



# **COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL March 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, February 8, 2021

**4. PRESENTATIONS**

(a) Community Alcohol Partnership – Daisy Dwyer

(b) NS Caregivers Association – Jennine Wilson

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance

(1) Director's Report

(2) Projection Report

(3) Withdrawals Capital Reserve (#2)

(4) Withdrawal Equipment Reserve (#2)

(5) Withdrawal Operating Reserve

(6) Valley Waste Guarantee Resolution

(7) Update on PACE Program

(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

2021-03-09 8:26 AM1



**6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

**(a) None**

**7. CORRESPONDENCE**

**(a) Margaret Dolbaczuk – Safety Concerns**

**8. NEW BUSINESS**

**(a) Award from Government House**

**(b) New Committees and Appointments**

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**(a) Land**

**(b) Land**

**(c) Land**

**11. ADJOURNMENT**

## **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL**

### **Meeting Minutes: February 8, 2021**

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke 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

##### **Staff:**

- Dan Troke, 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

##### **Guests:**

- Genevieve Allen-Hearn (Kentville Business Community)
- Dan Stovel (Kings Regional Emergency Management Organization)

#### **REGRETS**

None.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

### **2. APPROVAL OF THE AGENDA**

It was moved by Councillor Paula Huntley and seconded by Councillor Andrew Zebian

**that the agenda for the Council Advisory Committee meeting of February 8, 2021 be approved.**

#### **MOTION CARRIED**

### **3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, January 11, 2021

**It was moved that the minutes from the Council Advisory Committee meeting held on January 11, 2021 be approved as presented.**

**MOTION CARRIED**

**4. PRESENTATIONS**

**(a) Kentville Business Community (KBC) – Genevieve Allen Hearn**

Executive Director Genevieve Allen and KBC President Paul Dixon presented the annual report for the Kentville Business Community, and also a request for \$135,000 in funding to support marketing, engagement, recognition and infrastructure.

*Presentation available.*

- Discussion
  - Does KBC have their own video camera? Why did KBC need to hire a video company? The video expertise left with the past Executive Director.
  - If a company leaves Town, do they have to repay a KBC grant? Improvements to a business' building will stay in the Town.
  - Is it your mandate to have board members be business owners? Board members can have a business in Town or do significant business in the Town.

**(b) Kings Regional Environmental Management Organization**

Regional Coordinator Dan Stovel gave a national, provincial and regional review of COVID-19 statistics and vaccines.

*Presentation available.*

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Director's Report**

Director Crowell presented her report for the period ending January 31, 2021. To this date, overall revenue exceeds the average at 93.2%. To date, overall expenditures are above the benchmark at 83.3% expended. Outstanding taxes are at 100% collected (last year 98.9%).

*See report for more information.*

- Points of Discussion:
  - Regarding the Safe Restart grant, what was the cost of the renovation to the building? No costs have been assigned to this grant.
  - Valley Waste and Kings Transit will be over budget due to a payment from a previous fiscal year.
  - Renovations were largely deemed to be security, however the project would not have been undertaken in the absence of the pandemic.

**(2) Projection Report**

Director Crowell presented her projection report for the period ending January 31, 2021. The projection of a year-end is for a deficit of \$29,300.

*See report for more information.*

### **(3) Sundry Write Offs**

Director Crowell presented her report from the Town collection officer outlining the need to write off receivable accounts in the amount of \$8,658.90.

*See report for more information.*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

#### **That Council Advisory Committee Recommend**

**That Council approve to write off the Sundry Receivable Account as attached in the amount of \$8,658.90.**

*To be approved at the February 22, 2021 Meeting of Council.*

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(4) Tax Exemptions**

Director Crowell presented her report reviewing the Low Income Tax Exemption Policy.

*See report for more information.*

- Points of Discussion:
  - Staff reach out to applicants and help them with their application each year to ensure they receive their rebate.

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

#### **That Council Advisory Committee Recommend**

**That Council approve the resolution for Low Income Tax Exemption for the 2021-2022 year as detailed.**

<b>Exemption amount:</b>	<b>\$257 to \$546</b>
<b>Income ceiling:</b>	<b>\$27,971</b>
<b>Deadline for applications:</b>	<b>June 30, 2021</b>

*To be approved at the February 22, 2021 Meeting of Council.*

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **(b) Planning and Development**

### **(1) Director's Report**

Director Gentleman reviewed her report for January 2021. Highlights included a building valuation of \$3,160,000 (rest for the calendar year). The report also included project updates about Ryan's Park, Chrysalis House, and Miners Landing.

*See report for more information.*

- Points of Discussion:
  - Would the proposed changes to the height of buildings at Ryan's Park require a redevelopment or rezoning? No.

**(2) Community Economic Development Coordinator's Report**

CAO Troke tabled the report for CEDC Young for January 2021. Highlights included final reporting for grants, Fire and Ice activities, and the Mentoring Plus program.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield reviewed her report for January 2021. Some of the highlights included updates on the trails, skating surfaces, COVID response, dog park and community events.

*See report for more information.*

- Points of Discussion:
  - What is the status of a new multi purpose facility? The regional Chief Administrative Officers are discussing this issue and they are considering a feasibility agreement.
  - Have the Department of Environment concerns about the skate park been addressed? Should have that documentation in the coming weeks and will be able to move forward about work on the park this year.

**(d) Police Report**

**(1) Chief's Report**

Chief Cecchetto presented the 2020 annual report, with information on staffing, GIS, Bylaw, events, backcheck, body worn cameras and calls for service.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for January 2021. Some of the highlights included updates on the renovations for departments of finance and recreation, water commission updates, and sanitary sewer utility.

*See report for more information.*

- Points of Discussion
  - Appreciation to public works crew for snow removal during the storm.
  - There are still safety concerns about the lack of lighting on the Kentville Bridge.

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Troke presented his report for his recent arrival in January 2021. Some of the highlights included the Kentville Historical Society lease, the Miners Landing development and opening Town Hall offices.

*See report for more information.*

- Points of Discussion
  - How much land in the Town is zoned C2? The Parsons land in the Business Park, as well as another lot on Belcher Avenue.

## **(2) Communication Report**

CAO Troke tabled the report for January 2021 with highlights including a review of social media platforms and analytics.

*See report for more information.*

It was moved by Councillor Gillian Yorke and seconded by Deputy Mayor Cate Savage

**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, Yorke and Zebian*

## **6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

### **(a) Mitchell Avenue Response**

CAO Troke reviewed the concerns from some residents on Mitchell Avenue, and the response from the Director of Engineering and Public Works regarding potential options.

*See report for more information.*

- Points of Discussion
  - Accessibility during an evacuation is a major concern. Other considerations for egress might be necessary.
  - Staff will reach out to the Kentville Volunteer Fire Department for feedback and a potential plan, and this plan will be communicated back to residents.

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

**That Council Advisory Committee Recommend**

**That Council accept the report as provided and direct the CAO to follow up with the residents on the matter and further to coordinate with the Kentville Volunteer Fire Department.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(b) PACE Program Information Report**

CAO Troke reviewed the PACE program in the Town of Kentville and the Municipal Energy Leaders Group recommendations regarding PACE provincially.

*See report for more information.*

- Points of Discussion
  - What percentage of municipalities have their own lending for this program? Most are not lending their own money because there are so many other lending opportunities.

## 7. CORRESPONDENCE

(a) None

## 8. NEW BUSINESS

### (a) Taxi Bylaw Review

CAO Troke reviewed the staff report outlining the need to revise taxi registration charges and other administrative fees through the Kentville Police Service.

*See report for more information.*

- Points of Discussion
  - Solicitor Muttart would like to consider summary offence tickets for some of these fees.
  - The intent of these fee increases will allow Kentville Police Service to cover their costs for these services.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Andrew Zebian

**That Council Advisory Committee Recommend**

**That Council give First Reading to the amended Taxi Bylaw.**

*To be approved at the February 22, 2021 Meeting of Council.*

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### (b) Kentville Business Community Annual Report and Request for Funding

CAO Troke reviewed the KBC request for funding. As part of their presentation, the Kentville Business Community presented to Council their annual report and budget, strategic plan and request for funding.

*See report for more information.*

- Points of Discussion
  - The funding provided to this organization would place a slight financial burden on the Town (unless membership fees are increased).
  - Important to review how grant money is distributed from KBC to other groups.
  - Review of how this grant is collected from residents through a tax on residents.
  - Review of last years funding compared to this year's request.

- Council will be able to review the budgets for the Planning Development Department and the KBC funding during annual budget deliberations.

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

**That Council Advisory Committee Recommend**

**That Council direct the Chief Administrative Officer to provide a report to CAC on the budget impact of this funding request,  
And further provide the updated KBC agreement for review with recommendations for moving forward.**

**MOTION CARRIED**

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

**8. PUBLIC COMMENTS**

None.

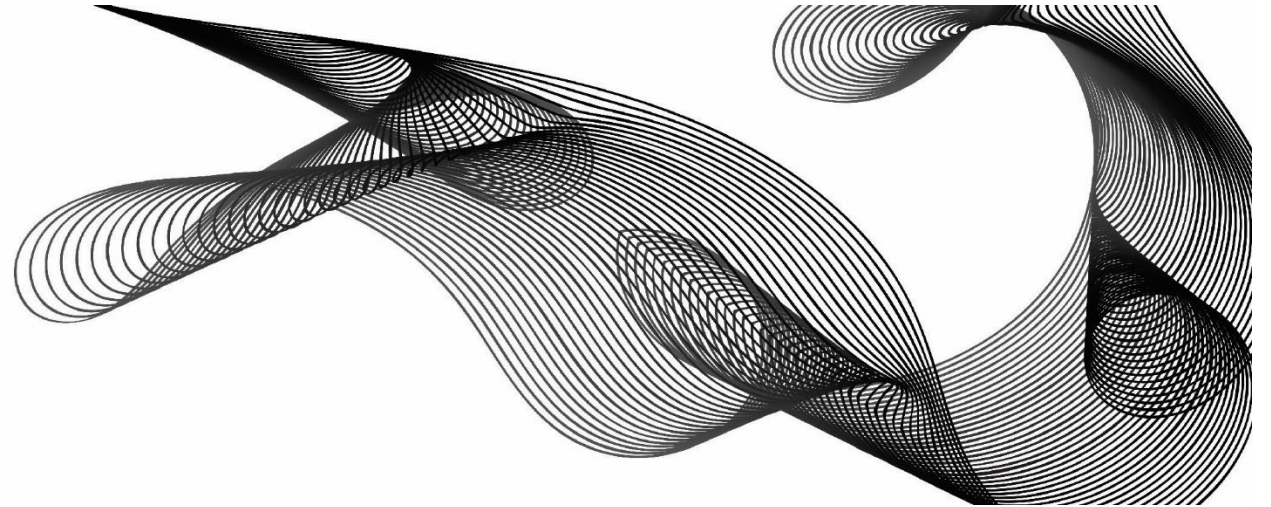
**9. ADJOURNMENT**

It was moved by Deputy Mayor Cate Savage

**That Council Advisory Committee adjourn.**

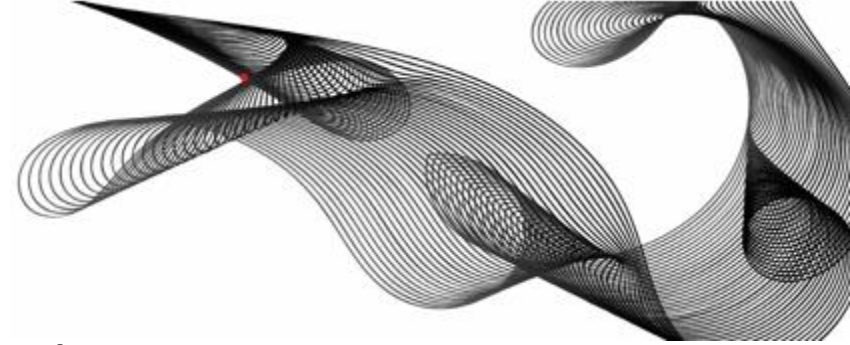
**MOTION CARRIED**

**Adjournment at 8:23 pm.**



Working together to support communities:  
preventing and reducing alcohol-related harms

It is not that we drink; it is how we drink.



## **Purpose:**

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

## **Mission:**

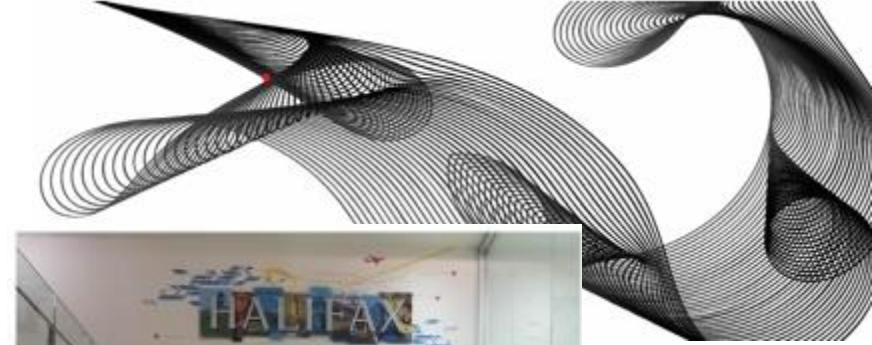
- To reduce the harms related to the misuse of alcohol in Kings and Annapolis Counties.

## **Vision:**

- To create a vibrant and successful community free of harms related to our culture of alcohol use.

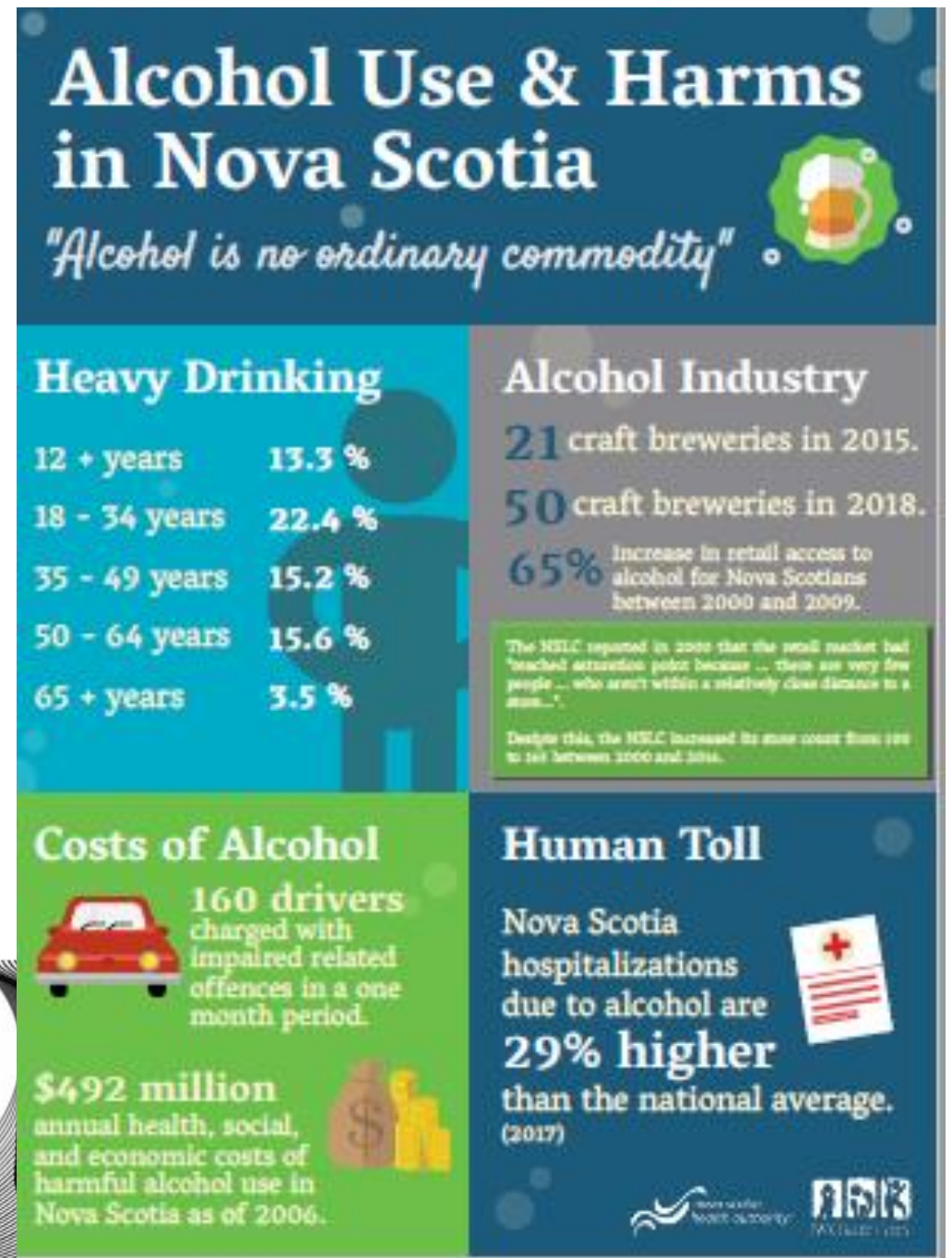
# What is the Culture of Alcohol Use?

- Persistent alcogenic environments... everything is telling you to drink... everywhere we look
- Understood to be the norm (much like tobacco back in the day)
- Influences group beliefs, attitudes and social interactions
- Creates identity



# What are alcohol-related harms?

- Health – a class one carcinogenic
- Interpersonal violence/Relationships
- Injury
- Productivity/Absenteeism
- Policing and Justice
- Brain development
- Economic.....



# Hospitalizations Entirely Caused by Alcohol (per 100,000), 2015–2016

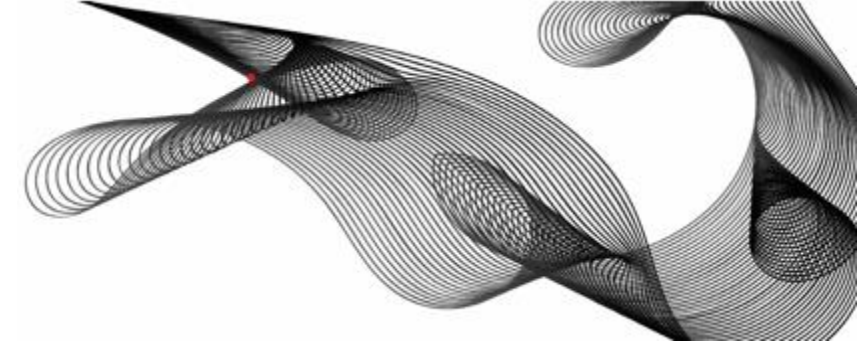
↑ More hospitalizations than average

↓ Fewer hospitalizations than average

≈ Average number of hospitalizations



# Annapolis Valley CAP: Inspiring Change



**Our Community and Alcohol:  
Kings County working together  
to understand issues  
and plan actions**

- Began with Community Health Board
- Broadened to Partnership Network
- Helping communities understand that alcohol prevention is the work of communities – not just an individual problem



**A Community Forum  
April 2014**

# Partnerships



Community Health Boards

NS Health      Acadia University

AVRCE      Municipalities/Villages

Restorative Justice

Police      MADD/TADD/ AI-ANON

Community Groups      Youth Voices

and many others....

## Transitions in Adult Care

### Helping Older Adults and their Caregivers with Changing Care Needs

Transitions in Adult Care (TiAC) offers one one-stop caregiver support. It includes links to over 125 resources from organizations such as Positive Aging, Continuing Care, Community Links, CAA, Housing NS, Pharmacy Association of NS, Legal Information Society of NS, the VON, and many more. Topics are arranged in order of increasing levels of intervention or service.

#### What to Look for When Changes are Happening Starting a Difficult Conversation

##### Living Safely at Home

- Medication Management
- Nutrition, Hydration and Oral Care
- Frailty
- Driving
- Social and Recreation
- Falls Prevention
- In-home Monitoring
- Home Care
- Respite Care
- Renovating to Age in Place
- Finances and Legal Matters
- Fraud

##### Is It Time for a Move?

- Downsizing
- Moving in Together
- Seniors Housing
- Long-Term Care
- Residential Care Facilities
- Nursing Homes
- Private-Pay Housing Options

##### Crisis Care and Planning

- Emergency Department Visits and Acute Care Stays
- Adult Protection Services
- Urgent Placement in Long Term Care
- Alternate Level of Care or Transitional Care Unit



#### Transitions in Adult Care

[www.CaregiversNS.org /resources/tiac](http://www.CaregiversNS.org/resources/tiac)

TiAC has been made possible by the Nova Scotia Department of Seniors' Age-Friendly Communities

3433 Dutch Village Road, Halifax, NS B3N 2S7

Tel: 902.421.7390 | Toll-free 1.877.488.7390 | [Info@CaregiversNS.org](mailto:Info@CaregiversNS.org) | [www.CaregiversNS.org](http://www.CaregiversNS.org)

## **Caregivers Nova Scotia's Programs and Services**

In addition to our monthly support groups, below you will find a brief description of all of our free programs, services, and resources.

**YouTube VIDEO SERIES** - If you have access to a computer and the internet, visit Caregivers Nova Scotia on YouTube. Sit back, watch, listen, and learn about who we are, what we do, and all the free programs and services Caregivers Nova Scotia offers. <https://bit.ly/2EGhKvK>

**WHERE TO BEGIN** – An introductory guide to help you prioritize and get organized. Speak to a support coordinator to get a copy. We will mail you a print copy for free, or you can download it from our website. <https://bit.ly/2ElsdqV>

**THE CAREGIVER'S HANDBOOK** – Our premier 94-page resource. Speak to a support coordinator to receive a free copy. We can mail it out to you, or you can download the entire Handbook or specific sections from our website. <https://bit.ly/2C0CcWz>

**WEBSITE** – Caregivers Nova Scotia's website has many valuable resources you can access regardless of where you are on your caregiving journey. If you're looking for specific information, you can use the search bar at the top right of any page to look for: Caregiver Support Groups, Adult Day Programs, Private Home Care Providers, or Mobile Services (e.g. blood collection). Or why not browse different sections like Health & Community Organizations, Government Programs & Services, or Transition in Adult Care. [www.CaregiversNS.org](http://www.CaregiversNS.org).

**TRANSITIONS IN ADULT CARE (TiAC)** – One of the most in-depth modules on our website, TiAC includes over 125 resources, Caregiver Tips, and links to Relevant Research. Topics include: what to look for when changes are happening, starting a difficult conversation, medication management, living safely at home, crisis care and planning, and more. <https://bit.ly/2EnUGkf>

**NEWSLETTER/EVENTS NOTIFICATION** - Be sure to subscribe to our biannual newsletter, "The Beacon", and event notifications at the bottom of any page on the website. Signing up for event notifications gets you automatic email updates about workshops and events in your area. No computer? No worries! A support coordinator can put you on the mail out list for the newsletter and call you about workshops and events.

**FACEBOOK AND TWITTER** – Social media is another great way to connect with Caregivers Nova Scotia and find out about events near you. Follow us on Facebook and Twitter: [www.facebook.com/CaregiversNS](http://www.facebook.com/CaregiversNS) | [www.twitter.com/caregiversNS](http://www.twitter.com/caregiversNS)

**WORKSHOPS** – You will find a description of our 4 main workshops on the back of this page. Call if you are interested in registering for an upcoming workshop in your area.



# Caregivers Nova Scotia Educational Workshops

## Caregiver Stress Management

### Topics covered:

- The Caregiver Role
- Caregiver Stress
- Warning Signs & Stress Management
- The 4 A's of Stress Relief
- Caregiver Burnout
- Priorities and Taking Action
- SMART Goal Setting



## Safe Medicines for Seniors & Caregivers

### Objectives:

- To inform seniors and caregivers of safe use issues, practices, and resources
- Always delivered by a CNS Caregiver Support Coordinator *and* a community pharmacist



## Brushing Up on Mouth Care

### Topics covered:

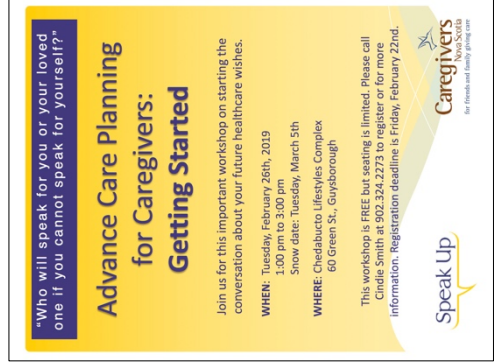
- Importance of good oral health and common conditions
- Brushing techniques
- Oral health Products
- Low-cost solutions



## Advanced Care Planning for Caregivers: Getting Started

### Objectives:

- To discuss what Advance Care Planning is why it's important
- Help caregivers start the conversation about future healthcare wishes
- Enable caregivers to identify steps to develop their own ACP



# Caregiver Support Groups



## Valley Region

Do you give unpaid care to  
a parent ?  
a spouse ?  
a child ?  
a friend or relative ?

Due to  
frailty or advanced age?  
a chronic illness ?  
a mental illness ?  
a disability ?

**You are not alone!**

Our free support groups are facilitated by a trained staff member. They offer a confidential, friendly atmosphere for you to discuss your experiences and receive helpful information in a supportive environment.

### Digby

1<sup>st</sup> Wednesday of each month from

1:30 pm – 3:30 pm

Location: Digby Royal Canadian Legion  
92 Mount St., Digby

### Middleton

1<sup>st</sup> Thursday of each month from

12:30 pm – 2:30 pm

Location: CORAH (Centre of Rural Aging and Health)  
NSCC Middleton Campus  
295 Commercial St., Middleton

### Kentville

2<sup>nd</sup> Thursday of each month from

2:00 pm – 4:00 pm

Location: Kentville Recreation Centre  
354 Main St., Kentville

### Windsor

2<sup>nd</sup> Tuesday of each month from

2:00 pm – 4:00 pm

Location: Cedar Centre  
69 Cedar St., Windsor

### For more information:

Contact Jennine Wilson at  
902.680.8706 or 1.877.488.7390  
[www.CaregiversNS.org](http://www.CaregiversNS.org)



**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
February 28, 2021**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended February 28, 2021.

---

**Finance Department Update**

- ✓ The Investment Advisory Committee met on February 17, 2021 to hear the presentation for the month ended January 31, 2021.
  - ✓ The third quarter utility bills were due February 25, 2021.
  - ✓ The budget cycle continues for all funds as does the year-end process.
- 

**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended February 28, 2021.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended February 28, 2021.

**Schedule D** (Sanitary Sewer Area Service) is **not** included. The next report will be in April, after the 4<sup>th</sup> quarter billing is released.

**Schedules E and F** (Perpetual Investment Fund) are attached for the month ended January 31, 2021.

**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 February 28, 2021.

---

## **Analysis**

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

If revenue were averaged evenly over the year, 91.7% of the budget would be consumed. To February 28, 2021, overall revenue exceeds the average at 94.9% recorded. Items worth noting are:

**Taxes-** Total taxation is currently reporting at 99.6%.

**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. Ten months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Eleven 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. "Other" reports over the benchmark due to miscellaneous revenue received in Policing and Recreation.

**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 below the benchmark at 90.9% expended. Some segments have exceeded the 91.7% 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.

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

**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.

**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. Capital paid out of current revenue slightly exceeded its budget.

---

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

As at February 28, 2021, 100.6% of the current taxes collectible is received (last year-100.5%). Total property tax outstanding as at February 28, 2021 is \$(52,660) (last year- \$(46,664). This equates to 100.5% collected in total (last year- 100.5%).

---

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

The Investment Advisory Committee (IAC) met on February 17, 2021 to discuss the report for the month ended January 31, 2021. The *Statement of Financial Position (Schedule E)* shows that investments total \$13.6 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$1,658,396	\$1,659,827
<b>Fixed income securities</b>	8,072,568	8,093,098
<b>Equities</b>	3,910,575	4,340,001
<b>Total investments</b>	<b><u>\$13,641,539</u></b>	<b><u>\$14,092,926</u></b>

The *Statement of Reserves (Schedule F)* reports that at January 31, 2021, interest paid is \$166,917, dividends paid into the fund total \$161,641; capital losses are \$6,612 (last year gains-\$165,857). At January 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 \$ 1,343,280 recorded at January 31 (62.9%). 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 February 28, 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 February 28, 2021.

Respectfully submitted,

  
Debra Crowell  
Director of Finance  
Kentville

## Town of Kentville Operating Fund

February 28, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
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%
<b>Area rates and frontages</b>			
Area rates	694,800	677,817	97.6%
Special assessments	6,800	4,935	72.6%
	<u>701,600</u>	<u>682,752</u>	
<b>Based on revenue</b>			
Business property	38,500	38,587	100.2%
<b>TOTAL TAXATION</b>	<u><b>9,855,000</b></u>	<u><b>9,812,421</b></u>	<b>99.6%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	183,270	100.4%
	<u><b>578,900</b></u>	<u><b>601,298</b></u>	<b>103.9%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	118,000	90,185	76.4%
Local government	110,400	40,789	36.9%
	<u><b>228,400</b></u>	<u><b>130,974</b></u>	<b>57.3%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u><b>1,108,100</b></u>	<u><b>893,135</b></u>	<b>80.6%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	24,625	65.1%
Rentals	361,800	273,513	75.6%
Interest	95,000	59,467	62.6%
Return on investments	630,000	100,000	15.9%
Other	44,100	59,031	133.9%
	<u><b>1,168,700</b></u>	<u><b>516,636</b></u>	<b>44.2%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<u><b>224,200</b></u>	<u><b>180,837</b></u>	<b>80.7%</b>
<b>CONDITIONAL TRANSFERS</b>	<u><b>125,800</b></u>	<u><b>414,867</b></u>	<b>329.8%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	191,500	239,078	124.8%
	<u><b>191,500</b></u>	<u><b>239,078</b></u>	<b>124.8%</b>
<b>TOTAL REVENUE 2020/2021</b>	<u><b>13,480,600</b></u>	<u><b>12,789,246</b></u>	<b>94.9%</b>

February 28, 2021

## Town of Kentville Operating Fund

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
<b>GENERAL ADMINISTRATION</b>			
Legislative	287,500	235,564	81.9%
General administration	1,362,800	1,362,776	100.0%
	<u>1,650,300</u>	<u>1,598,340</u>	<u>96.9%</u>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,383,900	2,193,529	92.0%
Police-sales of service	148,200	105,536	71.2%
Law enforcement	224,600	151,992	67.7%
Fire fighting	890,300	864,076	97.1%
Protective service- debt charge	15,300	12,902	84.3%
Emergency measures and other	161,300	118,087	73.2%
	<u>3,823,600</u>	<u>3,446,122</u>	<u>90.1%</u>
<b>TRANSPORTATION SERVICES</b>			
Common services	965,700	878,230	90.9%
Road transportation	789,300	585,420	74.2%
Public transit	225,500	233,496	103.5%
Transportation- debt charge	66,300	59,615	89.9%
Other	96,800	87,241	90.1%
	<u>2,143,600</u>	<u>1,844,002</u>	<u>86.0%</u>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	659,800	651,972	98.8%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	(9,774)	-10.1%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	244,500	214,470	87.7%
Other community development	399,000	356,258	89.3%
	<u>643,500</u>	<u>570,728</u>	<u>88.7%</u>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	506,400	426,460	84.2%
-Programmes (net)	83,800	70,175	83.7%
-Facilities	609,200	534,433	87.7%
-Debt charge	37,000	29,679	80.2%
Cultural	133,700	117,499	87.9%
	<u>1,370,100</u>	<u>1,178,247</u>	<u>86.0%</u>
<b>EDUCATION</b>	<u>1,536,000</u>	<u>1,407,824</u>	<u>91.7%</u>
<b>FINANCING AND TRANSFERS</b>			
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>	<u>100.8%</u>
<b>TOTAL EXPENDITURE 2020/2021</b>	<b>13,480,600</b>	<b>12,257,588</b>	<b>90.9%</b>

# Town of Kentville Operating Fund

SCHEDULE C

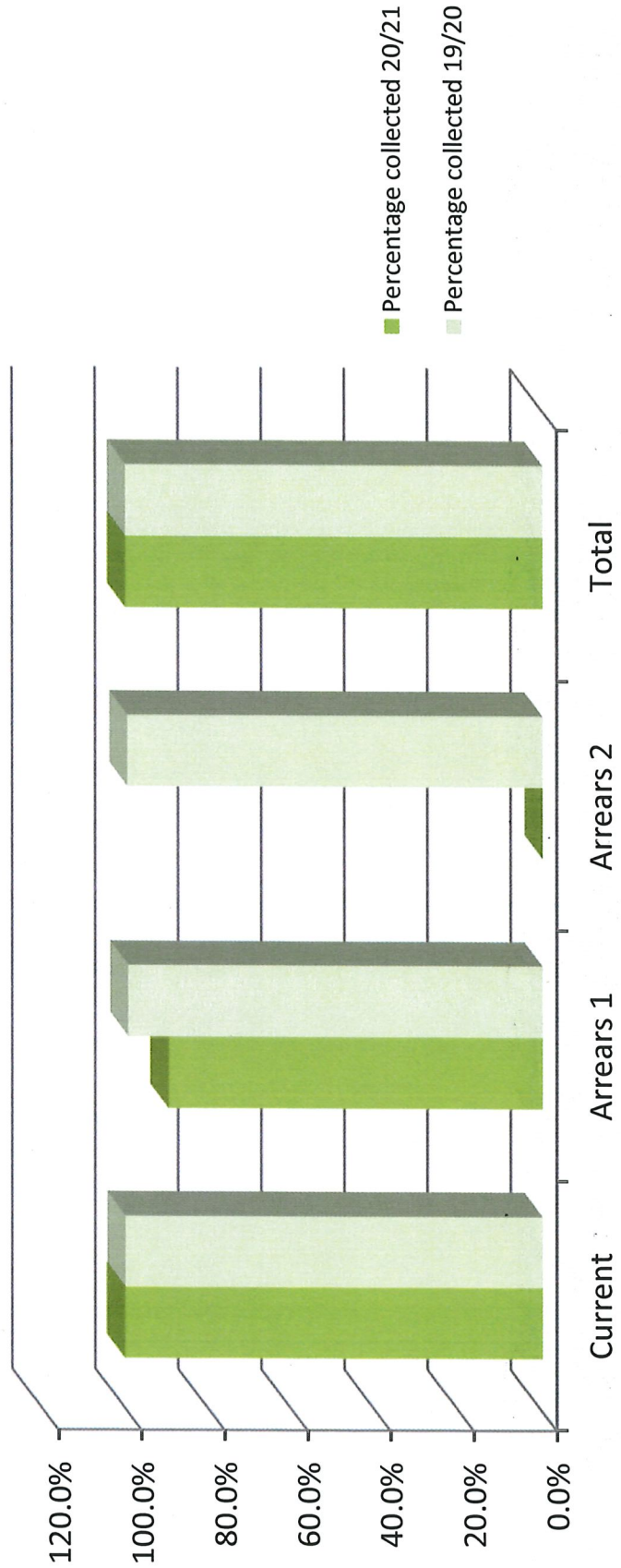
February 28, 2021

## 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>9,635,129</u>	<u>83,037</u>	<u>0</u>	<u>9,718,166</u>
Outstanding	<u>(62,071)</u>	<u>9,175</u>	<u>236</u>	<u>(52,660)</u>
Percentage collected 20/21	100.6%	90.1%	0.0%	100.5%
Percentage collected 19/20	100.5%	99.8%	100.0%	100.5%

# **Town of Kentville Outstanding Taxes as at February 28, 2021**



# Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2021

Statement of Financial Position	2020 Actual \$	2019 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$1,659,827)	1,658,396	1,465,589
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,976	614
<b>Investments (at cost)</b>		
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
<b>Total assets</b>	<b>13,644,515</b>	<b>13,648,076</b>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	13,644,515	13,648,076
<b>Total fund balance</b>	<b>13,644,515</b>	<b>13,648,076</b>

# Town of Kentville Perpetual Reserve Fund

Month ended January 31, 2021

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>13,644,515</u>	<u>13,648,076</u>

March 31, 2021

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	470,600	317,165	67.4%
General Administration	153,800	153,643	99.9%
Protection	143,200	131,672	91.9%
Transportation	768,900	492,006	64.0%
Planning	0	0	0.0%
Development	80,800	74,512	92.2%
Recreation	517,800	174,282	33.7%
	<b>2,135,100</b>	<b>1,343,280</b>	<b>62.9%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	22,270	37.1%
	<b>60,000</b>	<b>22,270</b>	<b>37.1%</b>
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	<b>41,000</b>	<b>5,000</b>	<b>12.2%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		77,829	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	470,600	317,165	67.4%
<b>Own Sources</b>			
Equipment Capital	73,000	73,000	100.0%
Town Capital			
General allocation	569,600	288,756	50.7%
Recreation	23,000	6,436	28.0%
	<b>1,136,200</b>	<b>368,192</b>	<b>32.4%</b>
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	51,152	111.2%
	<b>51,300</b>	<b>51,152</b>	<b>99.7%</b>
<b>BORROWING</b>	<b>846,600</b>	<b>501,672</b>	<b>59.3%</b>
	<b>2,135,100</b>	<b>1,343,280</b>	<b>62.9%</b>

**March 31, 2021**

[illegible]

March 31, 2021

## Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	91,110
	<b>TOWN HALL</b>		
	<b>Interior upgrades</b>		
05-35-72-260	Council chambers upgrades	10,700	4,473
05-35-72-300	Design work (COVID-19)	20,000	22,021
05-35-72-280	Downstairs renovations	0	30,173
05-35-72-250	Heat pump	17,500	0
	<b>Exterior upgrades</b>		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,867
	<b>PROJECTS</b>	153,800	153,643
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	57,500	71,739
	Borrowing	96,300	81,904
	<b>TOTAL</b>	153,800	153,643

## Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	PROTECTIVE SERVICES			
#	Description	Budget		Actual
	Police services			
	Police vehicles			
05-35-75-650	Marked car	50,000		56,152
	Equipment			
05-35-75-700	Body armour	24,500		9,788
	Building			
05-35-75-600	New Roof	40,700		40,928
	Information technology			
05-35-75-800	Video upgrades	28,000		24,805
	PROJECTS	143,200		131,672
	FUNDING			
	Cash			
	Capital from revenue	46,000		51,152
	Proceeds on sale	4,000		5,000
	Capital contribution			
	Reserves	52,500		34,820
	Borrowing	40,700		40,700
	TOTAL	143,200		131,672

## Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	<b>Equipment</b>	<b>80,000</b>	107,239
05-35-71-450	<b>Public Works building</b>	<b>30,000</b>	10,795
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights		
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	<b>15,000</b>	0
05-35-71-440	Flood mitigation study	<b>60,000</b>	5,694
	<b>Streets</b>		
05-35-71-480	New bridge approaches	<b>97,500</b>	0
05-35-71-520	Prospect Ave (ADDED)	-	16,790
	<b>Parking lots</b>		
05-35-71-470	Arena & 6 light standards	<b>165,400</b>	130,977
	<b>Sidewalks</b>		
05-35-71-490	Main Street- \$16,700	<b>34,200</b>	0
	Park Street- \$17,500		
05-35-71-510	Academy Street- \$0		2,706
	<b>Storm sewer</b>		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400	<b>286,800</b>	191,004
	Palmeter subdivision-\$130,400		
05-35-71-550	Prospect Ave (ADDED)	-	26,801
	<b>PROJECTS</b>	<b>768,900</b>	<b>492,006</b>
	<b>FUNDING</b>		
	<b>Cash</b>		<b>77,829</b>
	Equipment capital reserve	<b>73,000</b>	73,000
	Proceeds on sale	<b>7,000</b>	
	Capital reserve- general allocation	<b>272,900</b>	51,094
	Borrowing	<b>416,000</b>	290,083
	<b>TOTAL</b>	<b>768,900</b>	<b>492,006</b>

# Town of Kentville Capital Fund

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

March 31, 2021

## Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	10,533
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway)	30,000	37,244
05-35-75-250	Kentville Business Park signage	20,000	0
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 1)	23,300	26,735
	<b>PROJECTS</b>	80,800	74,512
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	80,800	52,242
	Capital contribution- Province		22,270
	Borrowing		
	<b>TOTAL</b>	80,800	74,512

## Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,436
05-35-72-350	<b>Green Spaces</b>	249,800	47,496
	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
05-35-71-530	Miner's Landing sidewalk/Trail (from Recreation)		4,598
	<b>Recreation Centre</b>		
05-35-72-400	Flooring/bathroom	32,000	23,318
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	10,428
05-35-72-600	Memorial Park- Playground	10,000	9,050
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	23,422
05-35-73-100	KCA playground accessible feature (CWIP 21-22)	50,000	0
05-35-73-150	Dog park- east end	50,000	0
05-35-74-700	<b>Equipment</b>	9,500	3,305
05-35-73-300	<b>Study- Accessibility</b>	35,000	25,550
	<b>PROJECTS</b>	<b>517,800</b>	<b>174,282</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	TOK- Park Fees	5,300	
	Capital reserve- General allocation	105,900	78,861
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	
	Capital contribution- others	30,000	
	Borrowing	293,600	88,985
	<b>TOTAL</b>	<b>517,800</b>	<b>174,282</b>

## February 28, 2021

Accounts Receivable- Due to the Municipality of the County of Kings  
February 28, 2021

Page 40 of 114



# Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: March 3, 2021

Re: **PROJECTION REPORT- March 31, 2021 as at February 28, 2021**

---

The sixth projection report to March 31, 2021 (as at February 28, 2021) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$8,600** (last month deficit \$29,300).

We have captured everything known to date in this report. The wild card for March is snow removal. At date of writing, the snow removal budget is 50% consumed. Fingers crossed that March snowfall is minimal.



**TOWN OF KENTVILLE OPERATING FUND  
PROJECTIONS TO MARCH 31, 2021  
As at February 28, 2021**

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$156,400**. 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 <sup>(interest)</sup> 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 \$1,040,200; **UNDER BUDGET \$67,900**)

**This section is expected to fall under its budget by -6.1%.**

- 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 \$16,400** this year as the equipment was rented by other municipalities and businesses.
- Recreation- Capital records **\$7,700** which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,168,700; projected \$1,081,200; **UNDER BUDGET \$87,500**)

**Own source revenue is projected to be under budget by -7.5%.**

- Fines, Licenses and Permits is projected to be **under budget \$(8,900)** due to reduced parking ticket revenue (effect of COVID-19) and animal licenses (licensing postponed until after July 1 due to COVID-19) along with a reduction in Provincial court fines.
- Rentals – Cell tower Eastlink will **exceed budget by \$ 400**.
- Rentals- Parking spaces will **exceed budget by \$4,700**.
- Rentals- VIA Rail building will **exceed budget by \$ 400**. New lease signed.
- Rentals- Calkin building **falls short of budget by \$(21,400)**, as two tenants terminated their leases due to COVID-19 mandated closures.
- Rentals- Fields **falls under budget \$(6,500)**, due to COVID-19 gathering protocols.
- Rentals- Recreation centre will end the year **over budget \$1,300**, 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 \$(70,200)**. 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 revenues in total **exceed budget by \$23,200**. General exceeds budget by \$6,900, Police records \$7,400 in miscellaneous revenue while Recreation records \$8,900 in sale of equipment, most of which is transferred to Recreation's 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 \$147,800**. The Town Operating Fund is projecting **a surplus of \$8,600**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$287,500; projected \$260,200; **UNDER BUDGET \$27,300**)

- Mayor expenses fall **under budget \$6,500**, 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 \$ 6,600**.

**10 GENERAL ADMINISTRATION** (budget \$1,362,800; projected \$1,515,100; **OVER BUDGET \$152,300**)

**This department is projected to end the year over budget by 11.2%.**

- Remuneration will **fall under budget \$1,900** due to changes in staff complement.
- Office expenses are projecting **over budget by \$159,200**. Legal expenditures will exceed budget in addition to unbudgeted consulting expenditures. Expenses-CAO fall under budget.
- Common services – buildings will **exceed budget \$4,300** due to increased expenditures related to COVID protocols offset by savings in building maintenance for the recently sold Calkin building.
- Programmes **provides savings of \$2,300** due to a decrease in Reduced taxes Section 69 and further savings in Reduced taxes Section 71. As well **\$ 7,000 in savings** is found in Grant- contingency.

**11 12 13 PROTECTIVE SERVICES** (budget \$3,823,600; projected \$3,759,700; **UNDER BUDGET \$63,900**)

**Police Protection- core program** is projecting to be **over budget \$42,900**.

- Remuneration is projecting over budget \$ 47,100. 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. Stat pay/M time will exceed budget \$10,500. Overtime-Constables will exceed budget \$10,000. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.
- Office expenditures provide savings of \$8,000. While savings are found in Meeting – Commission, Chief's & Deputy's expenses, Training, 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 \$9,400 in Special projects- \$3,000, 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 **\$44,100** or -5.0%.

- Transfer to KVFD- Operating falls below budget \$18,900, due to past year's overfunding by the Town related to fire-fighting services at Camp Aldershot. This is our share of a Federal government payment to the KVFD for those lost years.
- 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 \$7,700.**

- 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 \$11,000 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 \$641,000; **UNDER BUDGET \$2,500**)

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

- **Planning & zoning is decreased \$8,600.** Remuneration provides savings of \$5,700, as the Planning student was not hired this year. Office expenditures fall under budget \$2,900. Legal expenditures exceed budget by \$3,000 but is offset by \$5,900 in savings in Training, Supplies and Research drafting.
- **Environmental development- Community development section** will exceed budget by **\$19,100** 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 \$1,321,000; **UNDER BUDGET \$49,100**)

**This department is projected to be under budget by -3.6%.**

- Administration – office expenditure is projecting **savings of \$19,500** in various office accounts, mainly due to the COVID-19 pandemic affecting meetings and training opportunities.
- “Programmes” are projected **exceed budget by \$18,700.** Savings are found in Community events & Canada Cup event accounts offset by increases in Pool, Day camp and Multi-sport camp. (Federal funding is recorded in Conditional transfers to offset summer staff wages - \$10,500).
- “Other- Parks Division” will provide **savings of \$15,000** as the horticulturalist was not on staff and “Tree plantings” account has not been expended this year.

- “Recreation Facilities” (overall) are projected **under budget by \$24,200**. Segments under budget include Recreation centre, Swimming pool, Tennis Courts, due to COVID-19 gathering protocols, offset by an overage in the Parks-General account.
- 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

February 28, 2021

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
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%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
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%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	118,000	118,000	0.0%
Local government	110,400	90,900	-17.7%
	<u>228,400</u>	<u>208,900</u>	-8.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>1,040,200</u>	-6.1%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	28,900	-23.5%
Rentals	361,800	270,000	-25.4%
Interest	95,000	85,000	-10.5%
Return on investment	630,000	630,000	0.0%
Other	44,100	67,300	52.6%
	<u>1,168,700</u>	<u>1,081,200</u>	-7.5%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>224,200</u>	<u>222,800</u>	-0.6%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,800</u>	<u>439,900</u>	249.7%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	191,500	239,300	25.0%
	<u>191,500</u>	<u>239,300</u>	25.0%
<b>TOTAL REVENUE</b>	<u>13,480,600</u>	<u>13,637,000</u>	1.2%

# Town of Kentville Operating Fund -20/21

February 28, 2021

Expenditures	Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>			
9 Legislative	287,500	260,200	-9.5%
10 General Administration	1,362,800	1,515,100	11.2%
	<u>1,650,300</u>	<u>1,775,300</u>	7.6%
<b>PROTECTIVE SERVICES</b>			
11 Police- Core program	2,383,900	2,426,800	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	846,200	-5.0%
13 Protective services- debt charge	15,300	15,300	0.0%
13 Emergency measures & other	161,300	153,600	-4.8%
	<u>3,823,600</u>	<u>3,759,700</u>	-1.7%
<b>TRANSPORTATION SERVICES</b>			
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%
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
16 Solid waste collection and recycling	659,800	667,300	1.1%
<b>PUBLIC HEALTH</b>			
17 Public health and housing	96,500	80,200	-16.9%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
18 Planning and zoning	244,500	235,900	-3.5%
19 Other community development	399,000	405,100	1.5%
	<u>643,500</u>	<u>641,000</u>	-0.4%
<b>RECREATION AND CULTURAL</b>			
20 Recreation-Administration	506,400	486,900	-3.9%
21 -Programmes & other	83,800	87,500	4.4%
22 -Facilities	609,200	585,000	-4.0%
22 -Recreation- Debt charges	37,000	37,000	0.0%
22 Cultural	133,700	124,600	-6.8%
	<u>1,370,100</u>	<u>1,321,000</u>	-3.6%
23 <b>EDUCATION</b>	<u>1,536,000</u>	<u>1,536,000</u>	0.0%
<b>FINANCING AND TRANSFERS</b>			
24 Debt charges (principal)	928,300	928,300	0.0%
24 Transfers to allowances and reserves	628,900	725,100	15.3%
	<u>1,557,200</u>	<u>1,653,400</u>	6.2%
<b>TOTAL EXPENDITURE</b>	<u>13,480,600</u>	<u>13,628,400</u>	1.1%
<b>PROJECTED SURPLUS (DEFICIT)</b>		<u>8,600</u>	0.1%

# Town of Kentville Operating Fund -20/21

February 28, 2021

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
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
	<u>9,001,100</u>	<u>8,976,500</u>
Fire Area Rate (KVFD)	198,400	198,400
Fire Protection Area Rate (Hydrant)	496,400	471,200
	<u>694,800</u>	<u>669,600</u>
Economic development levy	113,800	113,800
	<u>9,809,700</u>	<u>9,759,900</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	6,800	4,900
	<u>6,800</u>	<u>4,900</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>38,600</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,855,000</u>	<u>9,803,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(51,600)</u>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	396,300	418,000
<b>Province</b>		
Province- Research Station R	16,600	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
<b>OVER BUDGET (UNDER BUDGET)</b>		22,400

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

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

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,200	119,200
General Administration- Finance	38,500	38,500
Protection-Police	575,000	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	-	16,400
Recreation- capital	-	7,700
Recreation- sales	4,400	4,400
	<b>1,108,100</b>	<b>1,040,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(67,900)</b>

# Town of Kentville Operating Fund -20/21

February 28, 2021

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	20,000
Law enforcement		
Licenses	2,000	2,100
Parking tickets	8,000	4,500
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,200
	<u>37,800</u>	<u>28,900</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	10,000	14,700
Rental- VIA Rail building	1,000	1,400
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	6,300
Pool	400	-
HUB building	100	-
Arena	272,500	202,300
	<u>361,800</u>	<u>270,000</u>
Interest	95,000	85,000
Return on investments	630,000	630,000
Miscellaneous-General	44,100	51,000
Miscellaneous-Police		7,400
Miscellaneous- Recreation	-	8,900
	<u>1,168,700</u>	<u>1,081,200</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(87,500)</u>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

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

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

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

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	47,000	47,000
Expenses	7,000	500
<b>Legislative benefits</b>		
CPP	8,100	9,000
Group insurance	3,700	4,500
<b>Council</b>		
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
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	40,000	33,400
	<b>287,500</b>	<b>260,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(27,300)</b>

# Town of Kentville Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	532,900	531,000
Benefits 121-22-02X	95,200	95,200
<b>Office Expenditures</b>		
Legal and audit	23,700	119,400
Consulting	-	70,400
Advertising and promotion	5,600	6,000
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	317,600
<b>Information Technology</b>		
Administration	86,100	86,100
Operations	95,900	95,900
Special projects	26,500	26,500
	208,500	208,500

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	101,500	117,000
Various building 121-26..27-0XX	24,200	13,000
	<b>125,700</b>	<b>130,000</b>
<b>Debt Charges</b>		
Debenture interest	4,200	4,200
Term loan interest	-	-
Debenture discount	6,200	6,200
	<b>10,400</b>	<b>10,400</b>
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,300	11,300
Reduced taxes- Section 71	53,000	52,700
Grant - Contingency	7,000	-
Assessment Services	91,200	91,200
	<b>164,500</b>	<b>155,200</b>
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	<b>67,200</b>	<b>67,200</b>
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,362,800</b>	<b>1,515,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>152,300</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	336,100	347,600
Remuneration- Sergeant	373,100	382,800
Remuneration-Constable	802,400	805,000
"Stat" pay	33,000	43,200
"M" time pay	5,000	5,300
Overtime-Sergeant	16,000	16,000
Overtime-Constable	35,000	45,000
Secondment	99,400	102,200
	<b>1,700,000</b>	<b>1,747,100</b>
<b>Benefits 122-12-02X</b>	<b>291,600</b>	<b>291,600</b>
<b>Internal allocation 122-13-010</b>	<b>-</b>	<b>-</b>
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,500	1,800
Chief's expenses	9,500	6,000
Deputy Chief's expenses	1,500	500
Training	20,000	15,000
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
	<b>119,400</b>	<b>111,400</b>
<b>Occupancy-Police Building</b>		
Insurance	1,800	1,800
Heat	7,500	7,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	30,000	25,000
	<b>53,500</b>	<b>48,500</b>
<b>Operations-Communication</b>		
Communications	86,000	103,800
Radio license	3,600	2,000
Maintenance	3,000	5,000
	<b>92,600</b>	<b>110,800</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	22,500	22,500
<b>Operations-Vehicle</b>		
Insurance	7,800	7,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	55,800	55,800
<b>Operations-Programmes</b>		
Special projects	5,000	2,000
Crime prevention/community relations	3,500	2,100
Custody and detention of prisoners	40,000	35,000
	48,500	39,100
<b>TOTAL POLICE PROTECTION</b>	2,383,900	2,426,800
<b>OVER BUDGET (UNDER BUDGET)</b>		42,900
	-	
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,383,900	2,426,800
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	118,000	118,000
Fines and fees- Province	25,000	25,000
Law enforcement- Province	100,000	100,000
Transfer from Operating Reserve- APA	-	47,600
<b>TOTAL POLICE PROTECTION REVENUE</b>	243,000	290,600
<b>NET POLICE PROTECTION</b>	2,140,900	2,136,200
<b>SALES OF SERVICE EXPENSE</b>		
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
<b>NET SALES OF SERVICES</b>		(26,000)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	575,000	483,000
<b>NET SALES OF SERVICES</b>		(360,800)

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	84,900
<b>OTHER</b>		
Prosecution	10,200	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
<b>TOTAL LAW ENFORCEMENT</b>	224,600	195,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(29,000)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	2,100
Parking Tickets	8,000	4,500
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	10,000	6,600
<b>NET LAW ENFORCEMENT</b>	214,600	189,000

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	198,400	198,400
Transfer to KVFD-Operating	195,500	176,600
<b>TOTAL FIRE FIGHTING</b>	<b>393,900</b>	<b>375,000</b>
<b>SURPLUS (DEFICIT)</b>		<b>(18,900)</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	496,400	471,200
<b>SURPLUS (DEFICIT)</b>		<b>(25,200)</b>
<b>TOTAL FIRE PROTECTION</b>	<b>890,300</b>	<b>846,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(44,100)</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	15,300	15,300
Term loan interest	-	
<b>TOTAL DEBT CHARGES</b>	<b>15,300</b>	<b>15,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,100
Emergency control-wages	300	1,200
Emergency control-M & S	100	2,400
911 System	18,000	18,000
	<b>32,300</b>	<b>35,600</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	1,000
Building inspection	48,500	48,500
Occupational Health & Safety	10,000	10,000
Fire inspection	58,500	58,500
	<b>129,000</b>	<b>118,000</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>161,300</b>	<b>153,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(7,700)

# Town of Kentville Operating Fund - 20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	241,700	255,000
Work crew	486,500	473,200
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>840,200</u>	<u>840,200</u>
<b>Benefits 123-12-02X</b>	<u>214,200</u>	<u>214,200</u>
<b>Internal allocation 123-13-010</b>	<u>(505,700)</u>	<u>(505,700)</u>
<b>Office Expenditures</b>		
Professional/engineering	-	15,000
Professional studies	5,000	5,000
Director's Expenditure	5,000	2,400
Training	10,000	10,000
Insurance-liability/ E & O	26,400	30,500
Office supplies	2,800	2,800
Telephone	7,000	7,000
Other administration	1,700	1,700
	<u>57,900</u>	<u>74,400</u>
<b>Occupancy-Public Works building 123-15-0XX</b>	<u>39,600</u>	<u>39,600</u>
<b>Operations-Communications</b>		
Communication	<u>3,500</u>	<u>4,000</u>
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	10,000	10,000
Lease of equipment	50,500	50,500
Gasoline/diesel	55,000	55,000
External equipment repairs	32,000	50,700
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,500	8,500
	<u>316,000</u>	<u>334,700</u>
<b>TOTAL COMMON SERVICES</b>	<u>965,700</u>	<u>1,001,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>35,700</u>

# Town of Kentville Operating Fund - 20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
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
<b>TOTAL ROAD TRANSPORTATION</b>	<b>789,300</b>	<b>796,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>7,200</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	210,300	218,400
Kings Point to Point	15,200	15,100
<b>TOTAL PUBLIC TRANSIT</b>	<b>225,500</b>	<b>233,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>8,000</b>
<b>DEBT CHARGES</b>	<b>66,300</b>	<b>66,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,800	30,800
Tipping fees	6,300	6,300
Material and supplies	2,000	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
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	658,300	667,300
<b>OTHER AIR POLLUTION</b>		
Other air pollution	1,500	-
<b>TOTAL</b>	659,800	667,300
<b>OVER BUDGET (UNDER BUDGET)</b>		7,500

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

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

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	179,600	173,900
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	13,000
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	36,300
<b>TOTAL PLANNING AND ZONING</b>	244,500	235,900
<b>OVER BUDGET (UNDER BUDGET)</b>		(8,600)

# Town of Kentville Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	28,400
Transfer for economic development	88,800	88,800
Community economic development	4,300	4,600
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	16,000
	24,800	44,500
	142,600	161,700
<b>OVER BUDGET (UNDER BUDGET)</b>		19,100
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	36,900	36,900
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	75,200	75,200
CED Office	8,000	8,000
	83,200	83,200
<b>Tourism</b>		
Tourism	26,800	15,300
<b>Promotions</b>		
Promotions	101,000	101,000
<b>Other</b>		
Apple Blossom Festival	2,000	500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	213,000	200,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(13,000)

# Town of Kentville Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	351,500	351,500
Benefits 127-12-02X	80,200	80,200
Internal allocation 127-13-010	(48,800)	(48,800)
<b>Office Expenditures</b>		
Legal fees	4,000	2,000
Professional fees	5,000	1,000
Committee meeting expenditure	4,000	1,000
Promotion and publicity	4,000	3,000
Expenses-Director	6,500	5,000
Training	10,500	4,000
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	56,300
<b>Vehicles and equipment</b>		
Insurance	5,800	5,800
Lease of equipment	14,600	14,600
Gasoline	8,300	8,300
Operations and maintenance	19,000	19,000
	47,700	47,700
<b>TOTAL ADMINISTRATION-RECREATION</b>	<b>506,400</b>	<b>486,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(19,500)</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 2021

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	8,500
Swimming pool 127-22-0XX	-	300
Day camp 127-23-0XX	5,500	18,700
Multi-sport camp 127-24-0XX	1,800	12,500
Other programmes 127-25-0XX	10,000	12,000
Community events 127-26-0XX	13,000	8,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>43,800</b>	<b>62,500</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	40,000	25,000
<b>TOTAL OTHER RECREATION</b>	<b>83,800</b>	<b>87,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>3,700</b>

# Town of Kentville Operating Fund -11/12

February 28, 2021

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
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	87,000
Memorial Park 127-62-0XX	51,000	51,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	33,500	28,000
Other playgrounds 127-67-0XX	3,000	2,000
Rail corridor maintenance 127-69-0XX	5,000	2,500
<b>TOTAL RECREATION FACILITIES</b>	<b>609,200</b>	<b>585,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(24,200)</b>
<b>TOTAL DEBT CHARGES</b>	<b>37,000</b>	<b>37,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	83,700
Branch library 127-93-100	42,800	36,900
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	2,000
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>124,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(9,100)</b>

# Town of Kentville

## Operating Fund -20/21

February 28, 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

February 28, 2021

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

# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2021

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

The 2020/21 Town Capital Budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Projects requiring funding are noted below. A resolution of Council to withdraw funds is requested. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>DRAWN</i>	<i>Draw #2</i>
		\$	\$	
<b>Administration</b>	20/21 IT Projects	20,000	14,875.27	4,748.77
	Town Hall - Heat pump	17,500	-	-
	Town Hall- Design work COVID/Safety	20,000	18,456.88	3,563.93
	Town Hall- Renovations (ADDED)			30,172.61
<b>Protective Services</b>	Equipment	24,500	9,788.24	-
	Technology upgrades	28,000	1,770.91	23,033.78
	Police Building - roof (Over run)			280.65
<b>Transportation</b>	Streets-Bridge	37,500	-	-
	Storm sewer-Aberdeen & Palmeto	130,400	33,418.59	1,389.31
	River Street dyke	15,000	-	-
	Flood mitigation study	60,000	5,694.43	-
	Public Works building	30,000	8,062.74	2,732.45
<b>Recreation</b>	Green Spaces- various	15,000	-	-
	Playground- Sherry Ave	10,000	-	-
	Studies- Assessability	35,000	25,549.82	-
	Soccer	8,000	6,436.15	-
	MP- Shed siding	18,900	18,900.00	-
	MP-Fencing	15,000	14,850.18	-
	MP- Mosquito ball field	6,500	5,828.30	-
	Oakdene Park- Gazebo/Trail	11,000	4,692.82	5,735.67
	Equipment	9,500	2,639.21	665.33
<b>Economic</b>	Downtown betterments-lighting	7,500	10,532.93	-
	Signage- Gateway	30,000	11,374.81	13,119.04
	Signage- Kentville Business Park	20,000	-	-
	Centre Square beautification	23,300	14,524.88	2,690.13
<b>Total</b>		<b>592,600</b>	<b>207,396.16</b>	<b>88,131.67</b>
<b>PROJECTS ADDED</b>				
<b>Transportation</b>	Prospect Avenue paving		-	16,789.97
	Prospect Avenue storm sewer		-	26,801.37
<b>Total additions</b>				<b>43,591.34</b>
<b>TOTAL DRAW # 2</b>				<b>131,723.01</b>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,363,698** and after the withdrawal, it will contain **\$1,231,975.**

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$131,723.01** from the Town of Kentville Capital Reserve- General Allocation

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



## **RESOLUTION**

### **WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE**

#### **- 2020/2021 CAPITAL ACQUISITIONS**

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

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$131,723.01** to fund capital acquisitions for the 2020/2021 capital program.

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

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

---

Dan Troke, Town Clerk

# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2021

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

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

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>RESERVE FUND Drawn</i>	<i>RESERVE FUND Draw # 2</i>
	\$	\$	\$
Various equipment	73,000	73,000	<b>4,352.91</b>
Major overhaul-Plow truck			<b>22,885.60</b>
<b>REQUEST # 2</b>			<b>27,238.51</b>

The Town of Kentville Capital Equipment Reserve contains **\$99,920** and after the withdrawal, it will contain **\$72,681**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 27,238.51** from the Town of Kentville Capital Equipment Reserve to partially fund 2020/21 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



## **RESOLUTION**

### **WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT RESERVE**

#### **- 2020/2021 CAPITAL ACQUISITIONS**

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

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$27,238.51** to partially fund capital equipment acquisitions for the year 2020/2021.

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

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

---

Dan Troke, Town Clerk



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2021

**Re: RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE**

---

This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2021. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the financial position of the Town Operating Fund will not be guaranteed until early-to-mid May 2021.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2021/2022 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also negatively affect the Town's Financial Condition Index for the 2020/2021 year.

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

The Town's Operating Reserve Fund contains \$519,260 as at March 1, 2021.

**RECOMMENDATION**

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of a current operating deficit, should one occur at March 31, 2021, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



## RESOLUTION

### WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2020/2021

**WHEREAS** S.99 (6) of the ***Municipal Government Act*** allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating Reserve are authorized by a resolution of Council;

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the ***Town of Kentville Operating Reserve*** be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2021, after all year-end transactions are quantified.

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

# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2021

Re: Valley Region Solid Waste Resource Management Authority- Guarantee Resolution

---

## **BACKGROUND**

The Valley Region Solid Waste-Resource Management Authority (VWRM) has a balloon payment due to Municipal Finance Corporation in May 2021 for Debenture 36-A-1. Valley Waste needs the partner approvals in place to participate in the spring debenture issue.

Attached is the *Guarantee Resolution* for Kentville in the amount of \$46,504.00 (10.05%), which requires Council's authorization. Once authorized, two originals must be returned to Valley Region Solid Waste-Resource Management Authority to complete the required paperwork.

You will also find attached the TBR to refinance for the entire balloon payment.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that it authorize the attached *Guarantee Resolution*, which denotes the Town's percentage share of the refinancing of the Debenture 36-A-1. I ask this matter is placed on the next docket of Town Council. Once ratified, two copies (signed, dated and sealed) are to be sent to Valley Region Solid Waste-Resource Management Authority for it to complete the necessary paperwork.

PURPOSE		Guarantee Amount
Guarantee Resolution	Valley Region Solid Waste	\$46,504

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

Guarantee Share Amount: \$46,504.00 Purpose: Refinance 36-A-1Balloon Payment(Per Sch.B)

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

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$462,731.00) for purpose of Refinance 36-A-1Balloon Payment(Per Sch.B);

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

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

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the Town of Kentville does hereby approve the borrowing of the aggregate principal amount of Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$462,731.00) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of Forty Six Thousand, Five Hundred and Four Dollars (\$46,504.00) for the purpose set out above; and

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 462,731.00

Refinance 36-A-1, Balloon Payment

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

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

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

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

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

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00 ) for the purpose set out above;

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

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 17 day of February, 2021.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 17 day of FEBRUARY 2021.

  
Chair

  
Secretary

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 462,731.00

Refinance 36-A-1, Balloon Payment

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	74.56%	345,012.00
Town of Kentville	10.05%	46,504.00
Town of Wolfville	8.31%	38,453.00
Town of Berwick	3.53%	16,335.00
Town of Middleton	2.50%	11,568.00
Town of Annapolis Royal	1.05%	4,859.00
Total Capital Requirements for Borrowing Resolution	100%	462,731.00

VALLEY REGION SOLD WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$462,731.00

Refinance 36-A-1, Balloon Payment

SCHEDULE "B"  
CAPITAL PROJECTS

Item	Term	\$
Weigh Scale	5	38,212.00
Wind Turbine	15	424,519.00
Total:		462,731.00

# Memo

To: Dan Troke, CAO  
From: Debra Crowell, Director of Finance  
CC:  
Date: February 26, 2021  
Re: **Information on Nova Scotia PACE programs**

---

## **Wolfville**

- At the early stages of the program- Wolfville has adopted a by-law.
- DOF does not support program vis-à-vis the municipal unit becoming a lending institution. Not a good use of municipal resources.
- This industry now exists.
- DOF feels that actual GHG reductions would be negligible annually and very small over 10 years.
- DOF feels the data has been glossed over.

## **Berwick**

- Started in 2015/2016 with 15 people signing on.
- Equilibrium Engineering has since taken over the program.
- Loaned out \$ 350 thousand financed by bank overdraft and reserves.
- New DOF indicates that program shut down in 2020 due to COVID and Berwick has not reinstated it.
- DOF indicates it is a financial strain on the town.
- Initially- no budget was set and no thought to administration.

- Manually managed.
- 2015 contract did not have any payment terms- only a 10-year term and therefore, irregular payments have been made.
- Most are now set up on PAD.
- 1 loan has paid nothing to date.
- DOF indicates that she would not have recommended the program, if she were on staff in 2015, due to the negative financial impact and the administrative burden.
- She indicated that other programs are available to residents outside of the municipal realm.

### **Colchester**

- In 2<sup>nd</sup> year of program- "so far so good".
- Residents are pleased that the municipality is managing the program.
- No one has balked at having a lien placed on property.
- Some applicants opted out at the end of the process.
- Program is funded by reserves.
- Charge is .75% on top of bank interest.

### **Lunenburg**

- Have had program since 2016.
- Have 13 low interest loans and 1 lien (for non-payment).
- Put a credit check program in place and reject 1/3 of the applications.
- Have a 1 to 1 ratio (energy savings over 10 years must equal installation costs) which has caused some complaints, as most solar installations do not qualify.
- Clean NS manages the program by contract.
- Only accept PAD for payment.

### **New Glasgow**

- Has policy only.
- Has not moved forward at this time.

### **Bridgewater**

- Enacted bylaw in 2015.
- Offer Clean Energy Financing administered by Clean Foundation.
- Challenges encountered include:

- Program uptake was lower than anticipated despite increased marketing efforts carried out by Clean Foundation in 2018-2019.
- Pre-existing problems in homes influence the scope and cost efficiency of upgrades. It was a challenge for Clean Foundation to secure low-cost and reliable trades quotes and therefore had to venture outside its trusted and low-cost partner network of trades.
- The effort to collect adequate household information is high, ultimately reducing the cost effectiveness of the home evaluation process.
- It is difficult to model efficiency upgrades for homes that use wood heating. The operating and capital costs of electrifying such a home is typically not feasible.
- The expectations and intentions of homeowners vary from environmental impacts to financial savings and from a desire for immediate installs to staged home improvements over time.
- The housing stock is older relative to the rest of Canada making the scale of work required to achieve deeper energy retrofits not feasible for homeowners.
- Financing can be an issue. Municipal borrowing is capped at a DSR of 30% and a municipality is cautioned when it exceeds a ratio of 15%.

<b>Programs and Operations</b>	<ul style="list-style-type: none"> <li>• 8 Development Permits Issued.</li> <li>• 2 Subdivision applications</li> <li>• 6 Zoning Certificates</li> <li>• 2 Sidewalk Café Permits</li> </ul>	<b>Highlights</b> <ul style="list-style-type: none"> <li>• building Valuation of \$1,297,000 for a year total of \$4,457,100</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• <b><u>Ryan's Park.</u></b> The development is footing(s) ready. The developers are hoping to break ground in April.</li> <li>• <b><u>Chrysalis House</u></b> is progressing well.</li> <li>• <b><u>Miners Landing</u></b> development is progressing well. An article in the March 2, 2021 Valley Advertiser highlights the success of the development due to its location, open concept design and amenity space.</li> <li>• <b><u>River Street Lands</u></b> the due diligence on the River Street property ends at the end of March. They continue with their due diligence which they hope to complete at the end of March.</li> <li>• <b><u>Stonemount Retirement.</u></b> 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. To date no new application has been submitted; however their consultants have had several discussions with the CAO</li> <li>• <b><u>MacDougal Heights.</u></b> Staff are still waiting on Parsons to submit the documentation to approve their proposed subdivision off Acadia Drive.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Petite Patrie Chocolate Factory.</b> Staff had a tour of the new chocolate factory opening soon in the Calkin building and were treated to some delicious chocolates.</li> <li>• <b>Business Park</b> 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.</li> <li>• <b>LUB/MPS “Housecleaning Amendments</b> It has been just over 2 years since Council adopted their new MPS and LUB. Since then, several matters have come to the Department’s attention which should initiate some amendments. These proposed changes are being drafted for CAC’s consideration. Staff would recommend that a special CAC meeting be held to review the proposed changes.</li> <li>• Various mapping and GIS support continues for Community Development, Park and Recreation and Engineering Departments.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – none due to Covid-19</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• CAC Zoom meeting</li> <li>• Human Resources Update</li> <li>• Accessibility Committee.</li> <li>• Discussions with Consultants drafting the New Minas Secondary Planning Strategy.</li> <li>• Human Rights Training</li> </ul>	

**Town of Kentville**  
**Community & Economic Development (CEDC)**



**Report to CAC – March 8<sup>th</sup>, 2021**

Submitted March 3, 2021

<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• Planning has started for the opening of the Kentville Visitors Information Centre. At least one full time staff will return in the management position, we are still looking at operational hours and whether a second employee will be warranted/required this season. Public Health orders and travel restrictions are being watched to help us predict what will be needed and what will make the most sense with regards to operations.</li><li>• Grant reports are being submitted currently for grants we received in 2020/2021 and new grants are being applied to for 2021/2022 projects.</li><li>• Vendors have been calling since January to encourage booking of ad spaces and travel features for the upcoming tourism season. Kentville will wait a little longer than usual to secure our spaces to make sure our campaigns make sense with regards to current restrictions on travel and gathering. We will plan to start booking once the budget has been finalized, however campaign themes and messaging is still being created on our usual timelines.</li></ul>
<b>Projects &amp; Beautification</b>	<ul style="list-style-type: none"><li>• Fire and Ice related beautification has been removed downtown and we are planning for the upcoming tourism season. New branding and beautification items are here and ready for installation in Centre Square. Pole hardware and banners, new planters, and decorative lighting are all on standby awaiting installation later in the spring.</li></ul>
<b>Tourism /events</b>	<ul style="list-style-type: none"><li>• The First ever Kentville Fire and Ice Winter Teaser took place Feb 10-15<sup>th</sup>. This new event was well received by many participants and was another successful “test” of the Kentville Business Community (KBC) Events Strategy and the newly formed KBC Events Committee. The CEDC, Recreation staff and KBC all worked together on the planning, delivery, and promotion with little time to</li></ul>



	<p>prepare. There has been a debrief meeting and we already have a fabulous list of ideas for growing the event in 2022. Thank you to Councillor Huntley who suggested the branding of the festival as a "Winter Carnival". COVID may have prevented some of the Carnival activities from taking place this year, but the plan is to really build on the Carnival theme in the years to come!</p> <ul style="list-style-type: none"> <li>• The next item on the radar for the events team is a spring festival for Kentville. A few ideas have been discussed at the committee level to date, and details will be shared once the idea has been fine-tuned a little and a path forward is clearer. The planning and delivery will again be a partnership between KBC and TOK.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Interest remains extremely high in the Kentville Business Park. This interest is not solely in the vacant lands for sale. Inquiries are flowing in steadily from folks looking for anything from vacant land to already built spaces for lease. The inquirers are also coming from all over, including some from across Canada and one from overseas.</li> <li>• Interest also remains high in available space downtown. Over the past month staff have fielded inquiries from three different interested businesses looking to move into downtown Kentville. KBC and the CEDC continue to field these inquiries as they come to us and provide the necessary supports to those looking as they explore their Kentville options.</li> <li>• Assistance from the Valley Regional Enterprise Network (VREN) is also imperative as part of overall recruitment efforts in Kentville. The overseas inquiries are often looking for more regional data and market analysis type information when choosing a location and that is where the REN plays a more active role in directly supplementing Kentville's recruitment efforts. At least one potential has been referred to the VREN for additional support this month, and the ongoing Business Recruitment Expansion program will also benefit all municipal partners in the longer term.</li> <li>• The Human Rights training attended last month was extremely valuable from a number of perspectives.</li> </ul>

	Specifically, staff will use this training and all of the lessons contained within the sessions to better plan for public space development and special events that are equitable and inclusive for all citizens.
<b>Meetings and Events</b>	<p><b>February 2021</b></p> <ul style="list-style-type: none"> <li>• Regular weekly radio spots on AVR (8:40am each Tuesday)</li> <li>• STORM – Strategic Operations Related to Media (weekly or by-weekly as needed)</li> <li>• NS Business and Labour Economic Coalition (weekly, CEDC attends when time permits or when big news is expected)</li> <li>• Transforming Public Spaces to respond to COVID-19 (webinar)</li> <li>• Business Supports Team Meetings, Valley REN (Bi-weekly)</li> <li>• KBC Executive + CAO &amp; CEDC Funding Agreement Discussion</li> <li>• Fire and Ice: Lantern Led Snowshoe event at the Gorge</li> <li>• Fire and Ice: Downtown Shopping Party and Light Installation in Centre Square</li> <li>• Healthy Communities Fund (multiple meetings re: funding announcement, grant application parameters, and grant submission)</li> <li>• Human Resources Training (day one of 2 complete, to be continued in March)</li> <li>• KBC Special Events Committee (three meetings in February)</li> <li>• KBC Board of Directors (Monthly)</li> </ul>

Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

Presented on March 8<sup>th</sup>, 2020  
 Submitted by Rachel Bedingfield  
 Director of Parks and Recreation

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

**- National Framework for Recreation in Canada**

<b>Facility Related</b>	<p><b>Kentville Trails</b></p> <ul style="list-style-type: none"> <li>🔦 All trails are opened with winter conditions. When possible, trails are groomed for walking, snowshoeing, and skiing.</li> <li>🔦 Staff have been working with Cross -Country Ski Nova Scotia, and the Halifax Nordic Ski Club and have entered into a trail groom agreement. When the weather permits, the club will be responsible for groom a 2km ski trail around the running track and throughout Memorial Park that will act as a training/recreation ski ground for those interested in skiing. This opportunity will also be advertised on provincial websites.</li> </ul> <p><b>The Kentville Centennial Arena</b></p> <ul style="list-style-type: none"> <li>🔦 The arena continues to support bookings, and our department continues to adjust based on COVID restrictions. We are waiting to confirm with user groups when the arena will be closing for the season.</li> </ul> <p><b>The Kentville Recreation Center</b></p> <ul style="list-style-type: none"> <li>🔦 The Recreation Center continues to accept bookings, and we continue to adjust based on the current Public Health restrictions.</li> <li>🔦 New Horizon's club has re-opened and all remaining facility users (Kinsman Club and the Evangaline Boxing Club) have submitted their safety plans and are now back to accessing the space.</li> </ul>
-------------------------	--

<b>Programs and Operations</b>	<p><b>COVID Response</b></p> <ul style="list-style-type: none"> <li>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 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.</li> </ul> <p><b>Programs:</b></p> <ul style="list-style-type: none"> <li>Memory Cafes NS has had their second virtual café in 2021. This one had a special guest, artis Holly Carr. Participants were provided supplies ahead of time so to ensure the vent was barrier free.</li> <li>Our “Try-it” series continues to attract people who are interested in trying new things, without obligation.</li> <li>All fitness programs continue to be run at capacity. Rug hooking continues to gain in popularity.</li> <li>The Equipment Loan Program has been in full force this session. Popular items include sleds and snowshoes. We have added yard games and active indoor games ensure there are opportunities for indoor play as well.</li> <li>Staff have been working with community experts to come up with more inclusive language when offering programs designated for either boys or girls by adding “and non-binary youth”. This change in language has received positive feedback.</li> </ul>
<b>Capital Projects</b>	<p><b>Recreation Center:</b></p> <ul style="list-style-type: none"> <li>Work on the Recreation Center is ongoing.</li> </ul> <p><b>Dog Park:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

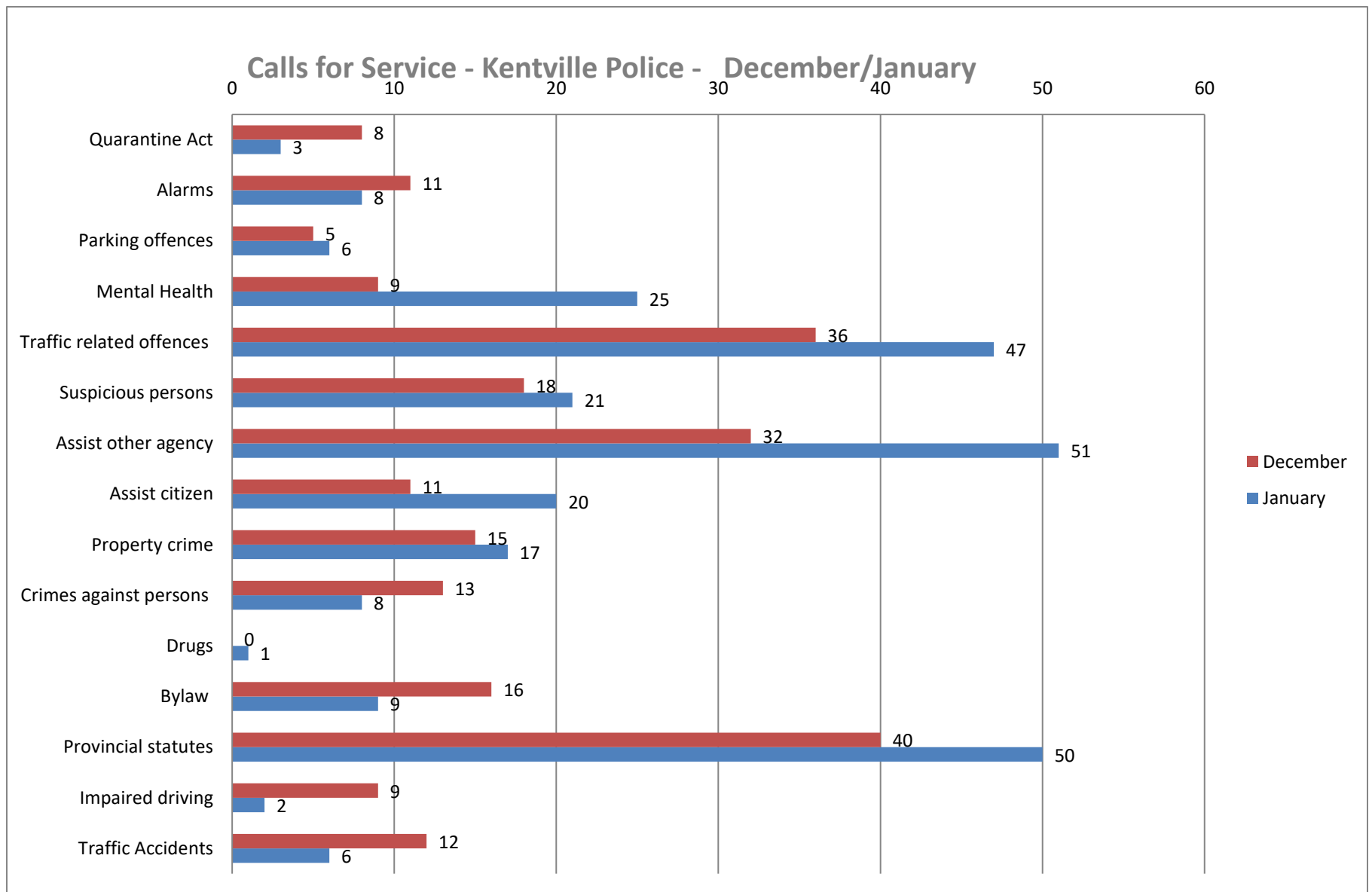
<b>Public Engagement/ Community Events</b>	<b>Community Events:</b> <ul style="list-style-type: none"> <li>🔗 The Fire &amp; Ice festival took place in February. Events included the Lantern Led Snowshoe/hike, the Sledding Party and Play Day at the Park. All events were well attended.</li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>Homeless No More</li> <li>🔗 Department overview with CAO</li> <li>🔗 Kings County Youth Working Group</li> <li>🔗 Senior Advisory Committee</li> <li>🔗 Personnel Meetings</li> <li>🔗 Department Meetings</li> <li>🔗 COVID response research project</li> <li>🔗 CPCIL Project Meeting</li> <li>🔗 Regional Recreation Facility</li> <li>🔗 Kentville Re-Sport Project</li> <li>🔗 Summer Planning</li> <li>🔗 TOK Accessibility Meeting</li> <li>🔗 Accessibility Committee Meeting</li> <li>🔗 Capital Projects Planning</li> <li>🔗 Canada Cup</li> <li>🔗 Council Advisory Committee Meeting</li> <li>🔗 Provincial Inclusion and Access Committee</li> <li>🔗 African Nova Scotia Heritage Month Planning Session</li> <li>🔗 Kentville Tennis</li> <li>🔗 Ice Breakers Presentation and Panel Support</li> <li>🔗 Human Rights Training Day</li> <li>🔗 ICIP Grant Application Meeting</li> <li>🔗 Fire and Ice Festival Support</li> <li>🔗 Open Green Space Planning Support Meeting</li> <li>🔗 Kentville Warming Hut</li> </ul>
<b>Council Related</b>	<b>Council Priorities:</b> <ul style="list-style-type: none"> <li>🔗 <i>Accessibility Plan:</i> We have received the final accessibility plan and will be bringing this to council for approval The Accessibility Committee continues to meet.</li> </ul> <b>Grants:</b> <ul style="list-style-type: none"> <li>🔗 <i>ICIP Grant:</i> This grant has been submitted to the Federal government for final assessment, including the Green House Gas Assessment that was a final requirement of the grant application.</li> <li>🔗 Staff are working on a trail design grant for the Kentville Ravine.</li> </ul>





Administration	Time	December	January
	Auxiliary off. hours	62.5	27
	Training hours	0	176
	Veh. Cks 38's	146	140
	Warning tickets	34	22
	SOT Tickets	38	36
	Foot Patrol Hours	70.5	83.5
	CC Charges	13	14
	Calls for service	273	311
Training	<ul style="list-style-type: none"> <li>• 2 new Csts on PROS</li> <li>• 2 supervisors on PROS</li> <li>• 3 officers on African Canadian Experience</li> </ul>		
Meetings	<ul style="list-style-type: none"> <li>• Jan 7 - Alert Ready system</li> <li>• Jan 8 – met with BOPC chair</li> <li>• Jan 11 – CAC</li> <li>• Jan 12 – meeting re Masters student research of gender violence</li> <li>• Jan 13 – KCSSA zoom meeting</li> <li>• Jan 13 – RJ board meeting</li> <li>• Jan 18 – opening of African Canadian Experience course</li> <li>• Jan 19 – meeting with Insp Auld – RCMP</li> <li>• Jan 19 – Alert Ready system</li> <li>• Jan 21 – Innes Scholarship committee meeting</li> <li>• Jan 25 – NCO meeting</li> <li>• Jan 26 – RJ Governance &amp; Management zoom meeting</li> <li>• Jan 27 – Alert Ready meeting</li> <li>• Jan 27 – HR DV meeting</li> </ul>		

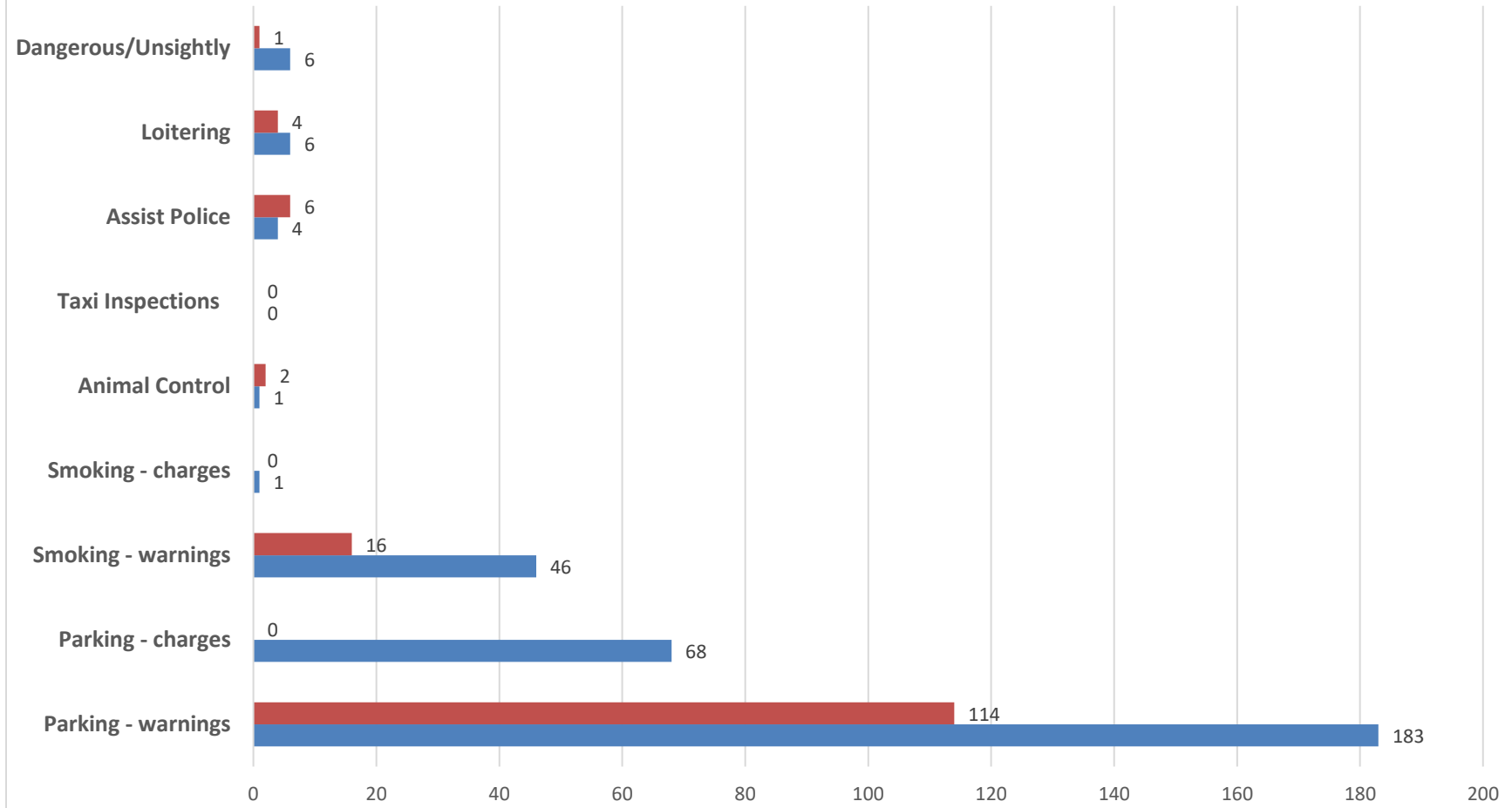
	<ul style="list-style-type: none"> <li>• Jan 28 – WCB zoom presentation</li> <li>• Jan 29 – BOPC meeting</li> <li>• Jan 30 – Wortley report meeting</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Arrival of Cst Waters – started on Feb 5</li> </ul>



*Dec 273*

*January 311*

## By-Law Report - Nov/Dec



December

November

## Report to CAC – March 8, 2021

# Kentville

[illegible]

	<b>Sanitary Sewer Utility</b> <ul style="list-style-type: none"> <li>The Regional Sewer Committee met on February 19<sup>th</sup> and recommended a 2021/22 operating budget be approved at \$1,603,300 of which \$804,800 (≈50%) is proportioned to the Town of Kentville. This is a \$47,700 (≈6%) increase over the 2020/21 operating budget (our portion). This increase is attributed primarily to increases in power costs at the treatment plant and repayment of capital debentures (principal &amp; interest). <u>Recommendation attached.</u></li> <li>The sanitary sewer collection system operated by Kentville Public Works have a few sewer laterals identified in the last month that require replacement which we will be working on in the near future.</li> </ul>	<b>Regional Sewer Budget</b>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>Frequent phone calls and site visits.</li> <li>Appointments are now being accepted for in person meetings.</li> <li>Letter &amp; email correspondence – As required.</li> <li>After further consultation with KVFD Chief regarding the emergency egress concerns of some Mitchell Avenue residents, a questionnaire has been circulated to residents on the street so the KVFD can better address their specific needs.</li> </ul>	<b>Highlights</b>  <b>Mitchell Avenue</b>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>Senior Staff meetings every Tuesday</li> <li>February 3<sup>rd</sup> OHS Meeting</li> <li>February 4<sup>th</sup> Regional Sewer Technical Subcommittee via WebEx</li> <li>February 8<sup>th</sup> CAC via Zoom</li> <li>February 19<sup>th</sup> Regional Sewer Committee</li> <li>February 23<sup>rd</sup> Human Rights Training</li> </ul>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<b>Highlights</b>



---

**TO:** COUNCIL

**SUBMITTED BY:** Dave Bell, Director of Engineering & PW

**DATE:** March 8, 2021

**SUBJECT:** 2021/22 Regional Sewer Operating Budget

---

**ORIGIN**

The Regional Sewer System is owned and operated by the Municipality of Kings and Kentville is an approximate 50% user in this system including the transmission (pumping) and treatment of the Town's wastewater at the Regional Wastewater Treatment Plant in New Minas.

**BACKGROUND**

See above.

**DISCUSSION**

The Regional Sewer Committee met on February 19<sup>th</sup>, 2021 to review the proposed Operating and Capital Budgets prepared by Kings County staff. The proposed 2021/22 operating budget for the Regional Sewer System is \$1,603,300 of which \$804,800 (≈50%) is proportioned to the Town of Kentville based on percentage of overall use. This is a \$47,700 (≈6%) increase from our portion of the 2020/21 Regional Sewer operating budget. This increase is attributed primarily to increases in power costs at the treatment plant and repayment of capital debentures (principal & interest).

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION**

The Town of Kentville is invoiced quarterly by the Municipality of Kings for our use of the Regional Sewer System and we build these charges into our own Sanitary Sewer Operating budget. This \$47,700 increase has the potential to impact our area sewer service rate in the near future once all operation costs are input into our sewer rate model.

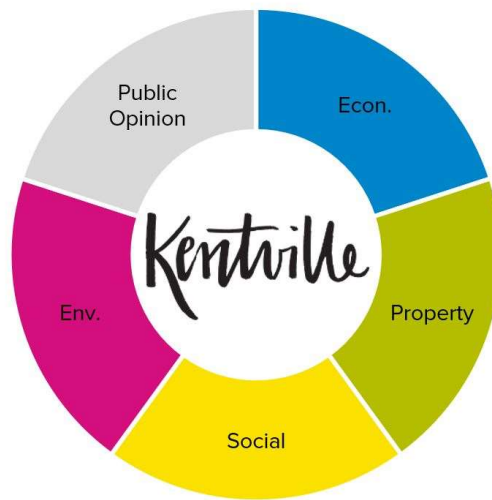
**ATTACHMENTS**

N/A

**RECOMMENDATION**

That CAC recommends to Council to approve the Town of Kentville's portion of the proposed 2021/22 Regional Sewer System Operating Budget in the amount of \$804,800 at the March council meeting so that our Regional Sewer Committee members can report back to the Committee at the April 15<sup>th</sup> 2021 meeting.

Town of Kentville Decision Wheel:



## **CAO Report to Council**

March 8, 2021

**Budget** – Follow up discussion with KBC regarding budget request. Additional support and clarification supplied to assist with the budget presentation.

**Kings CAO's** – a draft RFP for a feasibility study, regarding a multipurpose recreation facility is being reviewed and will be brought forward to council for consideration once complete.

**Health and Safety** – Director of Engineering and Public Works is coordinating a mail out to Mitchel Ave homes to assist the Fire Department with a safety plan. Information will be communicated back to residents once the Fire Department has reviewed the information and provided feedback.

**PACE** – Director of Finance has provided information from other municipal units regarding the PACE program.

**EV Charging** – Kentville submitted a request through NSP and the Clean Foundation for several chargers as part of the NRCan funding request. Results should be received this month.

**Education and Training** – The first day of a two-day information session regarding Human Rights training commenced on February 23<sup>rd</sup> with day 2 scheduled for later in March.

**Land and Development** – numerous discussions with interested parties regarding property in the Park. Continuing to talk to the Catalyst Consultants around their proposal.

**Meetings** – Virtual meeting with the accessibility committee and the NSP client representative. Had meetings with the Youth Portal, Valley Waste, Regional Sewer committee, investment committee and regional economic recovery. The arbitration hearing regarding a sewer dispute between Kentville and Kings County was heard, and a finding should be received shortly.

Margaret Polbaczuk  
9 Neva Mae Place, Apt #45  
Kentville, Nova Scotia  
B4N 0G5  
(647-740-5519)

March 5, 2021

Dear Mayor Snow,

I hope you are well. I shall try to be brief about my concern.

To preface it, I shall let you know that I have contacted the Chief of Police on several occasions and response from her was rapid.

My concern is pedestrian safety in Kentville.

Issues of concern are:

Pedestrian crossings - cars running through them.

Bicycles, skateboards, scooters being used on sidewalks by adults, not young children.

Speeding by cars, particularly on Belcher.

Police services should not have to "babysit" crosswalks in order to have cars comply with the law. Also with speeding, it is a ridiculous waste and misuse of police personnel to have to monitor someone granted a licence to operate 3,000 pounds of steel that has the potential to harm and kill others and also themselves.

2

Pedestrians are not without fault. Many do not push the button in order to indicate their intent to cross.

I want to add that due to COVID and staying 6 feet away from others on the sidewalk, I personally have had to walk on the road. This factor may not be in the awareness of a driver.

I know that penalties (such as fines) are workable to folks that are already "in the choir" but overall, punishment is not effective in changing or correcting behaviour.

My suggestion is a Public awareness campaign for all, not exclusively drivers, but pedestrians, cyclists, skateboarders etc. We all need to take responsibility for ourselves and others.

Thank you for your attention to this matter.

Sincerely,  
Margaret Dolbaczuk



GOVERNMENT HOUSE

February 1, 2021

Her Worship Mayor Sandra Snow  
Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Your Worship,

I am delighted to send the enclosed Community Spirit Plaque to the Town of Kentville.

As we are all aware, during 2020 this province experienced great turmoil when we were all impacted by the COVID-19 pandemic and the series of tragic events that soon followed. As a small province with a tight-knit population, the impact of these events was deeply felt across our region. During this period, I had an opportunity to call numerous municipal and Indigenous leaders to speak about how their residents were coping during this difficult time. I was greatly impressed to learn how resilient and positive Nova Scotians were in adapting to these significant challenges. The wonderful residents of our province demonstrated their amazing spirit and resourcefulness as they found innovative ways to continue their volunteerism and help those who are less fortunate.

In recognition of the tremendous spirit and resilience, I announced the creation of the plaque at the Celebrating Community Spirit and Volunteers Ceremony on 28 September 2020. It is hoped that you will display this plaque in your community. My staff have prepared the enclosed instructions for the installation of the plaque.

While we are not yet able to travel to your community to personally present the plaque, my wife Patsy and I hope there will be an opportunity to visit the Town of Kentville in the near future.

Yours sincerely,

The Honourable Arthur J. LeBlanc, ONS, QC  
Lieutenant Governor

---

Mayor  
Sandra Snow  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2502  
902-599-1317 (C)  
ssnow@kentville.ca

---

8 March 2021

**RE: Creation of Committees In Support Of On-Going Council Initiatives**

---

1. In support of on-going Council initiatives there is a requirement to add two new committees to the Committees of Council policy G57:
  - a. The first is an ex-officio position on the Kentville Business Community (KBC) board of directors. The intent of this position is to provide liaison between the KBC Board and Town Council on matter pertaining to the KBC/Town of Kentville agreement and funding of the agreement. This position will be held by the Deputy Mayor.
  - b. It is recommended that Deputy Mayor Savage is appointed to the KBC Board of Directors.
  - c. The second committee position is in support of the Partners for Climate Protection Program and is a two year position ending in October 2023.
  - d. It is recommended that Councillor Huntley is appointed to the PCP committee for a two year term.
2. I recommend the following motion: Council adopt the committees and appointments as presented.

Respectfully Submitted



Sandra Snow, Mayor  
Town of Kentville