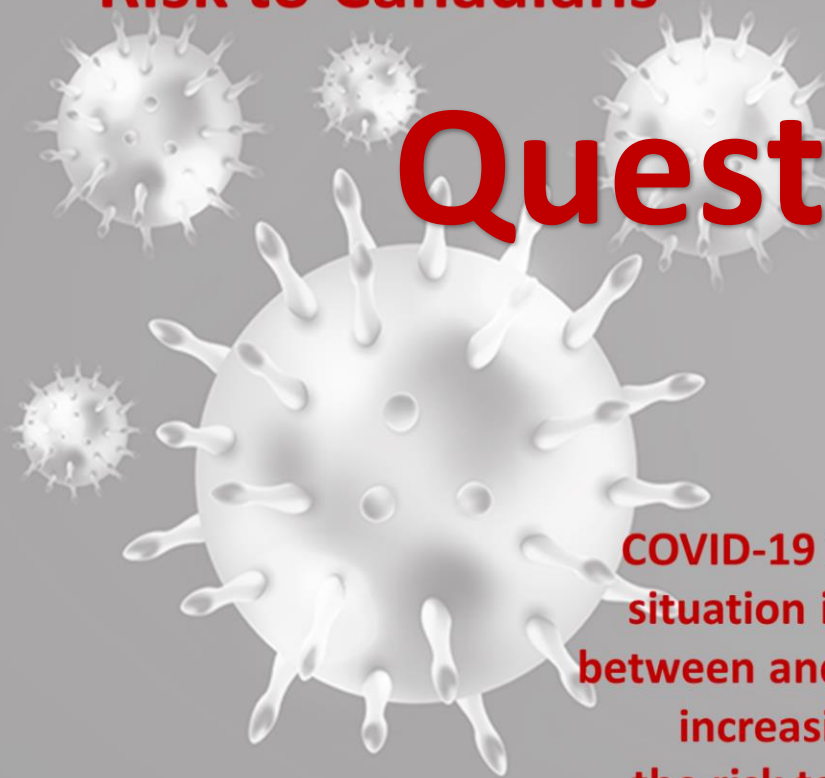
VIEW



“COVID is not going away any time soon”

Dr Strang, 2021-02-03

Risk to Canadians



Questions

CORONAVIRUS COVID-19

COVID-19 is a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered **HIGH**.



**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
January 31, 2021**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended January 31, 2021.

Finance Department Update

- ✓ The Investment Advisory Committee met on January 13, 2021 to hear the presentation for the month ended December 31, 2020.
 - ✓ The third quarter utility bills were released in January, with a due date of February 25, 2021.
 - ✓ The budget cycle has begun for all funds and the year-end process has started.
-

Attachments

Schedules A & B (Revenue and Expenditures) are included for the month ended January 31, 2021.

Schedule C (and graph) (Outstanding Taxation) is attached for the month ended January 31, 2021.

Schedule D (Sanitary Sewer Area Service) is included for the third quarter billing at December 31, 2020.

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

Schedules G (Town of Kentville Capital Investment Plan-2020-2021) are included to the date of writing.

Schedule H (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended January 31, 2021.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 83.3% of the budget would be consumed. To January 31, 2021, overall revenue exceeds the average at 93.2% recorded. Items worth noting are:

Taxes- Total taxation is currently reporting at 99.9%.

Payments in Lieu- The Federal PILT for the Federal property arrived end of September \$21,700 over budget. The Provincial claim arrived in January \$670 over budget.

Services to Other Governments- This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. Three quarters of the KPS secondment is recorded along with 100% 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. Nine months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Ten months of sales are recorded. 100% 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 75% of the 20/21 Equalization payment, along with 100% of 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 \$15,400 (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 slightly above the benchmark at 85.4% expended. Some segments have exceeded the 83.3% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration- exceeds the yardstick as 100% 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 100% 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-Common Services exceeds the guideline as salary reallocation to other sections of the general ledger lags one month behind. **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 – Solid waste collection exceeds the benchmark but reflects the invoicing from Valley Waste Resource Management Authority.

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. As well, 100% funding was forwarded to the Valley REN.

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 January 31, 2021, 100% of the current taxes collectible is received (last year- 98.9%). Total property tax outstanding as at January 31, 2021 is \$9,569 (last year- \$101,340). This equates to 99.9% collected in total (last year- 98.9%).

Sanitary Sewer Area Service (see Schedule D)

The report from the Sanitary Sewer Area Service is attached for the quarter ended December 31, 2020. If revenue and expenses were averaged equally, 75% of the budget would be consumed.

Revenue

Overall, revenue falls short of the benchmark reporting at 72.5%. Three quarters of the 19/20 residential billings are recorded along with 9 months Industrial charges. One sewer billing occurs annually and, therefore, skews the percentages. However, extrapolating the current figures, it appears that the budget target will be closely met by end of year.

Expenditures

On the expenditure side of the ledger, total expenditures are below the threshold at 71.9%. "Treatment & disposal" – Agreement Co. of Kings reports slightly over the benchmark but reflects the billing from the Municipality of the County of Kings. "Fiscal services" is reporting at 100.8% and accurately reflects the debt repayment schedule. Debt repayment is complete for the year. All other segments fall under the benchmark.

The Sanitary Sewer Area Service is presently reporting a current operating surplus position of \$10,202.

Perpetual Investment Fund- (see Schedules E and F)

The Investment Advisory Committee (IAC) met on January 13, 2021 to discuss the report for the month ended December 31, 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	\$1,658,396	\$1,659,827
Fixed income securities	8,072,568	8,093,098
Equities	<u>3,910,575</u>	<u>4,340,001</u>
Total investments	<u>\$13,641,539</u>	<u>\$14,092,926</u>

The *Statement of Reserves (Schedule F)* reports that at December 31, 2020, interest paid is \$166,917, dividends paid into the fund total \$161,641; capital losses are \$6,612 (last year gains-\$165,857). At December 31, management fees totaled \$23,163 (last year- \$23,803).

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

Town of Kentville Capital Investment Plan- 2020-2021 (Schedules G)

Information on the 2020/2021 Town of Kentville capital program is updated. The program has been progressing with \$ 1,172,600 recorded at January 31 (54.9%). 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 January 31, 2021.

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

This concludes the monthly report from the Finance Department for January 31, 2021.

Respectfully submitted,


Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

January 31, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	8,957,200	8,932,485	99.7%
Resource	43,900	43,975	100.2%
Economic development	113,800	114,622	100.7%
	<u>9,114,900</u>	<u>9,091,082</u>	99.7%
Area rates and frontages			
Area rates	694,800	701,207	100.9%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>720,342</u>	
Based on revenue			
Business property	38,500	38,587	100.2%
TOTAL TAXATION	<u>9,855,000</u>	<u>9,850,011</u>	99.9%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	183,270	100.4%
	<u>578,900</u>	<u>601,298</u>	103.9%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	118,000	90,185	76.4%
Local government	110,400	40,789	36.9%
	<u>228,400</u>	<u>130,974</u>	57.3%
SALES OF SERVICES			
Agencies	<u>1,108,100</u>	<u>704,286</u>	63.6%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	21,744	57.5%
Rentals	361,800	234,186	64.7%
Interest	95,000	49,774	52.4%
Return on investments	630,000	100,000	15.9%
Other	44,100	39,193	88.9%
	<u>1,168,700</u>	<u>444,898</u>	38.1%
UNCONDITIONAL TRANSFERS	<u>224,200</u>	<u>180,837</u>	80.7%
CONDITIONAL TRANSFERS	<u>125,800</u>	<u>414,867</u>	329.8%
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>12,566,249</u>	93.2%

January 31, 2021

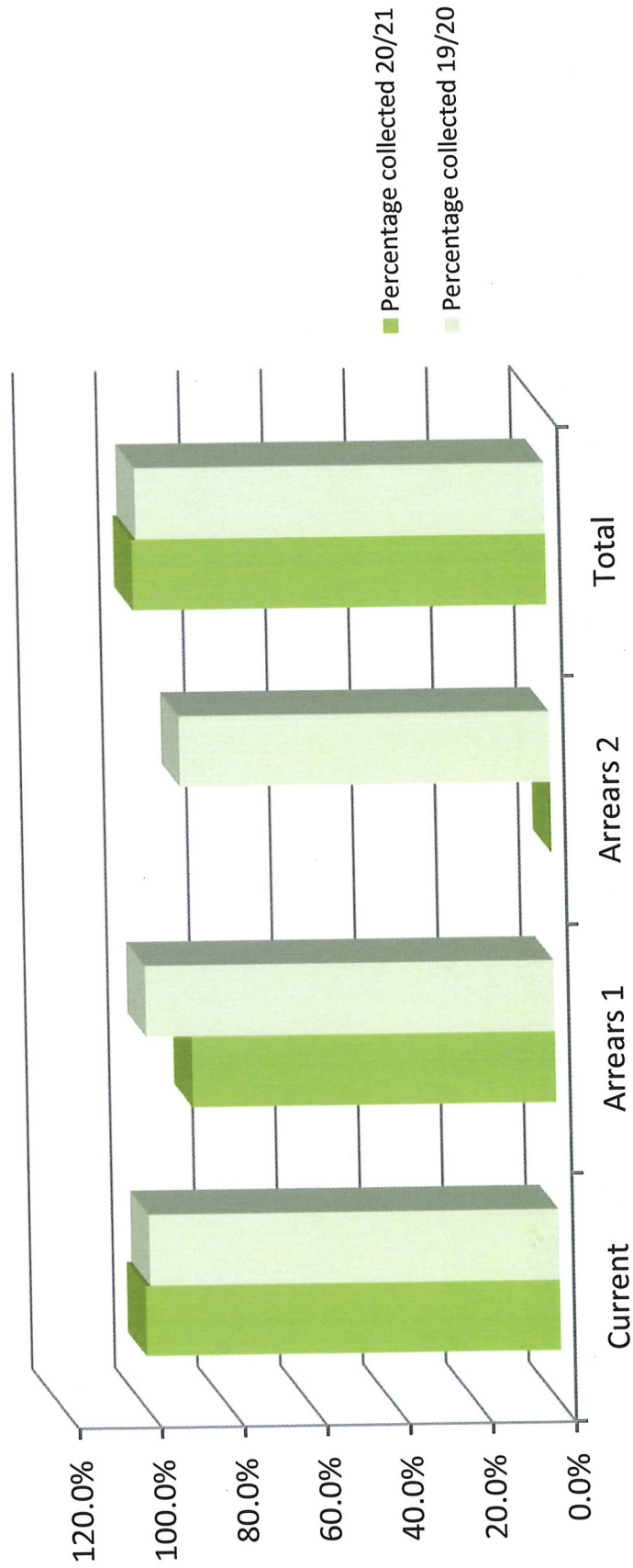
Town of Kentville Operating Fund

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
GENERAL ADMINISTRATION			
Legislative	287,500	218,555	76.0%
General administration	1,362,800	1,251,111	91.8%
	<u>1,650,300</u>	<u>1,469,666</u>	89.1%
PROTECTIVE SERVICES			
Police- core program	2,383,900	2,004,261	84.1%
Police-sales of service	148,200	96,736	65.3%
Law enforcement	224,600	145,289	64.7%
Fire fighting	890,300	864,076	97.1%
Protective service- debt charge	15,300	19,120	125.0%
Emergency measures and other	161,300	116,123	72.0%
	<u>3,823,600</u>	<u>3,245,605</u>	84.9%
TRANSPORTATION SERVICES			
Common services	965,700	863,509	89.4%
Road transportation	789,300	446,110	56.5%
Public transit	225,500	233,496	103.5%
Transportation- debt charge	66,300	63,622	96.0%
Other	96,800	70,921	73.3%
	<u>2,143,600</u>	<u>1,677,658</u>	78.3%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	659,800	646,858	98.0%
PUBLIC HEALTH			
Public health and housing	96,500	(9,774)	-10.1%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	244,500	193,123	79.0%
Other community development	399,000	341,928	85.7%
	<u>643,500</u>	<u>535,050</u>	83.1%
RECREATION AND CULTURAL			
Recreation-Administration	506,400	397,023	78.4%
-Programmes (net)	83,800	66,505	79.4%
-Facilities	609,200	487,913	80.1%
-Debt charge	37,000	30,319	81.9%
Cultural	133,700	110,635	82.7%
	<u>1,370,100</u>	<u>1,092,395</u>	79.7%
EDUCATION	<u>1,536,000</u>	<u>1,279,840</u>	83.3%
FINANCING AND TRANSFERS			
Debt charge- principal	928,300	928,270	100.0%
Transfers to allowances and reserves	628,900	641,858	102.1%
	<u>1,557,200</u>	<u>1,570,128</u>	100.8%
TOTAL EXPENDITURE 2020/2021	13,480,600	11,507,427	85.4%

Town of Kentville Operating Fund

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>(42,083)</u>	<u>0</u>	<u>0</u>	<u>(42,083)</u>
Total collectible	9,573,058	92,212	236	9,665,506
Total collected	<u>9,575,046</u>	<u>80,891</u>	<u>0</u>	<u>9,655,937</u>
Outstanding	<u>(1,988)</u>	<u>11,321</u>	<u>236</u>	<u>9,569</u>
Percentage collected 20/21	100.0%	87.7%	0.0%	99.9%
Percentage collected 19/20	98.9%	98.7%	89.3%	98.9%

Town of Kentville Outstanding Taxes as at January 31, 2021



Town of Kentville Operating Fund

Quarter ended December 31, 2020

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,279,000	926,485	72.4%
Interest	4,600	2,984	64.9%
Permits- sewer connections	1,500	2,175	145.0%
Miscellaneous revenue	-	0	0.0%
TOTAL REVENUE	1,285,100	931,644	72.5%
EXPENDITURES			
Administration			
Administration	88,000	53,485	60.8%
Legal	40,500	6,143	0.0%
Audit	2,300	0	0.0%
Office	2,200	2,663	121.0%
Common service charge	30,000	30,000	100.0%
Vehicle expense	2,100	619	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	714	71.4%
Interest on customers' deposits	100	75	75.2%
Professional studies	5,000	8,982	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	90,300	100.0%
	262,800	192,982	73.4%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	26,500	15,276	57.6%
Domestic sewer-mat & supplies	47,100	11,404	24.2%
	73,600	26,681	36.3%
Pumping Stations			
Pumping stations-wages	14,700	5,579	38.0%
Pumping stations-insurance	12,700	12,673	99.8%
Pumping stations-operating	19,000	17,007	89.5%
Pumping stations-mtnc	15,000	2,703	18.0%
	61,400	37,962	61.8%
Treatment & Disposal			
Agreement-Co. of Kings	793,500	603,226	76.0%
Fiscal Services			
Interest - S/T & L/T	5,400	5,852	108.4%
Principal	54,700	54,740	100.1%
Discount		0	
	60,100	60,592	100.8%
Capital from Revenue	30,000	0	0.0%
Transfer to Reserve	0	0	0.0%
TOTAL EXPENSE	1,281,400	921,441	71.9%
SURPLUS (DEFICIT)	3,700	10,202	

Town of Kentville Perpetual Reserve Fund

Month ended December 31, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,659,827)	1,658,396	1,465,589
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,976	614
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$8,093,098)	8,072,568	8,262,863
Equities (at market- \$4,340,001)	3,910,575	3,919,010
Total assets	<u>13,644,515</u>	<u>13,648,076</u>
Fund Balance		
Due to Town Operating Reserve		
Reserve	<u>13,644,515</u>	<u>13,648,076</u>
Total fund balance	<u>13,644,515</u>	<u>13,648,076</u>

Town of Kentville Perpetual Reserve Fund

Month ended December 31, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,354,167</u>	<u>13,198,833</u>
Add:		
Interest	166,917	143,289
Dividends	161,641	163,900
Accrued interest and dividends		
Capital gains		
Equities	(437)	186,452
Fixed income securities	<u>(6,175)</u>	<u>(20,595)</u>
	<u>321,946</u>	<u>473,046</u>
	<u>13,676,113</u>	<u>13,671,879</u>
Less:		
Management fees (net)	23,163	23,803
Return of capital	8,435	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>31,598</u>	<u>23,803</u>
Balance, end of year	<u><u>13,644,515</u></u>	<u><u>13,648,076</u></u>

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	122,888	79.9%
Protection	143,200	108,521	75.8%
Transportation	768,900	490,222	63.8%
Planning	0	0	0.0%
Development	80,800	58,703	72.7%
Recreation	517,800	167,121	32.3%
	2,135,100	1,172,600	54.9%
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		79,698	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	230,425	40.5%
Recreation	23,000	6,436	28.0%
	1,136,200	309,861	27.3%
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	470,228	55.5%
	2,135,100	1,172,600	54.9%

Town of Kentville Capital Fund

GENERAL LEDGER #	GAS TAX INFRASTRUCTURE Description	Budget	Actual
	Transportation		
	Sidewalks		
05-35-71-300	Main Street (East End)	85,000	556
05-35-71-340	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	101,819
	Streets		
05-35-71-200	Gladys Porter Drive-\$55,200 Blair Avenue-\$45,300 Condon Ave-\$130,100	230,600	122,770
	PROJECTS	470,600	225,145
	FUNDING		
	Reserve- Gas Tax Interest	3,000	1,952
	Reserve- Gas Tax 19-20	99,200	99,525
	Reserve- Gas Tax Current 2020-2021	368,400	123,668
	Reserve - Town capital		
	Borrowing		
	TOTAL	470,600	225,145

Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION	Budget	Actual
#	Description		
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	78,439
	TOWN HALL		
	Interior upgrades		
05-35-72-260	Council chambers upgrades	10,700	(0)
05-35-72-300	Design work (COVID-19)	20,000	18,457
05-35-72-280	Downstairs renovations	0	20,141
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	5,851
	PROJECTS	153,800	122,888
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	57,500	57,037
	Borrowing	96,300	65,851
	TOTAL	153,800	122,888

Town of Kentville Capital Fund

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	40,810
	Information technology		
05-35-75-800	Video upgrades	28,000	1,771
	PROJECTS	143,200	108,521
	FUNDING		
	Cash		
	Capital from revenue	46,000	51,152
	Proceeds on sale	4,000	5,000
	Capital contribution		
	Reserves	52,500	11,669
	Borrowing	40,700	40,700
	TOTAL	143,200	108,521

Town of Kentville Capital Fund

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	129,072
	Sidewalks		
05-35-71-490	Main Street- \$16,700 Park Street- \$17,500	34,200	0
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 Palmer subdivision-\$130,400	286,800	190,110
05-35-71-550	Prospect Ave (ADDED)	-	26,801
	PROJECTS	768,900	490,222
	FUNDING		
	Cash		79,698
	Equipment capital reserve	73,000	73,000
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	47,467
	Borrowing	416,000	290,057
	TOTAL	768,900	490,222

Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	10,533
	Signage		
05-35-75-400	Rebranding signage (Gateway)	30,000	24,125
05-35-75-250	Kentville Business Park signage	20,000	0
	Beautification		
05-35-75-300	Centre Square (Phase 1)	23,300	24,045
	PROJECTS	80,800	58,703
	FUNDING		
	CASH		
	Capital Reserve- Town General	80,800	36,433
	Capital contribution- Province		22,270
	Borrowing		
	TOTAL	80,800	58,703

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	44,636
	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	18,468
	Parks/Playgrounds		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	9,386
05-35-72-600	Memorial Park- Playground	10,000	9,024
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	20,392
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	3,305
05-35-73-300	Study- Accessibility	35,000	25,550
	PROJECTS	517,800	167,121
	FUNDING		
	CASH		
	TOK- Park Fees	5,300	
	Capital reserve- General allocation	105,900	77,819
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	9,246
	Capital contribution- others	30,000	
	Borrowing	293,600	73,620
	TOTAL	517,800	167,121

Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings
January 31, 2021

	Town Operating Fund		Other Outstanding Billing	Town Capital		Kentville Water Utility		TOTAL
	Sanitary Sewer Outstanding Billing	Interest		Hydrant Charge Outstanding	Interest	Capital Billing	Hydrant Charge Outstanding	
2014/15	45,344	25,028				14,864	10,523	45,344
2015/16	59,832	16,759				16,905	29,101	83,074
2016/17	232,836	3,946	2,106 *		54,112	188,968	1,386	309,905
2017/18	247,360	68,267				(175,571)	0	504,595
Paid: July 9, 2018								(175,571)
2018/2019	171,500 (status quo)	38,000 (revised \$18,000)				188,968		398,468
Paid: August 13, 2019	(79,080)	(58,422) (re-17/18)				(234,134)		(371,636)
Adjustment- sewer	7,590	51,455 (paid before billing)				188,364		7,530
2019/2020 billing	178,770 (status quo)	(102,911) 2019 & 19/20				36,670		418,589
Paid- Nov 22, 2019						(188,364)		(102,911)
19/20 Revised billing (Feb/20)						(36,670)		36,670
Paid- February 4, 2020						214,660		(188,364)
Paid March 23, 2020								(36,670)
2020/2021 billing	864,092	41,787	2,106		54,112	214,660	11,909	1,143,683
Written out of ledger due to age (Bt sell collection)	(258,122)	(41,787)						(258,122)
	605,970	0	2,106		54,112	214,660	11,909	885,561
		10,532				226,569		899,289

Accounts Receivable- Due to the Municipality of the County of Kings January 31, 2021

	Town Operating Fund		Sewer Connections	TOTAL DUE COUNTY
	Regional Sewer Current Billing 4 quarters	Building & Fire Inspection Disposal Site Current Billing		
2017/2018			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	(727,000)	(21,690)		(727,000)
PAID June 2020				
2020/2021	757,100	89,619	35,401	882,120
PAID July 2020		(43,519)		(43,519)
PAID August 2020	(376,550)			(376,550)
PAID Nov 2020	(189,275)	(23,050)		(212,325)
	189,275	23,050	132,368	344,693

NET TOTAL 554,596
Including sewer write offs
OR
NET TOTAL 854,505
excluding sewer write offs



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: February 3, 2021

Re: **PROJECTION REPORT- March 31, 2021 as at January 31, 2021**

The fifth projection report to March 31, 2021 (as at January 31, 2021) is attached to this memo.

In this report, the Town of Kentville is projecting a deficit position of **\$29,300** (last month surplus \$13,800).

We have captured everything known to date in this report.



**TOWN OF KENTVILLE OPERATING FUND
PROJECTIONS TO MARCH 31, 2021
As at January 31, 2021**

REVENUE

Overall, actual revenue is projected to end the year over budget **\$130,800**. The particulars are as follows:

2 TAXES (budget \$9,855,000; projected \$9,803,400; **UNDER BUDGET \$51,600**)

- Taxation is **under budget \$(24,600)**. Assessment changes continue to arrive which affects 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 \$601,300; **OVER BUDGET \$22,400**)

Payments in Lieu of Taxation will exceed budget by 3.9%.

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$21,700 over budget**.
- Provincial Payment in Lieu re: various properties arrived in January **\$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 \$1,028,800; **UNDER BUDGET \$79,300**)

This section is expected to fall under its budget by -7.2%.

- Protection- Police- Back check services is expected to **fall under its budget by \$(92,000)**, 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 \$1,067,000; **UNDER BUDGET \$101,700**)

Own source revenue is projected to be under budget by -8.7%.

- Fines, Licenses and Permits is projected to be **under budget \$(5,000)** 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 \$(300)**, 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 Receptions 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 \$439,900; **OVER BUDGET \$314,100**)

This section will be over budget by 249.7%.

- 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 \$15,400** 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 \$160,100**. The Town Operating Fund is projecting **a deficit of \$29,300**. The particulars are as follows:

9 LEGISLATIVE (budget \$287,500; projected \$262,100; **UNDER BUDGET \$25,400**)

- Mayor expenses fall **under budget \$6,200**, due to decreased travel/conferences (COVID-19).
- Council benefits **will exceed budget by \$1,700**, due to change in council members.
- Council expenses will end the year **under budget \$15,900**, due to decreased travel/conferences (COVID-19).
- Election expenses fall **under budget \$ 5,000**.

10 GENERAL ADMINISTRATION (budget \$1,362,800; projected \$1,510,600; **OVER BUDGET \$147,800**)

This department is projected to end the year over budget by 10.8%.

- Remuneration will **fall under budget \$1,900** due to changes in staff complement.

- Office expenses are projecting **over budget by \$152,000**. To date, additional legal expense has pushed the *Legal/audit account* over budget \$86,300. The Town will incur unbudgeted Consulting services of approximately \$73,000. Expenses-CAO fall under budget \$8,000.
- 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 \$3,781,500; **UNDER BUDGET \$42,100**)

Police Protection- core program is projecting to be **over budget \$41,800**.

- Remuneration is projecting over budget \$ 36,600. 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 \$10,000. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.
- Office expenditures provide savings of \$2,000. While savings are found in Meeting – Commission, Chief's & Deputy's expenses, Insurance & Other expenditure exceed budget.
- Occupancy- building will provide savings of \$5,000 in the Maintenance account.
- Operations- Communication will exceed budget by \$18,200 in Communications account. This includes the KPS moving to Bridgewater for dispatch services, PROS costs along with 3 months coverage by Valley Communications.
- 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 \$26,000**.

- 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 \$29,000** will be found in Law Enforcement- \$2,500 in Prosecution expenditures & \$12,000 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 \$9,100 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 **fall under its budget by \$3,700.**

- 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.
- Other protective services will provide savings of \$7,000 in Animal Control.

14, 15 TRANSPORTATION SERVICES (budget \$2,143,600; projected \$2,194,500; **OVER BUDGET \$50,900**)

Transportation Services is projecting to end the year over budget 2.4%.

- **Common Services** is projecting to be **over budget \$35,700.** 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. Operations-vehicles will exceed budget by \$18,700, due to repairs on heavy equipment.
- **Road transport programmes** will **exceed budget by \$7,200.** Overage occurs in Street repairs-\$17,200 offset by projected savings in Sidewalk repairs- \$10,000.
- **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 \$667,300; **OVER BUDGET- \$7,500**)

This section is projected to exceed its budget by 1.1%.

- **Solid waste collection & disposal** provides savings of \$1,000 in the materials & supplies account.
- **Solid waste collection- Valley Region Solid Waste-Resource Management Authority** will exceed budget by \$10,000, 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 \$638,400;
UNDER BUDGET \$5,100)

Environmental Development expects to fall slightly under its budget.

- **Planning & zoning is decreased \$9,600.** Remuneration provides savings of \$5,700, as the Planning student was not hired this year. Office expenditures fall under budget \$3,900. Legal expenditures exceed budget by \$2,000 but is offset by \$5,900 in savings in Training, Supplies and Research drafting.
- **Environmental development- Community development section** will exceed budget by **\$17,500** 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 \$1,316,700;
UNDER BUDGET \$53,400)

This department is projected to be under budget by -3.9%.

- Administration – office expenditure is projecting **savings of \$17,000** in various office accounts, mainly due to the COVID-19 pandemic affecting meetings and training opportunities.
- “Programmes” are projected **exceed budget by \$16,700**. 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 \$29,000**. 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 \$1,653,400; **OVER BUDGET \$96,200)**

This section is expected to exceed its budget by 6.2%.

- 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.
- Capital paid out of current revenue **increased \$5,200**, as the cost of the police vehicle exceeded its budget.

Town of Kentville Operating Fund -20/21

January 31, 2021

Revenue	Budget Amount	Projected	% over (under)
2 TAXES			
Assessable Property	9,809,700	9,759,900	-0.5%
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>9,803,400</u>	-0.5%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	396,300	418,000	5.5%
Provincial and Agencies	182,600	183,300	0.4%
	<u>578,900</u>	<u>601,300</u>	3.9%
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>1,028,800</u>	-7.2%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	32,800	-13.2%
Rentals	361,800	266,200	-26.4%
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>1,067,000</u>	-8.7%
7 UNCONDITIONAL TRANSFERS	<u>224,200</u>	<u>222,800</u>	-0.6%
8 CONDITIONAL TRANSFERS			
Other governments	<u>125,800</u>	<u>439,900</u>	249.7%
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>13,611,400</u>	1.0%

Town of Kentville Operating Fund -20/21

January 31, 2021

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	287,500	262,100	-8.8%
10	General Administration	1,362,800	1,510,600	10.8%
		<u>1,650,300</u>	<u>1,772,700</u>	7.4%
PROTECTIVE SERVICES				
11	Police- Core program	2,383,900	2,425,700	1.8%
11-1	Police- Sales of service	148,200	122,200	-17.5%
11-2	Law enforcement	224,600	195,600	-12.9%
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	157,600	-2.3%
		<u>3,823,600</u>	<u>3,781,500</u>	-1.1%
TRANSPORTATION SERVICES				
14	Common services	965,700	1,001,400	3.7%
15	Road transportation	789,300	796,500	0.9%
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>2,194,500</u>	2.4%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	659,800	667,300	1.1%
PUBLIC HEALTH				
17	Public health and housing	96,500	80,200	-16.9%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	244,500	234,900	-3.9%
19	Other community development	399,000	403,500	1.1%
		<u>643,500</u>	<u>638,400</u>	-0.8%
RECREATION AND CULTURAL				
20	Recreation-Administration	506,400	489,400	-3.4%
21	-Programmes & other	83,800	85,500	2.0%
22	-Facilities	609,200	580,200	-4.8%
22	-Recreation- Debt charges	37,000	37,000	0.0%
22	Cultural	133,700	124,600	-6.8%
		<u>1,370,100</u>	<u>1,316,700</u>	-3.9%
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	725,100	15.3%
		<u>1,557,200</u>	<u>1,653,400</u>	6.2%
TOTAL EXPENDITURE		<u>13,480,600</u>	<u>13,640,700</u>	1.2%
PROJECTED SURPLUS (DEFICIT)			<u>(29,300)</u>	-0.2%

Town of Kentville Operating Fund -20/21

January 31, 2021

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	6,170,900	6,142,100
Commercial property	2,066,400	2,042,900
Commercial-Industrial Park	719,800	747,500
Resource-Taxable assessments	43,900	43,900
Resource-Forest under 50,000 acres	100	100
	9,001,100	8,976,500
Fire Area Rate (KVFD)	198,400	198,400
Fire Protection Area Rate (Hydrant)	496,400	471,200
	694,800	669,600
Economic development levy	113,800	113,800
	9,809,700	9,759,900
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	6,800	4,900
	6,800	4,900
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	38,500	38,600
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	-	-
	9,855,000	9,803,400
OVER BUDGET (UNDER BUDGET)		(51,600)

Town of Kentville

Operating Fund -20/21

January 31, 2021

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	396,300	418,000
Province		
Province- Research Station R	16,600	17,500
Province- River Street R	37,000	37,200
Province- Cornwallis Street R	2,900	3,000
Province- 77 Cornwallis Street R	126,100	125,600
	182,600	183,300
	578,900	601,300
OVER BUDGET (UNDER BUDGET)		22,400

Town of Kentville

Operating Fund -20/21

January 31, 2021

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

January 31, 2021

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	483,000
Public works- Administration	140,000	140,000
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	80,000	80,000
- Capital	6,000	6,000
- Street Sweeper	-	7,100
Recreation- capital	-	5,600
Recreation- sales	4,400	4,400
	1,108,100	1,028,800
OVER BUDGET (UNDER BUDGET)		(79,300)

Town of Kentville Operating Fund -20/21

January 31, 2021

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	3,600
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,100
	<u>37,800</u>	<u>32,800</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	13,000
Rental-Lions Club building	6,000	6,000
Recreation		
Fields	10,000	3,500
Recreation Centre	5,000	5,600
Pool	400	-
HUB building	100	-
Arena	272,500	200,000
	<u>361,800</u>	<u>266,200</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>1,067,000</u>
OVER BUDGET (UNDER BUDGET)		(101,700)

Town of Kentville

Operating Fund -20/21

January 31, 2021

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
	224,200	222,800
OVER BUDGET (UNDER BUDGET)		(1,400)

Town of Kentville

Operating Fund -20/21

January 31, 2021

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	10,500
Canadian Parks & Recreation Assoc.	800	800
	800	11,300
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		15,400
Other		
Recreation Nova Scotia		-
TIANS (re VIC)		-
	125,000	428,600
	125,800	439,900
OVER BUDGET (UNDER BUDGET)		314,100

Town of Kentville

Operating Fund -20/21

January 31, 2021

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	47,000	47,000
Expenses	7,000	800
Legislative benefits		
CPP	8,100	9,000
Group insurance	3,700	4,500
Council		
Remuneration	155,400	155,400
Expenses	6,300	2,000
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	262,100
OVER BUDGET (UNDER BUDGET)		(25,400)

Town of Kentville Operating Fund -20/21

January 31, 2021

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	532,900	531,000
Benefits 121-22-02X	95,200	95,200
Office Expenditures		
Legal and audit	23,700	110,000
Consulting	-	73,000
Advertising and promotion	5,600	5,600
Expenses- CAO	10,000	2,000
Convention and travel	5,000	5,000
Training	2,000	2,000
Dues and fees	8,000	8,500
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	310,400
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

January 31, 2021

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	101,500	110,000
Various building 121-26..27-0XX	24,200	15,700
	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	1,510,600
OVER BUDGET (UNDER BUDGET)		147,800

Town of Kentville
Operating Fund -20/21

January 31, 2021

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	45,000
Secondment	99,400	102,200
	1,700,000	1,736,600
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	1,800
Chief's expenses	9,500	7,000
Deputy Chief's expenses	1,500	500
Training	20,000	20,000
Auxiliary program	3,000	2,000
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	14,500
	119,400	117,400
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	25,000
	53,500	48,500
Operations-Communication		
Communications	86,000	103,800
Radio license	3,600	2,000
Maintenance	3,000	5,000
	92,600	110,800

Town of Kentville

Operating Fund -20/21

January 31, 2021

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	2,425,700
OVER BUDGET (UNDER BUDGET)		41,800
TOTAL POLICE PROTECTION (carried forward)	2,383,900	2,425,700
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	2,135,100
SALES OF SERVICE EXPENSE		
Remuneration	79,500	79,500
Remuneration Part time	48,000	30,000
Benefits	20,700	18,000
Internal allocation		(5,300)
	148,200	122,200
NET SALES OF SERVICES		(26,000)
SALES OF SERVICE REVENUE		
Sales of service- Police	575,000	483,000
NET SALES OF SERVICES		(360,800)

Town of Kentville Operating Fund -20/21

January 31, 2021

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	84,900	84,900
OTHER		
Prosecution	10,200	7,700
Legal	40,000	28,000
Other-Crossing guards	25,400	20,000
Parking enforcement officer	64,100	55,000
	139,700	110,700
TOTAL LAW ENFORCEMENT	224,600	195,600
OVER BUDGET (UNDER BUDGET)		(29,000)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	3,600
	10,000	5,600
TOTAL LAW ENFORCEMENT REVENUE	10,000	5,600
NET LAW ENFORCEMENT	214,600	190,000

Town of Kentville

Operating Fund -20/21

January 31, 2021

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

January 31, 2021

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debenture 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	1,100
Emergency control-wages	300	1,200
Emergency control-M & S	100	2,400
911 System	18,000	18,000
	32,300	35,600
OTHER PROTECTIVE SERVICES		
Animal control	12,000	5,000
Building inspection	48,500	48,500
Occupational Health & Safety	10,000	10,000
Fire inspection	58,500	58,500
	129,000	122,000
TOTAL EMERGENCY MEASURES AND OTHER	161,300	157,600
OVER BUDGET (UNDER BUDGET)		(3,700)

Town of Kentville Operating Fund -
20/21

January 31, 2021

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
	840,200	840,200
Benefits 123-12-02X	214,200	214,200
Internal allocation 123-13-010	(505,700)	(505,700)
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
	57,900	74,400
Occupancy-Public Works building 123-15-0XX	39,600	39,600
Operations-Communications		
Communication	3,500	4,000
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	50,700
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,500	8,500
	316,000	334,700
TOTAL COMMON SERVICES	965,700	1,001,400
OVER BUDGET (UNDER BUDGET)		35,700

Town of Kentville Operating Fund - 20/21

January 31, 2021

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	110,000	127,200
Sidewalk repairs	15,000	5,000
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	796,500
OVER BUDGET (UNDER BUDGET)		7,200
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

January 31, 2021

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,800	30,800
Tipping fees	6,300	6,300
Material and supplies	2,000	1,000
	39,100	38,100
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Region Solid Waste-Resource Management Authority	611,200	621,200
TOTAL GARBAGE AND WASTE COLLECTION	658,300	667,300
OTHER AIR POLLUTION		
Other air pollution	1,500	-
TOTAL	659,800	667,300
OVER BUDGET (UNDER BUDGET)		7,500

Town of Kentville

Operating Fund -20/21

January 31, 2021

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

January 31, 2021

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	3,600
Training and development	4,000	800
Insurance	7,300	9,100
Office supplies	3,000	1,500
Telephone	2,500	2,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	5,000	3,500
Registration legal documents	100	100
Miscellaneous	1,000	500
	39,200	35,300
TOTAL PLANNING AND ZONING	244,500	234,900
OVER BUDGET (UNDER BUDGET)		(9,600)

Town of Kentville Operating Fund -20/21

January 31, 2021

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	29,000	28,400
Transfer for economic development	88,800	88,800
Community economic development	4,300	5,100
Development studies	3,000	500
Survey costs	1,000	2,500
PACE expenditure	5,000	20,900
Kentville Futures & Lions Club operating costs	11,500	13,900
	24,800	42,900
	142,600	160,100
OVER BUDGET (UNDER BUDGET)		17,500
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

January 31, 2021

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	2,000
Professional fees	5,000	1,000
Committee meeting expenditure	4,000	2,000
Promotion and publicity	4,000	3,000
Expenses-Director	6,500	5,000
Training	10,500	5,500
Insurance	12,800	12,800
Office supplies	4,000	2,500
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	58,800
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	489,400
OVER BUDGET (UNDER BUDGET)		(17,000)

Town of Kentville

Operating Fund -20/21

January 31, 2021

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	8,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
TOTAL RECREATION PROGRAMMES	43,800	60,500
OTHER		
Parks division and trees 127-43-0XX	40,000	25,000
TOTAL OTHER RECREATION	83,800	85,500
OVER BUDGET (UNDER BUDGET)		1,700

Town of Kentville Operating Fund -11/12

January 31, 2021

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	45,400	30,000
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	15,000
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	2,500
TOTAL RECREATION FACILITIES	609,200	580,200
OVER BUDGET (UNDER BUDGET)		(29,000)
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

January 31, 2021

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

Town of Kentville Operating Fund -20/21

January 31, 2021

Expenditures	Budget Amount	Projected
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	928,300	928,300
Temporary financing- principal	-	-
	928,300	928,300
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
To Operating reserve	99,800	190,800
To Capital Reserve fund	483,100	483,100
	582,900	673,900
To Capital fund- from operations	46,000	51,200
Total transfers to other funds	628,900	725,100
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(191,500)	(239,300)
From Capital Reserve fund		
	(191,500)	(239,300)
NET FINANCING AND TRANSFERS	1,365,700	1,414,100
OVER BUDGET (UNDER BUDGET)		48,400



Memo

To: Dan Troke, CAO
From: Debra Crowell, Director of Finance
CC:
Date: February 1, 2021
Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**

You will find a listing attached from the Town's Collection Officer indicating the need to write off sundry receivable accounts in the amount of **\$8,658.90**. The accounts have been sent to our external collection agency.

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

RECOMMENDATION

I recommend to Council Advisory Committee that the attached sundry receivable accounts in the amount of **\$8,658.90** be approved for write off and forwarded to Town Council for ratification.

Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: January 23, 2021

Re: **TAX EXEMPTION – SECTION 69- 2021/2022**

BACKGROUND

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

AUTHORITY

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

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

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

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

That the policy to grant an exemption from taxation may:

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

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

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

ANALYSIS

For 2020, a single Old Age Pensioner, eligible for OAS and GIS received \$18,363, while a married couple both eligible for OAS and maximum GIS received \$27,971.

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

<u>TAXATION YEAR</u>	<u>INCOME CEILING</u>	<u>EXEMPTION AMOUNT</u>	<u># OF PERSONS</u>	<u>TOTAL OF EXEMPTIONS</u>
	\$	\$		\$
2016/17*	25,778	241 to 512	43	12,310
2017/18*	26,127	244 to 519	42	12,468
2018/19*	26,507	246 to 524	36	11,650
2019/20*	27,048	253 to 539	44	13,052
2020/21*	27,619	256 to 544	37	11,334

*In 2014, the Town moved to a sliding income/exemption scale. The exemption is increased annually by the cost-of-living figure used for the assessment CAP by Property Valuation Services Corporation. For 2021, the CAP rate is 0.3%.

All participants of the program in 2020 will be sent an application for the exemption in 2021. As well, notice will appear on the Town's website and other means of social media detailing the particulars of the program.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2021/22 year be approved and forwarded to Town Council for ratification.

Exemption amount: \$257 to \$546

Income ceiling: \$27,971

Deadline for applications: June 30, 2021

RESOLUTION

LOW INCOME TAX EXEMPTION-TOWN OF KENTVILLE

BE IT RESOLVED by Council of the Town of Kentville

THAT an exemption from taxes for the period **April 1, 2021 to March 31, 2022** be granted pursuant to Section 69 of the MGA, as follows:

Income Range (per annum)	Exemption Amount 2021/2022
< \$12,000	\$546
\$12,001-\$16,000	\$433
\$16,001- \$18,000	\$327
\$18,001- income ceiling	\$257

THAT the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2020 is equal to or less than **\$27,971**. (An allowance paid pursuant to the War Veterans’ Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

THAT the property must be occupied by the applicant ratepayer.

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

THAT no application for an exemption will be considered unless made on or before the 30th day of June 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.

Dan Troke, Town Clerk



Programs and Operations		Highlights
Projects	<ul style="list-style-type: none"> • 8 Development Permits Issued. • 2 Subdivision applications • 5 Zoning Certificates 	<ul style="list-style-type: none"> • building Valuation of \$3,160,000
	<ul style="list-style-type: none"> • <u>Ryan’s Park</u>. The development is footing(s) ready. This time of year, construction slows down, but we will see more activity in early spring. Staff are reviewing subdivision plans for the projects financing. • <u>Chrysalis House</u> is progressing well. • <u>Miners Landing</u> development is progressing well. A couple of noise bylaw exemptions were issued to allow the developer to pour concrete through the night and maintain their construction schedule. • <u>River Street Lands</u> The potential buyers of the River Street property have engaged new consultants to address some of the geotechnical issues. The group are feeling much more optimistic that the site may not need extensive shoring methods such as geopiers. They continue with their due diligence which they hope to complete at the end of March. • <u>Stonemount Retirement</u>. Stonemount Retirement Living representatives have withdrawn their concurrent Planning Strategy and Land Use Bylaw amendment and have indicated that they will reapply with a new request/application. • <u>MacDougal Heights</u>. Staff are still waiting on the final plan of subdivision and other documentation for Parsons 	

	<p>proposed 26 lot subdivision off Acadia Drive.</p> <ul style="list-style-type: none"> • Business Park There has been a lot of inquiries about the Business Park. As inquiries come in they are reviewed by staff to ensure compliance with the Land Use Bylaw and the towns restrictive covenants. • 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 • Meeting with new CAO • East Coast Local Inc. • Tried and True Construction 	

Activity Report

Planning & Development

January 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> JANUARY 2021		<i>PERMITS ISSUED</i> JANUARY 2020	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	8	8	3	3
Total Building Value (\$)	3,160,100	3,160,100	36,000	36,000
Permit Revenue (\$)	5,283.04	5,283.04	94.80	94.80

Permits Report

Planning & Development

January 2021



Permit #: 3822	Permit Date: 01/11/2021
Value of Construction: \$400,000.00	Fee: \$331.74
New Residential Construction – Constructing a new Two Unit Dwelling, Residential Space is 1,305 sf PER SIDE and garage space is 280 sf PER SIDE	

Permit #: 3835	Permit Date: 01/18/2021
Value of Construction: \$425,000.00	Fee: \$244.77
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 1,833 sf and garage space is 526 sf	

Permit #: 3836	Permit Date: 01/18/2021
Value of Construction: \$200,000.00	Fee: \$347.69
New Residential Construction – Constructing a new Two Unit Dwelling, Residential Space is 1,384.5 sf PER SIDE and garage space is 262.5 sf PER SIDE	

Permit #: 3837	Permit Date: 01/07/2021
Value of Construction: \$29,600.00	Fee: \$50.00
Renovations – Installing Solar Panels	

Permit #: 3838	Permit Date: 01/13/2021
Value of Construction: \$1,700,000.00	Fee: \$3,760.00
Renovations – Extensive interior and exterior renovations after a fire	

Permit #: 3839	Permit Date: 07/11/2021
Value of Construction: \$500.00	Fee: \$20.00
Renovations – Replacing stairs and railing	

Permit #: 3840	Permit Date: 01/18/2021
Value of Construction: \$5,000.00	Fee: \$31.00
Renovations – Bathroom upgrade from 2 piece to 3 piece	

Permit #: 3841	Permit Date: 01/25/2021
Value of Construction: \$400,000.00	Fee: \$497.84
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 4,114 sf and garage space is 575 sf	

Total Value of Construction:	\$3,160,100.00	Total Permit Fees:	\$5,283.04
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Town of Kentville

Community & Economic Development (CEDC)

Report to CAC – February 8th, 2021

Submitted February 2nd, 2021



Programs and Operations	<ul style="list-style-type: none">• It is clean up month in the CEDC office which means final reports are being put together for the grant funding the Town received for both the Centre Square Activation Project and the Gateway sign installations.• Preliminary budget asks are also being put together as we try and plan for a tourism season in 2021. The season will look very different again, but we have hopes and plans to open the VIC for a full season this year, in addition to adding a few small event type activities that the Visitor Centre can host. Manager Susan is on stand-by and happy to be returning if things go to plan. A regular season at the Centre runs from Mid-May to Mid-October.
Projects & Beautification	<ul style="list-style-type: none">• Fire and Ice Beautification is here and ready for installation the week of February 8th. This February beautification effort is new for Kentville, as normally when holiday things are removed, we stay rather bare until flowers arrive in the spring. As part of an overall plan for creating new life and energy in Kentville during the bleak winter months, and to support the Fire and Ice (non)Festival, these new installations downtown will certainly make an impact. This year is a teaser only, as per COVID regulations, and we are cobbling together our displays with leftover budget. But the décor this year will lay a foundation to build on in future years. Get your selfie stick ready, it's going to be beautiful!
Tourism /events	<ul style="list-style-type: none">• The First ever Kentville Fire and Ice Festival was planned for Feb 10-15th. This new event was born from a community member who sits on the new Events Committee struck by KBC as recommended in the newly adopted KBC Event Strategy document. The "Fire and Ice Winter Carnival" is a collaboration between KBC, the Town, and community volunteers. Although the restriction extension has prevented our group from moving forward with many of the coordinated group



	<p>activities that were originally planned, we are falling back to plan B and rolling out a flurry of local marketing to encourage folks to visit Kentville on their own time with their bubble people to enjoy all the winter fun Kentville has to offer, both in outdoor recreation opportunities and downtown shopping/dining/relaxing opportunities. Some marketing examples are attached to this report for Council’s information.</p> <ul style="list-style-type: none"> • Since the last report we have had confirmation from the Apple Blossom Festival that they are not planning anything for 2021. In addition, there has not been any mobilization of the Multicultural Festival event team or the Devil’s Half Acre group for 2021. It is expected that these organizations will delay a regrouping until 2022, but we stay in tune with those folks and will confirm as things continue to unfold.
Other	<ul style="list-style-type: none"> • The vacant Mentoring Plus Program Coordinator position has been filled! Kori Levy joined the team and started work on January 18th. Kori is still getting her feet wet, but anyone interested in the program can reach Kori via the contact info provided on the website. • The Kentville Business Community Board has worked diligently and thoughtfully on a proposal for a new funding agreement for Council’s review. The proposal includes an outline of planned activities and the Board is excited about the potential of the group moving into the next few years!
Meetings and Events	<p>January 2021</p> <ul style="list-style-type: none"> 5 – AVR Morning Show spot 6 – STORM 7 – Mentoring Plus Interviews 11 – Tourism Operators group zoom: planning for 2021 12 – Mentoring Plus Interviews 12 – KBC Events Committee meeting 12 – AVR Morning Show spot 13 – Private meeting re: Business Park 13 – NS Business and Labour Economic Coalition zoom 13 – KBC Board Meeting 13 – Introductory call w/Shelter Movers 14 – Tourism Operators group zoom 15 – Fire and Ice committee meeting 19 – AVR Morning Show spot 20 – STORM 21 – NS business and Labour Economic Coalition zoom 21 – Inclusive programming for Centre Square: conference call

Respectfully Submitted,
Lindsay Young,
Community & Economic Development Coordinator

FIRE & ICE

Winter Carnival Teaser

WALK THE TRAIL OF LOVE

The Gorge is a wonderful place for walking (or snowshoeing) on any given day. There's an extra special reason to go during our Fire and Ice Teaser weekend. The trail will be marked with messages of kindness and love. Take someone you care about or go it alone, and feel the love, Kentville! Pack a sweet treat from Sable Shortbread to bring along, and take in all the magic of the season.

SLEDDING!

When was the last time you flew down a snowy hill, terrified and thrilled at the same time? Get out to Oakdene Park, Memorial Park or Burgher Hill for the best sledding around! A great first date activity, or one to do with the whole family! If it's been a hot minute since you went sledding, may we suggest a hot stone massage at Hawthorne Clinic or The Healing Station afterwards? Book ahead, you can find them online!

CROSS COUNTRY SKIING

Kentville's Harvest Moon Trail is groomed whenever possible for cross country skiing and snowshoeing. If trail activities are on your list to try, check in with Kentville Recreation to borrow some snowshoes or poles from the equipment loan program. It's free! After a day on the trail pop downtown to Paddy's Irish Pub to re-fuel. Bangers and Mash anyone?

SNOWBOARDING

If you're just starting out, the same places mentioned for sledding can also be great for snowboarding! Kentville's hills are a tad smaller than Martock, so they are great for practicing skills. But they are also way closer to downtown cafes that serve deliciously warm baked goods for warming up cold fingers afterwards!

OUTDOOR SKATING

Are you ever as truly free as when you're gliding around the ice surrounded by the outdoor beauty of winter? Find this freedom at the Frog Pond in the West End, Oakdene Park in the North End, or at Miner's Marsh downtown. By the way, Half Acre Café on Main Street serves a wonderful tomato soup for warming up with afterwards!

SNAP SOME SELFIES

All about the insta? We're all about the LOVE! Kentville has been decked out so that you can get the perfect shot day or night. Make sure to check out the "heart of downtown" display in Centre Square, and the "kissing booth" in Miner's Marsh! Complete your visit by unwinding for the evening at Maritime Express Cider with delicious food and drinks. Warm up while surrounded by the beauty of this amazing historic space - another great spot for photo taking.

FOR THE LOVE OF DOGS

Miner's Marsh is a fantastic place for walking your dogs on leash, and during the Fire & Ice Winter Teaser there's a photo booth set up on site for you and your fur friends! After a leisurely stroll, grab some take out from Kings Arms Pub and head home for dinner and a movie snuggled on the couch.

SHOP IT LIKE IT'S HOT

Kentville Businesses are staying open late on Friday, February 12th so that you can find the perfect gift for your valentine! Drop downtown, park once, and enjoy a stroll around the beautifully lit square as you pop into locally owned and operated shops ready to help you find the perfect item.

www.kentville.ca & www.kentvillebusiness.ca for more info!

Kentville FIRE & ICE

While we can't roll out our full Fire & Ice Winter Carnival plans just yet, we have some fun COVID-friendly 'Teaser' activities and shopping opportunities for the long weekend in February!

Winter *Carnival* Teaser

Feb 12th-15th
Trail of Love Snowshoe Hike
 Find love messages throughout The Gorge as you hike or snowshoe

Wednesday, Feb 10th
Tides Contemporary Art Gallery, Artist Talk
 With metal artist Heather Lawrie

Thursday, Feb 11th
Music in Communities Co-op at Maritime Express Cider Co.
 Space is limited - contact info@musicincommunities.com to book a seat featuring Jesse Potter for special music at the Maritime Express Mezzanine

Friday, Feb 12th
Kissing Booth Fundraiser
 Get a photo of you and your pooch - or a loved one! - in Miner's Marsh and leave a donation to support the Kentville Dog Park

Light it Up for Love & Shopping Party
 Shops will be open until 8pm w/ special promos, and Centre Square will be lit up for a romantic backdrop and resting spot

Sunday, Feb 14th
Valentine's Day give-away
 Hashtag [#fireandicekentville](https://twitter.com/fireandicekentville) and get placed in a draw for a spectacular Valentine's package

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 The Gorge is a wonderful place for walking (or snowshoeing) on any given day. There's an extra special reason to go during our Fire and Ice Teaser weekend. The trail will be marked with messages of kindness and love. Take someone you care about or go it alone, and feel the love, Kentville. Pack a sweet treat from Sable Shortbread to bring along, and take in all the magic of the season.

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www.kentville.ca & www.kentvillebusiness.ca for more info!

VISIT THE GORGE AT 53 GLADYS PORTER DRIVE FEB 12TH - FEB 15TH AND TAKE A STROLL DOWN THE...

Trail of Love

THE TRAIL WILL BE FILLED WITH MESSAGES OF LOVE AND COMPASSION, INCLUDING THOSE FROM THE KENTVILLE COMMUNITY!

Show us your heart, Kentville!

This past year, you decorated your homes and windows to show support for each other throughout some pretty tough times!

So...

We want to see those hearts again! Get creative and use whatever materials you would like to show us how much you love your community and each other!

Put your heart(s) on display from Friday February 12th to Monday February 15th during the Fire and Ice Winter Teaser and to celebrate love and caring in your community! Use the hashtag [#fireandicekentville](https://twitter.com/fireandicekentville) when sharing your photos!



For more information visit kentvillebusiness.ca and kentville.ca

Presented on February 8th, 2021
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

<p>Facility Related</p>	<p>Kentville Trails</p> <ul style="list-style-type: none"> 💡 Reminders have been published on various social media platforms letting folks know that trails are not maintained in the winter and therefore should be used with caution. Ice grips are available to borrow as part of our equipment loan program. <p>Outdoor skating surface</p> <ul style="list-style-type: none"> 💡 Park staff check the ice thickness on the three outdoor skating surfaces intermittently throughout the winter months to test the thickness. Signs educating folks about how to tell if the ice is safe have been placed at all three outdoor skating locations. <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 COVID restrictions. We are working to add more public skating offerings at the arena, doing so requires extra staff and resources. <p>The Kentville Recreation Center</p> <ul style="list-style-type: none"> 💡 The Recreation Center continues to accept bookings, and we continue to adjust based on the current Public Health restrictions.
<p>Programs and Operations</p>	<p>COVID Response</p> <ul style="list-style-type: none"> 💡 Our Department continues to make the necessary adjustments to all programs when COVID restrictions are updated. We work closely with the Public Health, Recreation Nova Scotia, the

	<p>Recreation Facility Association of Nova Scotia, and other Municipal units to ensure that we are following and interpreting protocols correctly while meeting regional industry standards.</p> <p>Programs:</p> <ul style="list-style-type: none"> ♀ Memory Cafes NS which have started with their virtual sessions for 2021. ♀ New Horizon’s club is still closed until current Public Health restrictions are lifted or eased. ♀ Our “Try-It” events are continuing, this time with Pickleball and snowboarding which was so popular we had to offer three different sessions in one day. ♀ Regular programs such as our low impact fitness, chair yoga and Pilates continue to meet capacity. Due to Public Health restrictions, only low impact offerings are permitted. ♀ In an effort to increase opportunity for creativity and that celebrate the arts, Nature Percussion was offered to a filled registration. We will continue to expand on our arts and culture offerings. ♀ The Equipment Loan Program has been in full force this session. Folks have been borrowing kick sleds and snowshoes as we head into the winter months.
<p>Capital Projects</p>	<p>Recreation Center:</p> <ul style="list-style-type: none"> ♀ Work on the Recreation Center continues. <p>Dog Park:</p> <ul style="list-style-type: none"> ♀ Construction on the Dog Park began and then was halted by the Department of Agriculture. We are waiting for further direction before continuing with the project.
<p>Public Engagement/ Community Events</p>	<p>Community Events:</p> <ul style="list-style-type: none"> ♀ Staff are working with Economic Development and KBC on plans for the the Fire & Ice festival. Current Public Health restrictions have sidetracked some of the plans; however staff are working

	<p>hard on coming up with other ideas that will allow community to participate in fun outdoor winter activities at their leisure.</p>
<p>Meetings and Events</p>	<ul style="list-style-type: none"> 🗨 CPCIL Course Classes/Group Work 🗨 Homeless No More 🗨 Senior Advisory Committee 🗨 Department Meetings 🗨 Green House Gas Emission RFP 🗨 Webinar 🗨 Re-Sport Accessible Community Sport project 🗨 Multi-purpose facility 🗨 Council Advisory Committee 🗨 GHG Mitigation Assessment Initial Meeting 🗨 Community Advisory Board – COVID research 🗨 African Heritage Month/Acadia University 🗨 Warming Hut Project 🗨 Personnel Meetings 🗨 Trail Bridge Assessment/Planning 🗨 Investing in Canada’s Infrastructure Program (ICIP) Grant Meetings 🗨 Kings County Youth Engagement Working Group 🗨 Media Interview 🗨 Kings County Recreation Committee 🗨 Summer Program Planning Meeting 🗨 2021-22 Budget Planning Meeting 🗨 CUPE Labour Management Meeting 🗨 CSJ Grant Writing Meeting 🗨 Bell Let’s Talk Mental Health 🗨 Kentville Accessibility Planning Meeting 🗨 Skatepark Meeting (KSA) 🗨 Valley Recreation Accessibility Meeting
<p>Council Related</p>	<p>Council Priorities:</p> <ul style="list-style-type: none"> 🗨 <i>Accessibility Committee:</i> We have received the DRAFT accessibility plan and are currently reviewing it. The plan was held up due to delays that were out of our control. The Accessibility Committee has a meeting scheduled for February 9th.

	<p>Grants:</p> <ul style="list-style-type: none">💡 <i>ICIP Grant: The information for the final phase of the Investing in Canada's Infrastructure (ICIP) grant has been submitted, with a large amount of support from all departments, as well as the province of Nova scotia.</i>💡 <i>RFD Grant: Staff have applied to the Recreation Facility Development grant (RFD) to support the construction of the bowl at the Kentville skatepark. This is a project that was delayed last year due to incomplete paperwork according to the Department of Environment.</i>💡 <i>CSJ Grant: A grant application to the Canada Summer Jobs program have been submitted.</i>
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2020 Yearly Report



Prepared by: Chief Cecchetto

For: Kentville Police Board of Police Commission

Date: January 26, 2021

STAFFING

Current compliment – 17 officers (1 Chief, 1 Deputy Chief, 4 Sgts, 11 Costs), 1 By Law Officer, 4 FT admin/Backcheck, 4 PT Backcheck. 4 Auxiliary (volunteers)

2020 saw many changes within KPS. Our compliment was increased by 1 for the re-instatement of a GIS officer. We had retirements of D/C Brown & Sgt Dunfee. Three officers resigned and moved on to Halifax Regional Police. Hiring of three F/T officers has just been completed to replace those officers and we still have one term position filling in for a LTD.

GIS

The GIS position started in June of 2020. The files quickly turned to a full caseload for the officer which resulted in successful investigations of Human Trafficking, home invasions, drug work, and weapons seizures. The officer assigned resigned in November and the position was vacant until Jan 14th when staffing allowed us to transfer a patrol officer to this position.

SCEU

Our Additional Officer is assigned to work with the Kings County Integrated SCEU section. TOK is reimbursed \$100,000 from DOJ for this resource. The SCEU team consists of 1 KPS member and 3 RCMP members from New Minas. The unit works on files across Kings County including many drug and weapons related files. This work in the County is a very effective measure in controlling the crime that spreads throughout the county and into Kentville. The unit is always available for Kentville specific files when we need their dedicated efforts.

CISNS

We continue to have an officer seconded to the CISNS position. This is a fully funded position from the RCMP and they work on files across the Province deemed to be of significant intelligence purposes. The KPS officer and his RCMP partner work out of our building.

BYLAW

KPS has one full time bylaw officer. 2020 brought changes to the position with the addition of the S/Cst working with the Planning section of TOK following up on by-law complaints received by their office. He also continues to conduct parking enforcement within the town daily. Numbers of tickets were down significantly in 2020 as we did not wish to discourage customers doing business in Kentville so discretion was used regarding the timed parking.

PROACTIVE EVENTS

KPS does not have a dedicated school/community officer since decreasing the number of officers several years ago. Therefore, all members are responsible for ensuring community events are staffed and upon

request doing pro-active presentations. The officers are also expected to do foot patrols in the Downtown core daily and report those hours on their daily log.

The Chief & Deputy Chief sit on several local committees to ensure Police representation in our local community. 2020 and Covid did impact the number of events held within the Town and limit our attendance at KCA. We are hopeful that 2021 will allow us to hold events such as bike rodeos as the Health measures are lessened.

BACKCHECK

Covid has had an impact on the number of BACKCHECK files we have done in 2020. We have reduced the number of staff to 2 f/t & 3 p/t. The number of files did increase in the fall but have fallen again as Covid numbers increased across CANADA and health measure were put in place across Provinces.

BODYWORN CAMERAS

KPS was a leader in the Province with the implementation of Body Worn cameras approximately 3 years ago. With the calls for changes to the Justice system and more accountability after the death of George Floyd, we received a lot of positive media attention. Other agencies reached out to us for our policies, experiences, and opinions on BWC.

OT STATS

	Court	Investigation	Training	Shift replacement	Stat	Special events	SCEU	Total
2018	466	224	354	916	357	322	202	2,841
2019	439	407	290	861	390	329	146	2,862
2020	246	470	170	665	366	144	194	2,255

CALLS FOR SERVICE

Calls for service include unfounded and unsubstantiated CC, Federal & Provincial statutes.

	Total Calls
2018	2957
2019	3671
2020	3575

BREAKDOWN OF CALLS FOR SERVICE (BY TYPE)

Call type	2018	2019	2020
Arson	1	0	3
Assault Persons (including with weapon)	84	101	77
Assist General Public	82	161	188
Assist other agency	139	246	246
Breach Conditions	87	78	60
Breach of Peace/Cause Disturbance	81	121	144
Break/Enter residential	11	16	12
Break/Enter Commercial	8	4	4
Child Pornography	4	0	1
Counterfeit Currency	2	1	0
Drug Possession	9	7	13
Drug Trafficking	8	3	0
Extortion	0	1	1
Firearms Act	1	2	11
Fraud	75	66	106
Hate Crimes	0	1	0
Homicide (incl attempt)	0	0	0
Human Trafficking	0	0	2
Impaired driving	27	30	47
Liquor Act	25	52	28
Mental Health	121	189	183
Mischief	77	58	72
Missing Person	0	23	12
Municipal Bylaws	104	131	151
Quarantine Act	0	0	31
Robbery	1	2	3
Sexual Assault	9	17	11
Sex Offences	5	5	4
Suspicious Persons	160	184	197
Threats	47	52	47
Traffic accidents	122	163	116
Traffic Offences	613	654	764
Theft of vehicle	9	5	6
Theft over \$5000	13	8	11
Theft under \$5000	90	118	86
Weapons Offence	2	4	0

Town of Kentville

Department of Engineering & Public Works

Report to CAC – February 8, 2021

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"> Completed first draft of 2021/22 Operating Budgets for Transportation, Water & Sanitary Sewer and have begun updating five year Capital plans in preparation for first budget meetings. 	Highlights 2021/22 Budgets
Projects	<p>Finance & Recreation Reception Improvements</p> <ul style="list-style-type: none"> The security and COVID renovations for the Finance and Recreation departments are now complete. We opened to the public on February 1st and the reopening has gone smoothly with new security and contact tracing protocols in place. <p>Public Works</p> <ul style="list-style-type: none"> Excluding this last week, we have spent approximately 20% of the 2020/21 budget for snow & ice removal – hopefully Mother Nature cooperates, and we stay on this pace. <p>Kentville Water Commission</p> <ul style="list-style-type: none"> A minor watermain break was detected on George Street and repaired on January 12, 2021. We will be upgrading to new water utility tracking and billing software early in the new fiscal year which will help staff track water usage trends and will assist with customer inquiries and anomaly tracking. 	Highlights Town Hall Open



	<p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> The past month saw no major operational or maintenance issues with the sanitary sewer system. 	
Public Engagement	<ul style="list-style-type: none"> Frequent phone calls and site visits. Appointments are now being accepted for in person meeting. Letter & email correspondence – See attached response to residents of Mitchell Avenue regarding emergency egress. 	<p>Highlights</p> <p>Mitchell Avenue</p>
Meetings and Events	<ul style="list-style-type: none"> Senior Staff meetings every Tuesday January 6nd OHS Meeting January 11th CAC via Zoom January 14th Regional Sewer Committee January 27th CUPE Labour Management Meeting 	<p>Highlights</p>
Council Related	<ul style="list-style-type: none"> Open for questions or concerns from Mayor & Council. 	<p>Highlights</p>

First, I would like to thank Council and staff for the warm welcome to the Town. There is certainly a lot of good things happening.

I would like to thank staff for all their hard work and preparedness to get Town Offices open to the public. Monday February 1st the offices were open from 10 to 3. These hours will be expanded over the coming weeks.

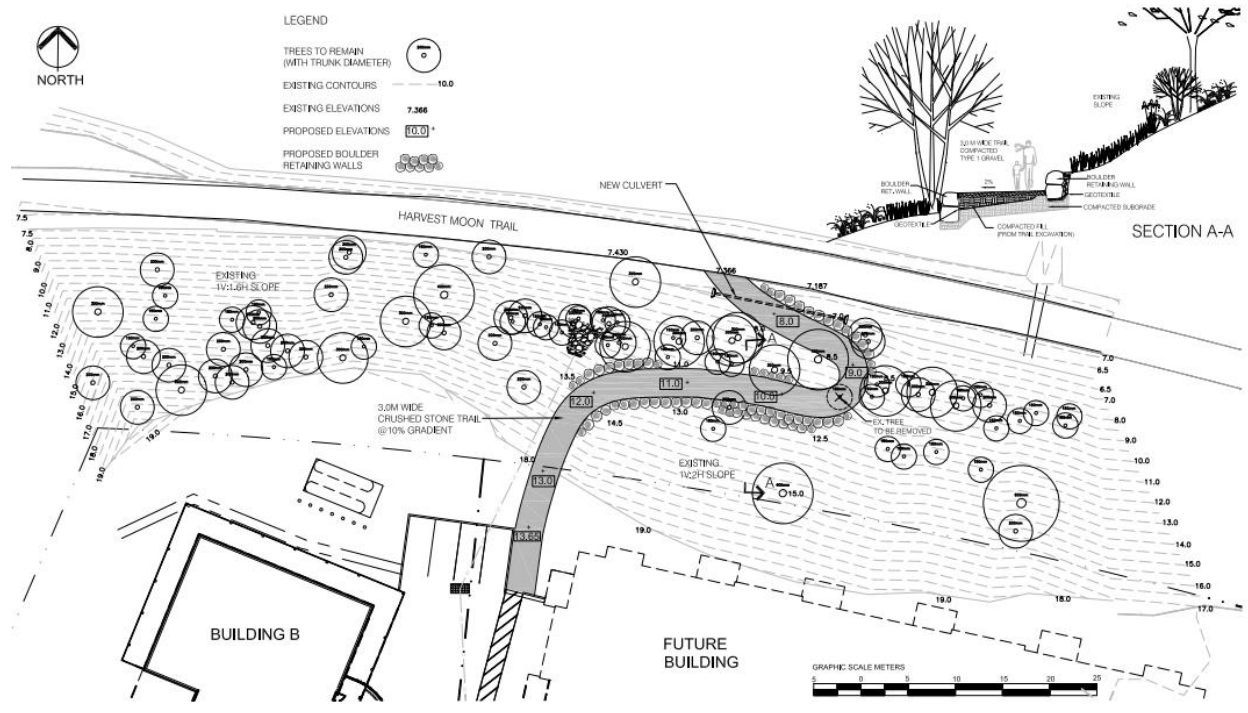
The lease with the Kentville Historical Society has been signed.

I had an opportunity to meet with the developer of Miners Landing who has supplied a drawing for a proposed trail connecting the north side of the complex to the Harvest Moon Trail. Attached is a copy of the drawing (See Appendix A). This will be a future item for discussion during the capital budget presentation.

As the Town looks at Active Transportation improvements and ways in increase affordable housing over the next few years, I would like to raise the idea of council considering zoning changes to vacant land currently zoned C2 or making changes to the zoning definitions themselves to allow for multi-unit development in these areas. Such a change can be considered on specific vacant properties or on all vacant properties zoned C2. Either change would require amendments to the Municipal Planning Strategy (MPS) and would take approximately (5) five months. If desirable by council such a change would create clearer paths forward for the development community if they were looking to build multi-unit residential on lands currently zoned C2.

Submitted by: Dan Troke, CAO for the Town of Kentville

Appendix A



Gordon Ratcliffe
LANDscape ARCHITECTS
 2055 Route 329, RR #1
 HUBBARDS, NOVA SCOTIA
 CANADA · D0J 1T0
 TEL: (902) 478-3683
 FAX: (902) 857-1108
 info@gorratcliffe.ca

project: MINER'S LANDING
 KENTVILLE, NOVA SCOTIA
 title: TRAIL CONNECTOR PLAN

date: FEB. 1, 2021
 scale: AS NOTED
 drawn by:

detail:
L-1

TO: Mayor and Council

SUBMITTED BY: Communications Team

DATE: February 8, 2021

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 including the upcoming Fire and Ice Festival (promoting winter activities in Kentville).
- Analytics from the website were collected from January 1 to January 31, 2021. Website activity was increased from December by 6000 views, with particular interest in the sale of the Calkin Building, and the new webcam page.
- The Facebook page grew by 40 likes this month. The Town's most popular posts were related to the recreation borrowing library, sale of the Calkin building, and the January winter hike program.



TO: Council

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

DATE: January 20, 2021

SUBJECT: Emergency Egress Concerns – Residents of Mitchell Avenue

ORIGIN

On November 28, 2020 a group of residents from Mitchell Avenue submitted a letter, signed by nearly twenty residents on the street, expressing safety concerns regarding the lack of an emergency exit and evacuation plan. Staff have considered these concerns and consulted with the Kentville Volunteer Fire Department in preparing this report for Council. Enclosed is a copy of that November correspondence.

BACKGROUND

Mitchell Avenue is a short street which ends near an access point to a Town water supply installation and the Harvest Moon Trail. The only access/egress point for the street is on Park Street, in between two business locations, one of which is home to a heating fuel and stove dealer. The residents have made the point that there had been assurances provided some time ago that there would be a connecting road provided to connect the street to Baden Powell Drive, a nearby street that does have a gravel pathway to the Harvest Moon Trail. The concern expressed by the residents is that in the event of a fire or other incident, emergency vehicles could block or impede a quick exit from their street. They have asked for a safe, permanently maintained alternate exit route.

DISCUSSION

Unfortunately, there are a number of streets in the Town with a similar configuration to Mitchell, including Maxwell Place, Hillcrest Avenue, Smith Avenue, Henry Street and Braeside Drive. While the provision of a second exit for the residents of Mitchell Street would be a good thing to achieve, there are some important concerns about linking the street to the Harvest Moon Trail itself, which would seem to be the easiest link to create. Firstly, the grades at the end of Mitchell Street are very steep, and this hill would not provide a safe connection. Secondly, the Town would have to be concerned about allowing vehicles to access the trail at any point, surprising pedestrians and other users. The water well and related facilities at this location also have to be protected from traffic, particularly during emergency situations.

The residents have asked for safe vehicular egress from the street in the event of an emergency, and we suggest some of this concern relates to the existence of propane storage tanks near that Park Street exit. In checking with KVFD, vehicular egress in the event of an emergency involving propane gas is unlikely – the Emergency Response Guidebook requires responders to first eliminate all sources of ignition. The minimum safe evacuation distance for a small leak is 300m, 800 for a large leak and 1600m in case of fire. Any evacuation of the residents on the street would be determined after a careful assessment of the incident, prevailing winds and other considerations, but it is likely that any evacuation of residents would be on foot.

In summary, although there could be improvements made to improve pedestrian access to the Harvest Moon trail for residents of Mitchell Avenue, it does not appear that there is a good rationale to create a new link for vehicle egress at the end of the street.

POLICY IMPLICATIONS

N.A.

BUDGET IMPLICATION

There are no budget implications to the maintaining the current situation with the street end.

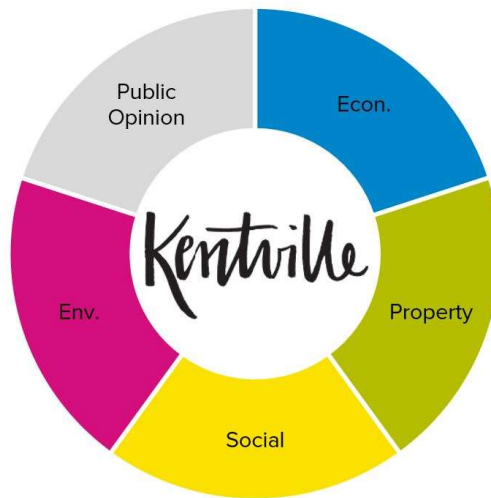
ATTACHMENTS

November 28, 2020 letter from residents

RECOMMENDATION

That Council receive this report and advise the residents of Mitchell Avenue that their request for a new emergency exit from their street as outlined in their November 28, 2020 letter cannot be provided.

Town of Kentville Decision Wheel:



TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer
Jennifer West, Executive Assistant

DATE: February 8, 2021

SUBJECT: Review of the Property Assessed Community Energy Program (PACE)

ORIGIN

In 2016, the Property Assessed Clean Energy program (PACE) was first brought to Council through the Planning Department and the Environmental Advisory Committee. The program was presented as a municipal financing model for residents to invest in their homes by purchasing heat pumps and other energy efficient technology. A bylaw was created that supported the implementation of a PACE program at some time in the future.

The Federation of Canadian Municipalities indicated that grants would become available to municipal units to implement the PACE program. In November 2019, Federal funding for the PACE program was still not available to launch the program. At this time, staff recommended that the Town of Kentville participate in the PACE program at an appropriate time when Federal funding (or other funding) becomes available.

DISCUSSION

Over the past few years, some municipalities have found ways to proceed with the PACE program without federal funding, including using their own reserve funds. At the January 2021 meeting of Council, staff presented a report from the Municipal Energy Learning Group which included a recommendation around the PACE program. The recommendation from MELG around PACE was that the Province not include the PACE financing in the municipal calculations for Debt Service Coverage Ratios.

POLICY IMPLICATIONS

None.

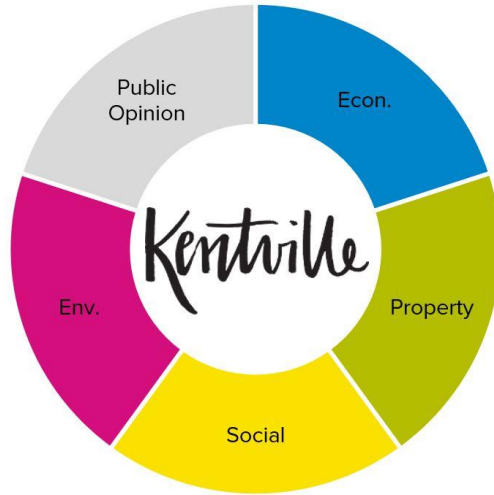
BUDGET IMPLICATION

None.

ATTACHMENTS

- Chapter 97 PACE Bylaw
- July 2020 Staff Report to Council “Comments on PACE Program”

Town of Kentville Decision Wheel:



Memo

To: Kelly Rice, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC:

Date: July 6, 2020

Re: **COMMENTS ON PACE PROGRAM**

I've been on the periphery of the PACE program since the inception, which initially culminated with the passage of Chapter 97- Property Assessed Clean Energy Program on July 4, 2016.

In a nutshell, I am not in favour of this program. I view it as a form of downloading upper level government initiatives onto the municipal realm.

These are my comments:

- This is a duplication of services- Efficiency NS and Nova Scotia Power offer similar programs and are better positioned-personnel-wise and financially-to manage the programs.
- The Town of Kentville is not a bank. This program essentially puts the Town in that position. Property owners who wish to "green" their properties have access to not only the two programs noted above but also could have access to their own-source financing- a line of credit, savings accounts, loans, etc.
- The Town will be assuming the risk as a lender. PACE programs do not utilize credit checks, which is at standard procedure for commercial lenders to mitigate risk.

- This program will have a negative effect on the Town’s cash flow, which would be further aggravated by the COVID-19 pandemic. The effect of COVID will be with the us for at least the next couple of years. These are early days- only time will tell how deeply COVID’s effect has cut.
 - If property owners don’t stay current with their payments, the Town still has to make its payment to FCM on a scheduled basis.
 - The use of reserves is not an option.
 - Our capital reserves have been budgeted for the next 5 years through the capital budget for specific projects. Capital reserves smooth out our own capital financing and/or provide funding for emergency repairs (for example).
 - Our operating reserves exist to finance some budgeted operating expenditures (such as the election, collective agreement settlements), to prevent the Town from posting a deficit position end of year (this year- possibly due to COVID) and to maintain stabilization of the Town’s property tax rates.
 - If funds are borrowed, the Town’s debt repayment, through the operating fund, will increase. This means all taxpayers take on part of the burden for improving another’s property. Typically, debt repayment is tied to capital acquisition. This debt provides no increase in the Town’s accumulated surplus position.
- The Town’s borrowing capacity will be affected. While any long-term debt taken for PACE will not affect the Town’s Debt Service Ratio (DSR) for its Financial Condition Index, our DSR **WILL** be affected, as the PACE borrowing will be included in the Provincial evaluation for the Town’s future debt capacity. This will limit the amount the Town is able to borrow for its own future capital acquisitions. The result could be the postponement of important projects such as Burke Subdivision and MacDonald Avenue, for example.
- I would propose the Town needs to be the **leader** in green initiatives by getting “**its own ducks in a row**”. A **better use** of Town funds would be increasing **our own green programs** by committing to capital acquisitions such as installing charging stations throughout the Town, purchasing electric vehicles for our fleets (where possible) and installing solar panels on our own buildings (where practical). This would ensure that our own assets are improved and we are aiding in the cause.



TOWN OF KENTVILLE BY-LAW

CHAPTER 97

PROPERTY ASSESSED CLEAN ENERGY PROGRAM

AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

Title

2. This by-law may be cited as the Property Assessed Clean Energy Program By-Law, and may be referred to as the PACE By-law.

DEFINITIONS

3. In this by-law
 - a. "CAO" means the Chief Administrative Officer for the Town, or his or her designate for the purposes of implementing this Bylaw;
 - b. "Director of Finance" means the Director of Finance for the Town, or his or her designate;
 - c. "Clean Energy Upgrade" means equipment that is affixed to a Qualifying Property and which
 - i. will result in substantially improved energy efficiency, the generation of renewable energy, or reduced greenhouse gas emissions;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct/air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Municipality;
 - iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy; and
 - iv. achieves an overall savings to debt ratio for the owner equal to or greater than the ratio specified in the PACE Customer

Agreement, as estimated by a qualified energy assessment generated through the PACE Program.

- d. "PACE Customer Agreement" means the Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade;
- e. "PACE Charge" means the charge for reimbursement for costs incurred by the Town for the installation of a Clean Energy Upgrade as calculated pursuant to this by-law;
- f. "PACE Program" means a program established by the Town under which an owner of a Qualifying Property may obtain a Clean Energy Upgrade;
- g. "Qualifying Property" means an owner-occupied single-unit residential property located within the Town and with respect to which no property taxes, rates or charges are outstanding, subject to any building type restrictions contained in the PACE Program;
- h. "Town" means the Town of Kentville; and
- i. "Treasurer" means the treasurer for the Town.

APPLICATION AND APPROVAL

- 4. An owner of a Qualifying Property may apply for a Clean Energy Upgrade to the Qualifying Property.
- 5. A Clean Energy Upgrade shall be subject to the execution of a PACE Customer Agreement by the CAO (on behalf of the Town) and owner of the Qualifying Property.

PAYMENT OF CHARGE

- 6. The PACE Charge shall be payable 30 days following completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.
- 7. The PACE Charge shall consist of:
 - a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and
 - c. where the Charge is paid by installments, an administrative charge of 4% of the outstanding balance of the Charge.
- 8. Interest shall accrue on the PACE Charge at the same rate applied by the Town for unpaid taxes.
- 9. The owner of a Qualified Property may pay the PACE Charge by equal installments amortized over a period of not more than 10 years.
- 10. In the event of the owner of a Qualified Property failing to make any payment required by the PACE Customer Agreement, the outstanding balance shall be immediately due and payable.
- 11. The Treasurer shall maintain a separate account of all monies due for PACE Charges, identifying:
 - a. the names of the property owners, assessment numbers, Property Identification (PID) numbers, and civic address;
 - b. the amount of the PACE Charge; and
 - c. the amount paid on the PACE Charge.

LIEN

12. On completion of a Clean Energy Upgrade pursuant to a PACE Customer Agreement, the PACE Charge is a first lien on the Qualifying Property. The Upgrade shall be deemed complete when the CAO certifies completion, in writing, to the Treasurer. The Charge is collectable in the same manner as taxes and, at the option of the Treasurer, collectable at the same time, and by the same proceedings, as taxes.
13. Where a PACE Customer Agreement permits the owner of a Qualifying Property to pay the PACE Charge by installments:
 - a. an annual payment calculated by dividing the total PACE Charge by the amortization period shall be paid at the same time as the first tax instalment is paid each year; and
 - b. the amount outstanding on the PACE Charge shall be due and payable in the event of default of any payment.

INTEREST

14. Interest at the rate charged by Council for overdue taxes shall accrue on any outstanding balance of the PACE Charge from the date the PACE Charge is payable.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:	May 30, 2016
Date of advertisement of Notice of Intent to Consider:	June 1, 2016
Date of second reading:	June 27, 2016
*Date of advertisement of Passage of By-Law:	July 4, 2016
Date of mailing to Minister a certified copy of By-Law:	July 4, 2016

I certify that this PACE Bylaw – Chapter 97 was adopted by Council and published as indicated above.



CAO Mark Phillips

*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW

TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer
Jennifer West, Executive Assistant

DATE: February 8, 2021

SUBJECT: Revision to Taxi Bylaw

ORIGIN

The purpose of the Taxi Bylaw is to regulate the licensing of taxi drivers and cars within the Town of Kentville. Rates for taxi registration services have not been updated since 2003 and many of the licensing fees are not commensurate with regional or provincial rates. Current fees do not cover the administrative costs of licensing services. The fee changes from the existing bylaw reflect rates charged by Access Nova Scotia for taxi licensing.

DISCUSSION

Proposed changes will bring some fees to match the regional fees:

	Current	Proposed
Taxi-cab Owners License	\$25.00	\$25.00
Taxi-cab Drivers License	\$10.00	\$20.00
Transfer of a Taxi-cab License	\$3.00	\$15.00
Criminal records check	no fee	\$30.00
Drivers abstract	no fee	\$20.00
Violation of bylaw, first offence	\$15.00	\$50.00
Violation of bylaw, second offence	\$25.00	\$100.00
Violation of bylaw, third offence	\$50.00	\$150.00

These are similar to fees charged in Kings County and Wolfville: Taxi owners licence is \$25 in Kings County and Wolfville, Taxi drivers license is \$25 in Kings County and \$10 in Wolfville, criminal records check and drivers abstract fees match Access Nova Scotia fees.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

Increased revenue from licensing

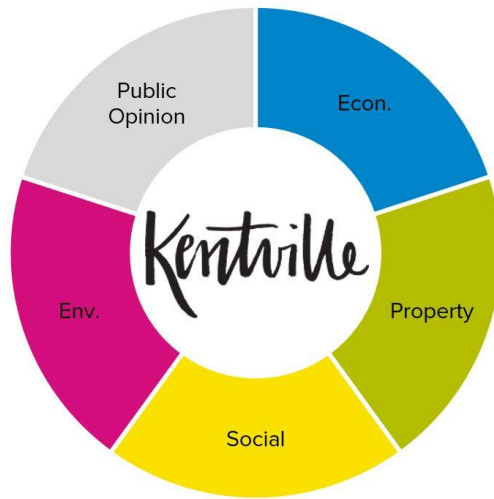
ATTACHMENTS

Draft Taxi Bylaw

RECOMMENDATIONS

That Council approve the proposed changed to the Taxi Bylaw and give First Reading to this bylaw on February 22, 2021.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW
CHAPTER 64 CHAPTER XX
TAXI BY-LAW

1. The transport by vehicle of passengers or goods within the boundaries of the Town of Kentville for a fee shall be deemed to be transport by Taxi-Cab. Where such transport is by a vehicle that is a public utility as defined in the Public Utilities Act or a motor carrier who is required to be licensed under the Motor Carrier Act, this By-law shall not apply to that vehicle.
 2. It shall be an offence for any person to charge a fee for the transport by vehicle of passengers or goods within the boundaries of the Town of Kentville unless such person is the holder of a valid Taxi-Cab License issued by the Town of Kentville.
 3. Before any person operates a Taxi-Cab within the Town of Kentville, such person must make Application for and be issued a Taxi-Cab License. Applications shall be made in writing on a form provided therefor by the Town.
 4. Information required of the Applicant by the Town shall include, but may not necessarily be limited to:
 - a. The full name and address of the Applicant;
 - b. A description of the Taxi-Cab to be used, giving the registration or other number sufficient, in the opinion of the Town, to identify it;
 - c. The age of the Applicant;
 - d. The number of years during which the Applicant has been licensed to operate a motor vehicle;
 - e. The number of the Applicant's chauffeur's license then in force;
 - f. The amount of the insurance in force on the Taxi-Cab with the name and contact information of the insurance company, the name and contact information of the insurance agent, and the number of the policy of insurance;
 - g. A statement of any convictions under any Act or By Law against the Applicant or person in the employ of the Applicant and a consent to allow the Town to inquire of Police and regulatory authorities as to the driving and criminal record of the Applicant.
 5. It shall be an offence under this By Law for a person to make a false statement of fact in the Application.
 6. Every driver of a Taxi-Cab to be licensed under this By Law must:
 - a. Be the holder of a valid chauffeur's license issued under the provisions of the Nova Scotia Motor Vehicle Act;
-

- b. Have and maintain at all times in force on the Taxi-Cab public liability, property damage and cargo or passenger hazard insurance in the full minimum amounts of:
 - i. Public Liability \$1,000,000.00
 - ii. Property Damage \$ 500,000.00
 - iii. Passenger and Cargo Insurance \$1,000,000.00
 - c. Keep the Taxi-Cab in a clean condition, both inside and outside;
 - d. Keep the Taxi-Cab in good mechanical repair.
7. No person shall operate a Taxi-Cab unless he has applied to the Town for and the Town has issued to him a valid license, herein referred to as a Taxi-Cab Driver's License.
 8. Every Application for a Taxi-Cab Driver's License shall be made in writing to the Town in the same manner as an Application for a Taxi-Cab License and shall contain the same information as an Application for a Taxi-Cab License.
 9. Every Application under this By Law shall be filed with the Town and shall be accompanied by the license fee required by the Town.
 10. The Town may designate an official or employee of the Town as its delegate to administer and enforce this By-Law. In the absence of a formal designation, the person to whom the function is designated shall be deemed to be the Town's By-Law Enforcement Officer.
 11. In the case of an Application for a Taxi-Cab License, the Applicant shall cause the Taxi-Cab to be inspected by a licensed garage and shall produce to the Town a vehicle inspection certification.
 12. The Town shall make such enquiries as it deems appropriate to determine that the Applicant, whether the Applicant for a Taxi-Cab License or a Taxi-Cab Driver's License qualifies, under the provisions of this By-Law, to have a license and the Town may deny a license to those persons who do not so qualify.
 13. A license shall not be issued or continued unless:
 - a. The Taxi-Cab carries a valid inspection certificate;
 - b. The amount of the license fee has been paid to the Town;
 - c. The Application has been completed in full;
 - d. The amount of the insurance required is in effect;
 - e. The Applicant is in possession of a valid chauffeur's license.
 - f. The Applicant has not been convicted of any offence against the Criminal Code of Canada or The Excise Act of Canada;and the Applicant's Application may be rejected or a Taxi-Cab license and/or Taxi-Cab Drivers license revoked by the Town if the person has been convicted of an offence under the Motor Vehicle Act of Nova Scotia, the Liquor Control Act of Nova Scotia, or under any other Act or By Law.
 14. A person shall be guilty of an offence and the Town, in addition to such other penalty as is herein provided, may suspend any license for any period, subject to review in one (1) year where:

- a. The Taxi-Cab operated under the license is not kept clean and in good mechanical condition, or
- b. The licensee has, since the date of issue of the license, been convicted of any offence under any Act of the Province of Nova Scotia or under any Town By Law;
- c. The owner of the Taxi-Cab has failed to maintain insurance as required by this By Law.

and shall suspend, without the right of review, the licensee where he has been convicted of any offence against the Criminal Code of Canada since the date of issue of his license.

15. A person whose license has been suspended or revoked or whose Application for a license has been refused, may appeal such action to the Chief Administrative Officer of the Town who may;
 - i. Approve the action;
 - ii. Vary the action; or
 - iii. Allow the appeal and set aside the action;
16. Every Taxi-Cab shall have prominently displayed on its roof a sign bearing the word "Taxi", which sign and word shall be lighted after dark and be clearly visible at all times from a distance of two hundred (200) feet.
17. The amount of the license application fee payable under this By Law shall be:
 - a. Twenty five dollars (\$25.00) per Taxi-Cab License;
 - b. Ten dollars (~~\$10.00~~ 20.00) for every Taxi-Cab Driver's License, and,
 - c. Three dollars (\$3.00 15.00) for the transfer of a Taxi-Cab License.
 - d. Thirty dollars (\$30.00) for a criminal record check.
 - e. Twenty dollars (\$20.00) for a drivers abstract.
18. No license to drive a Taxi-Cab may be transferred from one person to another.
19. A Taxi-Cab License shall be issued for one Taxi-Cab only, and a description of the Taxi-Cab shall be given on the license. If the owner wishes to discontinue the use of that Taxi-Cab and/or replace it with another Taxi-Cab, the substituted Taxi-Cab shall be subject to and comply with the regulations as to licensing under this By Law at the time of transfer. Such transfers shall not be made without the approval in writing of the Town.
20. All licenses shall be for a period of one (1) year, from the 1st day of April to the 31st day of March of each year. The Town, where a license is issued during the twelve month period, may charge a pro-rated application fee.
21. Any person who contravenes a section of this By-Law punishable by a fine and who is given notice of the option to do so, may pay to the Town at the place specified in the notice, the sum of \$15.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

22. Any person who violates any of the provisions of this By Law, in addition to being liable to have his license refused, suspended or cancelled, is guilty of an offence and shall be liable:
- a. for the first offence to a penalty of not less than ~~fifteen~~ fifty dollars (~~\$15.00~~ 50.00) and in default of payment, to imprisonment for a term of not more than thirty (30) days, and
 - b. for a second offence, to a penalty of not less than ~~twenty five~~ one hundred dollars (~~\$25.00~~ 100) and in default of payment, to imprisonment for a term of not less than thirty (30) days and no more than sixty (60) days, and
 - c. for a third offence or any subsequent offence, to a penalty of not less than ~~one hundred and fifty~~ fifty dollars (~~\$50.00~~ 150.00) and in default of payment, to imprisonment for a term of not less than thirty (30) days and not more than sixty (60) days.
23. The owner of a Taxi-Cab shall be liable, jointly with the driver thereof, for any violation of this By Law by a driver.
24. The Town may specify, by written notice to licensees, places within the Town to be used as Taxi Stands. If Taxi Stands have been specified, no owner or driver of any Taxi-Cab shall permit the same, when not engaged, to stand on any public street or highway, except at a specified Taxi Stand.

Date of first reading:	April 9, 2003
Date of advertisement of Notice of Intent to Consider:	April 22, 2003
	April 29, 2003
Date of second reading:	May 21, 2003
*Date of advertisement of Passage of By-Law:	May 27, 2003
Date of mailing to Minister a certified copy of By-Law:	June 5, 2003

I certify that this Taxi Bylaw –~~Chapter 64~~ was adopted by Council and published as indicated above.

*Effective Date of the By-Law unless otherwise specified in the By-Law

February 3, 2021

Dear Mayor, CAO, Town Council, and Staff,

On behalf of the Kentville Business Community (KBC), we would like to thank the former Council for their support of our organization and our efforts in the business community.

The year 2020 was a time of uncertainty for many, and KBC was not immune. Many of the events and projects KBC had planned were put on a backburner in order to provide the support that was needed during the pandemic. Furthermore, 2020 saw the departure of two important figures at KBC. The former Executive Director – Zach Best – took a new position at the Valley REN, and the former President – Wade Tibbo – scaled back his community involvement while he welcomed a new family member. We thank both Zach and Wade for the energy and commitment they put into KBC. They have left behind a legacy of providing KBC a solid foundation on which to grow.

Over the last four years, KBC has run many successful initiatives in the business community such as the façade improvement program, the Multicultural Festival, and the KBC promotional videos. With a new Executive Director (Genevieve Allen Hearn) and a new President (Paul Dixon) at the helm, we feel we can continue to build on these initiatives, while also bringing new ideas and a fresh perspective to the organization.

Regardless of the challenges presented this year, KBC has accomplished much over the past twelve months, and we are extremely proud of the efforts undertaken by the Board and its supporters through such an adverse time.

- A comprehensive Strategic Plan for events engagement in Kentville;
- *Under the Gazebo* – weekly public programming that activated Centre Square during Town of Kentville’s beautification pilot project;
- *The Great Pumpkin Palate Pleaser* and Pumpkin People displays in empty storefront windows – providing Pumpkin People Festival visitors a reason to explore downtown while in the area;
- *Holly Days Festival* – a partnership between KBC and Town of Kentville that married ToK activities with downtown commerce;
- Re-useable bags and buy local campaign – galvanizing excitement about using the #wearekentville hashtag and promoting downtown merchants;
- Phase 2 of our *Discover Kentville* video series - continues to generate excitement with residents as well as promotes the Town to a broad audience.

These are all new initiatives that KBC organized during a pandemic, under public health restrictions. Once restrictions are lifted, we have many more exciting plans!

Proposal

Kentville Business Community is requesting that the Town of Kentville allocates \$135,000 in annual funding for KBC over the next four fiscal years. KBC has approximately \$60,000 in reserves that it will add to this amount annually, resulting in an annual budget of \$150,000.

You will see in KBC's 2021 budget and four-year strategic plan that the funding is allocated to address the following priorities in the business community:

- Marketing & Promotions;
- Engagement & Communication;
- Support & Recognition;
- Infrastructure & Investment.

Additionally, KBC will seek special project and event funding from sources such as regional economic development agencies, as well as provincial and federal funding bodies, to provide further financial support. As indicated in the 2021 budget, KBC has submitted a grant to TreeCanada for \$3,500 to support the 'Blossoming Kentville' initiative, whereby KBC and Town of Kentville plan to plant edible trees that will be in blossom during the Apple Blossom Festival.

The KBC Board is requesting a single, multi-year funding agreement that encompasses all line items in the budget, which reflects our strategic priorities over the next four years. It is our hope to streamline the efforts of our strategic plan by eliminating the requirement of separate special project funding requests.

KBC will continue to strengthen our relationship with the Town of Kentville and work collaboratively on organizing high quality events and programming in town. We will also continue to act as a conduit of information between the business community and the Town of Kentville, offering input on development, infrastructure and policy changes that impact the business community.

We thank you for your time and consideration of our request.

Sincerely,



Paul Dixon, President



Genevieve Allen Hearn, Executive Director

2020 ANNUAL REPORT



www.kentvillebusiness.ca



Kentville Business Community (KBC)
KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.

EXECUTIVE DIRECTOR'S MESSAGE

What a memorable year it has been! We will certainly remember 2020 for some not very desirable reasons, but there are some good news stories that came out of surviving a lockdown and living through a global pandemic as well. Kentville's business community showed resilience and innovation during a challenging period, and will come out stronger in the end. Many shops created more robust online shopping or delivery options, some have taken the time to improve the look and flow of their shops and offices, and others have welcomed the advent of a surge in 'buy local' consciousness. Most worthy of mention, is the many organizations and businesses in the Town of Kentville who have supported folks who needed help during a difficult time. The efforts put into volunteering, offering free delivery, and providing donations to those in need has brought this community closer together. This past year, former Executive Director Zachary Best took a position with the Valley Regional Economic Network. We wish him all the best and thank him for the years he put into Kentville Business Community. I am excited to take on this new role as Executive Director, and look forward to building relationships with the business community in Kentville!



Genevieve Allen Hearn, Executive Director



PRESIDENT'S MESSAGE

Without question 2020 has been a year that we will not soon forget. Lockdowns, business closures and social distancing have become part of our lives. Despite this, almost all of our local businesses continue to survive and as vaccinations begin, we believe that Kentville will come out the other side stronger than ever.

2020 has also been a year of transition for the KBC. Our Executive Director, Zach Best has moved on to an exciting opportunity with the Valley REN and our President, Wade Tibbo has moved on to an exciting new role as a Father! We are grateful to them both for the hard work they committed to the organization and wish them all the best in their future endeavours.

Regardless of the challenges presented this year, KBC has accomplished much over the past 12 months and I am extremely proud of the efforts undertaken by the Board and its supporters through such a difficult time.

Looking into 2021 and a post-pandemic world, KBC is poised to take on new challenges with a freshly written strategic plan and preparations already underway for the day when we can get back to holding events, promotions and continuing to support business.

I wish to congratulate every business in Kentville for showing their strength during this time and representing what a true business community looks like in the face of adversity.



Paul Dixon, Board Chair



ORGANIZATIONAL PROFILE

VISION

Kentville is the vibrant, diverse business and professional centre of the Valley.

MISSION

KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.

STRATEGIC PILLARS



Engagement & Communication: Act as a conduit of information for the business community and engage businesses and organizations in downtown events, activities, and projects.



Support & Recognition: Support the growth and synergy of businesses and organizations in Kentville, and celebrate successes.



Marketing & Promotion: Promote shopping, using services, and doing business in Kentville.



Infrastructure & Investment: Advocate for and assist with development and beautification efforts in the downtown.

BOARD OF DIRECTORS & STAFF

Paul Dixon - President
Mark Paish - Treasurer
Hillary Webb - Board Member
Jason Blanchard - Board Member
Jaimie Peerless - Board Member
Gary Morse - Board Member
Lindsay Young - Ex-Officio
Genevieve Allen Hearn - Executive Director
Doug Ralph - Communications Coordinator



ENGAGEMENT & COMMUNICATION

There was a targeted effort to improve KBC's communication with businesses, as well as how KBC engages businesses in 2019/2020.

EVENTS STRATEGY



The quieter days during the pandemic offered an auspicious time to dig into strategy development. KBC took this opportunity to create an events strategy, to better inform budget decisions and allocation of human resources related to events and activities in Kentville. Facilitated by Kitchen Table Consulting, the process involved surveys, key informant interviews, and guidance from an advisory committee.

The full report can be found on the KBC website.

KEY FINDINGS

**85% OF
BUSINESSES AGREE
THAT KBC SHOULD
SUPPORT EVENTS**

**BUSINESSES
BELIEVE THAT
ENGAGING WITH
PRE-EXISTING
EVENTS IS THE
BEST WAY TO GET
INVOLVED**

**BUSINESSES
BELIEVE THAT
SUPPORTING
SEASONAL EVENTS
MOST ALIGNED
WITH KBC'S
INTERESTS**

“It’s important to have a central area that’s rich in colour and art in which to host events.” - Survey Respondent

“Events need to be in harmony with the business community and promote downtown as a destination.” - Survey Respondent

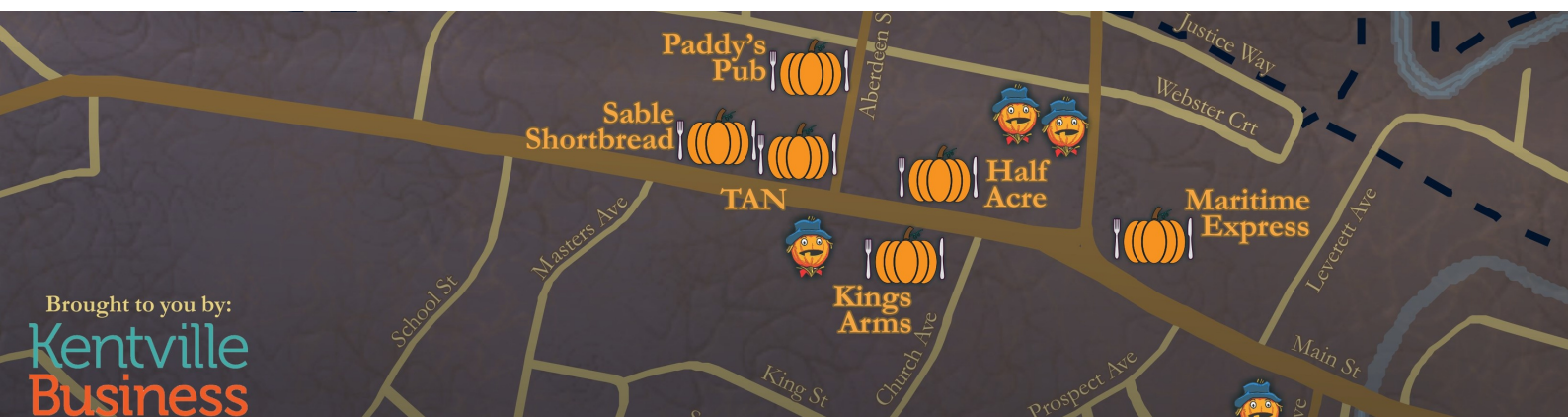


ENGAGEMENT & COMMUNICATION

While COVID-19 prevented KBC from organizing the annual Multicultural Festival, Devour! Sip & Savour, or support other annual events in town, KBC was still able to offer events that encouraged the use of outdoor public facilities and the patronage of local businesses.



Responding to the Town of Kentville's request to activate Centre Square during the Square's beautification pilot project, KBC organized six weekly outdoor events showcasing local artists, musicians, storytellers and more. Activities took place August - October, and were so successful that KBC has planned to turn Under the Gazebo into an annual program.



Piggybacking on the popularity of the Pumpkin People Festival, KBC implemented ways to encourage visitors to spend more time in Kentville's downtown core. KBC commissioned Tides Contemporary Art Gallery to create pumpkin people displays in empty storefront windows, and ran a month-long event whereby local restaurants and cafes offered a specialty pumpkin item on their menu.

Holly Days Festival

The pièce de résistance this year was the collaboration between the Town of Kentville and KBC to offer a multi-day Christmas event that encouraged foot traffic throughout the town. This, paired with KBC's 'buy local' campaign, was a great way to encourage citizens and visitors to shop in Kentville during the holiday season.



The event involved a Santa 'drive-by', the lighting of the town Christmas tree, a holiday market, and a late night shopping party, as well as a consolidated schedule of events that included Town of Kentville activities, KBC activities, and activities run by the Kings County Museum and private businesses. 88% of businesses said they saw an increase in traffic during the weekend of Holly Days, and 72% of businesses declared they saw an increase in sales during the event. This partnered event illustrated the power of collaboration. In a post-pandemic future, KBC envisions getting involved with other assets in our community such as the Kentville library, the Kentville Historical Society, the Kentville Curling Club, the Kentville Silver Gliders, Valley Cheer, NSCC, KCA, and the Kings Family Resource Centre to provide a major, week-long event.

“It made people move around the square, and it was the busiest evening I've seen in years. Keep building on this!” - Holly Days Survey Respondent



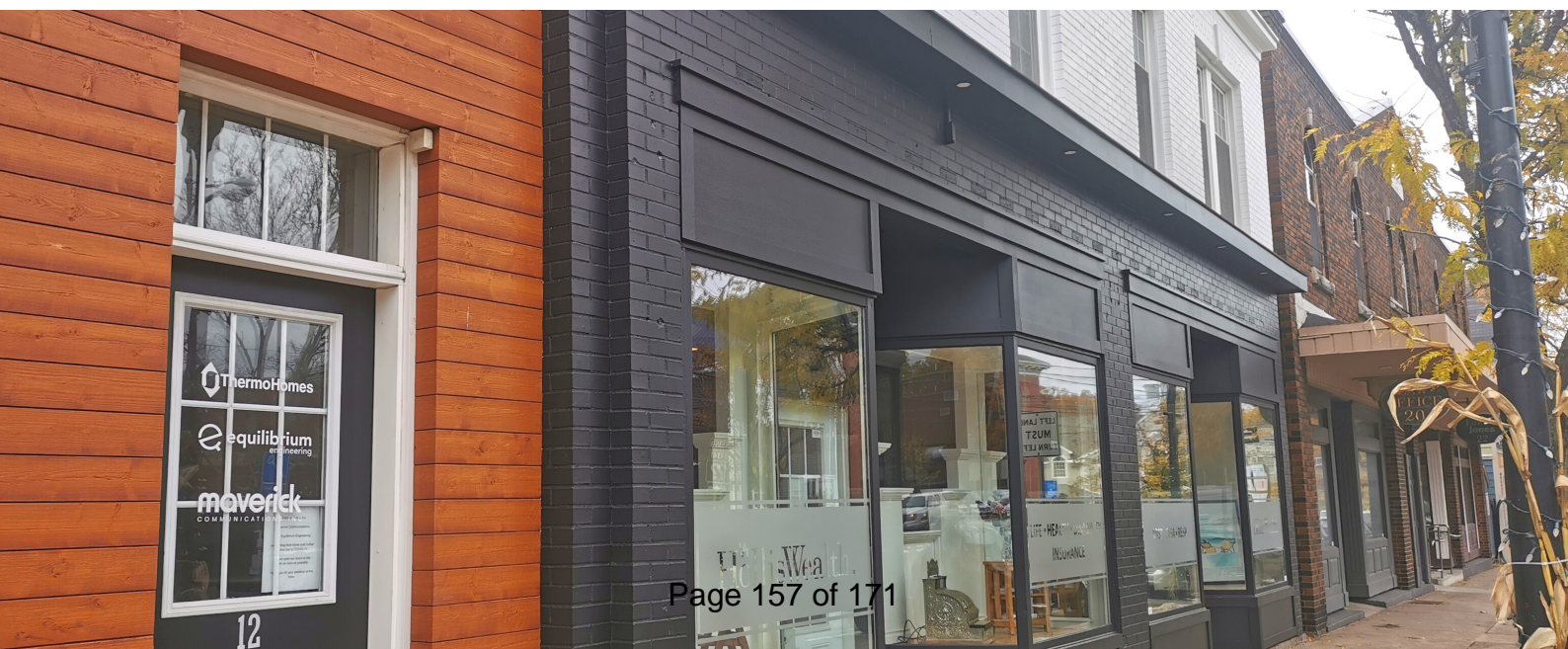


INFRASTRUCTURE & INVESTMENT

While the pandemic set the façade program timelines back slightly, there will still be five façade projects completed by the end of spring 2021. The front of 41 Aberdeen is complete, and the back of 41 Aberdeen Street facing Centre Square will be completed in the spring. 12 Cornwallis Street underwent a complete transformation, and showcases a modern take on the two-storey brick buildings found throughout the Town of Kentville. 55-61 Webster Street also underwent improvements this year with a new paint job and updated lighting. As well, plans are underway to paint another bold mural in the Town of Kentville, using a talented artist from Tides Contemporary Art Gallery. This project is expected to be completed by end of May.



41 Aberdeen Street (above) and 12 Cornwallis Street (below) received facade funding.





INFRASTRUCTURE & INVESTMENT

In November KBC offered a 'micro-grant' program, giving businesses \$200 rebates on exterior holiday décor to make the town look extra special during the holiday season. Twenty-six businesses participated, and the business community response was overwhelmingly positive. 88% of businesses declared that decorating on the third week of November works well for their schedules, and they would be happy to participate again next year.



girliture and Freedom Miniatures (above) were holiday micro-grant recipients.

KBC's Events Strategy identified that Kentville is the epicenter of the Apple Blossom Festival, but there are no blossoms to be found in town! KBC applied for a TreeCanada Edible Tree grant to plant apple trees throughout town, with the support of Town of Kentville's Parks & Recreation Department.





SUPPORT & RECOGNITION

Businesses and organizations needed a different kind of support during the lockdown and subsequent COVID-19 restrictions. There were an unfortunate few businesses that couldn't survive the pandemic pressures, but most found ways through. Kentville Business Community acted as a conduit of information during the uncertainty of the lockdown. KBC sits on a regional economic development task force, led by Valley Regional Enterprise Network, to stay abreast of developments and opportunities for businesses and organizations during the pandemic. This information was then relayed to KBC members through communication channels including newsletters and KBC's Facebook page.

Despite the restrictions imposed by the pandemic, KBC still found ways to support and recognize businesses in town.



Retailers across town (above) were given #wearekentville bags to help promote their shops during the holiday season. Valley Stove & Cycle (bottom, left) received the David White Trophy for 'Most Holiday Spirit' for their décor and Bricks & Birches (bottom, right) were welcomed to Kentville through KBC's new 'welcome program' that includes a welcome gift package, a feature in KBC's newsletter, and a post on KBC's social media platforms.





MARKETING & PROMOTION

During a stay-at-home year, all eyes were on computer screens. Kentville Business Community contracted a Communications Coordinator in the early fall, who took this moment in time to build content for a captive audience. Facebook and Instagram engagement increased significantly this past year.

Additionally, the website was revamped to be more user-friendly, and the newsletter - which KBC uses as it's main form of communication with members - has adopted a regular monthly schedule. Currently, there are over 400 newsletter recipients (increase of 100% since 2019).



The new interface makes navigating the KBC website more user-friendly (left).



Instagram and Facebook followers and engagement with content has seen a significant increase this past year (below).



Kentville Business Community

@kentvillebusinesscommunity · Community Organization

2,024 people like this

2,285 people follow this



KBC has also teamed up with Town of Kentville to develop a streamlined message for happenings in Kentville.

The community page in The Grapevine (left) is an example of a collaborative marketing strategy between KBC and the Town of Kentville.



MARKETING & PROMOTION

On the coattails of two successful *Discover Kentville* promotional videos with Canopy Creative, Kentville Business Community signed on for five more videos to highlight the unique offerings in town. When the lockdown order was announced, KBC released a 'Project Stay Home' video with thoughtful and heartfelt messages from businesses and residents. This video received KBC's most views yet - with 48.6K views to date.

Shortly after the lockdown lifted, KBC released a 'Welcome Back' video showing residents enjoying the sunnier weather and participating in retail experiences around town. This video has been viewed 40.9K times so far.

The holidays brought some uncertainty. Mask wearing was enforced, and the Atlantic 'bubble' had closed. But one thing was certain - people wanted to support local businesses to ensure their survival through a challenging period. Around the same time, the plastic bag ban was enforced provincially. KBC used this opportunity to hand out re-useable #wearekentville branded bags to businesses, and highlight these bags in a promotional video. The result was KBC's most creative video yet - a holiday shopping video from the perspective of a re-useable bag.

KBC used this promo as a launchpad for a 'buy local' campaign, as well as a 'tag for the bag' give-away, using the branded bags filled with items seen in the video.



Kentville Business Community
Operating Budget
2021/2022

Revenue

Town of Kentville Core Funding	\$	135,000
Cash Reserves	\$	15,000
TreeCanada	\$	3,500

Total Revenue

\$ 153,500

Expenses

Labour Costs

Professional Fees	\$	37,500
TOTAL	\$	37,500

Marketing & Communications

Print Advertising	\$	3,500
Radio Advertising	\$	3,500
Online Advertising	\$	1,500
Video Production	\$	15,000
#wearekentville window decals	\$	1,500
Communications (rack cards, welcome packages)	\$	5,000
TOTAL	\$	30,000

Operational Expenses

Bank Charges	\$	300
Office Expenses	\$	500
Telephone	\$	300
Travel	\$	-
Website & Software Fees	\$	2,000
Legal Fees	\$	150
Liability/Directors Insurance	\$	1,000
Meals & Entertainment	\$	500
Membership Fees	\$	200
Postage	\$	50
Accountant	\$	2,500
Board Events/Meetings	\$	1,000
Conferences & Events	\$	500
Miscellaneous	\$	500
TOTAL	\$	9,500

Business Support

Façade Improvement Program	\$	15,000
New Business Incentive Program	\$	10,000
TOTAL	\$	25,000

Events/Seasonal Promotions

	Seasonal Décor Grants	\$	15,000
	Event Grants	\$	6,000
	Event Infrastructure	\$	4,000
	Event Implementation	\$	10,000
	Re-useable #wearekentville bags	\$	5,000
	TOTAL	\$	40,000
Infrastructure Support			
	Comfort Station	\$	8,000
	Edible Tree Planting	\$	3,500
	TOTAL	\$	11,500
Total Expenses		\$	153,500



Kentville Business COMMUNITY

Kentville Business Community

Strategic Plan

2021 - 2025

**Kentville Business Community
Strategic Plan
2021-2025**

Vision Statement:

**Kentville is the vibrant, diverse
business and professional centre of the Valley.**

Mission Statement:

KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.

Kentville Business Community Strategic Plan 2021-2025

KBC Strategic Pillars

Engagement & Communication

Act as a conduit of information for the business community and engage businesses and organizations in downtown events, activities, and projects

Support & Recognition

Support the growth and synergy of businesses and organizations in Kentville, and celebrate successes

Marketing & Promotion

Promote shopping, using services, and doing business in Kentville

Infrastructure & Investment

Advocate for and assist with development and beautification efforts in the downtown

KBC Priorities 2021-2025

- Increase business engagement in projects and events
- Foster awareness and understanding of KBC
- Attract wider audiences to downtown Kentville
- Improve organizational effectiveness of KBC

Kentville Business Community Strategic Plan 2021-2025

PRIORITY: ENGAGE BUSINESS COMMUNITY

Goal: An engaged network of businesses and organizations in Kentville that collaborate for more effective business success.

Objectives:

- Offer opportunities for businesses and organizations to participate in town events and programs
- Incentivize beautification efforts for downtown business and organizations
- Encourage communication and feedback on matters that impact businesses and organizations in Kentville
- Encourage volunteering for KBC on a working committee or board of directors

Initiatives:

- Partner with the Town of Kentville and other organizations to include business participation in downtown events.
- Continue and build on micro-grant programs to encourage seasonal décor during high traffic months in Kentville such as Harvest/Pumpkin People Festival, Christmas, and Apple Blossom.
- Leverage tools such as online surveys and polls, as well as hold consultation sessions to obtain feedback on matters that impact businesses and organizations in Kentville
- Establish terms of reference and a recruitment strategy for volunteer committees
- Develop a board recruitment strategy and succession plan

PRIORITY: BUILD AWARENESS

Goal: A high level of trust and interdependence between the business community and KBC

Objectives:

- Improve communication between KBC and the business community, and vice versa
- Provide pertinent information to businesses and organizations on a regular basis
- Celebrate the success of businesses, organizations, and KBC initiatives
- Evaluate the efficacy of programs

Initiatives:

- Ensure registered businesses and organizations in Kentville are on the e-newsletter list
- Improve the open rate of the e-newsletter list

Kentville Business Community Strategic Plan 2021-2025

- Develop a social media strategy that encourages businesses to watch the newsfeed
- Address communication barriers within membership, particularly those businesses and organizations that do not use social media or the e-newsletters
- Include success stories in promotional materials and media releases
- Use short-term KBC stickers/signage to indicate where grant money is spent (façade program, décor grants, event sponsorship, etc.)
- Distribute a calendar of events to businesses and organizations
- Build an evaluation process into all programs and initiatives
- Develop a more user-friendly and informative website

Goal: A community that is recognized as being a welcoming and supportive environment for new business owners, organizations, and entrepreneurial activity.

Objectives:

- Ensure new businesses and organizations are informed and included in any KBC communications
- Provide opportunities for new businesses, organizations, and entrepreneurs to benefit from the experience of established businesses and organizations
- Incentivize entrepreneurs to open a business in Kentville

Initiatives:

- Create and deliver welcome packages that include information about KBC, the Town of Kentville, and other regional economic development organizations to new businesses and organizations
- Develop an online welcome package for home-based businesses
- Work with the Town of Kentville's Community & Economic Development department to create a streamlined start-up package for potential businesses owners and entrepreneurs
- Offer a 'new business' stream under the façade program to assist with initial brick-and-mortar start-up costs for physical assets such as signage, lighting, and paint
- Organize networking events that encourage established businesses and organizations to meet with new, incoming, and potential businesses and organizations
- Offer professional development workshops
- Promote available commercial space and land available for development
- Research successful incentive programs for potential business owners and entrepreneurs



Kentville Business Community Strategic Plan 2021-2025

- Partner with NSCC on finding ways to welcome students and retain talent (work programs, mentorship programs, town tours)

PRIORITY: ATTRACT AUDIENCES

Goal: Kentville is recognized as one of Nova Scotia's best places to shop, work, and do business.

Objectives:

- Effective promotion of Kentville to target audiences across the province
- Telling the story of Kentville and what makes it unique
- Brand recognition and widespread use of the #wearekentville hashtag

Initiatives:

- Continue the creation of promotional videos, with focus on niche industries and topics of interest in the Town of Kentville
- Develop a social media strategy to attract attention online
- Develop an annual marketing strategy to implement in collaboration with businesses and the Town of Kentville
- Establish KBC brand through #wearekentville marketing initiatives and campaigns
- Develop relationships with media outlets through consistent press releases, communication, and invitations to events and activities

Goal: Kentville is an attractive destination for daycations (one day visits) and staycations (short-stay tourist experiences).

Initiatives:

- In accordance with the recommendations in the KBC Events Strategy, develop and/or improve programming, events, and activities that will draw people downtown
- Advocate for, and assist with, developing infrastructure to attract visitors and large events such as accommodation, accessible parking, and a downtown comfort station (public washrooms, drinking fountain, baby changing station)
- Advocate for, and assist with, the development of cultural infrastructure (outdoor music and theatre venues, cultural hubs, culture walks, etc.)
- Advocate for, and assist with, the revitalization of the Kentville Farmers' Market

Kentville Business Community Strategic Plan 2021-2025

- Investigate available funding from various levels of government that can assist with event and infrastructure development
- Work with the Town of Kentville to activate Centre Square and develop it as a popular outdoor event venue
- Create day itineraries for a variety of tourism experiences (culture tourism, sport tourism, history tourism, arts & entertainment tourism, culinary tourism)
- Invest in beautification projects such as planting apple trees, street post banners, murals, and holiday décor

PRIORITY: IMPROVE ORGANIZATIONAL EFFICACY

Goal: An organization that is run efficiently and effectively.

Objectives:

- Determine a new leadership strategy for KBC
- Develop an updated strategy to support board effectiveness
- Maintain and update current data on businesses and organizations in Kentville

Initiatives:

- Leverage online tools for effective data collection (membership forms, commercial availability, business registry, etc.)
- Review, revise and define staff and board roles and responsibilities, and organizational policies and procedures.
- Audit board development materials to assess gaps and need for additional support materials and updated policies
- Develop new materials and policies as required
- Maximize board member strengths and recruit board members based on skills sets to build board capacity

Goal: Strong relationships with the Town of Kentville and other regional partners (Valley REN, AVCC, CBDC, WBDC, Acadia Entrepreneurship, NSCC, etc.)

Objectives:

- Hone a close, transparent, and mutually beneficial working relationship with the Town of Kentville
- Stay informed of regional projects, grants, and business support programs
- Be an ally for regional partners

**Kentville Business Community
Strategic Plan
2021-2025**

- Invite Town of Kentville and regional partners to events, public meetings, and initiatives

Initiatives:

- Celebrate the successes of the Town of Kentville and other regional partners
- Find ways to cross-promote or partner on events/activities with the Town of Kentville and other regional partners
- Seek ways to get involved on task force committees, steering committees, etc.