Committee of the Whole
Tuesday, December 8, 2015
9:00 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

Mayor’s Retirement Presentation to Inspector Chris MacNaughton

1. Approval of the Agenda

2. Approval of Minutes
   a. Committee of the Whole Minutes, November 10, 2015

3. CAO Report

4. Mayor’s Update
   a. Regional Governance

5. Conference Updates
   a. UNSM Annual Conference, Halifax NS
   b. Atlantic Mayors Congress, Shedia NB

6. Committee Reports
   a. External
      (1) Valley Waste Resource Management
      (2) Kings Transit Authority
      (3) Eco Kings Committee
      (4) Valley Community Fibre Network (Verbal Update)

   b. Internal
      (1) Planning Advisory Committee
(2) Town and Gown
(3) RCMP Advisory Board
   i. RFD 093-2015: Kings District Domestic Violence/Sexual Assault Investigator/Coordinator
(4) Art in Public Spaces

7. Staff Reports for Discussion
   a. RFD 086-2015: Council Committee Appointments – 2016
   b. RFD 091-2015: Committee Appointments - 2016
   c. RFD 089A-2015: Election Project Charter
   d. RFD 089B-2015: Appointment of Returning Officer
   e. RFD 089C-2015: Delegation of Authority
   f. RFD 090-2015: Vendor Bylaw – Project Charter
   g. RFD 071-2015: Policy Making & Management Policy 110-007
   h. RFD 092-2015: Appointment of Emergency Management Coordinator

8. Question Period
   Procedure: A thirty minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two minute time period provided if there is time remaining within the thirty minute Public Input/Question Period timeframe.

   a. Wickwire DA Compliance

10. Adjournment of In Camera

11. Regular Meeting Reconvened

12. Regular Meeting Adjourned
1) **Well Maintained and Sustainable Public Infrastructure**
   - All capital street projects (Cherry Lane, Prospect Street and Oak Ave) have been substantially completed;
   - The tender for the new lift station portable generator is out and closes December 17th;
   - A replacement for the one ton plow truck in Public Works was delivered this month;
   - Public Works equipment is being prepared for winter maintenance;
   - Willow and Winter Street have been milled and paved.

2) **A Diverse, Prosperous and Sustainable Local Economy**
   - The Wolfville Glows Campaign was kicked off with a successful tree lighting;
   - The hiring for the Economic Development Manager position is ongoing. The competition closes on December 4th;
   - Staff met with the WBDC to discuss the economic development project charter that will be coming to Council in January as part of the preliminary operating budget discussions;
   - Staff provided support to Devour during their event. Attendance was higher than originally anticipated;
   - Rogers Hometown Hockey was very successful although attendance was less than expected. Staff will be debriefing on the event over the next few weeks and will provide a more in depth report to Council.

3) **Safe, Attractive and Cohesive Neighbourhoods**
   - Placespeak has been taken down and our Town website will house updates on the MPS;
   - A workshop was held between members of Council and the PAC to provide direction to Fotenn on key issues related to the MPS;
   - The Appeal Hearing for 7 Gaspereau will occur on December 17th in Council Chambers;
   - Fire inspections have begun now that Ergin Nemburt has been appointed as Fire Inspector. Staff is working on a schedule for inspections and procedures to guide this work.
   - A meeting was held with the RCMP to discuss the enforcement of the Town’s Noise Bylaw and the updating of the 2000 Roles and Responsibilities document. A further meeting is scheduled for December 7th to discuss specific recommended improvements to the Town's Noise Bylaw and elements/enforcement of a potential Community Standards Bylaw;
   - The Town and Acadia have taken out a joint membership in the International Town and Gown Association.

4) **Robust Active Living and Cultural Community**
   - Work is ongoing on for the Program Charters for Recreation Programming and Active Transportation. These will inform the operating budget for 2016/17;
• An After School Partnership Committee Meeting was held on November 3rd to review policies and the Terms of Reference. The RBC Mentoring and Evaluation Report was also reviewed;

• Current Recreational Programming includes:
  o Curling & Snow Divas on Fridays;
  o Acceleration! Swimming with Acadia Varsity on Fridays;
  o Yoga for Teens on Tuesdays.

• Program Planning for New Year (In time for Kings County Rec Guide) includes:
  o After School (establishing partnership with New Minas):
    - Skating;
    - Snow Divas/ Dirt Divas;
    - Acceleration! Swimming;
    - Multisport Program for girls (focus will be on non-traditional sport for girls grades 5 & up);
    - Run Club for the spring;

• Inservice Days Programming includes:
  o Brave Heart Babysitting;

• March Break Program Planning includes:
  o Working with Acadia (Michelle Wood) to co-deliver a March Break Camp;

• Other Programming includes:
  o Women On Wheels (for older adults) - establishing an indoor cycling session at Banks Bikes for the winter and will combine guest speaker /rider series. This is a free program tied into a bicycle Nova Scotia initiative that is looking at having a brand (jerseys etc) and a cycling event that will bring women from across Nova Scotia together in the spring. WOW (Wolfville Edition) “WOWWE” will continue in the spring & summer outdoors;
  o Pre-Holiday Circuit Training for Staff & Community for 4 weeks at the Recreation Centre. Mon/Wed/Fri 6-7:45 AM. There is no charge to participants.

• Community Development staff have made various presentations and fostered partnerships within the community. These include:
  o 4 The Health of It - EKM Health Centre program - presentation and talk on program opportunities and community to participants;
  o Facility Access Grant for Free Swim, Gym and Track times with Health & Wellness Funding (coordination of several players and logistics);
  o Book - A - Bike (Bike Share Program) & exploring snowshoe loan program through partnership with the library;
  o Gender Equity in Sport and Recreation - Summit Planning Committee meetings - Summit in January;
  o Destination Trail Committee Meeting - focus now on announcing of trail name and branding as well as grant to Tourism NS for signage;
  o Annapolis Valley Trails Coalition Strategic Planning – working on the development of a partnership agreement;
  o Valley Active Communities Committee - meeting for MPALS & Regional Health and Wellness staff;
  o Acadia Environmental Sustainability Student Projects - 3 that came through the Town for assistance.
Summary of recent and upcoming recreation events:
  o October:
    • Under the Pumpkin Moon - decorated the Reservoir Park Trails with carved pumpkins & lit up with tea lights. TrailFlow hosted an informal night ride the end of October.
  o December:
    • TOW Family Christmas Party (Skate, Swim & Crafts - Dec 18
    • Resolution Walk, Run or Roll (Food Bank Fundraiser) - Dec 31
    • New Year’s Eve Family Skate (Wolfville Skating Club & Boy Scouts co-hosting) - Dec 31
  o February:
    • Wolfville Watershed Snowshoe/ Hike with the Nature Trust (plan to get take up offer by Councillors to create a series here).

5) Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

- Several Town staff attended a Municipal Finance for Managers course put on by the AMA and UNSM.

6) Operational Updates

- Dan Stovel assumed the duties of the Municipal Town Clerk effective December 1, 2015;
- James Collicutt has been hired as the new Community Development Administrative Assistant;
- The Parks staff finished for the season the end of November;
- The Nova Scotia Emergency Management Office (NS EMO) will be conducting Municipal Emergency Management preparedness reviews throughout Nova Scotia in early 2016. Once the NS EMO Policy staff complete the program evaluation review, the Regional NS EMO Coordinator (Western Zone) will set up a review with the Town of Wolfville’s CAO and EMC. Every two years NS EMO is required to report the state of Emergency Preparedness in the Province. This assessment form is a revision of the previously used self-assessment tool and will be an assessment of each municipality’s level of Emergency Preparedness. The evaluation tool will help municipalities better prepared for their emergency responsibilities and is intended to guide emergency management activities, ensuring that all aspects of planning and preparedness are followed;
- Town website hosting will be changed to AMA Joint Municipal Website Venture. This will increase the search capabilities of the site and bring control of hosting and solving issues back to the Town;
- Town offices will be closed to the public between Christmas and New Years (December 24th at noon to January 4);
- Staff are in the process of developing operating project charters for the operating budget;
- Jennifer Boyd has received appointment of Commissioner of Oaths, which is a service that Town has always offered and can now again;
• The Acadia and Wolfville New Year’s Levee will be on January 1st from 1:00pm to 3:00pm at the KC Irving Centre.
• Payroll Conversion to Diamond has a go live date for first week in January. Information updates will be sent to all staff and Council to let them know what to expect/when/ and changes that may impact them;
• The PVSC permit pilot project will be begin January 1, 2016;
• Third Quarter water billings are coming up for end of December;
• The development of SOP for purchasing underway, which could include electronic workflow using Diamond software.
1) UPDATE

The Union of Nova Scotia Municipalities (UNSM) annual conference was held in Halifax, NS November 3-6, 2015. All Councillors and the CAO attended this conference.

The 2015 UNSM Fall Conference presentations included (listed alphabetically):

- Asset Management for Municipalities – A focus on the City of Fredericton
- Capital Investment Plan – Asset Management
- Changing the Conversation about Tourism
- Engaging Immigrants in Nova Scotia Municipalities
- Engaging People with Disabilities
- Engaging Youth in Municipal Government
- It is Better to Work Together – PVSC
- Moving from Senior to SEEN – Empowering Individuals and Communities
- Municipal Alcohol Presentation – November 4, 2015
- Municipal Government Act Review – UNSM Caucus Updates
- Municipal Role in Affordable Housing
- Proposed UNSM Strategy to tackle Capped Assessment Program
- Race Relations and Anti-Discrimination Committee – County of Kings
- Strategies for Municipalities to Engage Diverse Communities
- Trans Canada Trail – UNSM Caucus Meetings
- UNSM CE and Cultural Action Plan
- UNSM Extended Producer Responsibility (EPR) Panel – November 2015
- Update – Nova Scotia Asset Management Initiative

The UNSM Spring Workshop is scheduled for May 4-6, 2016.
1) UPDATE


The mayors of municipalities throughout Atlantic Canada are called upon to deal with many issues in common. By participating in this congress they share information, stimulate economic development and tourism, develop unified policy in dealing with other levels of government, forge bonds of mutual support and lobby other levels of government.

Presentations presented at the meeting are available through the Atlantic Mayor’s Congress website:

- Nova Scotia 211
- Major Events in Atlantic Canada
- Immigration in Nova Scotia
- Citizenship and Immigration Canada – Express Entry and Employer Liaison
- Immigration Toolbox
- Homarus Inc Lobster Hatchery Presentation
- Halifax Housing Needs Assessment

The next meeting of the Atlantic Mayors’ Congress is scheduled for Wednesday, May 25, 2016 in Bridgewater, NS.
1) UPDATE

The Valley Region Solid Waste-Resource Management Authority met on November 18, 2015, in keeping with the normal meeting schedule.

The Authority dedicated a great deal of time and effort to the review of the draft Operating and Capital Budgets for 2016-2017 resulting in the finalization of a draft budget for forwarding to participating partners for consideration and approval.

The Authority continues to anticipate a significant surplus at the end of the current fiscal year now estimated to be in the area of $676,000. In keeping with Policy, any surplus funds will be returned to partners in their proportional share following the annual audit.

The Authority announced that the 2016-2017 Draft Operating and Capital Budget results in a decrease in funding requirements from partners of approximately 3%.
Management Minute

Budget Matters

The Valley Region Solid Waste-Resource Management Authority met on November 18, 2015, as per the normal meeting schedule. During the meeting, the Authority dedicated a great deal of time and effort to the review of the draft Operating and Capital Budgets for 2016-2017 resulting in the finalization of a draft budget for forwarding to participating partners for consideration and approval. As previously indicated the Authority continues to anticipate a significant surplus at the end of the current fiscal now estimated to be in the area of $676,000. In keeping with Policy, any surplus funds will be returned to partners in their proportional share following the annual audit. The Authority is also pleased to announce that the 2016-2017 Draft Operating and Capital Budget results in a decrease in funding requirements from partners of approximately 3%. The budget package, when forwarded to partners, will include a detailed explanatory report noting the key drivers for the surplus from 2015-2016 as well as detailed information regarding the upcoming fiscal year. The Budget Package will also include a complete Operating Budget with line by line activity as well as a detailed capital budget including the Authority’s 10 year capital replacement plan. All involved are very pleased to have reached this point in budget development which is well in advance of the requirement in the Intermunicipal Services Agreement of the end of the calendar year. Please do not hesitate to contact us if your Council has questions or would like a presentation provided by staff.
The Regional Chairs Committee met on October 30, 2015 and continues to actively address issues of common concern across the Province. During the meeting several key issues were discussed.

UNSM Workshop—The UNSM Workshop held on October 23rd in Truro was well attended by regional staff and authority members. The workshop included presentations from municipalities and industry groups sharing their perspectives on EPR regulations. Minister Younger opened the workshop by announcing that if the province were to go ahead with an EPR program for paper and packaging then it will be using a full industry funded model. As Minister Younger put it, a full EPR model makes industry responsible and gives them the ability to create the most efficient recycling model possible by encouraging standardization of curbside recycling, maximizing economies of scale and better motivates companies to reduce waste and design materials that are more easily recycled. The Minister has asked staff to further consult with stakeholders to consider changes which will measurably improve the province’s environmental performance while aiming to hold the line or reduce costs for municipalities. Minister Younger has since been replaced by the Honourable Randy Delorey, who has previously held the Minister of Environment post. New information regarding this very important initiative will be released as it becomes available.

Regulation Review—Chuck McKenna, Manager of Waste Resources for Nova Scotia Environment provided an update on the regulation review to workshop participants and again at Regional Chairs. Some recent changes that were highlighted include the expansion of the tire recycling program to include off-road tires but exempt large agriculture, forestry and mining tires, allowing for the development of Energy from Waste alternatives for residual materials (non-recyclable and compostable materials), the phasing in of EPR programs for products with well established programs (household hazardous waste, fluorescent lights, oil filters, more electronics, etc.)

Municipal-Provincial Priorities Group—The Regional Chairs have directed the Priorities Group to continue to provide guidance on the proposed regulations and work with Nova Scotia Environment to determine what aspects of the regulations could be implemented quickly and what items require more discussion moving forward.

Communication of Solid Waste Issues—Regional Chairs approved an internal communications flow chart that details the entire network of stakeholders involved in solid waste management in Nova Scotia and the most appropriate channels of communication.

Wind turbine project

Following the regular monthly meeting, the Authority took advantage, before winter weather sets in, for a photo opportunity with the recently commissioned wind turbine. Watch for more extensive media coverage regarding this exciting project soon!

Reminder: Election of Chair and Vice-Chair to take place during the December meeting—seasonal treats during break!

UPCOMING MEETING

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, December 16, 2015 beginning at 9:00am in the Board Room.
1) UPDATE

The King’s Transit Authority (KTA) regular board meeting was held on November 25, 2015.

Kings Transit is moving more towards online banking, allowing access to Board signing authority via online versus having to come to the facility to authorize payments.

Restructuring has taken place at Kings Transit on recommendation from the auditors and the recent loss of the West Hants route.

Ridership for October continues to be down from the same period last year. Although there are several factors which impact ridership, new data shows passenger trips paid for by government departments to be down by 2000 rides so far this year.

Kings Transit will be assisting the Town of Wolfville with Rogers Hometown Hockey by providing shuttle services to and from designated park and ride lots on Saturday and Sunday.

Kings Transit Board of Directors welcomed Peter Muttart to the Board, replacing former Authority Board Chair Emma VanRooyen.
Regular Board Meeting

November 25, 2015

Kings Transit’s Office in New Minas, NS @ 5:00 pm

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Board Chair Update
5. General Manager’s Report
6. Ridership/Revenue Report
7. Financial Reports – Greg Towne
8. Old Business
9. New Business
   - Pre-Budget Discussion
10. Correspondence

Next Board Meeting will be held December 16, 2015 @ 5:00 pm
The regular board meeting of Kings Transit Authority was held on the above date at 5:00 pm at Kings Transit Authority – New Minas.

PRESENT

Board Chair, Mercedes Brian, Town of Wolfville
Vice Chair, Anna Ashford-Morton, Town of Berwick
Pauline Raven, Municipality of Kings County (Arrived at 5:08 p.m.)
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Greg Towne, Finance Director, Town of Berwick
Patricia Bishop, Municipality of Kings County
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA

The following items were added to the agenda under “New Business”

d. Phones

In camera minutes to be added to the agenda under “Approval of Minutes”

Item 11) In Camera regarding personnel.
MOVED AND SECONDED TO APPROVE THE AGENDA AS AMENDED.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF JULY 27, 2015.

MOTION CARRIED

Correction to be noted on In Camera minutes the date should read October 1st not September 10th.

MOVED AND SECONDED TO APPROVE THE IN CAMERA MINUTES AS AMENDED.

MOTION CARRIED

4. BOARD CHAIR UPDATE

The Board Chair shared with those in attendance that Kings Transit is moving more towards online banking, allowing access to Board signing authority via online VS having to come to the facility to authorize payments.

Restructuring has taken place at Kings Transit on recommendation from the auditors and the recent loss of the West Hants route. Things are going well and the Board Chair will continue to check-in to ensure things continue to do so.

Financial services have been awarded to the Town of Berwick upon motion to make the announcement official at the current meeting.

As part of the restructuring, KT is in the process of hiring two Shift Coordinators.

5. GENERAL MANAGER’S REPORT

Mr. Foster shared that the partnership with K-Rock is underway and the wrap has gone to the print shop. Kings Transit has entered into a Contra Agreement with K-Rock, Kings Transit will receive advertising on K-Rock radio and K-Rock will receive advertising on KT buses.

Awaiting go ahead from the insurance company to fix the water damage sustained when the upstairs pipe broke in the KTA facility.
All signage has been removed from the West Hants route.

Financial services will be handled going forward through the Town of Berwick.

Refurbishment for bus #55 is going to be over by $9,500 from original quoted amount due to excessive structure decay.

Discussion took place regarding the possibility of future funds for Capital expenses due to the recent change in government. Mr. Foster will start to prepare a “wish” list for the Authority and look into any grants that may become available.

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER’S REPORT.

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Financial Reports to the board.

Ridership is down 6.09% overall for the current year, Mr. Foster speculates that the decline could be due to the low cost of fuel. Typically when fuel prices are down people tend to use their own vehicles to commute.

Board members discussed brainstorming ideas on how to increase ridership and draw awareness to the advantages of transit. Members agree to meet 1 hour before November 25, 2015 Board Meeting to discuss ridership ideas.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Greg Towne, Town of Berwick Finance Director presented the financial services package being offered to KTA as prepared by the Town of Berwick to the members in attendance.

Mr. Towne presented the financial reports to the board for September 2015. The reports are not 100% up-to-date due to the change over from KT to the Town of Berwick. Not all financial information has been added into the accounting software as of the current meeting date. Reports were presented so the board members could see the new format in which information will be shown moving forward.
It was suggested by Mr. Towne that the Board reverse the previous transfer of the $99,000 from Capital funds to operating, and ask the partners to fund the deficit. Mr. Towne suggests that by reversing the transfer the financial position of the Authority is more accurately represented on the financial statements.

MOVED AND SECONDED TO RECEIVE THE FINANCIAL REPORT

After discussion amongst the Board members it was decided that the previous motion to transfer the funds from capital to operating will stand. The board feels that the decision was a well thought out decision which involved consulting with a lawyer, an accountant, and one of the Chief Administrative Officers of the partners to come up with a plan that was in the best interest of the Authority given the circumstances at the time. Before the end of the current fiscal year it was discussed that the Board would look at transferring the money back in to capital so that the financial statements would accurately reflect the operations of the Authority for the 2015/16 fiscal year end.

The Board also requests that bullet number #4 be removed from Mr. Towne’s Report to the Board.

MOVED AND SECONDED TO AMMEND THE MOTION TO RECEIVE THE FINANCIAL REPORT WITH THE REMOVAL OF BULLET #4 FROM THE REPORT.

MOTION CARRIED

8. OLD BUSINESS

No items to discuss.

9. NEW BUSINESS

   a) Ratify vote for Town of Berwick Proposal

MOVED AND SECONDED TO AWARD FINANCIAL SERVICES CONTRACT TO THE TOWN OF BERWICK

MOTION CARRIED

   b) CUTA conference/tradeshow

Mr. Foster will attend the fall conference in Montreal.

   c) Service to Hants Border
Information is required for Kings County Council for November 17th Committee of the Whole meeting. Board directs Mr. Foster to draft preliminary stats for the possibility of a run from Wolfville to Avonport.

d) Phones

Staff will look in to the 1-800 phone system as there was a problem with system access.

10. CORRESPONDENCE

None to report

11. IN CAMERA

• Personnel

Board members went In Camera at 7:59 pm

NEXT MEETING DATE

Next meeting will be held December 16, 2015 at 5:00 pm

______________________________  ______________________________
CHAIRPERSON                     SECRETARY
Kings Transit Authority General Managers Report November 2015

**Rogers Hometown Hockey**- I have received temporary authority from the Utility and Review Board to provide shuttle service for the Town of Wolfville during Rogers Hometown Hockey on November 28 & 29th. The routes are set up and drivers have been booked. Kings Transit is charging an hourly rate per bus which will cover the costs of operating.

**Remembrance Day**- Kings Transit provided transportation for the Remembrance Day service in Kentville again this year. About a dozen veterans travelled on the bus from the Legion to the Cenotaph and back. Kings Transit has been providing transportation for Kentville Legion’s services for a number of years.

**Inventory** - We have completed inventory and are transferring the information onto a spreadsheet that can be uploaded into the software. The process is extremely time consuming and is taking longer than expected.

**K-Rock Advertising** - The two K-Rock buses have been wrapped and are on the road, the wraps look fantastic. I am working on selling a wrap on Bridgetown’s bus 56 and a half wrap on one of the K-Rock bus.

**Accident in Kingston** - One of the newly refurbished buses was involved in an accident at the intersection in Kingston. There were no injuries and the bus received only minor damage however the van involved was heavily damaged.

**CUTA Trade Show** - October 22 to 25th CUTA conference and trade show in Montreal.

**Santa Clause Parade** - Kings Transit participated in the Santa Claus Parade in New Minas again this year. The driver picked up the residents of the Wolfville nursing home and returned to Kings Transit’s office in New Minas where Tim Horton’s staff supplied coffee and donuts to the residents while they waited for the parade to start. They remained on the bus during the parade and the bus stopped in front of the County Fair Mall allowing everyone to watch the fireworks before returning to Wolfville.

**Staff Meeting Christmas Party** - on Sunday December 6th we will be holding a staff meeting. At 12pm all of the staff will move to the Double Dragon for an informal Christmas gathering, all Board members are welcome to join us.

**Vicinity Buses** - Grande West transportation has had staff on site for two weeks in November. They are working on some concerns that needed to be addressed while the buses are under warranty. The Vicinity buses have been performing very well since the wiring upgrade in August.
## RIDERSHIP REPORT

**As of October 31 2015**

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<th>Year to Date Actual</th>
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<td>6016</td>
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<td><strong>TOTALS</strong></td>
<td><strong>33889</strong></td>
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## REVENUE REPORT

**As of October 31 2015**

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### Community Services 2014 vs 2015 year to date

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<th>Annapolis East</th>
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<td>2015</td>
<td><strong>Difference</strong></td>
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<td>4905.00</td>
<td>5815.00</td>
<td><strong>910.00</strong></td>
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<td>5003.00</td>
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<tr>
<td>June</td>
<td>5453.50</td>
<td>6203.00</td>
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<tr>
<td>July</td>
<td>4622.00</td>
<td>5330.25</td>
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<tr>
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<td><strong>$ 36,557.50</strong></td>
<td><strong>-$ 5,242.00</strong></td>
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<td>August</td>
<td>697.00</td>
<td>756.00</td>
<td><strong>59.00</strong></td>
<td>8%</td>
</tr>
<tr>
<td>September</td>
<td>750.00</td>
<td>336.00</td>
<td><strong>-414.00</strong></td>
<td>-55%</td>
</tr>
<tr>
<td>October</td>
<td>180.00</td>
<td>217.00</td>
<td><strong>37.00</strong></td>
<td>21%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 5,839.00</strong></td>
<td><strong>$ 5,196.00</strong></td>
<td><strong>-$ 643.00</strong></td>
<td><strong>-11%</strong></td>
</tr>
</tbody>
</table>
Report to the Board of the
Kings Transit Authority

From: Greg Towne
Date: November 9, 2015
Subject: Authority Cash Balances and Cash Management

DISCUSSION

Due to the nature of how Kings Transit was structured in 1999 under the creation of the Intermunicipal Services Agreement, the overall financial position of the Authority is kept whole by the parties – meaning that the parties are responsible for the surpluses or deficits of the Authority.

One consequence of this approach is that the cash position of the Authority is subject to timing issues, as the main sources of revenues (municipal contributions and fares) may not align to expenses incurred. This is further exacerbated by operational changes over time such as the current need to maintain a parts inventory; this amount (currently averaging around $120,000 over the last twelve months) is not funded by the parties.

The table below shows the bank balance as per the accounting software (the bank balance from the bank is not a good representation of the Authority’s cash position as it too is subject to timing issues, such as cheques to be cashed or outstanding deposits) over the last twelve months:

<table>
<thead>
<tr>
<th>Date</th>
<th>Bank Balance (per GL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 31/14</td>
<td>98,435.59</td>
</tr>
<tr>
<td>Nov 30/14</td>
<td>25,218.15</td>
</tr>
<tr>
<td>Dec 31/14</td>
<td>26,469.19</td>
</tr>
<tr>
<td>Jan 31/15</td>
<td>139,962.77</td>
</tr>
<tr>
<td>Feb 28/15</td>
<td>58,020.36</td>
</tr>
<tr>
<td>Mar 31/15</td>
<td>(36,356.56)</td>
</tr>
<tr>
<td>Apr 30/15</td>
<td>48,794.59</td>
</tr>
<tr>
<td>May 31/15</td>
<td>6,060.57</td>
</tr>
<tr>
<td>Jun 30/15</td>
<td>56,879.75</td>
</tr>
<tr>
<td>Jul 31/15</td>
<td>430,405.28</td>
</tr>
<tr>
<td>Aug 31/15</td>
<td>(113,175.29)</td>
</tr>
<tr>
<td>Sep 30/15</td>
<td>1,556.87</td>
</tr>
</tbody>
</table>

As you can see, the Authority is generally in a positive position, but there are a couple times when overdraft was required. This isn’t a bad thing, just a reality of the requirements of the Authority.
The Authority currently has overdraft facilities of $100,000, which I believe appropriate to cover the typical operations of the Authority, but not suitable to cover other cash requirements/timing such as maintaining inventory or HST and payroll remittances. These items, in my estimation, currently total around $150,000 at any one time.

The solution is fairly straightforward: increase the overdraft limit by $150,000 to $250,000. This action would be reflective of the true operations and cash requirements of the Authority.

In addition, the parties should be approached to gauge their interest/ability to expedite funding contributions to the Authority. This approach currently exists under the Valley Waste agreement, where municipal contributions are paid monthly and change dependent on the cash requirements of their Authority. As municipals currently receive the bulk of their revenues in May and September via property tax collections, asking them to remit payments to Kings Transit around the same time frame shouldn't be a financial hardship for any party.

Staff suggest that this action be done informally at this point rather than amend the intermunicipal services agreement. It would be to the benefit of the parties as the Authority would avoid overdraft charges, something the parties are ultimately responsible for.

RECOMMENDATION

That the Board approve increasing Kings Transit Authority overdraft limit on its operating bank account to $250,000.
Report to the Board of the
Kings Transit Authority

From: Greg Towne
Date: November 23, 2015
Subject: Monthly Variance Report

DISCUSSION

In an attempt to provide the Board with more relevant information and allow for better planning, the new monthly financial report format will focus on a discussion of favourable and unfavourable variances, identification of projected year-end positions and recommendations for those amounts.

To better present the financial status of the various operations of the Authority, the report has been categorized into distinct revenue and expenditure categories – for example, core expenses are broken down by administration, facility, operations and fiscal categories.

Capital projects and the status of these projects will be reported to Board at a future date.

To facilitate presentation, accounts have been grouped to reflect the activities of service areas as a whole and not present individual accounts. However, monthly analysis will be performed on these individual accounts and reported on when variances are identified.

Also, certain assumptions have been made when splitting out the departmental areas for budgeting purposes. As an example, the previous budget showed a single line for salaries ($778,753) for the entire core. In this report, an assumption has been made – since the existing budget document does not provide a further breakdown of these costs – to try and capture the intent of the budget as salary costs are expanded to multiple departments; it is possible some of these amounts may be reclassified between departments as the budget is better understood. But the approved revenue and expenditure amounts of $1,552,911 remain intact.

Year-to-date budget amounts – estimates at this point, to be improved on with future variance reports – are now being shown to assist the Board in assessing the current financial picture, with variances shown based on these year-to-date amounts. Annual budget amounts are shown in the second-to-last column.

Only known variances or larger variances (actual dollars or percentage) will be commented on, as smaller variance amounts are tolerated within the auspices of the entire Transit budget. These variances can be due to under-or-over expenditure on certain individual accounts, or simply timing issues with the budget year-to-date amount.
Finally, some of these figures are estimates at this time and may change as operations continue until year end – these will be firmed up as staff become more familiar with the budget and accounts. There are a handful of account groups that require further analysis that may impact the variance report, both positively and negatively. These include bus rentals, mechanic revenue, wages, training and development costs and insurance areas, and will be reported on future reports.

CORE OPERATIONS

Through seven months of the year, the year-end position is a projected surplus of $49,300, which are due to the following revenue and expenditure variances.

Revenues

Overall, general revenues are projected to be a favourable variance $77,000 due to the following items:

- Fare revenue for the core is projected to be an unfavourable variance of $26,000 to year end. Comparing against last year, fares at September 30, 2014 totaled $324,615 compared to $310,899 this year; projecting this out to year end we expect that the Authority will not meet its ridership targets. Staff will continue to monitor and update this figure throughout the balance of the year.
- Management fees are an unfavourable variance of $2,000, attributable to West Hants.
- Transfer from capital reserves is projected to be a favourable variance of $99,000; this item is discussed at greater length later in this report.

Expenditures

Expenditures are projected to be an unfavourable variance $21,700 due to the following items:

- Administration wages are projected to be an unfavourable variance of $14,300 to year end as a result of restructuring charges.
- Audit fees are an unfavourable variance of $2,500 due to additional costs incurred.
- Legal fees are projected to be an unfavourable variance of $10,500 due to past and ongoing legal issues being dealt with by the Authority.
- Contracted financial services are an unfavourable variance of $12,800 to year end as the service was not budgeted for.
- Operations supervisor wages is projected to be an unfavourable variance of $19,600 to year end due to restructuring charges.
- Fuel is projecting to be a favourable variance of $38,000 to year end as it is becoming clear that fuel prices should remain stable for the foreseeable future. The projection is based on a comparison of the October 2014 to March 2015 costs, less 3.5%.
MUNICIPALITY OF DIGBY

This route is currently showing a surplus of $10,600 for the year.

Revenues

- Fare revenue for the core is projected to be an unfavourable variance of $2,900 to year end, which will be monitored and may be adjusted as we near year end.

Expenditures

- Fuel is projected to be a favourable variance of $13,500 to year end, as fuel prices have remained low and significantly less than budgeted.

ANNAPOLIS EAST (CORNWALLIS)

This route is currently showing a deficit of $4,800 for the year.

Revenues

- Fare revenue for the core is projected to be an unfavourable variance of $15,000 to year end, which will be monitored and may be adjusted as we near year end.

Expenditures

- Fuel is projected to be a favourable variance of $10,200 to year end, as fuel prices have remained low and significantly less than budgeted.

ANNAPOLIS WEST (BRIDGETOWN)

This route is currently showing a surplus of $13,100 for the year.

Expenditures

- Fuel is projected to be a favourable variance of $13,100 to year end, as fuel prices have remained low and significantly less than budgeted.
Revenues

<table>
<thead>
<tr>
<th>Revenue from own Sources</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>365,098</td>
<td>386,307</td>
<td>(21,209)</td>
<td>636,240</td>
<td>662,240</td>
<td>(26,000)</td>
</tr>
<tr>
<td>Advertising</td>
<td>18,425</td>
<td>16,188</td>
<td>2,237</td>
<td>27,750</td>
<td>27,750</td>
<td>-</td>
</tr>
<tr>
<td>Maritime Bus</td>
<td>4,200</td>
<td>4,200</td>
<td>-</td>
<td>7,200</td>
<td>7,200</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>1</td>
<td>58</td>
<td>(57)</td>
<td>100</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Total Rev from own Sources</td>
<td>387,724</td>
<td>406,753</td>
<td>(19,029)</td>
<td>671,290</td>
<td>697,290</td>
<td>(26,000)</td>
</tr>
</tbody>
</table>

Sale of Services

<table>
<thead>
<tr>
<th>Sale of Services</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Fees</td>
<td>67,330</td>
<td>64,312</td>
<td>3,018</td>
<td>108,249</td>
<td>110,249</td>
<td>(2,000)</td>
</tr>
<tr>
<td>Bus Rentals</td>
<td>11,167</td>
<td>19,833</td>
<td>(8,666)</td>
<td>34,000</td>
<td>34,000</td>
<td>-</td>
</tr>
<tr>
<td>Mechanic Revenue</td>
<td>27,949</td>
<td>17,850</td>
<td>10,099</td>
<td>30,600</td>
<td>30,600</td>
<td>-</td>
</tr>
<tr>
<td>Total Sale of Services</td>
<td>106,446</td>
<td>101,995</td>
<td>4,451</td>
<td>172,849</td>
<td>174,849</td>
<td>(2,000)</td>
</tr>
</tbody>
</table>

Conditional Transfers

<table>
<thead>
<tr>
<th>Conditional Transfers</th>
<th>Funding - Operating</th>
<th>Funding - Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Kings</td>
<td>270,548</td>
<td>36,000</td>
</tr>
<tr>
<td>Town of Berwick</td>
<td>22,546</td>
<td>3,000</td>
</tr>
<tr>
<td>Town of Kentville</td>
<td>90,183</td>
<td>12,000</td>
</tr>
<tr>
<td>Town of Wolfville</td>
<td>65,088</td>
<td>9,000</td>
</tr>
<tr>
<td>Total Conditional Transfers</td>
<td>510,914</td>
<td>501,581</td>
</tr>
</tbody>
</table>

Other Revenues

<table>
<thead>
<tr>
<th>Other Revenues</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from capital reserve</td>
<td>99,000</td>
<td>-</td>
<td>99,000</td>
<td>99,000</td>
<td>-</td>
<td>99,000</td>
</tr>
<tr>
<td>Total Other Revenues</td>
<td>99,000</td>
<td>-</td>
<td>99,000</td>
<td>99,000</td>
<td>-</td>
<td>99,000</td>
</tr>
</tbody>
</table>

Total Revenues | 1,104,084 | 1,010,329 | 93,755  | 1,611,914         | 1,540,914     | 71,000              |
<table>
<thead>
<tr>
<th>Expenses</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>130,538</td>
<td>102,550</td>
<td>(27,988)</td>
<td>190,100</td>
<td>175,800</td>
<td>(14,300)</td>
</tr>
<tr>
<td>Benefits</td>
<td>12,332</td>
<td>13,446</td>
<td>1,114</td>
<td>23,050</td>
<td>23,050</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>5,894</td>
<td>6,125</td>
<td>231</td>
<td>10,500</td>
<td>10,500</td>
<td>-</td>
</tr>
<tr>
<td>Training &amp; Development</td>
<td>5,836</td>
<td>2,625</td>
<td>(3,211)</td>
<td>4,500</td>
<td>4,500</td>
<td>-</td>
</tr>
<tr>
<td>Meetings</td>
<td>622</td>
<td>875</td>
<td>253</td>
<td>1,500</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>CUTA</td>
<td>2,404</td>
<td>2,275</td>
<td>(129)</td>
<td>3,900</td>
<td>3,900</td>
<td>-</td>
</tr>
<tr>
<td>Communications</td>
<td>9,873</td>
<td>9,940</td>
<td>67</td>
<td>17,040</td>
<td>17,040</td>
<td>-</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>5,468</td>
<td>7,000</td>
<td>1,532</td>
<td>12,000</td>
<td>12,000</td>
<td>-</td>
</tr>
<tr>
<td>Printing</td>
<td>6,440</td>
<td>5,833</td>
<td>(607)</td>
<td>10,000</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>983</td>
<td>2,800</td>
<td>1,817</td>
<td>4,800</td>
<td>4,800</td>
<td>-</td>
</tr>
<tr>
<td>Audit</td>
<td>13,083</td>
<td>12,200</td>
<td>(883)</td>
<td>14,700</td>
<td>12,200</td>
<td>(2,500)</td>
</tr>
<tr>
<td>Legal</td>
<td>13,676</td>
<td>2,333</td>
<td>(11,343)</td>
<td>14,500</td>
<td>4,000</td>
<td>(10,500)</td>
</tr>
<tr>
<td>General Liability Insurance</td>
<td>20,497</td>
<td>11,000</td>
<td>(9,497)</td>
<td>11,000</td>
<td>11,000</td>
<td>-</td>
</tr>
<tr>
<td>Professional Services</td>
<td>1,614</td>
<td>-</td>
<td>(1,614)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contracted Financial Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,800</td>
<td>-</td>
<td>(12,800)</td>
</tr>
<tr>
<td>IT Services</td>
<td>1,914</td>
<td>1,517</td>
<td>(397)</td>
<td>2,600</td>
<td>2,600</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>364</td>
<td>-</td>
<td>(364)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Administration</td>
<td>231,538</td>
<td>180,519</td>
<td>(51,019)</td>
<td>332,990</td>
<td>292,890</td>
<td>(40,100)</td>
</tr>
<tr>
<td>Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>5,448</td>
<td>9,000</td>
<td>3,552</td>
<td>15,428</td>
<td>15,428</td>
<td>-</td>
</tr>
<tr>
<td>Cleaning</td>
<td>6,105</td>
<td>8,108</td>
<td>2,003</td>
<td>13,900</td>
<td>13,900</td>
<td>-</td>
</tr>
<tr>
<td>Power</td>
<td>5,596</td>
<td>5,717</td>
<td>121</td>
<td>9,800</td>
<td>9,800</td>
<td>-</td>
</tr>
<tr>
<td>Heat</td>
<td>1,550</td>
<td>2,392</td>
<td>842</td>
<td>6,500</td>
<td>6,500</td>
<td>-</td>
</tr>
<tr>
<td>Insurance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Snow Clearing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>Total Facility</td>
<td>18,699</td>
<td>25,217</td>
<td>6,518</td>
<td>51,628</td>
<td>51,628</td>
<td>-</td>
</tr>
</tbody>
</table>
# Kings Transit Authority
## Monthly Finance Report
as at October 31, 2015

<table>
<thead>
<tr>
<th>Operations</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td>86,043</td>
<td>37,263</td>
<td>(48,780)</td>
<td>83,480</td>
<td>63,880</td>
<td>(19,600)</td>
</tr>
<tr>
<td>Drivers</td>
<td>234,295</td>
<td>239,793</td>
<td>5,498</td>
<td>411,073</td>
<td>411,073</td>
<td>-</td>
</tr>
<tr>
<td>Mechanics</td>
<td>60,616</td>
<td>61,250</td>
<td>634</td>
<td>105,000</td>
<td>105,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td>6,544</td>
<td>4,521</td>
<td>(2,023)</td>
<td>7,750</td>
<td>7,750</td>
<td>-</td>
</tr>
<tr>
<td>Drivers</td>
<td>36,987</td>
<td>36,177</td>
<td>(810)</td>
<td>62,017</td>
<td>62,017</td>
<td>-</td>
</tr>
<tr>
<td>Mechanics</td>
<td>5,855</td>
<td>6,927</td>
<td>1,072</td>
<td>11,875</td>
<td>11,875</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>270</td>
<td>292</td>
<td>22</td>
<td>500</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Development &amp; Training</td>
<td>2,777</td>
<td>875</td>
<td>(1,902)</td>
<td>1,500</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Repairs &amp; Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>50,075</td>
<td>53,083</td>
<td>3,008</td>
<td>91,000</td>
<td>91,000</td>
<td>-</td>
</tr>
<tr>
<td>Spares</td>
<td>19,078</td>
<td>22,167</td>
<td>3,089</td>
<td>38,000</td>
<td>38,000</td>
<td>-</td>
</tr>
<tr>
<td>Service Vehicle</td>
<td>2,211</td>
<td>583</td>
<td>(1,628)</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>19,160</td>
<td>19,500</td>
<td>340</td>
<td>18,000</td>
<td>18,000</td>
<td>-</td>
</tr>
<tr>
<td>Spares</td>
<td>15,523</td>
<td>15,167</td>
<td>(355)</td>
<td>14,000</td>
<td>14,000</td>
<td>-</td>
</tr>
<tr>
<td>Licenses/Permits</td>
<td>5,102</td>
<td>4,872</td>
<td>(230)</td>
<td>4,494</td>
<td>4,494</td>
<td>-</td>
</tr>
<tr>
<td>Fuel</td>
<td>111,272</td>
<td>145,542</td>
<td>34,270</td>
<td>249,500</td>
<td>36,000</td>
<td>-</td>
</tr>
<tr>
<td>Fuel - Service Truck</td>
<td>655</td>
<td>1,458</td>
<td>803</td>
<td>2,500</td>
<td>2,500</td>
<td>-</td>
</tr>
<tr>
<td>Cleaning</td>
<td>15,162</td>
<td>16,219</td>
<td>1,057</td>
<td>27,804</td>
<td>27,804</td>
<td>-</td>
</tr>
<tr>
<td>Tools &amp; Supplies</td>
<td>429</td>
<td>-</td>
<td>(429)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Advertising</td>
<td>976</td>
<td>3,500</td>
<td>2,524</td>
<td>6,000</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>Bus Signage</td>
<td>-</td>
<td>1,108</td>
<td>1,108</td>
<td>1,900</td>
<td>1,900</td>
<td>-</td>
</tr>
<tr>
<td>Driver Uniforms</td>
<td>2,825</td>
<td>1,808</td>
<td>(1,017)</td>
<td>3,100</td>
<td>3,100</td>
<td>-</td>
</tr>
<tr>
<td>Commission on Sales</td>
<td>2,920</td>
<td>2,333</td>
<td>(587)</td>
<td>4,000</td>
<td>4,000</td>
<td>-</td>
</tr>
<tr>
<td>Employee Awards</td>
<td>899</td>
<td>2,042</td>
<td>1,143</td>
<td>3,500</td>
<td>3,500</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>14</td>
<td>-</td>
<td>(14)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>679,688</td>
<td>676,480</td>
<td>(3,208)</td>
<td>1,109,993</td>
<td>1,128,393</td>
<td>18,400</td>
</tr>
</tbody>
</table>

## Fiscal Expenses

<table>
<thead>
<tr>
<th>Fiscal Expenses</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to capital reserve</td>
<td>60,000</td>
<td>60,000</td>
<td>-</td>
<td>80,000</td>
<td>80,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Fiscal Expenses</strong></td>
<td>60,000</td>
<td>60,000</td>
<td>-</td>
<td>80,000</td>
<td>80,000</td>
<td>-</td>
</tr>
</tbody>
</table>

## Total Expenses

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>989,925</td>
<td>942,216</td>
<td>(47,709)</td>
<td>1,574,611</td>
<td>1,552,911</td>
<td>(21,700)</td>
</tr>
</tbody>
</table>

## Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Surplus/(Deficit)</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114,159</td>
<td>68,113</td>
<td>46,046</td>
<td>37,303</td>
<td>(11,997)</td>
<td>49,300</td>
</tr>
</tbody>
</table>
# Municipality of Digby

## Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>42,587</td>
<td>45,554</td>
<td>(2,967)</td>
<td>75,193</td>
<td>78,093</td>
<td>(2,900)</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,733</td>
<td>875</td>
<td>858</td>
<td>1,500</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>111,300</td>
<td>112,180</td>
<td>(880)</td>
<td>192,309</td>
<td>192,309</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>155,620</strong></td>
<td><strong>158,609</strong></td>
<td><strong>(2,989)</strong></td>
<td><strong>269,002</strong></td>
<td><strong>271,902</strong></td>
<td><strong>(2,900)</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>58,384</td>
<td>59,208</td>
<td>824</td>
<td>101,500</td>
<td>101,500</td>
<td>-</td>
</tr>
<tr>
<td>Benefits</td>
<td>6,649</td>
<td>8,688</td>
<td>2,039</td>
<td>14,893</td>
<td>14,893</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle repairs &amp; maintenance</td>
<td>21,855</td>
<td>17,930</td>
<td>(3,925)</td>
<td>30,737</td>
<td>30,737</td>
<td>-</td>
</tr>
<tr>
<td>Fuel</td>
<td>30,909</td>
<td>44,284</td>
<td>13,375</td>
<td>62,415</td>
<td>75,915</td>
<td>13,500</td>
</tr>
<tr>
<td>Insurance &amp; permits</td>
<td>5,457</td>
<td>9,633</td>
<td>4,176</td>
<td>9,633</td>
<td>9,633</td>
<td>-</td>
</tr>
<tr>
<td>Bus lease/rental</td>
<td>-</td>
<td>1,167</td>
<td>1,167</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>Uniforms</td>
<td>558</td>
<td>408</td>
<td>(150)</td>
<td>700</td>
<td>700</td>
<td>-</td>
</tr>
<tr>
<td>Communications &amp; office supplies</td>
<td>206</td>
<td>467</td>
<td>261</td>
<td>800</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>465</td>
<td>252</td>
<td>(173)</td>
<td>500</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Building &amp; utilities</td>
<td>4,096</td>
<td>3,500</td>
<td>(598)</td>
<td>6,000</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>Management fees</td>
<td>16,567</td>
<td>17,047</td>
<td>480</td>
<td>29,224</td>
<td>29,224</td>
<td>-</td>
</tr>
<tr>
<td>Commission on ticket sales</td>
<td>258</td>
<td>-</td>
<td>(258)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>145,406</strong></td>
<td><strong>162,624</strong></td>
<td><strong>17,218</strong></td>
<td><strong>258,402</strong></td>
<td><strong>271,902</strong></td>
<td><strong>13,500</strong></td>
</tr>
</tbody>
</table>

## Surplus/(Deficit)

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus/(Deficit)</td>
<td>10,214</td>
<td>4,015</td>
<td>14,229</td>
<td>10,600</td>
<td>-</td>
<td>10,600</td>
</tr>
</tbody>
</table>
### Annapolis East #56

#### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fares</strong></td>
<td>65,598</td>
<td>77,933</td>
<td>(12,335)</td>
<td>118,600</td>
<td>133,600</td>
<td>(15,000)</td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td>1,408</td>
<td>583</td>
<td>825</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Municipal Contributions</strong></td>
<td>58,492</td>
<td>57,908</td>
<td>584</td>
<td>99,271</td>
<td>99,271</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>125,498</td>
<td>136,424</td>
<td>(10,926)</td>
<td>218,871</td>
<td>233,871</td>
<td>(15,000)</td>
</tr>
</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td>54,258</td>
<td>55,053</td>
<td>795</td>
<td>94,377</td>
<td>94,377</td>
<td>-</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>6,067</td>
<td>5,503</td>
<td>(564)</td>
<td>9,433</td>
<td>9,433</td>
<td>-</td>
</tr>
<tr>
<td><strong>Vehicle repairs &amp; maintenance</strong></td>
<td>20,787</td>
<td>15,867</td>
<td>(4,920)</td>
<td>27,200</td>
<td>27,200</td>
<td>-</td>
</tr>
<tr>
<td><strong>Fuel</strong></td>
<td>21,759</td>
<td>28,648</td>
<td>6,889</td>
<td>38,911</td>
<td>49,111</td>
<td>10,200</td>
</tr>
<tr>
<td><strong>Insurance &amp; permits</strong></td>
<td>5,638</td>
<td>5,850</td>
<td>(788)</td>
<td>5,850</td>
<td>5,850</td>
<td>-</td>
</tr>
<tr>
<td><strong>Bus lease/rental</strong></td>
<td>500</td>
<td>2,333</td>
<td>1,833</td>
<td>4,000</td>
<td>4,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Uniforms</strong></td>
<td>277</td>
<td>467</td>
<td>190</td>
<td>800</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td><strong>Communications &amp; office supplies</strong></td>
<td>208</td>
<td>233</td>
<td>25</td>
<td>400</td>
<td>400</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>243</td>
<td>-</td>
<td>(243)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td>258</td>
<td>292</td>
<td>34</td>
<td>500</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Management fees</strong></td>
<td>24,500</td>
<td>24,500</td>
<td>-</td>
<td>42,000</td>
<td>42,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Commission on ticket sales</strong></td>
<td>288</td>
<td>117</td>
<td>(171)</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>135,783</td>
<td>138,863</td>
<td>3,080</td>
<td>223,671</td>
<td>233,871</td>
<td>10,200</td>
</tr>
</tbody>
</table>

#### Surplus/(Deficit)

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td>(10,285)</td>
<td>(2,439)</td>
<td>(7,846)</td>
<td>(4,800)</td>
<td>-</td>
<td>(4,800)</td>
</tr>
</tbody>
</table>
## Annapolis West #46 & #57

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>28,236</td>
<td>24,742</td>
<td>3,494</td>
<td>42,414</td>
<td>42,414</td>
<td>-</td>
</tr>
<tr>
<td>Advertising</td>
<td>500</td>
<td>583</td>
<td>(83)</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>116,697</td>
<td>116,115</td>
<td>582</td>
<td>199,055</td>
<td>199,055</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>145,433</strong></td>
<td><strong>141,440</strong></td>
<td><strong>3,993</strong></td>
<td><strong>242,469</strong></td>
<td><strong>242,469</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance</th>
<th>Year End Forecast</th>
<th>Annual Budget</th>
<th>Forecasted Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>53,808</td>
<td>54,770</td>
<td>962</td>
<td>93,891</td>
<td>93,891</td>
<td>-</td>
</tr>
<tr>
<td>Benefits</td>
<td>6,958</td>
<td>5,595</td>
<td>(1,363)</td>
<td>9,591</td>
<td>9,591</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle repairs &amp; maintenance</td>
<td>23,588</td>
<td>17,500</td>
<td>(6,088)</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
</tr>
<tr>
<td>Fuel</td>
<td>27,764</td>
<td>39,112</td>
<td>11,348</td>
<td>53,949</td>
<td>67,049</td>
<td>13,100</td>
</tr>
<tr>
<td>Insurance &amp; permits</td>
<td>10,134</td>
<td>11,048</td>
<td>914</td>
<td>11,048</td>
<td>11,048</td>
<td>-</td>
</tr>
<tr>
<td>Bus lease/rental</td>
<td>1,500</td>
<td>1,167</td>
<td>(333)</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>Uniforms</td>
<td>234</td>
<td>467</td>
<td>233</td>
<td>800</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td>Communications &amp; office supplies</td>
<td>208</td>
<td>467</td>
<td>259</td>
<td>800</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100</td>
<td>(100)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Advertising</td>
<td>-</td>
<td>58</td>
<td>58</td>
<td>100</td>
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<td>-</td>
</tr>
<tr>
<td>Management fees</td>
<td>14,933</td>
<td>15,721</td>
<td>788</td>
<td>26,950</td>
<td>26,950</td>
<td>-</td>
</tr>
<tr>
<td>Commission on ticket sales</td>
<td>118</td>
<td>140</td>
<td>22</td>
<td>240</td>
<td>240</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>139,345</strong></td>
<td><strong>146,045</strong></td>
<td><strong>6,700</strong></td>
<td><strong>229,369</strong></td>
<td><strong>242,469</strong></td>
<td><strong>13,100</strong></td>
</tr>
</tbody>
</table>

**Surplus/(Deficit)** | **6,088** | **(4,605)** | **10,693** | **13,100** | - | **13,100**
Ridership and Revenue

Ridership for October continues to be down from the same period last year. Although there are several factors which impact ridership new data shows passenger trips paid for by government departments to be down by 2000 rides so far this year.

Ridership Revenue is down by 5% over the same period last year. A portion of the revenue loss can be directly related to slower than normal ticket sales from government departments and the loss of the Hants West service.

Parade of Lights

A group of seniors from the Wolfville Nursing Home joined KT to enjoy the parade from the comfort of the bus. Tim Horton’s served folks tea, coffee and donuts on the bus while they waited for the parade to begin. Once the parade was over, the bus parked in front of the County Fair Mall so everyone could watch the fireworks before returning to Wolfville.

Rogers Hometown Hockey

Rogers Hometown Hockey is coming to Wolfville; Kings Transit will be assisting the Town by providing shuttle services to and from designated park and ride lots on Saturday and Sunday.

Broadcasting live from the bus

K-Rock Advertising – 89.3 K-Rock has wrapped two of the newly refurbished buses. Morning show host Darrin Harvey will be Broadcasting live from the bus on Friday November 27 between 8-10am.

Kings Transit’s Board of Directors

Kings Transit would like to Welcome Peter Muttart to the Board of Directors. Peter, whom was recently elected to the vacant district 2 seat, will replace former Authority Board Chair Emma VanRooyen. Kings Transit’s Board and staff, look forward to working with Peter in the future.
1) UPDATE

The Eco-Kings Action Team met on November 17, 2015, and the Chair’s update is included with this Committee Update report.

The Committee took the opportunity to discuss its future direction in the context of potential opportunities and challenges for municipalities posed by the new Federal Government’s anticipated climate change policies.

To effectively grasp opportunities and comply with senior government policy requirements, Eco-Kings recommends that each of the four Kings County municipal units form its own Sustainability Committee to recommend climate change and sustainability plans specific to its own jurisdiction.

Eco-Kings invites Councils to consider using the Eco-Kings table, when opportunities exist for more effective environmental action and financial advantages, as a forum where the individual sustainability committees can meet and discuss regionally significant issues.
Eco-Kings Action Team  
Council Update

Date: November 27, 2015

To: Councils of the Towns of Berwick, Kentville and Wolfville and the Municipality of Kings

Re: Update from Eco-Kings Action Team

The Eco-Kings Action Team has been an active committee dealing with regional sustainability issues in Kings County for more than a dozen years. The committee originally managed the Federal Government’s One Tonne Challenge program followed by a series of local projects including anti-idling programs, sustainability fairs, a commuter rapid transit feasibility study, and promotion of a regional approach to sustainability among Kings County municipalities. Each of the four municipalities in Kings has a representative on the committee in addition to representatives from the Blomidon Naturalists, Nova Scotia Department of Natural Resources, Acadia University and Valley Waste.

As stated in the Action Team mandate, revised January 8th, 2014, the Eco-Kings Action Team “champions environmental change with partners on a regional scope in Kings County.” and “envisions a Kings County that provides and embraces environmentally and economically sustainable solutions [for]… adapting to change and living in harmony with the natural environment.”

At its recent regular meeting held November 17, 2015, the committee discussed its future direction in the context of potential opportunities and challenges for municipalities posed by the new Federal Government’s anticipated climate change policies.

To effectively grasp opportunities and comply with senior government policy requirements, Eco-Kings recommends that each of the four Kings County municipal units form its own Sustainability Committee, if they have not already done so, to recommend climate change and sustainability plans specific to its own jurisdiction.

Further, in the interests of coordinated regional action, Eco-Kings invites Councils to consider using the Eco-Kings table, when opportunities exist for more effective environmental action and financial advantages, as a forum where the individual sustainability committees can meet and discuss regionally significant issues.

It is our hope that collaborative action among the municipal units in Kings County will lead to a healthier and more productive environment for all residents of Kings County.

Sincerely:

Brian Van Rooyen  
Chair
1) UPDATE

The Planning Advisory Committee met on Monday, November 23, 2015 for a special workshop with staff, Council and FOTENN consultants. The workshop began with an overview of the MPS review process and related documents by Director Fuller, followed by a summary of the progress thus far. Director Fuller went on to introduce the “Issues & Options” report – the first step in strategically addressing key issues in the MPS review – and discussed the checklist tool for decision-making, receiving positive feedback from the workshop members. The tentative release date for the first draft of the MPS was noted to be in early-March.

The “What We Heard” report was then introduced by Director Fuller, which discusses broad policy themes, identified through public, private and professional consultations. This introduction led into a discussion on many of the “sticky issues” shown below:

- **Addressing Core Housing Needs**
  - Dwelling Mix
  - Affordability
  - Alternative Housing Forms: Boarding Houses
  - Alternative Housing Forms: Accessory Dwellings
  - Alternative Housing Forms: Cluster Housing
  - Alternative Housing Forms: Conversions

- **Housing: Higher Density**
  - Lot Sizes and Frontages
  - Oak Avenue Extension
  - Flag Lots

- **Density in the Core**
  - Core Area Boundary
  - Parking
  - Density and Height

There was not enough time allotted to address all of the issues and it was decided that the workshop would reconvene on Monday, December 16th, 2015 to conclude the discussion during a short session.
1) UPDATE

The Town & Gown Committee met on Tuesday, November 24th.

Format of Town & Gown Committee Agendas
The future of Town & Gown Committee Agendas was examined with the intent of changing the focus of the conversation from being strictly related to bylaw enforcement issues to discussions around more of how the Town of Wolfville and Acadia University can cooperate and leverage the relationship that the Town has with Acadia University.

Operational Coordination with Acadia University
Wolfville is just in the initial stages of having conversations with Acadia University on many fronts, particularly around recreation and facility services. The Town of Wolfville is starting to have conversations with Acadia at the operational level to resolve some of the lack of coordination that has taken place in the past – issues such as how we can work together for community outreach, facility services.

An overview of the Core Area Report Card was provided to Committee members and the status of each Action Item in order to provide an update on the status of the Core Area Action Plan.

Details of the Report, “Progressive and Prosperous – Municipal Alcohol Strategy”, was provided. The document is a guide to municipal alcohol policy development. It was developed at the request of municipal leaders and provides a concise resource for municipalities to improve the quality of life for their communities by addressing alcohol-related harms through local alcohol policy development.

The next Town & Gown meeting is scheduled for January 26, 2016.
1) UPDATE

The RCMP Advisory Board met on Tuesday, December 1st.

As a follow-up to the September 29th meeting, the Board further discussed the implementation of the Standard Operating Procedure (SOP) for the development of Policing Objectives and Priorities and Goals. The Draft SOP was referred back to Staff for revision and will be brought forward to the Board at the next meeting.

Ongoing effort is being made in the development of performance measures, and they will be presented to the Board once a template has been prepared. Any strategic discussions regarding the development of performance measures will include consultation with the RCMP.

In response to the correspondence received from provincial Director of Policing Services, the issue of RCMP support to the Town’s Noise Bylaw was discussed. Subsequent to receiving the correspondence there was a meeting between Town and RCMP representatives. The meeting proved productive in confirmation from the RCMP that they could enforce the Noise Bylaw pending the Town ensuring the Bylaw is properly gazetted. From the RCMP perspective, this Bylaw would be one more tool in the RCMP tool belt. Future refinements to the bylaw may also be desirable. The Town and RCMP also agreed to work on identifying other bylaws that may benefit from RCMP involvement and to begin a process to update the “year 2000” agreement. This latter objective will take time and the CAO’s Office has already begun the process to begin discussions.

Sgt Power provided both an annual performance plan update for Kings District as well as a quarterly update of Policing issues that impact the Town of Wolfville. The RCMP quarterly report provided a great snapshot of the last two months. Above and beyond the enforcement, the RCMP adjusted to meet requirements by bringing in supplementary resources. A key issue is visibility – often heard within the municipality that the RCMP are not to be seen within the Town as they are not seen walking up and down the streets. This is very much a product of modernization with respect to relying on Intelligence sources for deployment of RCMP members. When residents say that they don’t see a Police Uniform – visibility is seen from many different angles.

Inspector MacNaughton presented a proposal to the Board for the funding of a Kings District Domestic Violence/Sexual Assault Investigator/Coordinator, mutually funded by the Municipality of Kings, Town of Berwick and the Town of Wolfville. This proposal is being presented to the Committee of the Whole for consideration as a separate Request for Decision.

Of note, Inspector MacNaughton announced her retirement at the Board meeting.

The next RCMP Advisory Board meeting is scheduled for January 19, 2016 as a special meeting outside the regularly scheduled quarterly meetings to further discuss yearly policing priorities and review the SOP.
Wolfville Police Advisory Board Report

RCMP Kings District (Wolfville office) activity report-October-November 2015

Valley Harvest Marathon

- 3000 runners started and ended the course in Wolfville;
- Police exercised an operational plan for the influx of runners and support people for the Saturday and Sunday events;
- This was in an effort to maximize public safety and police visibility;
- To supplement Wolfville members, 8 additional RCMP officers, some from as far away as Halifax, were brought in to deal with traffic and other pressures;
- 2 Auxiliary Constables were also deployed as part of the operational plan;

Homecoming

- Our operational plan for liquor and noise infractions was continued into this weekend, to allow for public safety and police visibility;
- 33 calls for service were received during this weekend;
- Kings District investigators laid 19 Liquor Control Act charges for a variety of liquor related offences such as illegal possession of liquor, being intoxicated in a public place and underage drinking;
- To supplement Wolfville members, Annapolis Valley Traffic Services worked exclusively in Wolfville that weekend and laid 21 Liquor Control Act charges in Wolfville during Homecoming weekend.

Devour! (November 4th-8th, 2015)

- 26 calls for service;
- Mostly traffic related;
- To supplement Wolfville members, New Minas and Annapolis Valley Traffic Services investigators were required to assist all weekend, necessitating they take over half the calls for service.

Rogers Hometown Hockey

- To ensure public safety and to maintain police visibility, all support positions (3 Operations NCOs, 2 School Safety Resource officers, 1 Court Liaison officer, and 1 General Investigation Section member) were re-scheduled to work this event, to supplement Wolfville members;
- Annapolis Valley Traffic Services also assisted;
- Night time crowds were smaller than a normal weekend.

Update-loud party on Gaspereau Ave

- 39 Gaspereau Avenue September 12th, 2015;
• 2 calls for service due to noise;
• In total, 7 investigators attended;
• Investigation has resulted in one tenant being charged with Mischief, S 430(4) of the Criminal Code. He will appear in Kentville court on December 14th, 2015;
• Three other tenants have been charged pursuant to the Nova Scotia Protection of Property Act.

**Sexual Assaults**

• In this period, four sexual assault complaint were reported in Wolfville;
• In one case, two men have been charged with sexual assault and are currently before the courts;
• Two cases are still under investigation;
• Due to the high level of complexity, two of the three investigations are being conducted by the Kings General Investigation Section and the Domestic Violence/Sexual Assault investigator.

**Assault**

• Late last week, police received a report that a young man was attacked and beaten up. He was transported to hospital for medical treatment. The police investigation is ongoing.

**Liquor Control Act charges: October-November 2015**

• Illegal possession of liquor: 25
• Being intoxicated in a public place: 4
• Underage drinking: 3
• Permitting drunkenness to take place in a house: 1
• Total: 33

**Motor Vehicle Act charges: October-November 2015**

• 31 charges laid (seatbelts, cell phones, and intersection-related offences. (Combination of Kings District-Wolfville, Kings District-New Minas and AVTS).

**Other notable statistics**

Impaired Drivers: 2

Prisoners: 31
**APP update**

**Contribute to safe roads**

*Districted driving charges* (Target: 95)

By the end of September 2015, 100 charges had been laid.

*Impaired by drug charges* (Target: 6)

YTD: 3

*Conduct strategic check points* (Target: 480)

YTD: 307

*Conduct safe driving presentations* (Target: 10)

YTD: 29

**Crime Reduction**

Prolific Offender program is on track.

Youth Advisory Group and Hybird Hub are progressing on schedule.

**Cybercrime-contribute to a safe cyber environment for youth**

Training for investigators continues and is on track.

Safe cyber presentations in Kings County schools. (Target: 30)

Sept & Oct:

4 presentations delivered to Grade 5s;

17 presentations given to Grades 6, 7, and 8 in October

**Enhance our connections with First Nation communities**

On track

Stephen POWER, Sgt.

OPS NCO (East)-Kings District

2015-11-30
SUMMARY

Request to Partially Fund Permanent Position - Kings District Domestic Violence/Sexual Assault Investigator

At the December 1st quarterly meeting of the Town’s RCMP Advisory Board, the RCMP submitted a request seeking partial funding towards the establishment of a permanent, community based position for the Kings District Detachment. The addition of the regular member (Constable) would be a full-time Domestic Violence/Sexual Assault Coordinator/Investigator position.

As a community based position, this officer would be in addition to the regular compliment of officers based out of the Kings Detachment which includes the services provided to the Town of Wolfville.

The RCMP request was supported by a written report which is included with the agenda package as reference material.

DRAFT MOTION:

That Council refers the RCMP request for partial funding towards a permanent community based Domestic Assault Investigator Position to the Town’s 2016/17 budget process.
1) **CAO COMMENTS**
The CAO supports the recommendation of the RCMP Advisory Committee.

2) **LEGISLATIVE AUTHORITY**
MGA Section 54, and Police Act

3) **REFERENCES AND ATTACHMENTS**
- RCMP Request to RCMP Advisory Board (attached)

4) **PURPOSE OF REPORT**
This report has been prepared in response to the motion passed by the RCMP Advisory Board at its meeting held December 1, 2015. The motion was:

**MOTION:** IT WAS REGULARLY MOVED AND SECONDED THAT THE RCMP ADVISORY BOARD REFER TO COUNCIL THE ISSUE OF PARTIALLY FUNDING THE POSITION OF KINGS DISTRICT DOMESTIC VIOLENCE/SEXUAL ASSAULT INVESTIGATOR/COORDINATOR TO THE 2016/17 BUDGET

CARRIED

5) **DISCUSSION**
The RCMP written request (attached) attached provides much of the relevant detail/background to allow Council to consider the relative importance of the requested position.

In addition to that information, the following is provided for your consideration making a decision:

- The pilot project, which started in 2011, was possible by way of provincial funding. As noted in the RCMP request, that funding will terminate on the end of this fiscal year.
- The cost of the additional officer is essentially the same as the per officer cost that the Town currently pays to the province for the Town’s “2 officer/24/7 coverage”. In both cases the per officer costs is roughly $145,000.
- No funding formula has yet been established between the three potential municipal partners. Any final budget decision by Council will require some idea on how the costs will be shared between partners. An example could be based solely on Uniform Assessment (UA). Based on 2015/16 UA this would have Wolfville pick up just over 11% or approximately $16,000. The Town’s share could be higher or lower depending on the final negotiated formula.
- There is no one single funding formula that has been used consistently over the last few years, although UA, population or a combination of these two is quite often the starting point for discussion.
- The requested permanent position is considered a local community initiative and therefore would be funded by the municipalities participating in the program, not by the province.
- No decision is yet available as to what decision the other proposed funding partners have made.
REQUEST FOR DECISION #093-2015
Kings District Domestic Violence/Sexual Assault Investigator
Date: December 3, 2015
Department: Office of CAO

- Whereas the pilot project funding expires March 31, 2016, there is a time sensitive element to the RCMP request. The sooner commitments are made by funding partners, the easier it will be for the Kings District Detachment to ensure relevant staffing.

As detailed in the RCMP request, the pilot program demonstrated that this focused service was utilized in all areas of Kings County within the RCMP zone.

6) FINANCIAL IMPLICATIONS
As noted above, if Council decided to participate in funding this position, there would be an increase in the budgetary requirement in the Police Service budget on an annual basis starting in 2016/17. The exact dollar amount will depend on an agreed funding formula.

Final approval should not be made prior to an agreed formula and a signed agreement with each partner that clearly lays out obligations, dispute resolution mechanisms, and timeframes to review the position in future years, including opt out clauses.

It is difficult to measure relative merit of an as yet required dollar contribution against all other existing and new budget pressures that will be included into the 2016/17 budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
The requested resources would further support Council Strategic Priority #3 – a growing population encompassing all ages and stages who live in safe, attractive, and cohesive neighborhoods.

8) COMMUNICATION REQUIREMENTS
If the recommended motion is approved, staff would begin discussions with the other potential funding partners to agree upon a funding formula. From there, each Council will better be able to consider the additional dollars required to provide the enhanced service level.

Further communication strategies should be developed if the position is ultimately approved through 2016/17 budget process. At this stage, no further action is identified.

9) ALTERNATIVES
Council has two alternatives at this stage:

- Decide not to refer the request to the 2016/17 budget process. No further work would occur if this option selected.
- Approve a commitment to fund the position without reference to 2016/17 budget process. This would better meet the RCMP’s need for a decision sooner than later. It would also add a new service level cost to budget years starting 2016/17 prior to knowing the overall budget picture for next year.
Town of Wolfville - Discussion/Proposal
Kings District Domestic Violence/Sexual Assault Investigator/Coordinator

Request:
Consideration for partial funding with the Municipality of Kings and the Town of Berwick for One (1) Regular Member (Constable) Full-Time Domestic Violence/Sexual Assault Coordinator/Investigator Position Permanently

Background:
Since August of 2011, the RCMP South West Nova District Policing office has been financially supporting a pilot project in Kings District with the incorporation of a Domestic Violence and Sexual Violence Investigator/Coordinator – Constable Position. This the first time police officer position of its kind in the RCMP in the province of Nova Scotia.

As Kings County statistically reports a very high volume of domestic violence, sexual violence and child abuse reports to police in Kings District, this pilot project has been a tremendous success to date.

Unfortunately the finances to support this surplus Constable in this pilot project end on March 31st, 2016. Through this project serving victims of violence in Kings County, it became very clear that there are significant benefits to having a dedicated police resource in this field of work. Since 2011, this position has been fully staffed and has provided exceptional service to stakeholders, partners and victims of domestic and sexual violence throughout Kings County. Permanent funding is being sought for this position based on the overwhelming success it has seen during its pilot phase.

Statistically, Kings District supports a high volume of domestic violence, sexual violence and child abuse reports to police in Kings County.

- Over past year, this position has been fully engaged in provision of essential services to stakeholders, partners and victims of domestic and sexual violence. Significant benefits of a dedicated police resource in this field of work were made apparent in this short time;
- The removal of this position would be negatively received by victims of violence and supporting partner agencies due to the new frameworks developed to enhance communications and support for victims. As well, should this position be removed, a
significant workload would be placed back upon the General Duty front line investigators to balance sensitive matters in a timely manner for victims and all associated partners, who have witnessed firsthand the successes achieved;
• Although 2015 statistics will be only available in January 2016, the Kings Crime analyst reported in an eleven month period in 2014, identified 180 occurrences ad Domestic violence/Sexual Assault related. Assaults (81), Utter Threats (17), Assault Causing Bodily Harm (13)
• Last year, 6 Victims were identified as repeat victims (5 females, 1 male), while members responded to the same residences on multiple occasions for domestic related issues;
• Due to the increased workload for general duty members in 2014-15 related to Domestic Violence, this risk factor has been elevated from Low to medium.

Identified Need for Action through a full-time Permanent Position

• High volume of Domestic Violence/Sexual Assault and Child Abuse reports within Kings District present high workload and time pressures on General Duty investigators;
• Having a full-time position, would ensure that high risk/priority cases are conducted effectively investigated, coordinated with external partners, while being time sensitive ensuring the victim’s safety and needs;
• Having a full-time position would ensure that domestic victims of crime have access anytime to a dedicated specialized police officer in their field;
• Having a full-time position would be a direct avenue to provide resources to assist the domestic violence victim during critical times;
• Having a full-time position would address the identified need for continued crime prevention initiatives to combat elevated incident reports of family violence;
• This position would be Co-Lead the new “Kings District Victim Services Program” (to be launched on February 1st, 2016);
• The target is to reduce time between charge date and trial dates enhancing victim safety;
• It has been proven, that through the strong connection of the RCMP Domestic Violence Coordinator and the victim that the victim is most likely to trust the justice system and cooperate with the police investigation towards a successful prosecution.

Current Kings Pilot Constable Responsibilities:
• Since November 2013, this Domestic Violence position has been fully staffed (STE);
• This member has developed several levels of expertise in Domestic Violence Investigations since inception;
• Lead investigator on serious or complex family violence, sexual assault investigations, and child abuse cases;
• ODARA – reviews all incoming investigations to ensure the ODARA tool is effectively used, and monitors training of Kings District RCMP member ensuring all members are compliant with policy;
• Reviews all family violence related and sexual assault incidents throughout Kings District and provides direction/assistance to front line investigators when necessary;
• Ensures timely investigation for reported incidents and assistance to victims of crime;
• Is responsible for exploring and delivering a variety of educational awareness sessions within Kings County;
• Develops and maintains internal and external Domestic Violence partnerships;
• Responsibility to draft and prepare urgent Search Warrants and obtain Judicial Authorizations to effectively seize and detain critical evidence for court (this includes expertise articulating evidence to be seized from electronic devices, personal phones; and other tangible evidence;
• Explores and delivers educational awareness sessions;
• This current Domestic Violence position ensure all victims are given all opportunities to have their referral directed to the Provincial Victim Services in speedy timely manner.

Current Kings Pilot Constable’s Training:

• Sexual Assault Investigators Course – Ontario Police Collage
• RCMP Forensic Interviewing/Investigating Course
• ODARA (Ontario Domestic Assault Risk Assessment)
• Neighborhoods Friends and Family Training
• Domestic Violence Educator Training
• Typology of Domestic Violence Seminar
• Investigation and Assessment of Child Sexual Abuse Nova Scotia
• In Dignity of Violence, Resilience, Promising Practices and Innovative Approaches
• CyberCrime
Sample: 2014 Investigational Accomplishments in 11 month period

- Lead or assisted in 179 investigations involving family violence/sexual assaults.
- Of the 179, 28 of these were deemed high risk and she was the lead investigator
- Lead or assist in 5 complex historical sexual assault investigations
- Lead 7 KGB statements, 14 witness statements
- Conducted 25 child interviews, 3 cautioned statements.
- Ensured 100% compliance with ODARA on police cases, and offering Victim Services
- Completed 9 High risk domestic case conferences and safety plans for victims
- Recorded in excess of 600 victim contacts providing individual attention to case updates and safety planning information
- Completed over 40 National Sex Offender Register registrations.
- 5 Kings District “Hot Spots” for domestic violence were identified in December which allowed the Dom Violence coordinator to target prevention initiatives to work with these five victims of violence to aid in reducing incidents of Domestic Violence

Crime Prevention and Educational Awareness

- Obtained funding from national Crime Prevention Program, invited the Public and County schools to attend a Domestic Violence Ballet, called the “Ghosts of Violence”;
- As part of the Gov’t of Canada’s strategy to respond to Family Violence this year, she recently obtained funding from the national Crime Prevention Program to host a two-day long workshop entitled, Engaging Men and Boys in ending Violence against Women and Girls;
- Delivers Family Violence / Dating Violence Presentations throughout Kings, including our First Nations Communities, Military Spouses - CFB Greenwood/Provincial Youth Groups and Acadia University International Students;
- Strengthen communication lines between family violence prevention and investigative partners;
- Multiple courses acquired in domestic violence specific training, including:

Successes

- The designation of this specialized position within the Kings District GIS unit has allowed for a stronger, integrated team approach to high risk domestic violence investigations;
• Since its inception, this position has enhanced our ability to conduct more thorough and
timely investigations, and significantly improved enhanced communications in all
aspects of our police investigations and trial processes in support of victims in needs and
our Domestic Violence partners and local Crown Prosecutors.

- **Child & Family Services:** *‘this position has greatly assisted our office in the
communication between social workers and RCMP members. With this role, there
appears to be more consistent and timely reporting of child protection concern to our
office allowing us to respond faster to families in crises’*

- **Chrysalis House:** *This position helps in achieving our common goals to help women
and children who have experienced or are at risk of violence and abuse. This position
has worked closely with community and Gov’t agencies towards the goal of reducing
and eliminating violence against Women’*

- **SWN Victim Services:** *“The DV investigator has been a valued position in Kings
County and we have seen a reduction in gaps to serve victims of crime. This position
offers an enhanced response to the highest risk cases through collaboration and
community partnerships which has had a positive impact in building rapport with
various agencies.”*

• This specialized position has also been responsible for establishing new and maintaining
existing community collaborations within domestic violence and sexual violence
prevention groups;

• This position has further supported detachment activities by providing registry services
within Kings District, addressing the high volume of Sex Offender Registry (SOIRA)
registrations;

• This position has also increased the capacity of Kings District RCMP to proactively
monitor high risk sexual offenders residing within the Kings District;

• This position enhanced the Kings District RCMP’s ability to be proactive in delivering
multiple educational awareness presentations to identified groups at high risk for
violence;

• Effective interaction with community partners has also allowed police to improve
responses for the benefit of long-term victim safety;

• **The position, having been staffed for the past year, has received extremely positive
feedback from many victims of domestic violence in Kings County.** Positive comments
for the King District RCMP’s approach have included: pleased with timely investigations,
quick apprehension of offenders, productive safety planning meetings and frequent
communication providing file updates.
Supporting Kings County Agencies/Partnerships:
Since 2011, this specialized position has also been responsible for establishing new and maintaining existing community partnerships within domestic violence and sexual violence prevention groups. These partnerships has seen benefits including strengthening of communication lines and increasing efficiencies between Kings District and Domestic Violence partners.

- Municipality of the County of Kings
- Town of Wolfville
- Town of Berwick
- Nova Scotia Community Services - Child Welfare
- Nova Scotia Department of Justice - Court Services - Provincial Victim Services Program
- Chrysalis House Association - Transition House Kentville
- Welsford House Group Home, Summerset
- Acadia University Security
- Acadia University International Student Program
- NSCC Kentville Campus
- Annapolis Valley Regional School Board
- Glooscap and Annapolis Valley First Nations
- H Division (Nova Scotia) Domestic Violence Case Co-Coordinator
- H Division (Nova Scotia) Victim Services Program
- Silent Witness Program of Nova Scotia

Risk if not Funded

- Loss of this position may not address the high risk domestic/family violence concerns within the policing district;
- Reduction of already implemented education and prevention strategies;
- Risk to service delivery gap between community partners, RCMP resources and victims of domestic violence;
- Significant workload increase to general duty investigators to effectively investigate high risk cases and serve victims of crime;
- Should Kings District not have a Domestic Violence, there is a higher probability that victims of domestic violence in Kings County will be much more apprehensive to come forward to report and/or follow through on testifying in courts against their offender which could directly result in a higher risk of lethality for the victim.
Financial Costing for One (1) Regular Member (Constable) Full-Time Domestic Violence/Sexual Assault Coordinator/Investigator Position Permanently

$ 136,235  Per Capita
$ 8,062  Shared Services Costing
Approximate Total = $144,297

As earlier indicated, the pilot funding for this position ends on March 31st, 2015.

Your support and consideration in this request for funding for this valuable policing position on a permanent basis for Kings County is greatly appreciated.

Thank you,

Chris MacNaughton, Insp.
OIC Kings District
1) **UPDATE**

The Art in Public Spaces Committee met on November 21st, 2015 and the initial discussion around the Project Charter for the Clock Park Water Feature was primarily focusing on budgetary concerns. It was agreed upon by the Committee that Council’s budget of $25,000 for this project was insufficient and that more funding for the decidedly “iconic” water feature should be sought out in the form of donations while continuing to move forward with the approval process. In support of this decision to maintain momentum, the Committee elected to assemble an information package for distribution to potential donors, seek clarification on Council’s contribution towards siting costs for the project and look into alternative sources of funding for the project in the form of private or government grants.

The Committee then moved on to other discussion items that included filling the Committee vacancies and examining opportunities for small-scale projects around Wolfville. These projects are intended to be site specific, relatively straightforward to execute and would show the public that the Committee is actively enhancing the community. The upcoming Committee meeting will focus largely on examining potential sites for said projects. Next, the siting of the Mona Parsons monument was discussed in relation to a CBC report that referenced Clock Park as the monument’s location but the Committee felt that there could be more suitable sites elsewhere in Wolfville such as Willow or Waterfront Park. The possibility of siting the monument on the Post Office grounds was also noted and it was mentioned that MP Scott Brison may be able to help the Town navigate the proper federal channels to gain permission if this site was selected. The committee agreed to discuss the siting of the monument at the next meeting and to consult with the Women of Wolfville throughout the process.

The next meeting of the APS Committee will take place on December 16th, 2015 at 3:00PM in Council Chambers.
SUMMARY

Council Committee Appointments

To Council to consider accepting the Council Committee appointments as outlined in RFD 086-2015.

DRAFT MOTION:

That Council approves the Council Committee appointments as outlined in RFD 086-2015.
1) **CAO COMMENTS**
The CAO recommends that Council support the committee appointments as presented in this report.

2) **LEGISLATIVE AUTHORITY**
Nova Scotia Municipal Government Act (MGA)

3) **STAFF RECOMMENDATION**
Staff recommends that Council approve the Council Committee appointments as outlined in this report.

4) **REFERENCES AND ATTACHMENTS**
   - Appendix A – Council Committees Appointments (attached)

5) **PURPOSE OF REPORT**
Council is required to appoint Council representatives annually to the various internal and external committees that require Council representation.

6) **DISCUSSION**
The Mayor, Deputy Mayor and CAO met to discuss the Council appointments on December 4, 2015 and have developed recommendations based on committee skill requirements, committee load by Councillor and Councillor-expressed interest.

As per the committee structure recommendations, Council must also appoint chairs for each committee of Council from among the current seated members of Council. These recommendations were also discussed by the Mayor, Deputy Mayor and CAO and have been brought forward for consideration by Council.

All Council Committee appointments will remain the same for 2016, as per the attached 2015-11 Appointments_Council & Committees document with the exception of:

   - **Western Regional Housing Authority (WRHA)**
     Deputy Mayor Wendy Donovan to fill currently vacant seat.

7) **FINANCIAL IMPLICATIONS**
Not Applicable

8) **REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**
Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team. The recommendations contained within this report are reflective of the requirements of each committee terms of reference and associated bylaws and policies.
9) COMMUNICATION REQUIREMENTS
Once accepted, the 2016 Council-Committee appointments will be updated to the Town of Wolfville website upon being effective, and posted to the MangoApps Group “All Town Staff”.

10) ALTERNATIVES
Should Council indicate preferred appointments to Committees, the Appendix may be updated to reflect any change.
APPOINTMENTS

COUNCIL & COMMITTEES

November 2015
# Table of Contents

## Council Committees

### TOWN OF WOLFVILLE COMMITTEES

- Planning Advisory Committee (PAC)
- Wolfville RCMP Advisory Board
- Town and Gown Committee
- Audit Committee
- Art in Public Spaces Committee

### INTER-MUNICIPAL / PARTNER ORGANIZATIONS

- Wolfville Business Development Corporation (WBDC) Board
- Kings Partnership Steering Committee (KPSC)
- Valley Community Fibre Network (VCFN)
- Kings Transit Authority (KTA)
- Regional Waste-Resource Management Authority
- Eco Kings Action Team

### OTHER COMMITTEES / BOARDS

- Annapolis Valley Regional Library Board
- Emergency Management
- Regional Emergency Management Organization (REMO)
- Kings Crime Prevention Association (KCPA)
- Race Relations and Anti-Discrimination Committee (RRADC)
- Source Water Protection Advisory Committee (SWPA)
- Bishop-Beckwith Marsh Body
- Grand Pre Marsh Body
- Western Regional Housing Authority (WRHA)
- Facilities Assessment and Gap Analysis Task force
Jeff Cantwell (Mayor)
42 Sherwood Drive
Wolfville NS  B4P
Phone:  542-9822 (home)
Phone:  542-4008 (office)
Fax:  542-4789
Email:  jcantwell@wolfville.ca

Wendy Donovan (Deputy Mayor)
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Dan Sparkman
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Phone:  300-0940
Cell:
Email:  dsparkman@wolfville.ca
TOWN OF WOLFVILLE COMMITTEES

a. Planning Advisory Committee (PAC)

Reference: Policy No. 610-002

Webpage

Name | Appointed | Expiry
--- | --- | ---
Deputy Mayor Wendy Donovan (Chair) (1) | December 2014 | December 2016
Councillor Dan Sparkman | December 2014 | December 2015
Councillor Mercedes Brian | December 2014 | December 2015
Stephen Mattson (2) | January 2015 | January 2018
Bobby Barach (2) | January 2015 | January 2018
Paul Cabilio (2) | January 2015 | January 2017
Sharon Horne (2) | January 2015 | January 2018
Scott Roberts (2) | January 2015 | January 2018

Ex-Officio Members

- Mayor Jeff Cantwell, voting
- Erin Beaudin, Chief Administrative Officer, non-voting
- Chrystal Fuller, Director Community Development, non-voting

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(2) Appointment - Special Town Council Meeting, January 13, 2015
b. Wolfville RCMP Advisory Board

References:
A. Town of Wolfville Bylaw Ch 87
B. Policy No. 210-800
Webpage

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<td>Councillor Carl Oldham (1)</td>
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<td>Valerie Boyce (2)</td>
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<td>Jim Morgenstern (3)</td>
<td>January 2015</td>
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<td>Meg Townsend (4)</td>
<td>March 2015</td>
<td>March 2017</td>
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Ex-Officio Members
- Mayor Jeff Cantwell voting
- Erin Beaudin, Chief Administrative Officer non-voting
- VACANT, Department of Justice Consultant / Advisor non-voting
- Sgt Stephen Power, Wolfville RCMP non-voting

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(2) Appointment - Town Council Meeting, January 22, 2013 (RFD 003-2013)
(3) Appointment - Special Town Council Meeting, January 13, 2015
(4) Appointment - Special Town Council Meeting, March 3, 2015
c. **Wolfville-Acadia Town and Gown Committee**  
   **Reference:** Policy No. 120-012  
   [Webpage]

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<td><strong>Councillor David Mangle</strong> (Chair) (1)</td>
<td>December 2014</td>
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<tr>
<td><strong>Mayor Jeff Cantwell</strong></td>
<td>Not Applicable</td>
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<tr>
<td><strong>Erin Beaudin</strong>, Chief Administrative Officer</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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<tr>
<td><strong>Patrick Difford</strong>, Acadia Director Safety and Security</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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<tr>
<td><strong>Suzanne Gray</strong>, Acadia Student Union President</td>
<td>November 2015</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>James Sanford</strong>, Acadia Senior Director Student Affairs</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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<tr>
<td><strong>Ted Higa</strong>, Off-Campus Student Representative</td>
<td>November 2015</td>
<td>Not Applicable</td>
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<td><strong>Sgt Stephen Power</strong>, Wolfville RCMP</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
d. Audit Committee

Reference: Policy No. 140-007

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<tr>
<td><strong>Councillor Mercedes Brian (Chair)</strong> (1)</td>
<td>December 2014</td>
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<td><strong>Mayor Jeff Cantwell</strong></td>
<td>Not Applicable</td>
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<td><strong>Deputy Mayor Wendy Donovan</strong> (1)</td>
<td>December 2014</td>
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<td><strong>John MacKay</strong> (2)</td>
<td>January 2015</td>
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<td><strong>Heather Hill</strong> (2)</td>
<td>January 2015</td>
<td>January 2017</td>
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Ex-Officio Members

- Erin Beaudin, Chief Administrative Officer non-voting
- Mike MacLean, Director Financial Services non-voting

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(2) Appointment - Special Town Council Meeting, January 13, 2015
e. **Art in Public Spaces Committee**  
*Reference*: Policy No. 760-002  
[Webpage](#)

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<td><strong>Councillor Hugh Simpson</strong> (Chair)(^{(1)})</td>
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<td>Mayor Jeff Cantwell</td>
<td>Not Applicable</td>
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<td>Sally Benevides Hopkins (^{(2)})</td>
<td>December 2014</td>
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<td>Karen Diadick Casselman (^{(2)})</td>
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<td>Brad Hall (^{(3)})</td>
<td>March 2015</td>
<td>March 2018</td>
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**Ex-Officio Members**

- Erin Beaudin, Chief Administrative Officer, non-voting
- Chrystal Fuller, Director Community Development, non-voting

\(^{(1)}\) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)  
\(^{(2)}\) Appointment – Town Council Meeting, July 22, 2014 (RFD 034-2014)  
\(^{(3)}\) Appointment – Special Town Council Meeting, March 3, 2015
INTER-MUNICIPAL / PARTNER ORGANIZATIONS

a. Wolfville Business Development Corporation (WBDC) Board
   Webpage

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<tr>
<td>Deputy Mayor Wendy Donovan (Alternate)</td>
<td>Not Applicable</td>
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<tr>
<td>Iain Burton</td>
<td>July 2015</td>
<td>Not Applicable</td>
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<tr>
<td>Michael Sutherland</td>
<td>May 2014</td>
<td>May 2016</td>
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(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(3) Appointment – Town Council Meeting, May 20, 2014 (RFD 030-2014)

b. Kings Partnership Steering Committee (KPSC)
   • Mayor Jeff Cantwell (1)
   • Deputy Mayor Wendy Donovan (1)
   • Councillor Hugh Simpson (1)

c. Valley Community Fibre Network (VCFN)
   Webpage
   • Councillor Hugh Simpson (1)
   • Alternate: Councillor Carl Oldham (1)

d. Kings Transit Authority (KTA)
   Webpage
   • Councillor Mercedes Brian (1)
   • Alternate: Councillor Carl Oldham (1)

e. Regional Waste-Resource Management Authority
   Webpage
   • Councillor Hugh Simpson (1)
   • Alternate: Councillor Dan Sparkman (1)

f. Eco Kings Action Team
   • Councillor David Mangle (1)
OTHER COMMITTEES / BOARDS

a. Annapolis Valley Regional Library Board
   Webpage
   • Janet Ness, Vice Chair

b. Emergency Management
   Webpage
   • Erin Beaudin, CAO
   • Dan Stovel
   • Blair MacMurtery
   • Sgt. Stephen Power
   • Todd Crowell
   • Chrystal Fuller
   • Marcia Elliot
   • Erin Schurman
   • Kevin Kerr
   • Michael MacLean
   • Jennifer Boyd
   • Bob Caissie
   • Town Solicitor

   • Emergency Coordination Centre (ECC) Manager
   • Emergency Management Coordinator (EMC)
   • Deputy EMC
   • Police Services (RCMP)
   • Fire Services (Fire Chief)
   • Planning Section Chief
   • Duty Officer
   • Duty Officer
   • Logistics Section Chief (Public Works)
   • Operations Section Chief / Finance
   • Public Information Officer
   • Acadia University Representative

c. Regional Emergency Management Organization (REMO)
   Webpage
   • Mayor Jeff Cantwell
   • Deputy Mayor Wendy Donovan

d. Kings Crime Prevention Association (KCPA)
   • Maurice McKee – Appointed from RCMP Advisory Board, reappointed for two year term to expire December 2013 – next RCMP Advisory Board
     o Chair – Paul D. Gates
     o Vice Chair – Todd Dempsey
     o Treasurer – Carol Robar
     o Secretary – Violet Francis

e. Race Relations and Anti-Discrimination Committee (RRADC)
   Webpage
   • Vance Comeau – appointed as of December 9, 2014 for one year
     1
     o Appointment Expires: December 2015

(1) Appointment - Town Council Meeting, December 9, 2014
f. **Source Water Protection Advisory Committee (SWPA)**

**Reference:** Policy No. 910-001

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<td><strong>John Brzustowski</strong> (2)</td>
<td>March 2015</td>
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<tr>
<td>Jennifer Kershaw (2)</td>
<td>March 2015</td>
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**VOTING MEMBERS**

- Councillor Patricia Bishop - Kings County Council
- Marcel Falkenham, Acadia University  
  Agricultural Resource Coordinator for NS Department of Agriculture & Fisheries, Agriculture Community
- Ian Harris, Town citizen/land owner
- Jack Colwell, Town citizen/land owner
- Peter Elderkin, County citizen/land owner

**NONVOTING MEMBERS**

- Town of Wolfville, Director of Planning
- Town of Wolfville, Water System Operator
- Planning Staff, Kings County
- Nova Scotia Department of Environment & Labour representative
- Nova Scotia Department of Transportation representative
- Terry Hennigar, consultant

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(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)

g. Bishop-Beckwith Marsh Body
   - Councillor David Mangle (1)

h. Grand Pre Marsh Body
   - Erin Beaudin, Chief Administrative Officer
   - Chrystal Fuller, Director of Planning Services

i. Western Regional Housing Authority (WRHA)
   - [Webpage](#)
   - Dr. Mervyn Horgan – three year term from March 15, 2012 - March 15, 2015
     - Resigned May 9, 2013
     - Seat Vacant

j. Facilities Assessment and Gap Analysis Task force
   - Councillor Mercedes Brian (2)
   - Councillor David Mangle (2)

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(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
SUMMARY

Committee Appointments

To Council to consider accepting the Committee appointments as outlined in RFD 091-2015.

DRAFT MOTION:

That Council appoint the Committee appointments for the specified terms as outlined in RFD 091-2015:

- Art in Public Spaces – Sally Benevides Hopkins (1 year Term),
- RCMP Advisory Board – Joan Boutillier (3 year Term), and
- Municipality of Kings Race Relations and Anti-Discrimination Committee
  - Council to consider appointment of a Councillor to the Committee
1) **CAO COMMENTS**
The CAO recommends that Council support the committee appointments as presented in this report.

2) **LEGISLATIVE AUTHORITY**
Nova Scotia Municipal Government Act (MGA)

3) **STAFF RECOMMENDATION**
Staff recommends that Council approve the Committee appointments as outlined in this report.

4) **REFERENCES AND ATTACHMENTS**
- Council Committees Appointments (effective November 2015)

5) **PURPOSE OF REPORT**
Council is required to appoint Committee representatives to the various internal and external committees that require representation.

6) **DISCUSSION**
The following Committees have Committee members with terms of service expiring at the end of December 2015:

   a. **Art in Public Spaces**

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**Ex-Officio Members**

- Erin Beaudin, Chief Administrative Officer non-voting
- Chrystal Fuller, Director Community Development non-voting

Sally Benevides-Hopkins’ committee application received November 20, 2015
b. RCMP Advisory Board

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Ex-Officio Members

- Mayor Jeff Cantwell voting
- Erin Beaudin, Chief Administrative Officer non-voting
- VACANT, Department of Justice Consultant / Advisor non-voting
- Sgt Stephen Power, Wolfville RCMP non-voting

Joan Boutilier’s committee application received September 30, 2015.

c. Municipality of Kings Race Relations and Anti-Discrimination Committee:

- The Town of Wolfville’s representative to this Committee, Mr Vance Comeau, terms of service expire at the end of December 2015.
- The Municipality of Kings has reached out to the CAO to inquire about the Town’s intent to appoint another citizen to this Committee.
- The Race Relations and Anti-Discrimination Committee shall be comprised of a minimum of six and maximum of thirteen committee members including:
  - Two Municipal Councillors;
  - Two Municipal staff, one of whom represents the local union and one of whom is the Human Resources Specialist;
  - Three citizens, one each from the Towns of Berwick, Kentville, and Wolfville; and
  - Three to six citizens who reside in the Municipality outside of the three Towns.
- The upcoming vacancy has been announced and there has been no indication of any volunteer coming forward to fill the position.
- Recommended that Council consider appointing one of the Councillors as the Town of Wolfville representative on the Committee.
7) FINANCIAL IMPLICATIONS
Not Applicable

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team. The recommendations contained within this report are reflective of the requirements of each committee terms of reference and associated bylaws and policies.

9) COMMUNICATION REQUIREMENTS
Once accepted, the 2016 Committee appointments will be updated to the Town of Wolfville website upon being effective.

10) ALTERNATIVES
Should Council indicate preferred appointments to Committees, the Appendix may be updated to reflect any change.
TOWN OF WOLFVILLE

COMMITTEE APPLICATION FORM

Joan Boutilier

Applicant Name

B4P 1B1
Postal Code

1 Lynwood Drive
Street Number & Name

902-542-1176
Home Telephone

n/a
Work/Cell Telephone

joan.boutilier@ns.sympatico.ca
E-mail Address

retired Clinical and Forensic Psychologist
Occupation

Are you currently serving on a Committee and re-offering? Yes No

If yes, please identify the Committee:

Application for appointment to (Committee Name): RCMP Advisory

Organization/Sector you are representing (if applicable): n/a

Describe your work experience and, if applicable, your educational background:

I have a Ph.D. in Clinical Psychology (Queen's University, 1975) and extensive continuing education in Forensic Psychology.

I have worked here in Nova Scotia from 1975 until my retirement in 2009. This included 5 years as a School Psychologist, followed by 28 years as a Clinical Psychologist within the public Mental Health system. From 1994-2003, I worked part-time providing court-mandated treatment to adult offenders. From 1999-2007, I worked with Young Offenders/Young Persons providing assessment and treatment under the Young Offenders' Act and Youth criminal Justice Act. I have been called as an Expert Witness for Criminal Code offences in Nova Scotia Family, Provincial and Supreme Court. Much of my work involved collaboration with Police Officers and Child Protection Services in an effort to reduce re-offending.
Why are you interested in serving the Town of Wolfville on this committee?

I am interested in public service, and have attended 3 meetings of the RCMP Advisory Committee to ensure that it is a good match for my skills and interests. There are particular areas where the Town is attempting to work collaboratively with residents to make Wolfville a better place to live. This includes our relationship with the Acadia student population, fraught with the health risks and difficulties around alcohol and drug abuse and excessive noise. Furthermore, we live in a community which needs to promote more active transportation to alleviate traffic congestion and improve quality of life for all - including frail seniors and our l'Arche community. The RCMP are an essential resource in addressing both public nuisance and public safety. A balanced approach of community engagement and enforcement will go a long way to addressing these issues. I'd like to be part of the solutions and provide input into the development of local policing priorities.

What contribution do you believe you can make to this committee?

I have worked collaboratively with police officers to address risks to public safety and consider alternative ways to resolve interpersonal conflict. Public safety and individual rights need to be balanced carefully, with individualized solutions for complex problems. Police resources are not unlimited - I think we need to work creatively and cooperatively with the RCMP to maximize their positive impact in our Town.

What past contributions have you made on a similar committee or organization?

I have served on the Boards of the Canadian Mental Health Association, a sheltered workshop for intellectually challenged persons and a telephone crisis line. During my working career, I served on numerous inter-agency committees - both to develop collaborative practices and to address unique and individual needs of persons in conflict with the law. I was

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

Mental Health services are organized into multi-disciplinary teams of professionals who work together to develop programs, policies and procedures. As a Team Leader of five distinct clinical teams between 1994 and 2009, I had weekly experience collaborating with others who had different perspectives.

One of my duties was to organize a province-wide assessment and treatment service for sexually aggressive teenagers. This involved working with other mental health professionals, school authorities, parents, child protection, police and court services. Listening and responding to the needs of diverse stakeholders was essential to this service.

For applications to the Planning Advisory Committee: PAC is seeking people who are interested/knowledgeable in one or more of the four pillars of sustainability: Economic, social, cultural and environmental. Please describe you experience related to one of these four pillars.

n/a
BACKGROUND INFORMATION At the discretion of the Committee, and dependent also on each applicant's expression of interest, all or some of the applicants may be invited to attend a short interview with Council. The purpose of such interviews is to allow applicants an opportunity to elaborate on their application.

Are you interested in such an interview? Yes No

The final approval of appointments is given by the Council. If you require any additional information about the Committee appointment process or if you have any questions about any of the bodies to which appointments are to be made, please contact the Town Clerk's Office at 902-542-5767. The personal information on this form will be used to assist the Town Council in selecting appointees for various Town of Wolfville Committees. Questions about this collection may be referred to the Town Clerk, 359 Main St., Wolfville NS B4P 1A1; Tel: 902-542-5767

NOTE: BY SIGNING THIS APPLICATION FORM, I HEREBY CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF MY PERSONAL INFORMATION PROVIDED ON THIS FORM. I UNDERSTAND AND AGREE THAT THIS PERSONAL INFORMATION MAY BE DISCLOSED TO THE PUBLIC AND TO THE MEDIA BY THE TOWN OF WOLFVILLE, UPON REQUEST, AND MAY BE INCLUDED IN PUBLICLY DISCLOSED COMMITTEE AND COUNCIL REPORTS, AGENDAS AND ON THE TOWN OF WOLFVILLE’S INTERNET WEB SITE.

[Signature]
Applicant Signature

[Date]
Date
7 Grandview Drive,  
Wolfville, Nova Scotia  B4P 1W5

Friday, November 20, 2015

Mr. Dan Stovel  
Administrative Assistant to Corporate Services  
Wolfville, Nova Scotia

Dear Mr. Stovel:

Please accept my application for renewal of my appointment to the position of committee member on the Art in Public Spaces Committee with the Town of Wolfville.

I have pursued a diverse and successful career in education since 1986, teaching in middle and secondary schools, adult education, and post-secondary programs. I am certified to teach Art, English, and Special Education, and I have earned Ontario Specialist qualifications in Media Literacy and the teaching of English as a Second Language. I hold Level 2 certification with TESL Canada. My Master of Education degree is primarily in the area of Cultural Studies. I have taught all of these subjects at either the secondary or post-secondary level. I taught visual arts and a more specialized E.S.L. visual arts course for several years in Toronto.

I have a deep commitment to music and visual arts. I have been involved in various aspects of the arts since my own secondary school experience, as a student at Earl Haig Secondary School in Toronto (now the Claude Watson School of the Arts). I have contributed behind the scenes to the Northdale Concert Band, the Toronto Wind Orchestra, the Alberta Winds, and several musical ensembles in Nova Scotia, partly within the context of my role as a member of the board of directors of Shattering the Silence, the annual new music festival in Wolfville, Nova Scotia. I have worked in a variety of visual arts groups in the Annapolis Valley, employing the skills I learned working with the Artist in the Community Program at Queen’s University, when I completed my initial education degree.

While at Crescent Heights High School in Calgary, Alberta I served as the faculty representative for the Student Leadership Council and operated the budget for student-run school activities. Some of these activities involved the construction of very creative art installations (Halloween Haunted Schoolhouse, that filled an entire gymnasium), and fundraising craft projects. In Nova Scotia I was a feature artist at the Centre Stage Theatre in Kentville (fall 2008), and led a workshop for the “Grow With Art” program at the NSCC in January of 2011. I wrote a review of the Tidelines installation at the Acadia University Art Gallery (by Dick Groot and Derek Charke), which was published in the Spring 2011 edition of the Visual Arts News magazine of Visual Arts Nova Scotia.

I taught a music literature course at Hanover College for three semesters. From January 2008 until May of 2011 I worked at Acadia University in Wolfville, Nova Scotia as an Instructor in the International Languages Program (English – E.S.L. – for Academic Purposes), through Open Acadia (continuing education). For the intermediate level class I implemented an arts-based theme for the curriculum that not only taught students critical thinking skills, research and writing methods, but also offered them an opportunity to actually try painting with acrylics, and then to display their work in a gallery setting. My varied qualifications and experience contribute to the richness and depth of the language, visual and cultural contributions I am able to offer.

I am very interested in an opportunity to discuss this position further. My résumé is attached.

Many thanks for your time, and consideration of this application.

Sincerely,

Sally A. Benevides Hopkins, B.A., M.Ed., O.C.T., TESL Canada
home: 902-542-9415 cell: 902-300-6244 email: benevidess@yahoo.com
TOWN OF WOLFVILLE

COMMITTEE APPLICATION FORM

Sally Benavides Hopkins 7 Grandview Drive
Applicant Name Street Number & Name

B4P 1W5 902-542-9415 902-300-6244
Postal Code Home Telephone Work/Cell Telephone

benevides@yahoo.com educator
E-mail Address Occupation

Are you currently serving on a Committee and re-offering? Yes No

If yes, please identify the Committee: Art in PublicSpaces

Application for appointment to (Committee Name): Art in Public Spaces (re-appointment)

Organization/Sector you are representing (if applicable):
N/A.

Describe your work experience and, if applicable, your educational background:

Nearly 30 years of teaching at middle, secondary and post-sec. levels in a variety of areas, including visual art and photography. Master of Education (U. of Toronto, 1995) in Curriculum - Cultural Studies. Member of various arts boards, including Currently: Shattering the Silence - Acreidis New Music Festival.

Why are you interested in serving the Town of Wolfville on this committee?

I have served on this committee since July, 2014 and enjoy it very much, and would like to continue my contribution to the projects we are working on.
What contribution do you believe you can make to this committee?
As well as my knowledge of art and my experiences professionally and educationally, I have been working on this committee for over a year, and enjoy and understand the projects we have been building together.

What past contributions have you made on a similar committee or organization?
Organizational, communications experience (writing, PR, advertising), editing, graphic arts, ideas.

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

30 years of teaching experience, working with others, including years of teaching Special Education and English Language acquisition across Canada, in the United States, and Bermuda.
BACKGROUND INFORMATION At the discretion of the Committee, and dependent also on each applicant's expression of interest, all or some of the applicants may be invited to attend a short interview with Council. The purpose of such interviews is to allow applicants an opportunity to elaborate on their application.

Are you interested in such an interview? Yes No

The final approval of appointments is given by the Council. If you require any additional information about the Committee appointment process or if you have any questions about any of the bodies to which appointments are to be made, please contact the Town Clerk's Office at 902-542-5767. The personal information on this form will be used to assist the Town Council in selecting appointees for various Town of Wolfville Committees. Questions about this collection may be referred to the Town Clerk, 359 Main St., Wolfville NS B4P 1A1; Tel: 902-542-5767

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[Signature]

Aplicant Signature Date

Nov 24, 2015
Sally A. Benevides Hopkins

EDUCATION
Master of Education
- Global Education and Cultural Studies – Curriculum; OISE/University of Toronto, 1995

Bachelor of Education
- Initial Qualifications: English, Visual Art and Photography; Artist in the Community Education courses, Queen's University, Kingston, Ontario, 1986
- Honours Specialist Qualifications: English as a Second Language, Media Literacy; University of Toronto, 1996, 1989
- Additional Qualifications: Special Education; York University, Toronto, Ontario, 1989

Bachelor of Arts
- English; Queen's University, 1983
- Courses in studio art, and art history (Classical, Canadian [with Dennis Reid], American [in USA], Women in Art, and Contemporary Art, 1980 – 2011.

Certification and Training
- Nova Scotia Teaching Certificate (2005)
- Children's Mental Health Certificate, Mount Royal College, Calgary (November, 2004)
- Alberta Teaching Certificate (1995)
- Ontario Teaching Certificate; active member of Ontario College of Teachers (1986)

TEACHING EXPERIENCE
- Twenty eight years of teaching at the secondary and post-secondary levels, including visual art courses, and ESL specific visual art courses, in Toronto, Bermuda, Calgary, Hanover Indiana, and Nova Scotia. Details available upon request.

OTHER EMPLOYMENT AND CONTRIBUTIONS

Presenter and Workshop Facilitator; Publications
- Women in Art History Power Point presentation to Evangeline Artists Cooperative meeting; spring, 2010.
- Image and Self Identity, and Advertising and Environmental Issues (a presentation and a workshop); First International Media Literacy Conference – Association for Media Literacy; University of Guelph, Ontario, May, 1990.
- Media Literacy curriculum model; English Leadership Council; North York Board of Education, May, 1989 (later published version).

Member, Board of Directors
- Evangeline Artists' Cooperative Ltd. – membership and communications officer, grant writing, gallery and exhibition work; August 2008 – 2011.
- "Shattering the Silence" Acadia University New Music Festival, January, 2008 – present.
Photographer

- PR photos for Acadia University Wind Ensemble (and website photos for AUWE. Also used in program for AUWE tour to Pennsylvania in March, 2010).
- Received customers, photographed and processed passport photos, designed, printed and marketed photo posters, kept books and prepared for filing of taxes; field photographer for official visit of Queen Elizabeth, weddings, university group and conference photos, aerial photos.

Performance and Exhibitions

- Evangeline Artists’ Cooperative Ltd. "Affordable Originals" show and sale, November 2008 (watercolours exhibited).
- Featured artist – Centre Stage Theatre, Kentville, NS, fall 2008 (watercolours and photography exhibited).
- Great Little Art Show, Avon River Heritage Society, April, 2007 and 2008 (watercolours exhibited).
- Queen’s University Arts Education student visual arts exhibit – conceptualized and created, 1987.
- Earl Haig Secondary School art exhibition, organizing committee and exhibited; May, 1980.

SPECIAL INTERESTS

- Hiking, camping, swimming, snorkeling, skiing, motorcycle travel, gardening and home renovations.
- Ongoing university courses – (fall 2010) "Contemporary art history" at Acadia University.

CONTACT INFORMATION

Phone: home: 902-542-8415  cell: 902-300-6244  Email: benevidess@yahoo.com
Good afternoon Mayor Cantwell,

A couple of months ago Vance Comeau tendered his resignation from the Race Relations & Anti-Discrimination Committee. Vance was appointed by Wolfville Council to represent Wolfville on the committee.

In terms of background, Kings updated our terms of reference (here) for the committee in May of 2014 to include a citizen from Wolfville, Kentville, and Berwick. The total committee make up is as follows:

The Race Relations and Anti-Discrimination Committee shall be comprised of a minimum of six and maximum of thirteen committee members including:

- Two Municipal Councillors;
- Two Municipal staff, one of whom represents the local union and one of whom is the Human Resources Specialist;
- Three citizens, one each from the Towns of Berwick, Kentville, and Wolfville; and
- Three to six citizens who reside in the Municipality outside of the three Towns.

Warden Brothers has asked if Wolfville will be appointing another citizen to take Vance’s place. Could you please let me know if it is the intention of Wolfville Council to appoint another citizen?

Thanks for your help and feel free to call me directly if you have any questions or concerns.

Chris

Chris Moore - CHRP
Human Resources Specialist
Municipality of the County of Kings
phone (902) 690-6135  mobile (902) 698-3812
tax (902) 690-6165
toll free 1 888 337-2999
cmoore@county.kings.ns.ca
www.county.kings.ns.ca

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SUMMARY

2016 Municipal Election Project Charter

The next municipal election will take place in October 2016. It is the role of the municipality to manage the election process which is governed by the Municipal Elections Act. Staff have prepared a Project Charter to identify the decision points, deadlines, and roles and responsibilities for the election.

DRAFT MOTION:

That Council approve the 2016 Municipal Election Project Charter as a framework to guide the 2016 Municipal Election process for the Town of Wolfville.
1) CAO COMMENTS
The CAO approves the recommendations of staff. The Project Charter clearly articulates the deliverables and timelines associated with the 2016 Municipal Election.

2) LEGISLATIVE AUTHORITY
The *Municipal Elections Act* is the main statute governing all elections for municipal council and school boards.

3) STAFF RECOMMENDATION
That Council approve the 2016 Municipal Election Project Charter as a framework to guide the 2016 Municipal Election process for the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS
- 2016 Municipal Election Project Charter (attached)
- *Municipal Elections Act*
- *Municipal Elections Handbook*

5) PURPOSE OF REPORT
To provide Council with a high-level overview of the 2016 municipal election process.

6) DISCUSSION
The next municipal election will take place in October 2016. It is the role of the municipality to manage the election process which is governed by the *Municipal Elections Act*. Staff have prepared a Project Charter to identify the decision points, deadlines, and roles and responsibilities for the election.

Council’s role and responsibility in the election is to provide direction/decisions in accordance with the *Municipal Elections Act*.

Key decision points for Council include:

- Determining the method of voting (Decision made on October 20, 2015, RFD054-2015)
- Appointing a Returning Officer
- Delegating Authority to the CAO to perform specific duties of the *Municipal Elections Act*
- Delegate Authority to the Returning Officer to set Advance Poll Date and method for producing the Preliminary List of Electors
- Receive recommendation on Polling Divisions
- Appoint a Registrar of Voters if deemed necessary
- Fix the date that the final list of electors must be finalized
For the Council meeting on December 15th, staff is recommending that a municipal employee be appointed as the Returning Officer and where determined under the Act, authority be delegated to the CAO or Returning Officer.

7) **FINANCIAL IMPLICATIONS**

At this time the budget for the 2016 Municipal Election has not been completed. Based on previous elections the cost is expected to be between $20,000 and $25,000. Council will be asked to approve the budget amount as part of the 2016/17 operating budget.

8) **REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**

Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) **COMMUNICATION REQUIREMENTS**

N/A

10) **ALTERNATIVES**

- That Council not approve the project charter
1. GOAL & DESCRIPTION

GOAL
To determine the voting method(s), voter engagement strategy, election management plan, candidate engagement strategy, and timelines for the 2016 Municipal Election for the Town of Wolfville.

DESCRIPTION
Mayors, Councillors and School Board members are elected on the same day for four year terms on the third Saturday in October – October 15, 2016. Council shall appoint a returning officer to oversee and direct the administrative conduct of the election, as well as provide direction on specific legislative requirements as outline in the Municipal Elections Act.

The Returning Officer appointed by Council may also be required to be the Returning Officer for Electoral District 10 in the Annapolis Valley Regional School Board or at the very least work closely with the Municipality of the County of King’s Returning Officer to identify the voters for that district.

2. ALIGNMENT TO COUNCIL’S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL’S STRATEGIC PLAN
Council’s Strategic Plan establishes five (5) strategic goals. The project will meet the strategic goals of Council by:

5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team
   • Ensuring a fair and transparent process for the election of the municipalities leadership.

3. GUIDING PRINCIPLES:
The guiding principles speak to how this project will proceed and our approach. Council, staff and others involved in this project will base actions on these principles:

   • The process will be transparent and abide by the regulations outlined in the Nova Scotia Municipal Elections Act.

4. SCOPE

OBJECTIVES
The objectives of the project are:

1. To determine if the Town will use e-voting, combination or e-voting and paper ballots, or just paper ballots.
2. To develop and implement an Election Management Plan (Project Charter) that identifies roles and responsibilities of staff, volunteers, etc., who the returning officer will be, development of voters list, polling clerks, etc.
3. To develop and implement a voter engagement strategy targeting key demographics (i.e. Acadia Students, young adults (non-students)).
4. To develop and implement a candidate engagement strategy.

**DELIVERABLES**

The deliverables for the project are:

1. Prepare an Request for Decision for e-voting *(COMPLETED RFD 054-2015)*
2. Appoint a Returning Officer
3. Identify the number of Polling Divisions for the Town
4. Prepare Preliminary and Final Voters List
5. Set Advance Poll Date
6. Voter engagement strategy
7. Candidate engagement strategy including candidate sessions “So you want to be a Councillor?”

**5. TIMELINES AND MILESTONES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Decision Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1, 2015</td>
<td>Decision on Voting Method</td>
<td>RFD 054-2015</td>
</tr>
<tr>
<td></td>
<td>Appointment of the Returning Officer</td>
<td>RFD 089B-2015</td>
</tr>
<tr>
<td></td>
<td>Delegate Authority</td>
<td>RFD 089C-2015</td>
</tr>
<tr>
<td>Jan. 12, 2016</td>
<td>Appoint Registrar of Voters (If deemed necessary)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approve the method of producing the preliminary list of electors</td>
<td>RFD 089D-2015</td>
</tr>
<tr>
<td></td>
<td>Report to Council on recommended polling divisions.</td>
<td>Information Report</td>
</tr>
<tr>
<td>Jan. – May 2016</td>
<td>Preparation of Election Communication and Engagement Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(for Voters and Candidates)</td>
<td></td>
</tr>
<tr>
<td>Mar. 31, 2016</td>
<td>Deadline for determining polling divisions.</td>
<td></td>
</tr>
<tr>
<td>April 15, 2016</td>
<td>Deadline to authorize the returning officer to choose one of the options in the <em>Municipal Elections Act</em> to produce the preliminary list of electors.</td>
<td>Dec. 15, 2015</td>
</tr>
<tr>
<td>May 1, 2016</td>
<td>Deadline to appoint a registrar of voters</td>
<td>Jan 12, 2016</td>
</tr>
<tr>
<td>May 3, 2016</td>
<td>Kick-Off Communication and Engagement Plan</td>
<td></td>
</tr>
<tr>
<td>May 3, 2016</td>
<td>Final List of Electors Date</td>
<td>RFD 089E-2015</td>
</tr>
<tr>
<td>July 31, 2016</td>
<td>Deadline for preparing a preliminary list of electors for each polling division</td>
<td></td>
</tr>
<tr>
<td>July/August</td>
<td>Recruit volunteers for Deputy Returning Officer and Polling Clerks</td>
<td></td>
</tr>
<tr>
<td>Aug. 1, 2016</td>
<td>Advertise when and where the revising officer will receive applications to amend the voter list</td>
<td></td>
</tr>
</tbody>
</table>
### 6. ASSUMPTIONS, CONSTRAINTS & RISKS

**ASSUMPTIONS**
- The Returning Officer will be appointed internally.
- The Returning Officer will be performing duties during work hours and as part of their 2016/17 work plan.

**CONSTRAINTS**
- The large portion of the Town’s Director of Corporate Services and their Administrative Assistant will be spent on the election.

### 7. BUDGET, RESOURCES & PROCUREMENT

**BUDGET**
Previous elections for the Town have cost between $20,000 and $25,000.

Costs associated with the election will include; agreement for use of provincial or federal voters list, printing of ballots, advertising, mail outs, deputy returning officers, polling clerks, and other election supplies.
RESOURCES
Project Lead: Director of Corporate Services

Internal:
- Corporate Services – returning officer and support staff
- Planning – provide assistance with preparation of voters list

External:
- Kings County Returning Officer – work closely with the Town’s Returning Officer for the School Board election.
- Chief Election Officer – provide advice when necessary to the Returning Officer

PROCUREMENT
All purchases required for the 2016 municipal election will be procured in accordance with the Town’s Procurement Policy 140-001.

8. ROLES & RESPONSIBILITIES

STAFF
- CAO will appoint an assistant returning officer if necessary and set a tariff of fees and expenses
- Director of Corporate Services will act as the returning officer
- Administrative Assistant – Corporate Services will provide support to the returning officer
- Planning Technician will provide assistance with the preparation of the voters

COUNCIL
- Provide direction and decisions when required in accordance with the Municipal Elections Act. Decisions of Council are outlined in the Timelines and Milestones section of the project charter.

9. COMMUNICATION & ENGAGEMENT
A communication and engagement strategy for both candidates and voters will be prepared in January/February and presented to Council prior to the kick off in May.

10. APPROVAL
Approved by Council on (month, day, year).

Appendix A – Returning Officer Calendar
Appendix A – Returning Officer Calendar

2016 Municipal Election
Returning Officer Calendar

References:
A. Nova Scotia. Department of Municipal Affairs – Municipal Elections
B. Nova Scotia Municipal Elections Act

- Mar
- Apr
- May
- Jun
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec

- Municipal Returning Officer Appointed
- Returning Officer sets polling divisions
- Council approves method or preparing the preliminary list of electors
- Registrar of Voters appointed (Optional)
- Enumeration commenced
- Kick-off Communication and Engagement Plan
- Consider booking polling stations
- Reunion Notification plans must be made (list to be final by Aug 31, 2016)
- Returning Officer to recommend to Council for completion of final list of electors no later than Aug 31, 2016
- Reunion of preliminary list of electors
- Have nomination package ready for prospective candidates
- Ads calling for nominations
- Recruit volunteers for Deputy RO and Polling Clerks
- Reunion of preliminary list of electors
- Proclamations, transfer certificates and certificates of eligibility
- Nominations by appointment
- Candidates may withdraw or change particulars
- Advance Polling (Optional and Mandatory)
- Returns of voting materials to DROs
- Last day to apply to void election/Last day for public examination
- Ballot boxes opened and contents disposed
- Declaration of Election and Oath or Affirmation of Office (if a recount is not required)
- Addition of votes at Returning Official HQ
- Candidates to file affidavit; return voters list or proof of deposit
- File Campaign disclosure forms with municipal clerk
SUMMARY

Appointment of the Returning Officer

The Municipal Elections Act is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Returning Officer is appointed by Council to conduct regular and special elections. If the returning officer is being appointed for the first time, the appointment must be completed before March 15th in a regular election year.

DRAFT MOTION:

That Council appoint Jennifer Boyd as the Returning Officer for the Town of Wolfville for the 2016 Municipal Election.
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
Section 4(1) of the Municipal Elections Act states “the council shall appoint a returning officer, who may be the clerk, another municipal employee or another person who is not a municipal employee, to conduct all regular and special elections required under this Act.”

3) STAFF RECOMMENDATION
That Council appoint Jennifer Boyd as the Returning Officer for the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS
• 2016 Municipal Election Project Charter
• Municipal Elections Act
• Municipal Elections Handbook

5) PURPOSE OF REPORT
To request Council appoint Jennifer Boyd as the Returning Officer for the Town of Wolfville.

6) DISCUSSION
The Municipal Elections Act is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. Section 4(1) of the Act requires Council to appoint a returning officer to conduct all regular and special elections required under the Act. The Act allows the returning officer to be an employee of the municipality.

The Town has appointed an employee of the municipality, at least the last three municipal elections, as the Returning Officer. The previous election the tasks were completed as part of the employee’s work plan for the given year. In a recent poll of other municipal units on the Association of Municipal Administrators Listserv, the majority of municipalities that responded appoint a non-municipal employee as the Returning Officer. However, it is important to note that only nine municipal units responded; seven hire returning officers, of whom two of those units appoint in-house Assistant Returning Officers and the other two appoint municipal employees.

Staff is requesting that Council appoint the Returning Officer at this time so that work can begin on the preparations for the 2016 Municipal Election. If Council decides they want to appoint a person who is not a municipal employee this will give sufficient time to advertise/recruit a returning officer prior to the March 15th deadline.

7) FINANCIAL IMPLICATIONS
The Returning Officer regular duties will be compensated as part of the Director of Corporate Services regular pay. A stipend for duties performed on election day may be considered as part of the tariff of
fees and covered in the 2016 municipal elections budget, which will be approved as part of the 2016/17 operating budget.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) COMMUNICATION REQUIREMENTS
N/A

10) ALTERNATIVES
- That Council decides to appoint a person who is not a municipal employee as the returning officer for the Town of Wolfville.
SUMMARY

Delegation of Authority

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer (CAO) to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint an assistant returning officer and set a tariff of fees for the election. Staff is also recommending that Council delegate authority to the Returning Officer to set the date of the first advance poll.

DRAFT MOTION:

That Council delegate the power to appoint an assistant returning officer, if applicable, to the Chief Administrative Officer.

That Council delegate the authority to make, revise and amend the tariff of fees and expenses to be paid to any person for their services and expenses under the *Municipal Elections Act* and may similarly revise and amend the tariff and provide for a method of rendering and verifying accounts for payment as part of the 2016 Municipal Election for the Town of Wolfville and Electoral District 10 for the Nova Scotia School Board Elections (if applicable).

That Council delegate authority to the Returning Officer to set the date of the first advance poll.
1) CAO COMMENTS  
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY  
The following sections of the Municipal Elections Act enable Council to delegate authority to the Chief Administrative Officer to perform specific powers:

**Appointment of Assistant Returning Officers**

Section 4(1C) The Council may delegate its powers of appointment pursuant to this Section to the clerk or Chief Administrative Officer.

**Fees and Tariffs**

Section 193(1A) The Council may delegate its authority to make, revise and amend the tariff of fees and expenses and approve for a method of rendering and verifying accounts for payment pursuant to subsection (1) to the clerk or Chief Administrative Officer.

The Act also enables Council to delegate authority to the Returning Officer:

**Advance Poll**

Section 114(4A) enables Council to delegate its authority to fix the first advance poll either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day.

3) STAFF RECOMMENDATION  
Staff recommends that Council delegate the power to appoint an assistant returning officer, if applicable, and the authority to make, revise and amend the tariff of fees and expenses incurred as part of the 2016 Municipal Election for the Town of Wolfville and Electoral District 10 for the Nova Scotia School Board Elections (if applicable). Staff also recommends that Council delegate authority to the Returning Officer to set the first advance poll date.

4) REFERENCES AND ATTACHMENTS

- 2016 Municipal Election Project Charter
- Municipal Elections Act
- Municipal Elections Handbook

5) PURPOSE OF REPORT

To request Council delegate authority to the Chief Administrative Officer to perform specific powers under the Municipal Elections Act for the 2016 Municipal Election for the Town of Wolfville and delegate authority to the Returning Officer to set the first advance poll date.
6) DISCUSSION

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint an assistant returning officer and set a tariff of fees for the election.

Appointment of an Assistant Returning Officer is not mandatory and not being requested by Council at this time. However, as Council and Staff identify the priorities for 2016/17 the time of the Returning Officer may be required on additional projects and therefore, appointing an Assistant Returning Officer to assist in carrying out required duties would be beneficial. Therefore, staff is requesting that the CAO be given the authority to appoint an Assistant Returning Officer is necessary.

A tariff of fees and expenses and the method of rendering and verifying accounts for payment is another power that can be delegated to the CAO. The items usually included in the tariff are stipends payable to the Returning Officer, Assistant Returning Officer, Deputy Returning Officers, Poll Clerks, or other election workers assisting the Returning Officer. This power also allows the CAO to authorize payment of services or expenses incurred but not covered in the tariff. In addition to a tariff of fees and expenses, the budget for the 2016 municipal election will be approve by Council as part of the 2016/17 operating budget and the Returning Officer will be responsible for managing the budget with direction from the CAO. Therefore, delegating the authority allows the CAO to approve expenditures, in accordance with the budget, and eliminates the need to receive approval of council for expenditures outside the tariff but within the overall budget.

Additionally, staff is also recommending that Council delegate its authority to the Returning Officer to set the first advance poll date. There are two advance poll dates for a regular election. Section 114(4) of the *Municipal Elections Act* states that an advance poll shall be held on (a) the Tuesday, the fourth day before ordinary polling day and (b) one other day fixed by council, by resolution, which shall be either Thursday the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day. Section 114(4A) of the Act enables Council to delegate its authority to fix a day pursuant to clause (4)(b) to the returning officer. Staff is recommending that council delegate its authority to the Returning Officer to set the first advance poll and remove the requirement to request council to choose a day and streamline the process.

7) FINANCIAL IMPLICATIONS

The tariff of fees and expenditures will be prepared and considered as part of the 2016 municipal elections budget, which will be approved as part of the 2016/17 operating budget.
8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) COMMUNICATION REQUIREMENTS
N/A

10) ALTERNATIVES
- That Council does not delegate authority to the CAO.
- That Council does not delegate authority to the returning officer.
SUMMARY

VENDING BY-LAW PROJECT CHARTER

For Council to consider a Project Charter that will guide the development of a Vending By-law.

DRAFT MOTION:

That Council approves the Project Charter to guide the development of a Vending By-law.
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
The Municipal Government Act enables municipalities to regulate vending within their jurisdiction.

3) REFERENCES AND ATTACHMENTS
   • Vending By-law Project Charter and Communications Checklist (attached)

4) PURPOSE OF REPORT
For Council to consider the Project Charter that will guide the development of a Vending By-law.

5) DISCUSSION
See Project Charter attached.

6) FINANCIAL IMPLICATIONS
N/A.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
See Project Charter attached.

8) COMMUNICATION REQUIREMENTS
See Project Charter attached.

9) ALTERNATIVES
   1. COTW forwards the Project Charter to Council to refer the Project Charter back to Staff with specific direction or questions for consideration.
   2. COTW forwards application to Council with a recommendation not to proceed with the development of a Vending By-law.
SUMMARY

POLICY MAKING & MANAGEMENT

To Council to consider the adoption of the Policy Making & Management Policy (110-007), superseding Policy No. 1221-01, in accordance with the requirements outlined in the Municipal Government Act (MGA).

DRAFT MOTION:

That Council adopts the Policy Making and Management Policy (110-007) for the Town of Wolfville.
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
Section 43(3) of the Municipal Government Act states that “council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.”

3) STAFF RECOMMENDATION
Staff recommends the supersession of Policy 1221-01 with the Policy Making & Management Policy No. 110-007 for the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS
- Municipal Government Act (MGA)
- Policy Making & Management Policy No. 110-007 (attached)

5) PURPOSE OF REPORT
The purpose of the Policy Making & Management Policy is to establish effective Council direction for future Policy development and management.

6) DISCUSSION
Amendments to this Policy from the 1996 Policy are highlighted in yellow in the attached Policy. Aside from updating the Policy to the new Wolfville Policy Template, the amendments take the original Policy from one of being strictly a ‘Policy Making’ Policy to one of ‘Policy Making & Management’. The other key change is the inclusion of Appendix A which provides a new numbering format for all Policies of the Town of Wolfville.

Policies will be developed on important issues and will be approved by a majority of Council members. While the staff, public, and advisory committees may provide input on the nature and text of the policy, Council will retain authority to approve policies.

Policies can be considered ‘living’ or ‘fluid’ documents, as they can change quite often in response to new issues, circumstances, needs or concepts. All policies, as well as the committee and actions that result from them, must be consistent with all Bylaws.

The Policy ‘Owner’ is responsible for conducting a comprehensive review of their policies at a minimum of every 4 years.

7) FINANCIAL IMPLICATIONS
Not applicable
8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) COMMUNICATION REQUIREMENTS

Once adopted, the Town of Wolfville’s Policy Making and Management Policy will be promulgated to all Town Staff via MangoApps, and the Policy will be retained on file within the Town of Wolfville’s electronic document management system, Laserfiche.

The new Policy will be communicated to the Public via posting to the Town of Wolfville website.

10) ALTERNATIVES

N/A
Policy Making & Management

Policy No. 110-007
Supersedes Policy No. 1221-01

Effective Date
1996-01-15
Amended: 2015-12-15

1.0 Purpose
To indicate Council’s desire to develop policies on any matter that it considers conducive to the effective management.

2.0 Scope
This Policy covers all policies developed for the Town of Wolfville. Its provisions extend to all staff involved in the development and management of policies for the Town of Wolfville.

3.0 References
3.1 Nova Scotia Municipal Government Act (MGA)
3.2 Town of Wolfville Bylaws

4.0 Definitions
4.1 Policy is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.

4.2 Procedure is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.

5.0 Policy
5.1 Council has a broad mandate of providing services to its residents. In order to accomplish that in a cost effective way, Council will develop policies which help to achieve the Council’s goals and objectives.

5.2 Policies will be developed on important issues and will be approved by a majority of Council members.

5.3 While the staff, public, and advisory committees may provide input on the nature and text of the policy, Council will retain authority to approve policies. The Town of Wolfville Policy numbering system is outlined at Appendix A.
5.4 Policies can be considered ‘living’ or ‘fluid’ documents, as they can change quite often in response to new issues, circumstances, needs or concepts.

5.5 All policies, as well as the committee and actions that result from them, must be consistent with all Bylaws of the Town, Municipal Government Act, and other Acts of Legislature.

5.6 **Functions of Policy**

5.6.1 They reflect the ideology and values of the Town of Wolfville;

5.6.2 They are the principles that guide action;

5.6.3 They are planning tools for goal setting and service delivery;

5.6.4 They provide the terms of reference for setting program priorities and guiding program development;

5.6.5 They house the rules and regulations and provide guidance for routine, unique and controversial decisions;

5.6.6 They provide the justification for and sanctioning of resource allocations (e.g., budget, staff time); and

5.6.7 They provide a tool to assist in evaluating progress and in providing accountability to constituents, funding agencies, etc.

5.7 **Management Responsibility**

The Policy ‘Owner’ is responsible for conducting a comprehensive review of their policies at a minimum of every 4 years. The purpose of the review is to determine:

5.7.1 If the policy is still necessary and accurate;

5.7.2 If the policy should be combined with another policy or if it should be repealed;

5.7.3 If the policy is up to date with current laws and regulations; and

5.7.4 If changes are required to improve the effectiveness or clarity of the policy.

5.8 **General Provision**

A policy for the Town of Wolfville is not to be considered an official policy of the Town unless it has been approved by a motion of Council.
5.9 Policy Review
This policy will be reviewed every four years from effective/amended date.

Appendices:
- Appendix A – Policy Numbering System
Appendix A – Policy Numbering System

<table>
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<th>Code</th>
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Policies are numbered 001-799
SUMMARY

Emergency Manager Coordinator Appointment

To Council to consider the retention of Dan Stovel as the Emergency Management Coordinator for the Town of Wolfville

DRAFT MOTION:

That Council approve the retention of Dan Stovel (no specified term) as the Emergency Management Coordinator for the Town of Wolfville as required by Town of Wolfville Emergency Measures Bylaw 57.
1) **CAO COMMENTS**
The CAO fully supports the retention of Dan Stovel as the Emergency Management Coordinator for the Town of Wolfville.

2) **LEGISLATIVE AUTHORITY**
Nova Scotia Emergency Measures Act

3) **STAFF RECOMMENDATION**
Staff recommends that Council retain Dan Stovel as the Emergency Management Coordinator for the Town of Wolfville.

4) **REFERENCES AND ATTACHMENTS**
   - Town of Wolfville Emergency Measures Bylaw 57.
   - RFD 065-2014 Emergency Measures Coordinator (EMC) Appointment

5) **PURPOSE OF REPORT**
This report is meant support the retention of Dan Stovel as the Emergency Management Coordinator (EMC) for the Town of Wolfville due to the fact that RFD 065-2014 appointed him as EMC for a period of only one year. The term of the EMC’s appointment terminated on November 12, 2015, although Dan Stovel continues to serve in this role pending a re-appointment by Council.

6) **DISCUSSION**
The Town of Wolfville’s Emergency Management Plan is currently being reviewed to ensure that the Town is in compliance with the municipal requirements of the provincial Emergency Measures Act, as well as the Town’s own bylaws.

Under the Emergency Measures Bylaw 57, the role of the Emergency Management Coordinator is to:

a) Chair the Emergency Management Planning Committee;
b) Co-ordinate and prepare emergency Management plans;
c) Following a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the Town; and
d) Perform such other duties as may be required by Council.

The appointment of the Emergency Management Coordinator is considered the first step in a formal review of the Town’s Emergency Management plans and bylaws.
7) **FINANCIAL IMPLICATIONS**
   Based on past annual expenses for this volunteer position, the annual budget is estimated at $5,000.

8) **REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**
   Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team. The recommendations contained within this report are reflective of the requirements of each committee terms of reference and associated bylaws and policies.

9) **COMMUNICATION REQUIREMENTS**
   Not applicable

10) **ALTERNATIVES**
   Council may decide to appoint another Emergency Management Coordinator subject to volunteers coming forward to accept the position.