



# Committee of the Whole

Tuesday, September 4, 2018

8:30 a.m.

Council Chambers, Town Hall  
359 Main Street

## Agenda

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### Call to Order

- 1. Approval of Agenda**
- 2. Approval of Minutes:**
  - a. Committee of the Whole Minutes, July 3, 2018
  - b. In-Camera Minutes of Committee of the Whole, July 3, 2018
- 3. Presentations:**
  - a. KTA Budget Presentation - KTA General Manager
- 4. Public Input/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.
- 5. Committee Reports (Internal)**
  - a. RFD 045-2018: REMO Comfort Centres and Emergency Shelters Policy
  - b. Heritage Advisory Committee  
RFD-054 Tattingstone Inn
  - c. Planning Advisory Committee



RFD-056 Lot PM1

RFD-055 Danji Building (Elm Avenue)

d. Accessibility Advisory Committee

**6. Staff Reports for Discussion**

- a. MPS Discussion – Review and Update
- b. RFD 059-2018: Crosswalk Safety Flags
- c. RFD 057-2018: Annual Operating Line of Credit

**7. CAO Report**

**8. Committee Reports (External)**

- a. Valley Waste Resource Management (VWRM)  
RFD 058-2018: Loan Guarantee
- b. Kings Transit Authority (KTA)
- c. Annapolis Valley Trails Coalition (AVTC)
- d. Diversity Kings County (DKC)

**9. Public Input/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.

**10. Adjournment to In Camera Meeting under *section 22(2)(e) of the Municipal Government Act.***

- a. Partnership Agreement, Acadia University
- b. Valley Waste

**11. Adjournment of In Camera**



**12. Regular Meeting Reconvened**

**13. Regular Meeting Adjourned**

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**APPROVAL OF AGENDA**

Moved

Seconded

That the agenda be approved as circulated and/or amended.

**APPROVAL OF MINUTES**

**a. July 3, 2018 Committee of the Whole Meeting**

Moved

Seconded

That the minutes of July 3, 2018 Committee of the Whole meeting be approved as circulated and/or amended.

**b. July 3, 2018 In-Camera Committee of the Whole Meeting**

Moved

Seconded

That the in-camera minutes of July 3, 2018 Committee of the Whole meeting be approved as circulated and/or amended.

**STAFF REPORTS FOR DISCUSSION**

**a. RFD 045-2018: Kings REMO Comfort Centres – Emergency Shelters Policy**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:  
That Council approve the Kings REMO Comfort Centres/Emergency Shelters Policy 230-001.

**b. RFD 054-2018: Tattingstone Inn**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:  
That Council approve the proposed substantial alterations to expand the entryway and create a porch at 620 Main Street, as outlined in Attachment 1.

**c. RFD 056-2018: Lot PM-1 Main Street**

Moved

Seconded

That Committee of the Whole forward the attached Draft Development Agreement at Lot PM-1 Main Street to public hearing.

**d. RFD 055-2018: Danji Lot on Elm**

Moved

Seconded



That Committee of the Whole forward the attached Draft Development Agreement at 8 Elm Avenue to public hearing.

**e. RFD 059-2018: Crosswalk Flags**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council adopt the staff recommendation to not install orange crosswalk flags or yellow-green crosswalk signs in the Town of Wolfville until ongoing Transportation Association of Canada (TAC) and Halifax Regional Municipality (HRM) studies are completed and the results made available and that the four existing crosswalk locations identified be reviewed to ensure they are signed and marked appropriately, and street lighting is adequate. Prior to repainting crosswalks in the spring, staff will review locations to ensure the crosswalks on Main Street are located and marked appropriately.

**f. RFD 057-2018: Annual Operating Line of Credit**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2018 to September 30, 2019:

- |   |   |
|---|---|
| 1. Town Operating Fund, bank account          | \$400,000 maximum credit                        |
| 2. Water Utility Operating Fund, bank account | \$150,000 maximum credit                        |
| 3. Corporate Credit Cards                     | \$50,000 maximum credit<br>(all cards combined) |

**g. RFD 058-2018 VWRM Borrowing Guarantees**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: ***Without prejudice to the future negotiation of the withdrawal of Annapolis County from the Valley Waste Management Authority***, Council guarantees the 2018 VWRM Spring Debenture, in the amount of \$586,335, with the Wolfville Share being 8.26% or \$48,431, as outlined in the percentage cost sharing table provided in the VWRM correspondence of August 22, 2018.



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Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

That Council guarantee the VWRM Operating Line of Credit with CIBC, in the amount of \$1,000,000, with the Wolfville Share being 8.26% or \$82,600, as outlined in the percentage cost sharing table provided in the VWRM correspondence of August 22, 2018.

#### **ADJOURNMENT TO IN-CAMERA**

Moved

Seconded

That Council move to an in-camera meeting under section 22(2)(e) *the Municipal Government Act for Contract Negotiations*.

#### **ADJOURNMENT**

Moved

Seconded

That the in-camera and regular Committee of the Whole meeting be adjourned.

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#### ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Wendy Donovan
- Councillor Mercedes Brian
- Councillor Wendy Elliott
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Jean-Luc Prevost

#### ALSO ATTENDING

- Director Finance Mike MacLean
- Director Public Works & Parks Kevin Kerr
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates
- Compliance Officer Blair MacMurtery
- Community Planner Jeremy Banks, and
- Interested members of the public

#### ABSENT WITH REGRETS

- Councillor Carl Oldham
- Councillor Jodi MacKay

#### CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:30 am

#### Agenda Item

#### Discussion and Decisions

- |  |   |                |
|--|---|----------------|
| <b>1. Approval of Agenda</b>                 | <b>01-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED</b>   | <b>CARRIED</b> |
| <b>2. Approval of Minutes</b>                | <b>02-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 5, 2018 BE APPROVED AS CIRCULATED</b>                  | <b>CARRIED</b> |
| <b>a. June 5, 2018</b>                       |   |                |
| <b>3. Public Input / Question Period</b>     | <ul style="list-style-type: none"><li>• There were no questions from the public.</li></ul>  |                |
| <b>4. Presentation<br/>REMO – Dan Stovel</b> | <ul style="list-style-type: none"><li>• Dan Stovel, of the Regional Emergency Management Operation gave a presentation on the REMO work plan for 2018-2020.</li></ul> |                |

**Agenda Item**

**Discussion and Decisions**

**5. Committee Reports (Internal)**

- a. **RCMP Advisory Board**  
**Councillor Donovan**
- Joan Boutilier's resignation was announced by the Chair, Councillor Oldham. This will be the last meeting Joan serves on the Committee.
  - Compliance Officer Blair MacMurtery gave an update about the legalization on Cannabis, noting it likely will not be legal until September.
  - The board discussed options to consider a bylaw that would prohibit all smoking of all substances within public property or just follow provincial legislation.
- b. **Town & Gown Committee**  
**Councillor Proudfoot**
- George Philips was introduced and welcomed to the committee. He is the current ASU President.
  - The CAO provided an update on the Alcohol Strategy Workplan
  - The CAO then provided an update on the Partnership Agreement with the University.
- c. **Planning Advisory Committee**  
**Councillor Oldham**
- The Woodman's Land proposal was discussed. The current proposal is for a 74 unit building with parking and accessible, low cost units..
  - Staff informed the Committee that a full draft of the MPS will be coming forward at the July meeting for a high-level review.
- d. **Accessibility Advisory Committee**  
**Councillor Proudfoot**
- The first meeting was held on June 11, 2018. Agneiska Hayes was appointed as chair of the committee and Birgit Ellsner was appointed Vice Chair.
  - Staff presented a draft work plan and timelines for developing the Accessibility Plan and it was approved by the Committee.

**5. Staff Reports for Discussion**

- a. **RFD 048-2018**  
**Woodman's Grove**
- 03-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE DRAFT AMENDING DEVELOPMENT AGREEMENT FOR WOODMANS LAND'S AND FORWARD IT TO A PUBLIC HEARING BEFORE SECOND READING AT COUNCIL.**

**CARRIED**

**04-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL CONFIRM THE OAK AVENUE / WICKWIRE LANE PARCEL (PID 55469407) BE DEDICATED AS PARK OR OPEN SPACE WITHIN THE FUTURE MUNICIPAL PLANNING STRATEGY.**

**CARRIED**

**Agenda Item**

**Discussion and Decisions**

Town Planner, Jeremy Banks, gave a brief presentation about the proposed Woodman's Lands development. The Woodman's Land proposal includes provisions for limited commercial uses on the ground floor of the building, sustainable design features, common spaces, accessibility features and amenities for residents as well as a 1:1 parking plan that would afford one parking stall for each unit. The developer has agreed to maintain 60 of the 74 units as affordable housing for the next 15 years, which means that the rental rates, and rental clients, will be determined as required through a partnership with Housing Nova Scotia.

**b. IR: Traffic Light Discussion**

**05-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DEFFER DESIGNATION OF THE TRAFFIC LIGHT TO THE END OF THE 10 YEAR PLAN.**

**CARRIED**

The project is scheduled for next year (2019) in the 10-year capital improvement plan. The project will maintain the overall level of service of the intersection at an estimated cost of \$200,000 and result in the loss of 12 on street parking spaces.

**c. RFD 047-2018 Library Action Plan**

**06-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THAT COUNCIL ENDORSE THE ATTACHED WOLFVILLE PUBLIC LIBRARY – "PROPOSED PLAN OF ACTION" TO MOVE FORWARD WITH THE PLANNING AND DEVELOPMENT OF AN ENHANCED LIBRARY SPACE IN THE TOWN.**

**CARRIED**

The Annapolis Valley Regional Library (AVRL) has prepared a Move Forward 'Action Plan' for discussion with the Town. Staff has met with the AVRL and support moving forward with the approach.

*Mayor Cantwell called a 5 minute break at 10:06 am.*

*The Meeting resumed at 10:14 am.*

**d. RFD 044-2018 Fire Area Rate**

**07-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE SET THE FIRE PROTECTION AREA RATE AT 5.6 CENTS PER HUNDRED DOLLARS OF ASSESSMENT IN ORDER TO RECOVER**

**Agenda Item**

**Discussion and Decisions**

**ESTIMATED FIRE PROTECTION (HYDRANT) CHARGES OF \$372,467 AND THAT THE AREA RATE BE REFLECTED ON THE FINAL 2018/19 TAX BILLS, SUBJECT TO THE SAME DUE DATES AND ARREARS INTEREST AS ALL OTHER AMOUNTS ON THE TAX BILLS.**

**CARRIED**

The amount of the hydrant service charge determined by the Water Utility is tied to an approved NSUARB formula that takes into account most recent fiscal year financial results. For this reason, the rate is not approved earlier in the year with the full budget, but comes to Council after the draft year end results are prepared.

**e. RFD 046-2018  
Landmark East One  
Time Capital Grant**

**08-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE A ONE-TIME GRANT OF \$50,000 TO LANDMARK EAST FUNDED FROM THE TOWN OPERATING RESERVE FUND.**

**CARRIED**

In January 2017 Landmark East School formally approached the Town for a capital grant contribution toward their planned facility expansion. Since their presentation at the January 2017 Committee of the Whole Meeting (COW), there have been a number of staff reports and additional presentations provided to Town Council. Council identified the amount of \$50,000 for the one-time capital grant during the 2018/19 budget process.

**f. RFD 038-2018  
Repeal of the  
Protection from  
Second Hand Smoke  
Bylaw**

**09-07-18 THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL GIVE FIRST READING TO "REPEAL OF BYLAWS AND REGULATIONS CH 101"**

**CARRIED**

The amendments to the *Smoke-free Places Act* of Nova Scotia are strong enough to replace the Town's current Protection from Second Hand Smoke Bylaw and enforcement would be the responsibility of the RCMP and Provincial Inspectors, which on consultation is preferred by the RCMP.

**6. CAO Report**

- The report was attached as a regular Agenda Package item.

*Mayor Cantwell left the meeting at 10:55 AM*

Agenda Item	Discussion and Decisions
<b>7. Committee Reports (External)</b>	
<b>a. Annapolis Valley Trails Coalition (AVTC) Councillor MacKay</b>	<ul style="list-style-type: none"><li>• The board has established its own financial entity and has hired an Accountant.</li><li>• Funding was received for Trail Opening celebrations/ceremonies.</li></ul>
<b>b. <u>Wolfville Business Development Corporation</u> (WBDC) Councillor Donovan</b>	<ul style="list-style-type: none"><li>• Financial statements were presented by Grant Thornton</li><li>• Grant Thornton reappointed as auditor for 2018-2019</li><li>• Tim Hergett reinstatement as legal counsel for 2018-2019</li><li>• Election of Officers and Directors at Large – two seats open Lynda MacDonald and Jill Delaney unanimously approved by all members present</li></ul>
<b>c. Diversity Kings County (DKC) Councillor Proudfoot</b>	<ul style="list-style-type: none"><li>• The name of the committee has been officially changed to Diversity Kings Co.</li><li>• Brittany Mastroianni was hired as the Diversity and Outreach Specialist.</li><li>• The committee continues to discuss important dates and how milestones can be commemorated.</li></ul>
<b>8. Adjournment to In-Camera</b>	<p><b>10-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN TO AN IN-CAMERA MEETING AT 10:58 AM UNDER SECTION 22(2)(G) OF THE MUNICIPAL GOVERNMENT ACT - CONTRACTUAL – PARTNERSHIP AGREEMENT WITH ACADIA UNIVERSITY</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p><i>Mayor Cantwell Returned to the meeting at 10:59 AM</i></p>
<b>9. Adjournment of In-Camera and regular meeting</b>	<p><b>11-07-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA AND REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 11:23 AM</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

Approved by Committee of the Whole Motion 02-09-18, September 4, 2018  
As recorded by Jean-Luc Prevost, AA Corporate Services



# **Kings Transit Authority**

## **2018/19 Operating and Capital Budgets - Core**

Council Presentation



# Kings Transit Authority

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## **VISION**

To provide expanded and integrated transportation connectivity for the people and communities in the Annapolis Valley towards a more sustainable future.

## **MISSION**

To provide safe, effective, customer-focused public transportation solutions that link communities, businesses, and lifestyles.

# Facts of Interest

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- 36,450 hours of public transit service annually
- 347,229 passengers transported (FY 2017/18)
- 13 conventional buses
- 6 routes
- 13 Full Time Operators, 17 Spare Operators providing public transit across three counties
- 2 Full Time Mechanics
- 5 Office Staff

# Service Areas

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## **Transit Operations**

Responsible for the operation of a conventional fixed-route public bus transit service serving designated areas in Kings, Annapolis and Digby counties.

## **Bus Maintenance**

Responsible for the maintenance, repair, servicing, and cleaning of transit buses. Undertakes bus procurement, preparation for service, asset management and disposal. Responsible to set strategic direction for technological needs, keeping technology up-to-date and maintained.

## **Planning & Scheduling**

Responsible for planning service changes, new transit services, and improvements in route scheduling. Undertakes strategic and capital planning, and acquires new assets and infrastructure.

# Service Areas

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## **General Management and Accounting**

Reporting to the Board of Directors, responsible for leadership and direction of the transit operation, community relations and engagement, and the provision and administration of customer service. Responsible for general accounting services and financial reporting.

## **Human Resources**

Responsible for hiring, training, supervising and developing bus operators and administrative staff. We plan and monitor a safe and healthy workplace for all transit staff, our tenant Maritime Bus and our visiting business partners.

# 2018/19 Planned Initiatives

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- Strategic Plan
  - Phase One – Strengthen Foundation of Current Service, Improve Intermodal Connectivity, Solidify Funding Base
    - Focus on Increasing Ridership
      - Service Reliability
      - Frequency
      - Connectivity
      - Leadership and Engagement
    - Phase Two – Potential Service Expansions
- Fare Review
- Asset Management Plan

# Operating Budget 2018/19 – Key Points

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- Total Operating Budget for the Core = \$1,795,832
  - Total Revenues are projected to increase by 10.51%
    - Service Partner Management Fees increase by 41.6%
    - Core Municipal Contributions increase by 18.16%
  - Total Expenditures projected to increase by 10.51%
    - Wages and Benefits
    - Bus Maintenance – Aging Fleet

# Operating Budget 2018/19 – Revenue

Revenue from Own Sources	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec
4001 Fares	\$618,500	\$593,264	\$25,236	\$600,000	-2.99%
4100 Advertising	\$27,000	\$24,636	\$2,364	\$34,800	28.89%
4115 Maritime Bus	\$7,200	\$7,216	-\$16	\$7,600	5.56%
4004 Miscellaneous Revenue	\$1,500	\$1,280	\$220	\$4,026	168.40%
4010 Insurance Claim	\$0	\$1,333	-\$1,333	\$0	N/A
4300 Interest Revenue	\$1,500	\$4,857	-\$3,357	\$0	-100.00%
<b>Total Revenue from Own Sources</b>	<b>\$655,700</b>	<b>\$632,586</b>	<b>\$23,114</b>	<b>\$646,426</b>	<b>-1.41%</b>
<b>Sales of Services</b>					
4125 Management Fees	\$96,400	\$97,856	-\$1,456	\$136,652	41.76%
4120 Bus Rentals	\$8,000	\$695	\$7,305	\$1,000	-87.50%
4405 Mechanic Revenue	\$47,124	\$61,490	-\$14,366	\$60,000	27.32%
<b>Total Sales of Services</b>	<b>\$151,524</b>	<b>\$160,041</b>	<b>-\$8,517</b>	<b>\$197,652</b>	<b>30.44%</b>
<b>Sub total of own sources and service</b>	<b>\$807,224</b>	<b>\$792,627</b>	<b>\$14,597</b>	<b>\$844,078</b>	<b>4.57%</b>
<b>Conditional Transfers</b>					
4210 Mun. Contribution - Operating	\$737,774	\$737,390	\$384	\$871,754	18.16%
4205 Mun. Contribution - Capital	\$80,000	\$80,000	\$0	\$80,000	0.00%
Transfer from Reserves	\$0		\$0		0.00%
<b>Total Conditional Transfers</b>	<b>\$817,774</b>	<b>\$817,390</b>	<b>\$384</b>	<b>\$951,754</b>	<b>16.38%</b>
<b>Total Revenues</b>	<b>\$1,624,998</b>	<b>\$1,610,017</b>	<b>\$14,981</b>	<b>\$1,795,832</b>	<b>10.51%</b>

# Operating Budget 2018/19 – Admin Expenses

Administrative Expenses	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec
5640 Wages	\$107,640	\$130,295	-\$22,655	\$148,245	-37.72%
5520 Benefits	\$18,200	\$20,059	-\$1,859	\$28,069	-54.23%
5482 Professional Services	\$3,800	\$5,939	-\$2,139	\$35,600	-836.84%
5380 Travel	\$3,500	\$4,275	-\$775	\$500	85.71%
5483 Development & Training	\$5,200	\$2,694	\$2,506	\$1,000	80.77%
5170 CUTA Registration	\$2,900	\$3,087	-\$187	\$2,960	-2.07%
5440 Communications	\$9,300	\$7,073	\$2,227	\$4,320	53.55%
5441 Answering Service	\$2,700	\$2,657	\$43	\$2,544	5.78%
5370 Meeting Expenses	\$2,000	\$915	\$1,085	\$1,500	25.00%
5080 Advertising Exp.	\$7,400	\$10,116	-\$2,716	\$6,000	18.92%
5400 Office Supplies	\$7,500	\$8,983	-\$1,483	\$5,000	33.33%
5401 Printing	\$9,500	\$8,514	\$986	\$8,000	15.79%
5470 Contracted Financial Services	\$31,549	\$6,810	\$24,739	\$0	100.00%
5120 Bank Charges	\$6,200	\$15,519	-\$9,319	\$7,800	-25.81%
5320 Legal and Audit	\$15,500	\$32,485	-\$16,985	\$19,500	-25.81%
5360 Miscellaneous Expenses	\$0	\$1,370	-\$1,370		0.00%
5280 Insurance	\$56,214	\$56,278	-\$64	\$42,672	24.09%
5402 IT Services	\$2,700	\$6,013	-\$3,313	\$2,760	-2.22%
<b>Total Administration Expenses</b>	<b>\$291,803</b>	<b>\$323,082</b>	<b>-\$31,279</b>	<b>\$316,470</b>	<b>-8.45%</b>



# Operating Budget 2018/19 – Facility Expenses

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Facility Expenses	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec
5425 Repair & Maintenance	\$14,600	\$18,498	-\$3,898	\$14,600	0.00%
5630 Cleaning	\$7,900	\$7,900	\$0	\$4,800	39.24%
5625 Power	\$12,000	\$13,024	-\$1,024	\$12,000	0.00%
5620 Heat	\$6,600	\$6,231	\$369	\$7,500	-13.64%
5622 Snow/Ice Clearing	\$8,000	\$7,211	\$789	\$8,000	0.00%
<b>Total Facility Expenses</b>	<b>\$49,100</b>	<b>\$52,864</b>	<b>-\$3,764</b>	<b>\$46,900</b>	<b>4.48%</b>

# Operating Budget 2018/19 – Operational Expenses

Operational Expenses	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec
5640 Wages Drivers/Mechanic	\$656,495	\$786,627	-\$130,132	\$683,822	-4.16%
5520 Benefits	\$104,500	\$82,915	\$21,585	\$123,789	-18.46%
Bank Sick Time	\$0	\$0	\$0	\$24,000	N/A
5483 Development & Training	\$2,700	\$752	\$1,948	\$3,000	-11.11%
5175 Fees & Registrations	\$1,300	\$1,301	-\$1	\$265	79.63%
5440 Communications (Bus WiFi)	\$5,800	\$4,821	\$979	\$7,800	-34.48%
5442 Radios	\$3,400	\$2,832	\$568	\$8,610	-153.24%
5482 Professional Services	\$2,800	\$1,214	\$1,586	\$3,000	-7.14%
5602 Tools	\$2,000	\$2,175	-\$175	\$1,500	25.00%
5600 Repair Maintenance Buses	\$130,500	\$178,375	-\$47,875	\$170,000	-30.27%
5610 Fuel	\$244,500	\$229,554	\$14,946	\$250,750	-2.56%
Double Map Annual Fee	\$0	\$0	\$0	\$11,980	N/A
5285 Permits	\$5,500	\$5,501	-\$1	\$4,122	25.05%
5630 Cleaning Buses	\$31,500	\$33,897	-\$2,397	\$39,624	-25.79%
5410 Signage Buses	\$1,500	\$607	\$893	\$1,500	0.00%
5330 Uniforms drivers	\$5,100	\$3,187	\$1,913	\$3,500	31.37%
5165 Commission on Sales	\$3,500	\$4,881	-\$1,381	\$12,200	-248.57%
5484 Health and Safety	\$0	\$3,694	-\$3,694		N/A
5486 Employee Awards	\$3,000	\$1,490	\$1,510	\$3,000	0.00%
<b>Total Operational Expenses</b>	<b>\$1,204,095</b>	<b>\$1,343,823</b>	<b>-\$139,728</b>	<b>\$1,352,462</b>	<b>-12.32%</b>

# Capital Budget 2018/19 – Key Points

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- Based on a several assumptions
  - Continuity of annual provincial grants
  - Continuity of annual municipal grants
  - Federal support for Fleet and System upgrades
  
- Aging Fleet
  - Numerous units have reached the point of economic replacement
  - Plans of Service Partners have not been finalized
  - Capital replacement plan based on economic service life

# Capital Budget – 2018/19

Funding	2019	2020	2021	2022	2023	2024	2025
Federal - PTIF			1,050,000.00		1,650,000.00		1,250,000.00
Provincial - PTAP							
Core Reserve	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00
Annapolis Reserve	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00
Digby Reserve	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00
Municipal							
Core	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
<b>Total funding</b>	<b>455,000.00</b>	<b>455,000.00</b>	<b>1,505,000.00</b>	<b>455,000.00</b>	<b>2,105,000.00</b>	<b>455,000.00</b>	<b>1,705,000.00</b>
<b>Capital purchases</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Buses			2,100,000.00		3,300,000.00		2,500,000.00
Equipment	150,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Buildings	50,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<b>Total purchases</b>	<b>200,000.00</b>	<b>50,000.00</b>	<b>2,150,000.00</b>	<b>50,000.00</b>	<b>3,350,000.00</b>	<b>50,000.00</b>	<b>2,550,000.00</b>
<b>Opening capital account</b>		673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
Opening Balance - Core	113,306.00						
Opening Balance - Annapolis	248,641.00						
Opening Balance - Digby	56,824.00						
	418,771.00	673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
<b>Ending capital account</b>	<b>673,771.00</b>	<b>1,078,771.00</b>	<b>433,771.00</b>	<b>838,771.00</b>	<b>(811,229.00)</b>	<b>(406,229.00)</b>	<b>(1,656,229.00)</b>
<b>Additional financing required</b>	-	-	-	-	811,229.00	406,229.00	1,656,229.00

# Pressures and Risks

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## Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

## Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors
- Capital Grants – budgets assume continuity of current levels of federal and provincial funding support

# Questions



## Kings Transit Authority

### 2018/19 Operating and Capital Budgets – Core

#### Operating Budget Summary

- Total Operating Budget for the Core = \$1,795,832
- Approved by the Board of Directors on August 27<sup>th</sup>, 2018
  - Total Revenues are projected to increase by 10.51%
    - Service Partner Management Fees increase by 41.6%
    - Core Municipal Contributions increase by 18.16%
  - Total Expenditures projected to increase by 10.51%
    - Wages and Benefits
    - Professional Services
    - Bus Maintenance – Aging Fleet

#### Capital Budget Summary

- Based on a several assumptions
  - Continuity of annual provincial grants
  - Continuity of annual municipal grants
  - Federal support for Fleet and System upgrades
- Aging Fleet
  - Numerous units have reached the point of economic replacement
  - Plans of Service Partners have not been finalized
  - Capital replacement plan based on economic service life

#### Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

#### Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors
- Capital Grants – budgets assume continuity of current levels of federal and provincial funding support
- Management Churn



Kings Transit Authority - 2018/19 Operating Budget

Revenues

Revenue From Own Sources	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec	Comments
4001 Fares	\$618,500	\$593,264	\$25,236	\$600,000	-2.99%	Fare Review is planned as part of a Strategic Review Based on Contract (\$2900 per month) Rent increase to \$650 effective 1 Aug 18
4100 Advertising	\$27,000	\$24,636	\$2,364	\$34,800	28.89%	
4115 Maritime Bus	\$7,200	\$7,216	-\$16	\$7,600	5.56%	
4004 Miscellaneous Revenue	\$1,500	\$1,280	\$220	\$4,026	168.40%	
4010 Insurance Claim	\$0	\$1,333	-\$1,333	\$0	N/A	Sale of surplus pickup track (\$526), sale of surplus buses (\$3500)
4300 Interest Revenue	\$1,500	\$4,857	-\$3,357	\$0	-100.00%	
<b>Total Revenue from Own Sources</b>	<b>\$655,700</b>	<b>\$632,586</b>	<b>\$23,114</b>	<b>\$646,426</b>	<b>-1.41%</b>	

Sales of Services

4125 Management Fees	\$96,400	\$97,856	-\$1,456	\$136,652	41.76%	Annapolis 25.6%, Digby 7.8% of shareable expenses Rentals to commercial enterprises and Annapolis/Digby counties when their buses cannot be put into service.
4120 Bus Rentals	\$8,000	\$695	\$7,305	\$1,000	-87.50%	
4405 Mechanic Revenue	\$47,124	\$61,490	-\$14,366	\$60,000	27.32%	As charged out to Annapolis and Digby counties
<b>Total Sales of Services</b>	<b>\$151,524</b>	<b>\$160,041</b>	<b>-\$8,517</b>	<b>\$197,652</b>	<b>30.44%</b>	
<b>Sub total of own sources and service</b>	<b>\$807,224</b>	<b>\$792,627</b>	<b>\$14,597</b>	<b>\$844,078</b>	<b>4.57%</b>	

Conditional Transfers

4210 Mun. Contribution - Operating	\$737,774	\$737,390	\$384	\$871,754	18.16%	See attached Fiscal Impact summary
4205 Mun. Contribution - Capital	\$80,000	\$80,000	\$0	\$80,000	0.00%	See attached Fiscal Impact summary
Transfer from Reserves	\$0	\$0	\$0	\$0	0.00%	
<b>Total Conditional Transfers</b>	<b>\$817,774</b>	<b>\$817,390</b>	<b>\$384</b>	<b>\$951,754</b>	<b>16.38%</b>	
<b>Total Revenues</b>	<b>\$1,624,998</b>	<b>\$1,610,017</b>	<b>\$14,981</b>	<b>\$1,795,832</b>	<b>10.51%</b>	

Expenses

<b>Administration</b>						
5640 Wages	\$107,640	\$130,295	-\$22,655	\$148,245	-37.72%	General Manager, Accounting Clerk, Customer Service Coordinator RRSP, WCB, Medical etc., EI, CPP
5520 Benefits	\$18,200	\$20,059	-\$1,859	\$28,069	-54.23%	
5482 Professional Services	\$3,800	\$5,939	-\$2,139	\$35,600	-836.84%	
						Contract General Managers



**Kings Transit Authority - 2018/19 Operating Budget**

5380 Travel	\$3,500	\$4,275	-\$775	\$500	85.71%	Intended for Canadian Urban Transit Association conferences, mileage, etc.
5483 Development & Training	\$5,200	\$2,694	\$2,506	\$1,000	80.77%	Productivity software
5170 CJTA Registration	\$2,900	\$3,087	-\$187	\$2,960	-2.07%	Canadian Urban Transit Association Dues for 2018
5440 Communications	\$9,300	\$7,073	\$2,227	\$4,320	53.55%	Office Phones and Internet. Corrected distribution of charges.
5441 Answering Service	\$2,700	\$2,657	\$43	\$2,544	5.78%	\$212 per month
5370 Meeting Expenses	\$2,000	\$915	\$1,085	\$1,500	25.00%	For Board and staff meetings.
5080 Advertising Exp.	\$7,400	\$10,116	-\$2,716	\$6,000	18.92%	Employment and other advertising
5400 Office Supplies	\$7,500	\$8,983	-\$1,483	\$5,000	33.33%	Improved controls
5401 Printing	\$9,500	\$8,514	\$986	\$8,000	15.79%	Gradually reduced reliance on paper schedules
5470 Contracted Financial Se	\$31,549	\$6,810	\$24,739	\$0	100.00%	Financial services now in house
5120 Bank Charges	\$6,200	\$15,519	-\$9,319	\$7,800	-25.81%	Payroll direct deposit, electronic fund transfers, bank fees - 2017/18 amount included 6025 in CRA interest expenses
5320 Legal and Audit	\$15,500	\$32,485	-\$16,985	\$19,500	-25.81%	Accounting Engagement and Audit for 2017/18 year end
5360 Miscellaneous Expense	\$0	\$1,370	-\$1,370		0.00%	
5280 Insurance	\$56,214	\$56,278	-\$64	\$42,672	24.09%	Correctly apportioned between Core and Service Partners
5402 IT Services	\$2,700	\$6,013	-\$3,313	\$2,760	-2.22%	Monthly Mok IT Charge - \$200+HST Per month
<b>Total Administration Expenses</b>	<b>\$291,803</b>	<b>\$323,082</b>	<b>-\$31,279</b>	<b>\$316,470</b>	<b>-8.45%</b>	

<b>Facility Expenses</b>						
5425 Repair & Maintenance	\$14,600	\$18,498	-\$3,898	\$14,600	0.00%	Building and Property Expenses
5630 Cleaning	\$7,900	\$7,900	\$0	\$4,800	39.24%	
5625 Power	\$12,000	\$13,024	-\$1,024	\$12,000	0.00%	
5620 Heat	\$6,600	\$6,231	\$369	\$7,500	-13.64%	
5622 Snow/Ice Clearing	\$8,000	\$7,211	\$789	\$8,000	0.00%	
<b>Total Facility Expenses</b>	<b>\$49,100</b>	<b>\$52,864</b>	<b>-\$3,764</b>	<b>\$46,900</b>	<b>4.48%</b>	

<b>Operational Expenses</b>						
5640 Wages Drivers/Mechanics	\$656,495	\$786,627	-\$130,132	\$683,822	-4.16%	Covers 10 Operators, 2 Coordinators, 2 Mechanics. Based on actual service hours and vacation coverage.
5520 Benefits	\$104,500	\$82,915	\$21,585	\$123,789	-18.46%	RRSP, WCB, Medical etc., EI and CPP - more accurate calculations
Bank Sick Time	\$0	\$0	\$0	\$24,000	N/A	Estimated from the Municipal Units' actuary calculations
5483 Development & Training	\$2,700	\$752	\$1,948	\$3,000	-11.11%	WHMIS, First Aid
5175 Fees & Registrations	\$1,300	\$1,301	-\$1	\$265	79.63%	\$33.10 for 8 buses
5440 Communications (Bus WiFi)	\$5,800	\$4,821	\$979	\$7,800	-34.48%	Corrected distribution of charges
5442 Radios	\$3,400	\$2,832	\$568	\$8,610	-153.24%	PTT plus TMR2 monthly charges
5482 Professional Services	\$2,800	\$1,214	\$1,586	\$3,000	-7.14%	Equipment calibrations and load testing.
5602 Tools	\$2,000	\$2,175	-\$175	\$1,500	25.00%	\$500 per mechanic plus breakage

**Kings Transit Authority - 2018/19 Operating Budget**

5600 Repair Maintenance Bu	\$130,500	\$178,375	-\$47,875	\$170,000	-30.27%	Aging bus fleet. Asset Management plan under development
5610 Fuel	\$244,500	\$229,554	\$14,946	\$250,750	-2.56%	295,000 litres * 0.85
Double Map Annual Fee	\$0	\$0	\$0	\$11,980	N/A	New for operating budget - annual fee for Double Map service.
5285 Permits	\$5,500	\$5,501	-\$1	\$4,122	25.05%	8 buses at \$515.30
5630 Cleaning Buses	\$31,500	\$33,897	-\$2,397	\$39,624	-25.79%	Corrected distribution of cleaning charges.
5410 Signage Buses	\$1,500	\$607	\$893	\$1,500	0.00%	
5330 Uniforms drivers	\$5,100	\$3,187	\$1,913	\$3,500	31.37%	
5165 Commission on Sales	\$3,500	\$4,881	-\$1,381	\$12,200	-248.57%	Ticket Agents. Increased sales expectations for Advertising Coordinator
5484 Health and Safety	\$0	\$3,694	-\$3,694		N/A	These charges are normally covered under Building and training related expenses.
5486 Employee Awards	\$3,000	\$1,490	\$1,510	\$3,000	0.00%	Employee Recognition, Safety, Christmas
<b>Total Operational Expenses</b>	<b>\$1,204,095</b>	<b>\$1,343,823</b>	<b>-\$139,728</b>	<b>\$1,352,462</b>	<b>-12.32%</b>	
<b>Non Operating Expenses</b>						
5910 Transfer to Capital Reserve	\$80,000	\$80,000	\$0	\$80,000	0.00%	
<b>Total Non Operating Expenses</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$80,000</b>	<b>0.00%</b>	
<b>Total Expenses</b>	<b>\$1,624,998</b>	<b>\$1,799,769</b>	<b>-\$174,771</b>	<b>\$1,795,832</b>	<b>-10.51%</b>	
<b>Surplus/Deficit</b>	<b>\$0</b>	<b>-\$189,752</b>	<b>\$189,752</b>	<b>\$0</b>	<b>N/A</b>	



## Kings Transit Authority Capital Budget 2019-25 as of March 31, 2018

Funding	2019	2020	2021	2022	2023	2024	2025
Federal - PTIF			1,050,000.00		1,650,000.00		1,250,000.00
Provincial - PTAP							
Core Reserve	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00
Annapolis Reserve	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00
Digby Reserve	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00
Municipal							
Core	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
<b>Total funding</b>	<b>455,000.00</b>	<b>455,000.00</b>	<b>1,505,000.00</b>	<b>455,000.00</b>	<b>2,105,000.00</b>	<b>455,000.00</b>	<b>1,705,000.00</b>
<b>Capital purchases</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Buses			2,100,000.00		3,300,000.00		2,500,000.00
Equipment	150,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Buildings	50,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<b>Total purchases</b>	<b>200,000.00</b>	<b>50,000.00</b>	<b>2,150,000.00</b>	<b>50,000.00</b>	<b>3,350,000.00</b>	<b>50,000.00</b>	<b>2,550,000.00</b>
<b>Opening capital account</b>							
Opening Balance - Core	113,306.00	673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
Opening Balance - Annapolis	248,641.00						
Opening Balance - Digby	56,824.00						
	418,771.00	673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
<b>Ending capital account</b>	<b>673,771.00</b>	<b>1,078,771.00</b>	<b>433,771.00</b>	<b>838,771.00</b>	<b>(811,229.00)</b>	<b>(406,229.00)</b>	<b>(1,656,229.00)</b>
<b>Additional financing required</b>	-	-	-	-	811,229.00	406,229.00	1,656,229.00

## Fiscal Impact

The proposed budget increase of \$133,980 an increase of 16.79% over 2017/18 budget

Breakdown	Partner	2017/18	2018/19	Increase	Percentage
5%	Berwick	\$36,888	\$43,587	\$6,699	18.16%
15%	Wolfville	\$110,666	\$130,763	\$20,097	18.16%
20%	Kentville	\$147,554	\$174,352	\$26,798	18.16%
60%	Mok	\$442,666	\$523,052	\$70,273	15.87%
<b>100%</b>	<b>Core</b>	<b>737,774</b>	<b>871,754</b>	<b>123,867</b>	<b>16.79%</b>

### Annual Capitol Contribution

Core Partners contribute a combined total of \$80,000 annually to Kings Transits Capitol account to be used for bus replacement, building upgrades and other Capital expenses as deemed necessary.

2017/18 Capital Contribution		
Berwick	5%	\$4,000
Wolfville	15%	\$12,000
Kentville	20%	\$16,000
Mok	60%	\$48,000
	<b>100%</b>	<b>\$80,000</b>

2018/19 Capital Contribution		
Berwick	5%	\$4,000
Wolfville	15%	\$12,000
Kentville	20%	\$16,000
Mok	60%	\$48,000
	<b>100%</b>	<b>\$80,000</b>

## REQUEST FOR DECISION 045-2018

Title: Kings REMO Comfort Centres-Emergency Shelters Policy  
Date: 2018-09-04  
Department: Office of the CAO

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## SUMMARY

### Kings REMO Comfort Centres/Emergency Shelters Policy

In support of Kings REMO Strategic Outcome (Appendix A) of a 'Safe and Resilient Kings County' and the activity of Emergency Management Policy, the Kings REMO Regional Emergency Management Coordinator (REMC) has drafted a Policy in support of the standardization of all Kings County Comfort Centres/Emergency Shelters.

The purpose of the Policy is to provide guidance and information to Kings County Regional Emergency Management personnel with regard to establishment and control of Comfort Centres and Emergency Shelters in Kings County.

### DRAFT MOTION:

That Council approve the Kings REMO Comfort Centres/Emergency Shelters Policy 230-001.

## REQUEST FOR DECISION 045-2018

Title: Kings REMO Comfort Centres-Emergency Shelters Policy  
Date: 2018-09-04  
Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendation of Kings REMO REMC.

### 2) LEGISLATIVE AUTHORITY

- a. Kings County Inter-Municipal Services Agreement (IMSA), January 16, 2018
- b. July 3, 2018 Committee of the Whole Presentation – Kings REMO

### 3) STAFF RECOMMENDATION

Staff recommends that Council approve the Kings REMO Comfort Centres/Emergency Shelters Policy 230-001.

### 4) REFERENCES AND ATTACHMENTS

- a. Kings REMO Comfort Centres/Emergency Shelters Policy 230-001 (Draft) – Appendix A
- b. Kings REMO Strategic Outcomes – Appendix B
- c. Kings REMO Comfort Centres/Emergency Shelters database, effective 2018-08-07 – Appendix C

### 5) DISCUSSION

On April 1, 2018, the four municipalities of Kings County (Municipality of the County of Kings, the Towns of Berwick, Kentville and Wolfville) adopted a Kings Regional Emergency Management Organization under an Inter-Municipal Services Agreement (IMSA), dated January 16, 2018.

In support of Kings REMO Strategic Outcome of a 'Safe and Resilient Kings County' and the activity of Emergency Management Policy, the Kings REMO REMC has drafted a Policy in support of the standardization of all Kings County Comfort Centres/Emergency Shelters.

The purpose of the Policy is to provide guidance and information to Kings County Regional Emergency Management personnel with regard to establishment and control of Comfort Centres and Emergency Shelters in Kings County.

This Policy is applicable to all facilities within Kings County that are designated as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of designated Comfort Centres/Emergency Shelters in Kings County.

### 6) FINANCIAL IMPLICATIONS

- No immediate financial implications to the Town of Wolfville.
- The 2018/19 Budget (Municipality of the County of Kings) for Generators (01-2-224-220 Fire Contracted Services) is \$72,000 budget, of which \$50,000 is allocated for Generators to further develop Comfort Centres/Emergency Shelters in Kings County

## REQUEST FOR DECISION 045-2018

Title: Kings REMO Comfort Centres-Emergency Shelters Policy  
Date: 2018-09-04  
Department: Office of the CAO

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## 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Council Strategic Principles:

1. **Affordability:** N/A
2. **Transparency:** This decision supports municipal involvement in the Town of Wolfville as part of Kings REMO.
3. **Community Capacity Building:** The Kings REMO Policy will support the Strategic Outcome for Kings County REMO of a 'Safe and Resilient Kings County'
4. **Discipline to Stay the Course:** N/A
5. **United Front:** The support of this Policy is in keeping with the Kings REMO Inter-Municipal Services Agreement across all four Municipalities of Kings County
6. **Environmental Sustainability:** N/A

## 8) COMMUNICATION REQUIREMENTS

The Policy was reviewed by the Kings County Regional Emergency Management Planning Committee (REMPC) on June 20, 2018 and supported for approval by Councils at the July 16<sup>th</sup> Regional Emergency Management Advisory Committee meeting.

The Kings County REMO Regional Emergency Management Coordinator (REMC), has been actively engaged with all Kings County Comfort Centres/Emergency Shelters points of contact to ensure that the Draft Policy is understood.

### Implementation:

- The Draft Policy will be submitted to Municipal Councils in accordance with the following schedule to obtain Municipal Council approval:
  - **2018-06-20** Reviewed/supported by REMPC
  - **2018-07-16** Reviewed/approved by REMAC
  - **2018-08-28** Town of Berwick COtW
  - **2018-09-04** Town of Wolfville COtW
  - **2018-09-10** Town of Kentville CAC
  - **2018-09-11** Town of Berwick Council for approval
  - **2018-09-18** Municipality of the County of Kings COtW
  - **2018-09-18** Town of Wolfville Council for approval
  - **2018-09-24** Town of Kentville Council for approval
  - **2018-10-02** Municipality of the County of Kings Council for approval

After final approval from all four Municipal Councils, the Policy will be posted to the websites for each Municipal unit.

**REQUEST FOR DECISION 045-2018**

Title: Kings REMO Comfort Centres-Emergency Shelters Policy

Date: 2018-09-04

Department: Office of the CAO

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**9) ALTERNATIVES**

Council may opt to return the Policy to staff for amendment.



## POLICY

Appendix A – Draft Kings REMO Comfort Centres/Emergency Shelters Policy 230-001

<b>Kings County Regional Emergency Management Comfort Centres / Emergency Shelters</b>	
<b>Policy Number</b> 230-001	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> yyyy-mm-dd	<b>Approved By Council Motion Number:</b> ##-##-##

### 1.0 Purpose

The purpose of this policy is to provide guidance and information to Kings County Regional Emergency Management Personnel with regard to establishment and control of Comfort Centres and Emergency Shelters.

If an emergency happens in Kings County, it may take emergency workers some time to reach residents. All residents of Kings County should be prepared to take care of themselves and their families for a minimum of 72 hours.

During an emergency situation there may be the need for citizens to find respite from adverse weather conditions or in severe cases, temporary shelter. It is the direction of this policy to ensure that there are facilities throughout Kings County that are equipped for this purpose. For example, as a result of extreme weather events members of the public may find themselves without power, sometimes for extended periods, or otherwise affected by the climate. While these events do not warrant the activation of a Reception Centre or Shelter, there may be a need to open a Comfort Centre whereby Services provided may include shelter from the weather, nourishment, companionship or information. Major disaster situations, such as widespread floods, fires or large evacuation may require the opening of a Reception Centre or Shelter to provide a level of service above that offered at a Comfort Centre.

### 2.0 Scope

This Policy is applicable to all facilities within Kings County that are designated as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of designated Comfort Centres/Emergency Shelters in Kings County.

### 3.0 References

- 3.1 Kings REMO Foundational Analysis – Comfort Centres and Emergency Shelters, September 2015
- 3.2 [Policy PRO-10-001 Municipality of the County of Kings](#)  
Funding Community Emergency Preparedness Plans Policy, 2016-08-23
- 3.3 Kings County Inter-Municipal Services Agreement (Kings REMO), 2018-03-12

## POLICY

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- 3.4 Memorandum of Understanding (MOU) – Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency ([Annex A](#))

### 4.0 Definitions

- 4.1 **Comfort Centre** is a facility that is primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, and water. Comfort Centres can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres do not provide overnight accommodations and will not accept evacuees. Comfort Centres are normally operated by volunteers in the municipality in which they are located. In order to operate as a Comfort Centre, the facility must have a generator.
- 4.2 **Emergency Shelters.** In large-scale emergencies, these types of facilities are opened and operated by the Red Cross, under the Department of Community Services, and include the provision of evacuees and personal services such as care of elderly, persons with disability, and can include psycho-social services. They are opened by the Red Cross at the request of Kings County via the Regional Emergency Management Coordinator.
- 4.3 **Kings County** includes the Municipality of the County of Kings, the Town of Berwick, the Town of Kentville, and the Town of Wolfville.

### 5.0 Assumptions

- 5.1 During a prolonged extreme weather event, the demand on the electrical grid may exceed capacity and could result in sporadic power outages and/or major grid failure. Icing may cause downed power lines and interruption of services. Either event could result in temperature extremes where comfort centres are needed.
- 5.2 Opening and operating a comfort centre will be either a Community Hall/Fire Department, or Kings REMO decision.
- 5.3 Responsibility for staffing, resources and liabilities will be that of the local jurisdiction.
- 5.4 Transportation to/from the facilities will be the citizen's responsibility or that of the local jurisdiction.
- 5.5 Occupants of comfort centres may need to transition to an emergency shelter if the situation dictates (i.e.: power outages or the inability for residents to remain in their homes safely).

### 6.0 Policy

- 6.1 During differing types and phases of an emergency incident, Kings County may need both Comfort Centres and Emergency Shelters.

## POLICY

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### 6.2 Volunteer Responsibilities

- 6.2.1 Each organization designated responsibility for operating a Comfort Centre/Emergency Shelter must be prepared to be operational within six (6) hours (Comfort Centre) / eight (8) hours (Emergency Shelter) of being requested to do so by Kings County REMO.
- 6.2.2 Each organization shall have a written emergency response plan that outlines individual responsibilities for the set up and continued operation during an incident.

### 6.3 County/Municipal Responsibilities

If Kings County REMO requests that the municipal facilities become operational as a comfort centre, reimbursement will be provided to the community for reasonable out of pocket expenses incurred during the emergency incident. These would include, but not necessarily be limited to:

- Food, beverage and related supplies;
- Generator fuel; and
- Hygienic supplies

### 6.4 Comfort Centres

6.4.1 Comfort Centres may provide different services depending on resources available. However, all comfort centres are intended to provide:

- A place to get warm;
- Electronic device charging capabilities;
- Washroom facilities;
- A warm drink;
- Check on each other, and share information; and
- Updates on weather and power resumption.

6.4.2 Some Comfort Centres may provide:

- Light snacks and/or food prepared by volunteers; and
- A space for community members to prepare their own food.

6.4.3 Comfort Centres are not overnight shelters.

6.4.4 Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to Emergency Shelters to provide communications with the County Emergency Coordination Centre. Deployment of Amateur Radio operators will be coordinated through Kings County REMO. Emergency Shelter managers are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened)

## POLICY

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### **6.5 Procedure for Opening a Comfort Centre**

- 6.5.1 The decision to open a Comfort Centre may be made by the community group responsible for the centre. The opening of a municipal Comfort Centre within Kings County shall be reported to Kings REMO.
- 6.5.2 In situations of widespread emergency or where Kings REMO has been made aware of utility disruptions in a community, REMO may contact the Comfort Centre contact person to discuss the activation of a centre. This discussion may be initiated by the area Councillor if they have been made aware of problems through contact with community residents.
- 6.5.3 Once the decision has been made to open a Comfort Centre, the Regional Emergency Management Coordinator will inform EMO NS, the Red Cross, and the Department of Community Services.
- 6.5.4 Comfort Centres are to be staffed with volunteers from within the community as prearranged by the community group responsible for the centre.
- 6.5.5 Once Kings REMO is made aware of Comfort Centre activation, Kings REMO will notify media sources to help publicize this service.
- 6.5.6 Comfort Centres are not intended for overnight shelter. If, during the daytime operations, the Comfort Centre's volunteers identify a requirement for overnight shelter, such requests shall be made to the Kings Regional Emergency Management Coordinator, at which time arrangements will be made to provide overnight shelter.
- 6.5.7 If long-term initiation of a Comfort Centre is required (more than 72 hours duration), or anticipated, Kings REMO may be required to provide resources to the centre as requested.
- 6.5.8 The decision to de-activate a Comfort Centre will be made by the community group responsible for the Comfort Centre. Kings Regional Emergency Management Coordinator will be notified of the intent to de-activate and will report the deactivation to EMO NS and to the media sources.

### **6.6 Procedure for Opening a Reception Centre/Emergency Shelter**

- 6.6.1 The decision to open a Reception Centre/Emergency Shelter will be made by Kings REMO through consultation with emergency service partners and first responders. In most cases, a Reception Centre/Shelter is opened when evacuation of a large number of residents is required or anticipated.
- 6.6.2 In consultation with Emergency Service Partners and First Responders, Kings REMO will determine the facility location for the Reception Centre / Emergency Shelter as guided by the Kings Region Emergency Management Plan.



## POLICY

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6.6.3 Once the decision to open a Reception Centre/Emergency Shelter has been made, the Department of Community Services and Red Cross will be contacted by the Regional Emergency Management Coordinator (REMC), or designee, to initiate their response protocols. The setup and operation of the Reception Centre/Emergency Shelter will be the responsibility of the Red Cross.

6.6.4 Kings REMO will notify media sources of the Reception Centre/Emergency Shelter as appropriate.

6.6.5 The decision to de-activate a Reception Centre/Emergency Shelter will be made by Kings REMO in consultation with the Red Cross and other emergency service partners and first responders.

### 6.7 Communications

The opening of a Comfort Centre will be disseminated by the Regional Emergency Management Coordinator (REMC), or designee, through:

- Press Releases
- Local news media, commercial TV and radio
- Public Television/radio
- Local municipal websites
- Social Media (Facebook / Twitter)

#### Sample Script:

Kings County has opened a Comfort Centre at **Location Name**, located at **Address** in response to the **Type of Event** we are experiencing. The facility will be open from **hours of operation to/from** today. This is not an emergency shelter. Kings County will provide **insert support than can be expected by the county** at this facility. All minors must be accompanied by an adult. **Insert appropriate protective measures winter or summer and instructions for obtaining assistance if needed.**

### 6.8 Policy Review

This policy will be reviewed every year from effective/amended date.

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CAO

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Date

# POLICY

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## Annex A

### Memorandum of Understanding Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency

Between

Kings County Regional Emergency Management Organization  
Herein referred to as “Kings REMO”

And

The xxxxx Fire Department or Community Hall  
Herein referred to as the “Facility Owner”

**WHEREAS** the Kings REMO desires to enter into an agreement with the Facility Owner for the use of their facility as a Comfort Centre or Emergency Shelter during a loss of infrastructure caused by severe weather, a catastrophic event, or a declared State of Local Emergency.

**WHEREAS** the following definitions apply:

1. A Comfort Centre is a building owned and operated by a community group or fire department with the appropriate infrastructure to provide local residents a short stay during a power outage for warmth, a warm drink, possibly a sandwich and soup, access washrooms, recharges small electronic devices, receive information respecting the emergency. These facilities are not overnight facilities with operation typically between 8:00am and 8:00pm subject to the availability of volunteers. In the absence of local volunteers, the Kings REMO shall request the Canadian Red Cross for their volunteers to operate the facility.
2. An Emergency Shelter is a building owned by a community group or fire department but operated by the Canadian Red Cross during an emergency. These facilities shall have adequate power generation, kitchen, washroom, and sleeping space for those larger scale emergencies when the need to evacuate a building or geographic area exceeds the 10 unit/homes or 25-person threshold for a prolonged period of time operating continuously, day and night, until the emergency is terminated.

**WHEREAS** this MOU does not limit the xxxx Fire Hall or Community Centre from activating their facility as a Comfort Centre on their own initiative, if such an activation takes place, the Facility Owner agrees to inform Kings REMO of the Comfort Centre activation. There will not be any reimbursement of costs by Kings REMO to the Facility Owner if the facility is opened under the initiative of the Facility Owner.

**WHEREAS** the parties agree when this facility is opened as a Comfort Centre at the request of the Regional Emergency Management Coordinator for Kings REMO, the Kings REMO and the Facility Owner will determine if their volunteers or the Red Cross volunteers will staff the facility to provide for the needs of those seeking relief. Reimbursement of costs and expenses paid by the Facility Owner meaning; building costs, power, water, sewer charges, clean-up, including food and warm drinks if



## POLICY

provided by the Facility Owner, will be reimbursed only if the Facility Owner is directed to open by Kings REMO.

**WHEREAS** the parties further agree this facility is opened as an Emergency Shelter at the request of the Regional Emergency Management Coordinator (REMC) for Kings REMO, following consultation with the NS Department of Community Services, the Red Cross, and EMO Nova Scotia. Kings REMO will contact these agencies to staff the shelter and provide for the needs of persons evacuated to the Shelter, meaning food, blankets, beds, personal care items, registration. The facility shall operate without interruption until notified by Kings REMO to terminate activities. Reimbursement of costs and expenses paid by the Facility Owner meaning building costs; power, water, sewer charges, will be reimbursed if the Facility Owner is directed to open by Kings REMO.

**WHEREAS** the Facility Owner agrees to open their facility within six (6) hours notification for a Comfort Shelter or eight (8) hours notification for an Emergency Shelter by the Regional Emergency Management Coordinator for Kings REMO.

**WHEREAS** King REMO shall advertise the location of Comfort Centres and Emergency Shelters for use by any resident or persons in need without regard to their place of residence.

**WHEREAS** any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.

**WHEREAS** any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

**WHEREAS** the Facility Owner shall submit their claims for costs and expenses to Kings REMO within thirty (30) days of ceasing activities.

**WITNESS WHEREOF:** This Memorandum of Understanding executed by Kings REMO and Facility Owner, made this:

\_\_\_\_\_ Day of \_\_\_\_\_ 20xx

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Kings REMO

\_\_\_\_\_  
Witness

\_\_\_\_\_  
xxxx Fire Department or Community Hall



**REQUEST FOR DECISION 053-2018**

Title: Kings REMO Comfort Centres-Emergency Shelters Policy

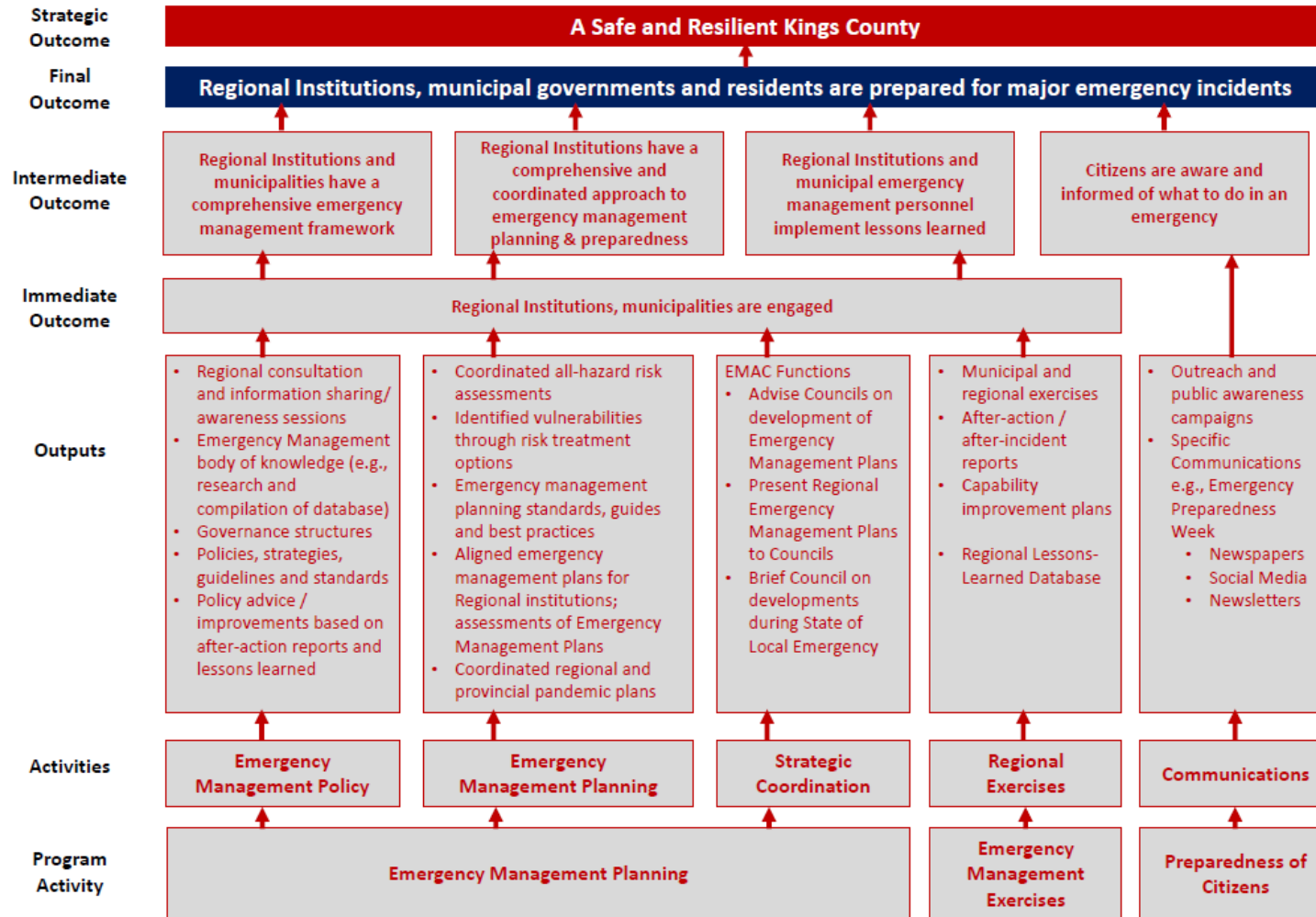
Date: 2018-09-04

Department: Office of the CAO



Appendix B: Kings REMO Strategic Outcome

**Kings County – Regional Emergency Management**





**REQUEST FOR DECISION 053-2018**

Title: Kings REMO Comfort Centres-Emergency Shelters Policy

Date: 2018-09-04

Department: Office of the CAO



Appendix C: Kings REMO Comfort Centres/Emergency Shelters database (effective 2018-08-07)

Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Aylesford and District Fire Hall	360 non-fixed seating		Aylesford 1083 Park St
Berwick and District Fire Hall	192 Main Hall 50 Classroom		Berwick 300 Commercial St
Black Rock Community Centre			Waterville 4078 Black Rock Rd
Camp Aldershot & CFB Greenwood	<i>(Activated by request to Provincial EMO Officials)</i>		Kentville 1100 Lanzy Road
Canning Fire Hall	200	30-40 cots	Canning 977 J. Jordan Rd
Centreville Community Hall	70		Centreville 1951 Highway 359
Coldbrook Lions Club Hall	75-100		Coldbrook 1416 South Bishop Rd
Fundy View Community Center			Halls Harbour 4120 Highway 359
Gibson Woods Community Hall (** no generator **)	60		Centreville
Greenwich Fire Hall	200	150	Greenwich 9798 Highway 1

**REQUEST FOR DECISION 053-2018**

Title: Kings REMO Comfort Centres-Emergency Shelters Policy

Date: 2018-09-04

Department: Office of the CAO



Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Halls Harbour Fire Hall			Halls Harbour 3586 Highway 359
Kingsport Community Centre			Kingsport 29 Medford Road
Kingston Lions Club Hall	<b>100- 150</b>		Kingston 1482 Veterans Lane
Lake Paul Community Centre	<b>75-100</b>		Lake Paul 3083 Aylesford Road
Meadowview Community Centre			Kentville 8464 Brooklyn St
Morristown Community Hall			Berwick 10 Prospect Rd
New Minas Fire Hall	<b>200</b>	<b>100</b>	New Minas 6 Jones Rd
New Minas Louis Millet Centre			New Minas 9489 Commercial St
Nova Scotia Power Inc Customer Service Centre			Kentville 3 Calkin Drive
Port Williams Community Center	<b>400</b>	<b>350</b>	Port Williams 1045 Main Street

**REQUEST FOR DECISION 053-2018**

Title: Kings REMO Comfort Centres-Emergency Shelters Policy

Date: 2018-09-04

Department: Office of the CAO



Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Town of Kentville Fire Hall	<b>75-100</b>		Kentville 436 Main Street
Town of Kentville Recreation Centre	<b>250</b>	<b>250</b>	Kentville 354 Main Street
Town of Wolfville Wolfville School	<b>1000</b>	<b>500</b>	Wolfville 19 Acadia St
Valley Search & Rescue (* generator to be installed)	<b>100</b>		Port Williams 177 Middle Dyke
Waterville & District Fire Hall	<b>75-100</b>		Waterville 1415 County Home Rd
Woodville Community Hall	<b>150 seated</b>		Woodville 342 Bligh Road



## **SUMMARY**

### **620 Main Street (Tattingstone Inn)**

For COW to consider the HAC recommendation regarding substantial alterations to the heritage property at 620 Main Street to enable further business investment on the subject property.

PAC Motion (July 25<sup>th</sup>, 2018):

*MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE HERITAGE ADVISORY COMMITTEE RECOMMEND TO COUNCIL THAT THE PROPOSED SUBSTANTIAL ALTERATIONS TO EXPAND THE ENTRYWAY AND CREATE A PORCH AT 620 MAIN STREET, AS OUTLINED IN ATTACHMENT 1, BE APPROVED.*

*CARRIED*

**DRAFT MOTION:**

That Committee of the Whole recommend that Council approve the proposed substantial alterations to expand the entryway and create a porch at 620 Main Street, as outlined in Attachment 1.



## **1) CAO COMMENTS**

No Comments Required.

## **2) LEGISLATIVE AUTHORITY**

Legislative Authority is reviewed as part of Attachment 2, Report to Heritage Advisory Committee dated July 25, 2018.

## **3) STAFF RECOMMENDATION**

Staff recommends that the proposed substantial alterations to expand the entryway and create a porch at 620 Main Street, as outlined in Attachment 1, be approved.

## **4) REFERENCES AND ATTACHMENTS**

- Proposed Porch Design (attachment 1)
- Report to Heritage Advisory Committee dated July 25, 2018 (attachment 2)

## **5) DISCUSSION**

This proposal substantially alters key heritage features of the building at 620 Main Street, referred to as the Tattingstone Inn, or Thompson House. The proposed alterations are intended to maintain the architectural heritage of the building while modifying it to better serve their clientele, before a development agreement expands the use towards a future high-end boutique spa (hotel).

The existing frontispiece (the principle face of the building) and the existing pedimented gable (Triangular overhanging) porch shall be removed and replaced with a boxed-in style porch that maintains the Doric columns and ornate bracket detailing of the Italiante style. This alteration removes a unique key feature of the building at 620 Main Street, a pedimented gable porch, which is not inherently part of the Italiante style, yet maintains and increases the elaborate ornamentation that is inherent to the Italiante style while allowing for a modified use of the building

Discussion at Planning Advisory Committee meeting of July 25, 2018 revolved around the value this alteration adds to the Town of Wolfville and support for further investment in a local business that adds character and value to the community. For these reasons, and those outlined in the attached HAC report, Staff believe this alteration should be permitted.

## **6) FINANCIAL IMPLICATIONS**

These alterations are anticipated to incrementally increase property value at, and the resulting property taxes from, 620 Main Street.

**REQUEST FOR DECISION #054-2018**

620 Main Street (Tattingstone Inn)

Date: 2018-09-04

Department: Community Development

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

This opportunity speaks to the Strategic Priority of “Leveraging our Economic Opportunities” and “Maximizing our Infrastructure Investments” as permitting this alteration enables a local business to further invest within the Town of Wolfville, increasing the value of property within the Town. A Full policy review is provided in the attached PAC Staff Report.

**8) COMMUNICATION REQUIREMENTS**

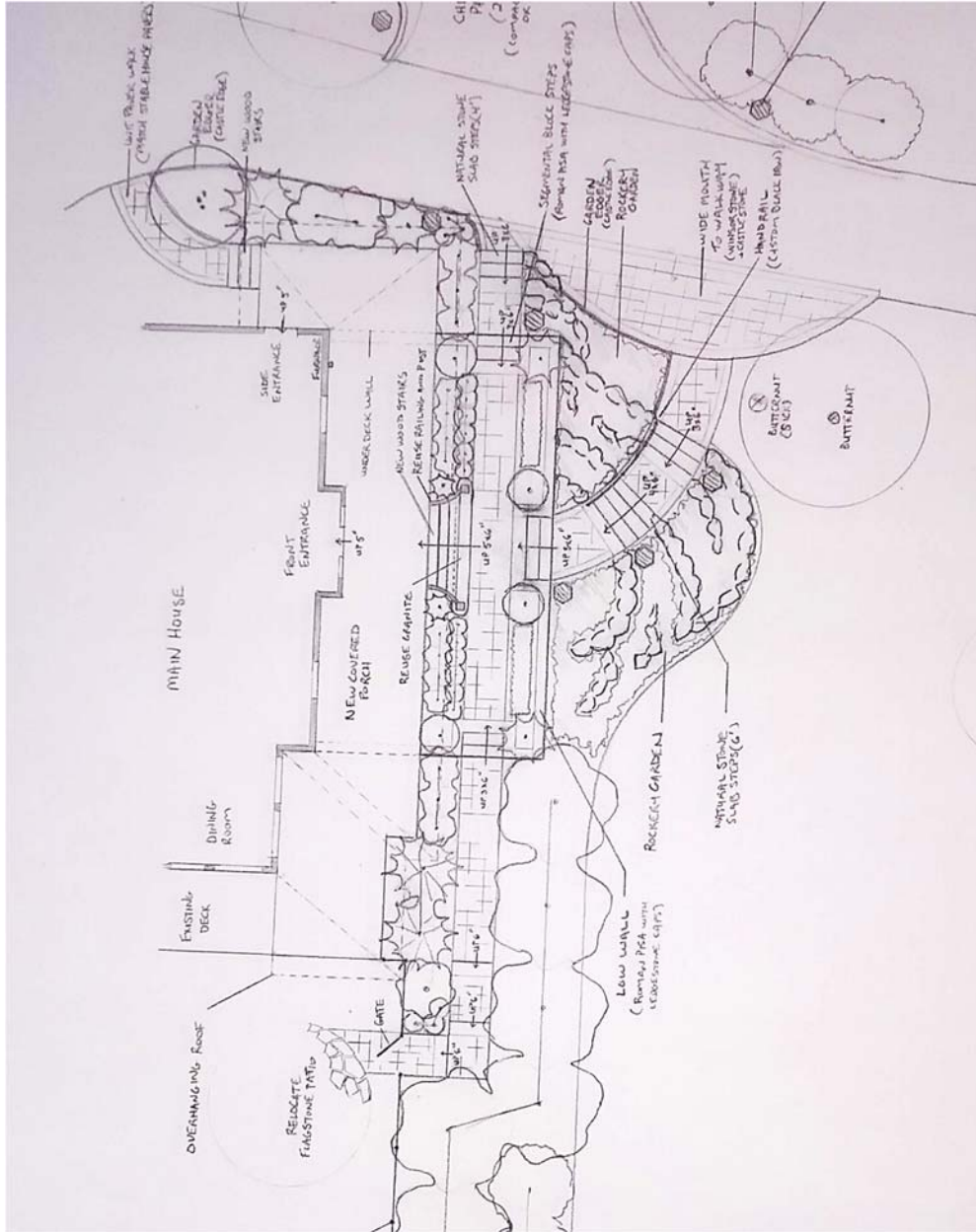
The property owner shall be informed of the results of this decision, and when a development application is obtained appropriate communication policies shall be followed. No other communication actions are required at this time.

**9) ALTERNATIVES**

1. COW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COW immediately alters, or sets parameters on, the request.
3. COW rejects the request.



ATTACHMENT 1 - Proposed Porch Design







**REQUEST FOR DECISION #056-2018**

Development Agreement Proposal Lot PM-1 Wolfville

Date: 2018-09-04

Department: Community Development

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## SUMMARY

### Development Agreement Proposal Lot PM-1 Wolfville

For COW to consider the PAC recommendation regarding the draft development agreement at Lot PM1, PID 55443048, to develop a single residential unit.

PAC Motion (July 25<sup>th</sup>, 2018):

*MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT AT LOT PM-1 MAIN STREET AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.*

*CARRIED.*

**DRAFT MOTION:**

That Committee of the Whole forward the attached Draft Development Agreement at Lot PM-1 Main Street to public hearing.

## REQUEST FOR DECISION #056-2018

Development Agreement Proposal Lot PM-1 Wolfville

Date: 2018-09-04

Department: Community Development

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### 1) CAO COMMENTS

No Comments Required.

### 2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 47 enables Council to make decisions in the exercise of its powers on behalf of the Municipality, which includes directing staff. The Municipal Planning Strategy regulates requirements for Development Agreements. The Land Use By-Law identifies when development agreements are appropriate.

### 3) STAFF RECOMMENDATION

Staff considers the draft development agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing before a decision is made by Council.

### 4) REFERENCES AND ATTACHMENTS

- PAC Staff Report dated July 25, 2018 (attachment 1)
- Draft Development Agreement dated July 25, 2018 (attachment 2)

### 5) DISCUSSION

The subject property is currently vacant. The development agreement application proposes the construction of one new building containing a single-dwelling unit, with two freestanding structures (a garage and a woodshed). The lands are accessed via an easement fronting on Main Street. The easement will require long-term collaboration between the three private property-owners and the Town, yet is adequate for the purposes of this application.

Discussion at the Planning Advisory Committee recognized that this development's use of the access easement needs to be examined due to the multiple stakeholders, including three private properties and the Town of Wolfville, may have differing intentions and expectations for the intensified use as an access driveway and a public access to Oak Avenue Trail and "Woodman Bridge". Access through the existing easement is already permitted to Lot PM-1, therefore it is not considered as part of this application, and the process of examining the access easement as it relates to park and private access is underway as part of parks-planning scheduled as part of the 2018-19 operating plan.

With this in mind, Staff believe this proposal is consistent with the relevant policies of the existing Municipal Planning Strategy.

## **REQUEST FOR DECISION #056-2018**

Development Agreement Proposal Lot PM-1 Wolfville

Date: 2018-09-04

Department: Community Development

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### **6) FINANCIAL IMPLICATIONS**

Development on vacant lots in areas of existing services increases the efficiency of Town resources while increasing property value and associated property taxes. This results in an environmental and economic benefit to the Town.

### **7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**

Full policy review provided in the attached PAC Staff Report.

### **8) COMMUNICATION REQUIREMENTS**

The Town held a Public Information Meeting on March 22, 2018 and the notes from the session are included as Attachment 2 of the PAC Staff Report. The next step in the process is for the application to go forward to a public hearing, which has tentatively been scheduled for October 2018. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the property indicating the property is subject to a development agreement application. Following the public hearing (the same meeting or subsequent), Council will then make a decision on the application.

### **9) ALTERNATIVES**

1. COW forwards the application to Planning Advisory Committee with specific direction or questions for consideration.
2. COW immediately alters the application before forwarding to a public hearing.
3. COW rejects the application

**REQUEST FOR DECISION #055-2018**

Development Agreement Proposal: 8 Elm Avenue

Date: 2018-09-04

Department: Community Development

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## SUMMARY

### Development Agreement Proposal: 8 Elm Avenue

For COW to consider the PAC recommendation regarding the draft development agreement at 8 Elm Avenue (PID 55279384) to develop a building with ground floor commercial and a single residential unit (2<sup>nd</sup> floor) on the subject property.

PAC Motion (July 25<sup>th</sup>, 2018):

*MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE provide a positive recommendation to council for the draft development agreement at 8 Elm Avenue and that it be forwarded to council for initial consideration*

*CARRIED*

**DRAFT MOTION:**

That Committee of the Whole forward the attached Draft Development Agreement at 8 Elm Avenue to public hearing.

## REQUEST FOR DECISION #055-2018

Development Agreement Proposal: 8 Elm Avenue

Date: 2018-09-04

Department: Community Development

---



### 1) CAO COMMENTS

No Comments Required.

### 2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 47 enables Council to make decisions in the exercise of its powers on behalf of the Municipality, which includes directing staff. The Municipal Planning Strategy regulates requirements for Development Agreements. The Land Use By-Law identifies when development agreements are appropriate.

### 3) STAFF RECOMMENDATION

Staff believe the development proposal meets relevant policies of the Municipal Planning Strategy and recommends that it be forwarded to a public hearing.

### 4) REFERENCES AND ATTACHMENTS

- PAC Staff Report titled “Development Agreement Proposal 8 Elm Avenue,” dated July 25, 2018 (attachment 1)
- Draft Development Agreement – 8 Elm Avenue (attachment 2)

### 5) DISCUSSION

The subject property is currently vacant. The development agreement application proposes the construction of a new building containing commercial on the ground floor and a second floor residential unit, similar in style, use and design to the previously existing structure, referred to as “Danji’s Restaurant”.

Discussion at Planning Advisory Committee positively noted the speed with which the applicant has entered this process and noted a desire to see the process for this building continue to approval.

As outlined in the attached PAC Report, Staff believe the application is consistent with the relevant policies of the Municipal Planning Strategy.

### 6) FINANCIAL IMPLICATIONS

Development on vacant lots in areas of existing services increases the efficiency of Town resources while increasing property value and associated property taxes. This results in an environmental and economic benefit to the Town.

## REQUEST FOR DECISION #055-2018

Development Agreement Proposal: 8 Elm Avenue

Date: 2018-09-04

Department: Community Development

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### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

### 8) COMMUNICATION REQUIREMENTS

The Town held a Public Information Meeting July 24<sup>th</sup>, 2018. No notes from that session are included as there were no attendees aside from Staff and the Applicant. The next step in the process is for the application to go forward to a public hearing, which is tentatively scheduled for October 2018. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighboring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the property indicating the property is subject to a development agreement application. Following the public hearing (at the same meeting or subsequent meeting), Council will make a decision on the application.

### 9) ALTERNATIVES

1. COW refers the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COW provides direction for changes and moves the application on to a public hearing.
3. COW rejects the application.



## COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: September 4, 2018

Department: Office of the CAO

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### UPDATE



The most recent meeting of the AAC was held on June 11, 2018. I was absent from the meeting. (minutes enclosed)

There was a presentation from former Dalhousie Planning Students who completed an audit of the downtown core as a school project. A hands-on exercise was conducted to identify priority areas to be addressed in Wolfville.

There will be a community meeting on September 25 at 6 pm at the Wolfville Farmer's Market dealing with the Built Environment (one of the six standards identified in the accessibility act; the others are: Transportation, Employment, Education, Goods/Services, and Information/Communication.)

**REQUEST FOR DECISION 059-2018**

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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## SUMMARY

### CROSSWALK FLAGS

At the April Council meeting, Council made a motion to consider the installation of orange flags and bright yellow crossing signs, at crosswalks outside the downtown core with a special focus on Chestnut Ave and Main Street, Willow Ave and Main Street, Westwood Ave and Main Street and Main Street between Wolfville Elms and Landmark East School. Based on a review of the information available staff are recommending that no crosswalk flags or yellow-green crosswalk signs be installed until ongoing studies are completed and the results made available.

#### DRAFT MOTION:

That Council adopt the staff recommendation to not install orange crosswalk flags or yellow-green crosswalk signs in the Town of Wolfville until ongoing Transportation Association of Canada (TAC) and Halifax Regional Municipality (HRM) studies are completed and the results made available and that the four existing crosswalk locations identified be reviewed to ensure they are signed and marked appropriately, and street lighting is adequate. Prior to repainting crosswalks in the spring, staff will review locations to ensure the crosswalks on Main Street are located and marked appropriately.

## REQUEST FOR DECISION 059-2018

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

This section will reference any bylaws, policies, codes, sections of the MGA, etc. that give Council/staff the authority to approve the recommendation.

### 3) STAFF RECOMMENDATION

Staff recommend that no orange crosswalk flags or yellow-green crosswalk signs be installed in the Town of Wolfville until ongoing Transportation Association of Canada (TAC) and Halifax Regional Municipality (HRM) studies are completed and the results available.

Staff further recommend that the four existing crosswalk locations identified be reviewed to ensure they are signed and marked appropriately, and street lighting is adequate. Prior to repainting crosswalks in the spring, staff will review locations to ensure the crosswalks on Main Street are located and marked appropriately.

### REFERENCES AND ATTACHMENTS

1. exp letter 2018 06 29 attached
2. HRM staff reports <https://www.halifax.ca/sites/default/files/documents/city-hall/regional-council/171212rc1412.pdf>
3. HRM Council Minutes 2017 12 17
4. RCMP Advisory Committee Minutes 2018 03 20
5. Council Minutes 2018 04 17
6. TAC Manual of Uniform Traffic Control Devices for Canada (MUTCDC)
7. TAC Pedestrian Crossing Control Manual
8. TIR Crosswalk Policy

### 4) DISCUSSION

A motion was made at the April 17<sup>th</sup> meeting of Council to consider the installation of orange flags and bright yellow crossing sign, at crosswalks outside the downtown core with a special focus on Chestnut Ave and Main Street, Willow Ave and Main Street, Westwood Ave and Main Street and Main Street between Wolfville Elms and Landmark East School.

## REQUEST FOR DECISION 059-2018

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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Before making any changes, several factors should be considered, including but not limited to – nature of the problem, regulatory requirements, available solutions, cost, liability, ongoing maintenance and consistency of installations.

The Transportation Association of Canada (TAC) has developed a Manual of Uniform Traffic Control Devices (MUTCDC) and a Pedestrian Crossing Control Manual to provide national standardized guidelines for installing and marking pedestrian crossings. In addition, TAC along with designated municipalities are regularly reviewing new technology and better options to improve pedestrian crossing safety.

Like Wolfville, municipalities throughout the country including HRM have been reviewing options to improve crosswalk safety. The two recommendations from the RCMP Advisory Committee are both currently being reviewed by the City of Halifax and TAC is studying the effectiveness of the yellow-green pedestrian crossing signs.

The HRM review of crosswalk flags looked at their effectiveness, particularly on the effect on vehicles yielding to pedestrians where flags were in place and used, in place and not used and no flags in place. HRM have collected data on this issue in 2015, 2016 and again in 2017. The results from the latest review of two test crosswalks are summarized in the following chart.

Condition	Yielding
Flags in place/ Used to cross	94%
Flags in place/ Not used to cross	86%
No Flags in place	89%

The results indicate a slight increase in yielding when flags are in place and used and a drop when in place and not used over no flags in place. The 2015 data indicated the driver yielding was approximately 87% with or without a flag. It also indicated where flags were available usage was approximately 8%.

The 2016 data indicated flag usage was approximately 5% and drive yielding was 89% without flags and 92% with flags.

As indicated in the exp letter having crosswalk flags available and used does seem to improve yielding compliance however the improvement is marginal and as indicated by some of the HRM data, when not used compliance may actually decrease. The effectiveness of the crosswalk flags could be considered debatable and other more effective options should also be considered. Simple things like crosswalk location, street light location, ensuring crosswalks are properly signed and public education are all available options to improve crosswalk safety.

In addition, TAC is currently considering other options such as rectangular rapid flashing beacons where warranted,

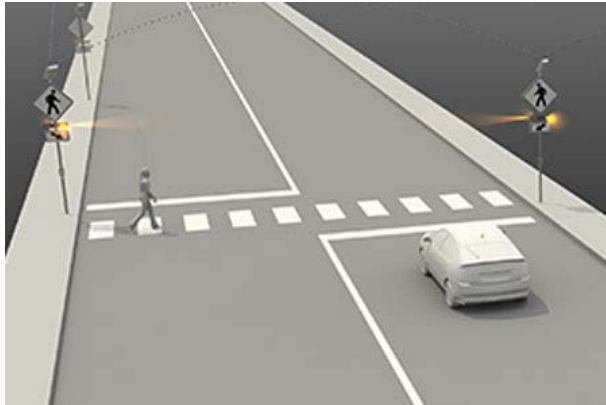
## REQUEST FOR DECISION 059-2018

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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and reflective sleeves on crosswalk sign posts.



The HRM staff report recommended that no additional crosswalk flag installations take place until such time as a decision is made regarding a policy governing their installation. HRM Council voted against the recommendation at the December 12, 2017 meeting of Council

Notwithstanding the HRM Council vote and based on the information available, Staff does not recommend the installation of crosswalk flags at this time. Once the result of the reviews by HRM and TAC are complete and the information available, Wolfville will be in a better position to decide what steps are necessary if any to improve crosswalk safety. In the interim, the four existing crosswalk locations identified will be reviewed to ensure they are signed and marked appropriately, and street lighting is adequate. Prior to repainting crosswalks in the spring, staff will review locations to ensure the crosswalks on Main Street are located and marked appropriately.

## REQUEST FOR DECISION 059-2018

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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If flags are to be considered staff recommend a process be implemented similar to what was recommended in the HRM staff report.

The HRM staff report suggested that if crosswalk flags could be considered if the following criteria be met;

- location is an existing uncontrolled crosswalk consisting of pavement markings and side mounted crosswalk signs only (No pedestrian activated beacons)
- location must have existing sign posts in place to support placement of the flag containers. The municipality will not install posts for the sole purpose of placing crosswalk flags or allow installation of posts by others in the right of way
- posts must be located within one (1) metres of the crosswalk. This will ensure flags are accessible and do not encourage pedestrian to cross outside the crosswalk
- posts already supporting regulatory signs controlling right of way (stop, yield, etc.) or access (turn restrictions, one way, etc.) cannot be used to support crosswalk flags.
- Flags shall be specified size – 40 x 40 cm attached to a dowel or rod no longer than 75 cm
- Placement of the container and flags will not create any obstruction to access or visibility or adversely affect safety in any way

The HRM staff report also suggested the crosswalk flag program is a community led program and as such each proposed location have a “sponsor” responsible for the following;

- Supply and installation of the container and flags including costs for all labour and material
- Ongoing monitoring and maintenance of the location after installation
- Providing regular updates to the municipality monitoring and maintenance activities
- Modification or removal of the installation if required by the municipality.

With respect to the yellow-green pedestrian crosswalk signs – these are not currently a TAC approved crosswalk sign, however the use and effectiveness of fluorescent yellow-green pedestrian crosswalk signs in providing enhanced conspicuity of uncontrolled marked pedestrian crosswalk is currently under review by TAC in cooperation with a number of participating municipalities, including HRM. Staff are recommending that no new fluorescent yellow-green pedestrian crosswalk signs be installed until the results of the TAC study are available.

## 5) FINANCIAL IMPLICATIONS

No financial implications based on the recommendations

## 6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

## REQUEST FOR DECISION 059-2018

Title: Crosswalk Flags

Date: 2018-08-28

Department: Public Works

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This issue relates to improving the quality of life for all by ensuring pedestrian safety at crosswalk locations

### 7) COMMUNICATION REQUIREMENTS

Any Changes to the crosswalks will be communicated to the public through social media and “New” sign tags may be used if applicable.

### 8) ALTERNATIVES

Council could direct staff to proceed with the installation of crosswalk flags at the crosswalk locations on Main Street as recommended by the RCMP Advisory Committee





June 29, 2018

FRE-00247744-A0

Mr. Kevin Kerr, P.Eng.  
Director of Public Works  
Town of Wolfville  
359 Main Street  
Wolfville, NS B4P 1A1

**Re: Various Traffic Related Issues**

Dear Mr. Kerr:

As requested last month when I visited you in Wolfville, I have reviewed several issues we discussed during our meeting and field visit throughout the Town. My comments on each of these issues are summarized below.

**A. Main Street / Harbourside Drive / Gaspereau Avenue Intersection Traffic Control**

This intersection currently functions with all-way stop traffic control. Vehicles on all approaches must stop before proceeding into the intersection. Generally, motorists take turns in an orderly fashion completing their manoeuvre on each of the approaches.

A study completed by WSP in February 2016, based on 2014 traffic counts, indicated the intersection currently operates efficiently under all-way stop control with an overall very good LOS B in both the AM and PM peak periods. In 2034 overall LOS is projected to be a good LOS C or better. The results indicate that the intersection operates efficiently and will continue to do so by 2034. My observation during the AM and PM peak periods confirms the results. As with any type of traffic control, there are times during the year when greater delays are experienced (i.e., Home Comings, special events).

The WSP study did find that current traffic and pedestrian volume levels warrant the installation of traffic signals at this intersection. Level of service results indicate the intersection would operate at an overall very good LOS B with this type of traffic control and would continue to do so to 2034.

However, if traffic signals are to be installed, it is important that left turn lanes on the intersection approaches be provided, especially on Main Street. The provision of left turn lanes on Main Street will require the removal of 10 to 12 on-street parking spaces.

I would recommend that, for the time being, the all-way stop control be maintained at the Main Street / Harbourside Drive / Gaspereau Avenue intersection. When traffic signals are to be installed, it is recommended design drawings be prepared and presented in a public meeting to show residents and businesses the impact of traffic signal installation.

## **B. Pedestrian Crossing Facilities**

In the Downtown Core Traffic Study completed by WSP in February 2016, several recommendations were made relating to pedestrian crossing facilities along Main Street. Currently, there are several locations along Main Street that use only one overhead flashing beacon, rather than two. This is not the standard design for an RA-5 (Special Crosswalk) system as defined by the Transportation Association of Canada (TAC). In addition, there are too many of these crosswalk systems along Main Street over a short distance.

### ***Pedestrian Crosswalk with Side-Mounted Signs***

WPS recommended the flashing beacon system currently in place at the intersections listed below be removed and replaced with a pedestrian crosswalk with side-mounted signs (referred to as GM-1 installations).

- Main Street / Elm Avenue
- Main Street / Linden Avenue
- Main Street / Central Avenue
- Main Street / Locust Avenue

I agree with these recommendations and have included in Appendix A the appropriate signing and pavement markings for this type of pedestrian crosswalk.

### ***RA-5 Crosswalk with Flashing Devices***

WSP also recommended the upgrade of the existing overhead signage to a standard RA-5 special crosswalk with flashing devices at Main Street / University Avenue, Main Street / Highland Avenue and Highland Avenue / Acadie Street. The Town recently upgraded the RA-5 system at Main Street/Highland Avenue and Highland Avenue/Acadie Street. This type of pedestrian system with appropriate signing and pavement markings is shown in Appendix A as well.

### ***Rectangular Rapid Flashing Beacons (RRFB)***

Recently, a new type of pedestrian crossing system has been developed and is being used in a number of municipalities throughout North America. This new system is referred to as Rectangular Rapid Flashing Beacons (RRFB).

RRFB are pedestrian-activated, high-intensity flashing beacons that warn drivers of the presence of a pedestrian crosswalk. RRFB consist of two rapidly and alternately flashed rectangular amber indications having LED-array based light sources. RRFB have been designated as a traffic control device by the TAC Chief Engineers Council and will be included in the next update of the *Manual of Uniform Traffic Control Devices for Canada*.

I would recommend this type of system be considered as an alternative at a future RA-5 site. For example, if the pedestrian crossing system that is in place at Main Street/University Avenue is to be upgraded prior to the installation of traffic signals, a RRFB pedestrian crossing system should be considered. I have included in Appendix B a picture showing an RRFB pedestrian system that is in place in Fredericton, NB. This type of pedestrian system is very effective in getting motorists' attention when the system is activated. Like any sign or traffic control system, this system should be limited to areas with most critical safety issues so as not to have them all over the place.

During my site visit we discussed the use of crossing guards at school crosswalks. The TAC guideline for school crosswalks provides guidelines for recommended crosswalk components, desirable components and optional components. School cross guards are optional components for all type of school crosswalks.

### ***Pedestrian Crossing Flags***

In some areas of North America, pedestrian crossing flags have been utilized in an attempt to enhance pedestrian safety. Pedestrian crossing flags are flags of various colours (typically orange, yellow or fluorescent yellow-green) mounted on a stick that is held by pedestrians crossing or waiting to cross the street. The flags are typically stored in sign-mounted holders on both sides of the street.

Several jurisdictions throughout North America have used pedestrian crossing flags. A pilot project in Seattle installed pedestrian crossing flags at 17 locations and measured motorist compliance over a three-year period before the program was ended. Overall, having a flag available did seem to make pedestrians more visible to motorists; however, there was not a consistent pattern of improved compliance observed and some locations were not able to be evaluated due to frequent theft of the flags.



Generally, pedestrian crossing flags used as part of an appropriately signed and marked crosswalk have been found to have moderate success in motorists' compliance. However, several municipalities have found that a combination of theft and/or weather conditions required periodic replacement of the flags.

I would recommend Wolfville not install pedestrian crossing flags, but instead follow the recommendations of the WSP report.

### **Intersection of Main Street / Stirling Avenue / Whidden Avenue**

The Main Street / Stirling Avenue / Whidden Avenue intersection is controlled by stop signs on the Stirling Avenue and Whidden Avenue approaches. Whidden Avenue is slightly off-set to the west from Stirling Avenue.

#### ***Additional Approach Lane***

When we visited the site, it appeared an additional approach lane can be provided on the Stirling Avenue approach to Main Street, with very little widening required on Stirling Avenue. This would enable a separate right turn lane and a combined through and left turn lane on the approach. This combined through and left turn lane would line up with the Whidden Avenue inbound lane and would result in effectively eliminating the slight offset that exists at the present time.

### **Intersection of Skyway Drive / Chestnut Avenue**

This intersection has a stop sign on the Chestnut Avenue approach. Skyway Drive traffic has free flow conditions. There is a driveway opposite Chestnut Avenue.

#### ***Larger Stop Sign / Red Flashing Beacon Above***

The stop sign on the Chestnut Avenue approach is a regular sized sign. There have been some cases where motorists on the Chestnut Avenue approach have gone through without stopping. In cases such as this, installing a larger stop sign has improved visibility resulting in better compliance by motorists. Trimming of trees in the area of the sign would also enhance visibility.

It is recommended that a larger stop sign be installed on the Chestnut Avenue approach to improve visibility. If motorist compliance is not improved, a red flashing beacon above the stop sign has proven to further enhance visibility.

## Dedicated Bike Lanes

The Town has implemented dedicated bike lanes along most of Main Street where there is sufficient room. This is part of the Town's Active Transportation Program.

Dedicated bike lanes are located on both sides of Main Street from Woodman Road to Willow Avenue. There are no bike lanes through the downtown area until Elm Avenue where a bike lane on the north side of Main Street begins in a westerly direction, followed by the addition of a dedicated bike lane on the south side starting at Highland Avenue, heading in an easterly direction.

There is an ongoing development at Woodman's Grove in the east end of Wolfville with access off Main Street at Laura Moore Road and Woodman Road. As development continues, it is likely separate left turn lanes on Main Street at these accesses will be required. To do this requires either the removal of the bike lanes in the intersection areas, or widening of Main Street to accommodate the left turn lanes and maintain the bike lanes.

The Transportation Association of Canada publishes a manual entitled *Bikeway Traffic Control Guidelines for Canada*. The manual outlines the appropriate traffic control for the installation of signs and pavement markings on bikeways and contains diagrams of typical installations.

Some of the illustrations show how to end or start dedicated bike lanes with the appropriate signing and pavement markings. There is also an illustration showing the continuation of bike lanes through intersections. These particular ones are shown in Appendix C.

The City of Fredericton has implemented bike lanes on various streets. I have included in Appendix C photographs to illustrate an intersection where a left turn for vehicles was introduced without street widening and the dedicated bike lanes dropped prior to the intersection and then started after the intersection. I have also included photographs to show the dedicated bike lanes continuing through an intersection after a left turn lane was introduced. In this particular case, widening of the street was required.

## Sight Lines at Intersections

### ***Convex Traffic Mirrors***

You mentioned that because of sight line restrictions from parked vehicles at intersections, there has been a request that convex traffic mirrors be placed at the intersections of Locust Avenue and Seaview Avenue with Main Street. It is my opinion that these mirrors are useful for unique situations such as obscured T-intersections, concealed driveways, acute bends of a narrow road and parking areas with acute exit driveways. They should not be used at normal urban intersections such as Main Street / Locust Avenue and Main Street / Seaview Avenue.

These convex traffic mirrors are similar to the passenger side rear view mirror of an automobile. They distort both distance and speed and can impair the judgment of a motorist.

### ***Sight Line Improvements***

I would recommend if there are sight line restrictions that result in safety issues at the above-mentioned intersections because of parking, then:


1. Either remove the parking that is obstructing the sight lines, or
2. Construct curb bulb-outs at the intersections. Bulb-outs are extensions to the curb line that project to the edge of the parking lane and improve sight line for both motorists and pedestrians.

It should be noted that sight line obstruction at intersections from parking not only impacts on motorist safety, but also pedestrian safety when crossing the street.

## Closing

If you have any questions relating to the above material, please contact me anytime.

Yours truly,

  
Don Good, P.Eng., FEC  
Senior Traffic Engineer

EXP Services Inc.

DCG/nfd  
Attach. (Appendices A, B & C)

## **APPENDIX A**

### **Pedestrian Crossing Types**



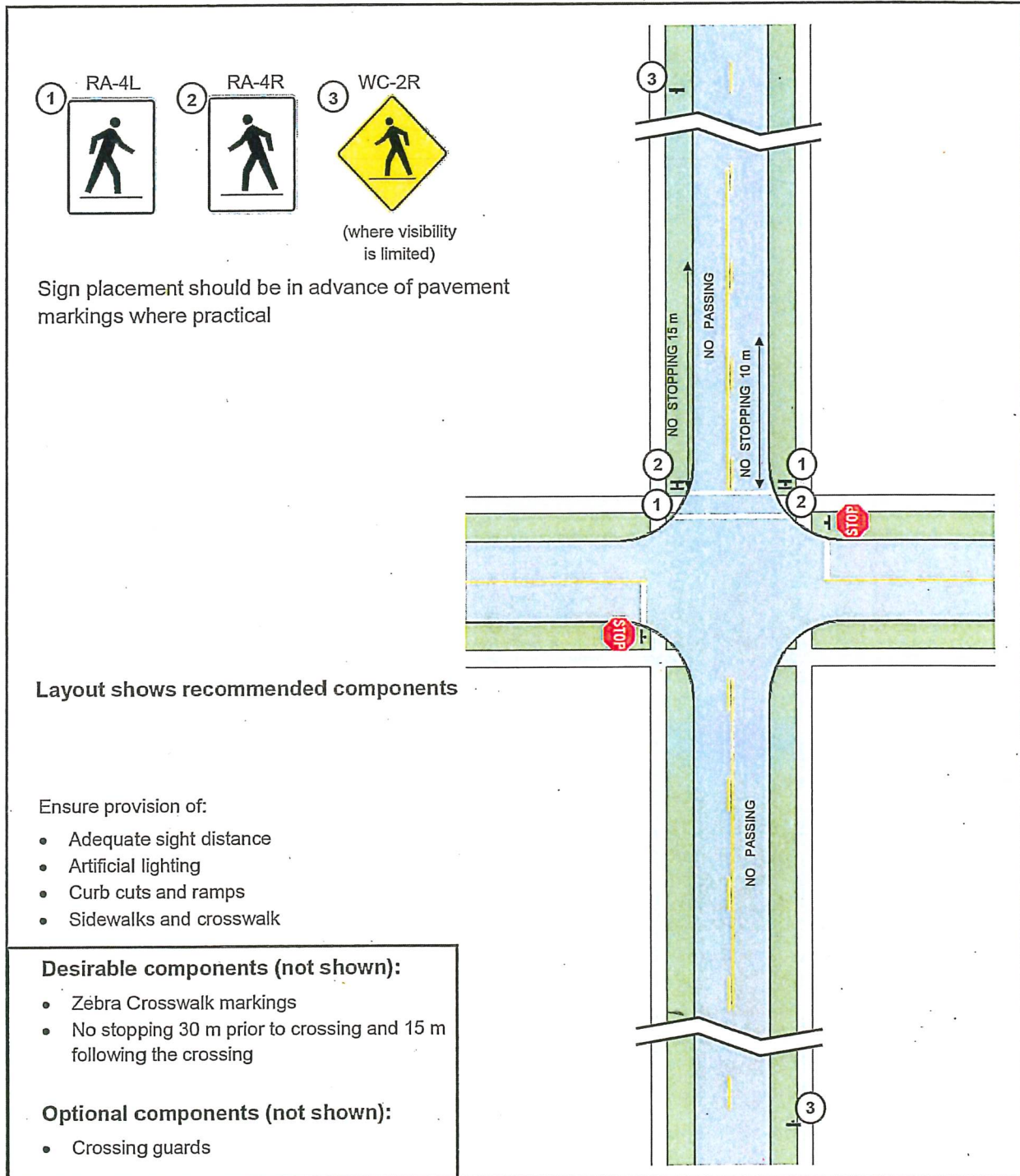


Figure 7: GM1 GENERAL CASE - Crosswalk with side-mounted signs  
2-lane, 2-way.

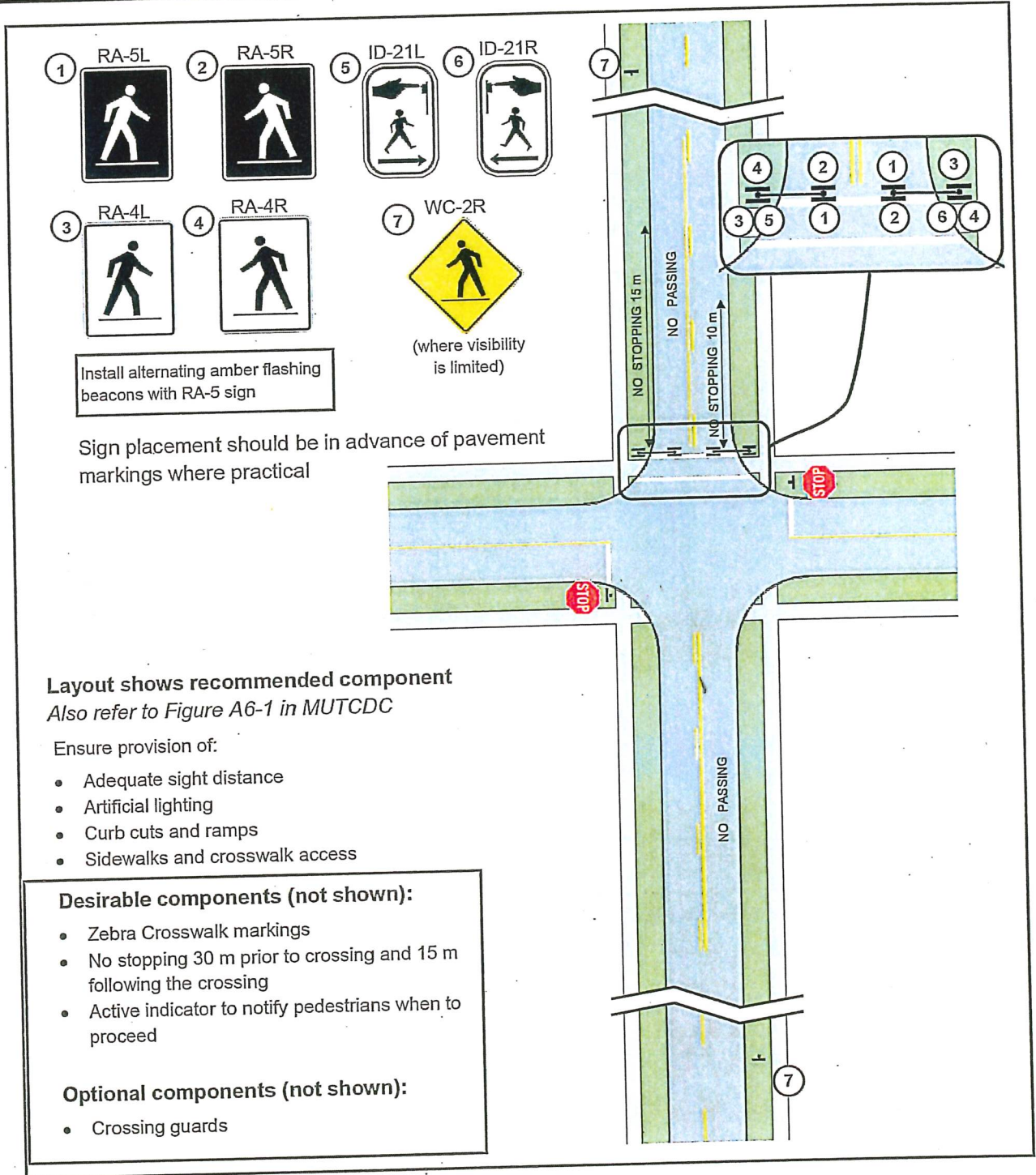
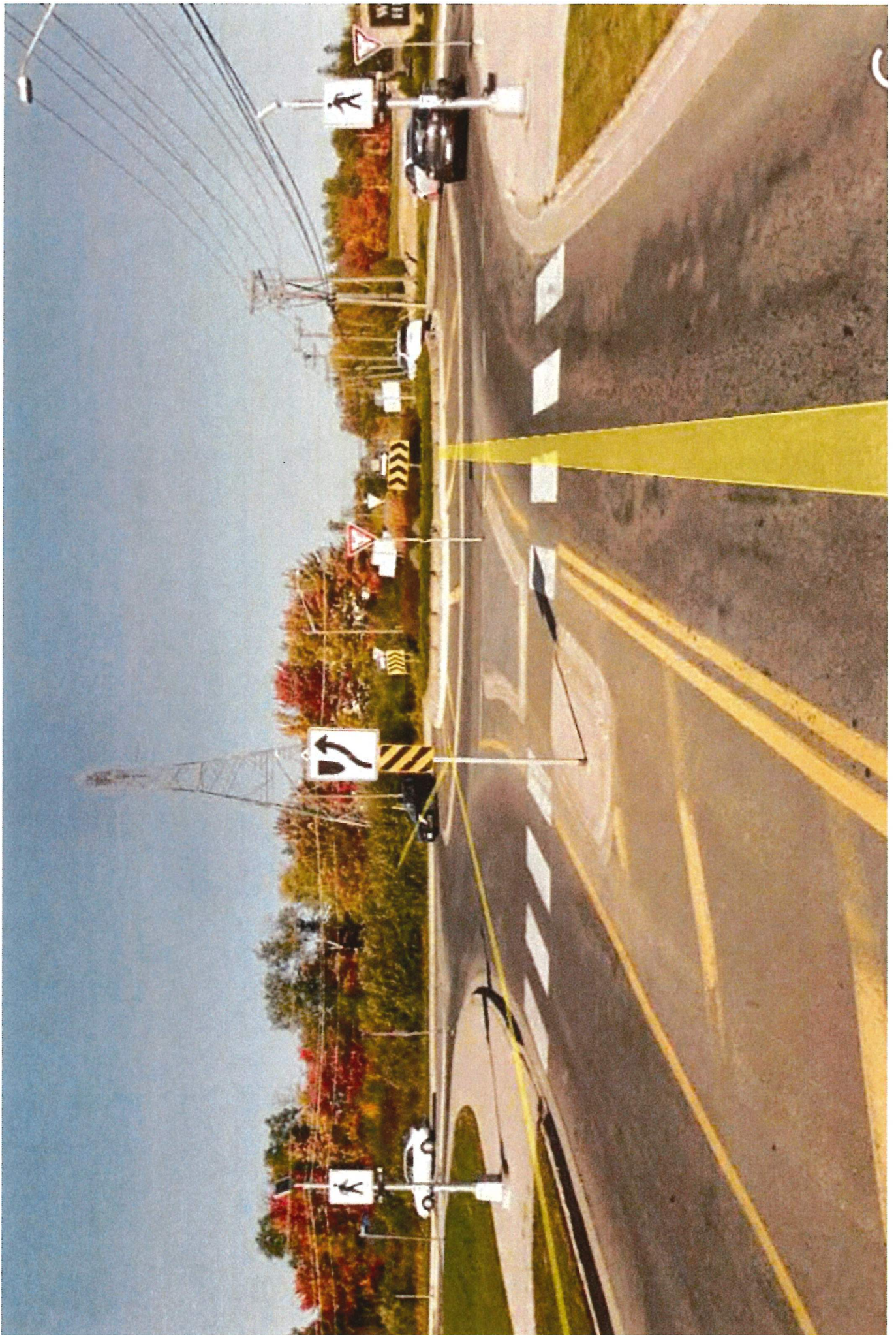


Figure 19: OF GENERAL CASE – Special crosswalk 2-lane 2-way.

## **APPENDIX B**

### **Rectangular Rapid Flashing Beacons (RRFB)**







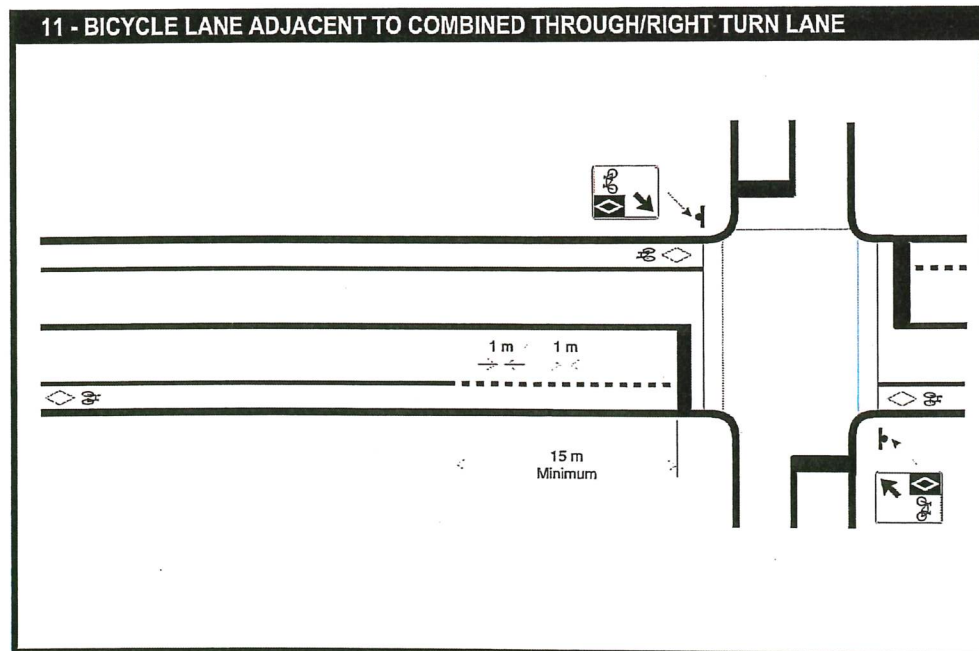
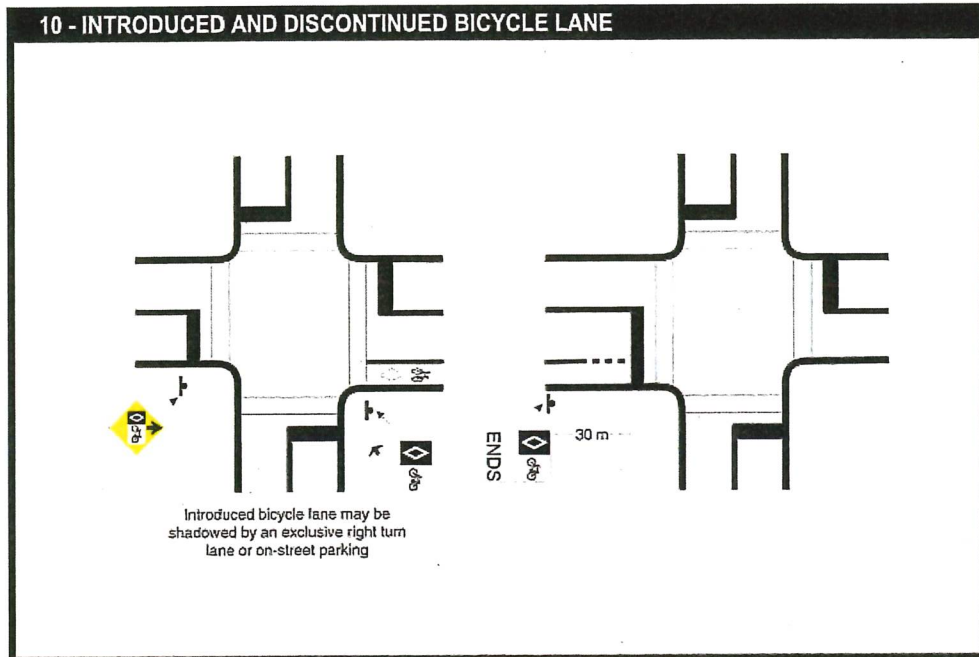
## **APPENDIX C**

### **Bike Lane Illustrations**



### 8.3 TYPICAL URBAN INTERSECTION APPLICATIONS

Typical applications at right-angle urban intersections are illustrated in this section. Many of the illustrated situations feature conflict zones, whereby conflict zone marking options may be considered, specifically Figures 12, 15, 16 and 17 (see Section 8.10 for details).



















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GREAT

**REQUEST FOR DECISION 057-2018**

Title: Annual Operating Line of Credit

Date: 2018-09-04

Department: Finance

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## SUMMARY

### Annual Operating Line of Credit

Each year Council approves maximum limits for any potential use of operating lines of credit. This is separate from the Temporary Borrowing Resolutions (TBR's) approved earlier in the fiscal year for capital project funding. With regard the operating line of credit, it is established to ensure adequate cash flow is available to meet expenditure requirements during the year. Timing of cash flow receipts does not always match the timing of required payments. The approval of annual operating lines of credit provides flexibility for staff to carry out the approved budget plans of Council in an effective and efficient manner.

The limits set by Council have remained unchanged for a number of years, reflecting the financial health of the Town.

#### DRAFT MOTION:

That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2018 to September 30, 2019:

- |   |   |
|---|---|
| 1. Town Operating Fund, bank account          | \$400,000 maximum credit                      |
| 2. Water Utility Operating Fund, bank account | \$150,000 maximum credit                      |
| 3. Corporate Credit Cards                     | \$ 50,000 maximum credit (all cards combined) |



## REQUEST FOR DECISION 057-2018

Title: Annual Operating Line of Credit

Date: 2018-09-04

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA), Section 84

### 3) STAFF RECOMMENDATION

That Council approve the recommended lines of credit to help ensure timely financial resources to meet obligations throughout the next year.

### 4) REFERENCES AND ATTACHMENTS

- Bank Credit Card Policy # 140-002

### 5) DISCUSSION

This RFD is intended to provide Council with information to assist in the annual decision to establish lines of credit for the Town's **operating** fund bank accounts and corporate credit cards. Capital credit funding requirements have previously been approved by Council by way of Temporary Borrowing Resolutions.

***The Town's operating lines of credit are renewed with the Bank of Montreal once a year, with the current agreement expiring at the end of September. Given the Town's positive financial results over the past number of years, this decision could be considered a housekeeping matter required to keep our agreement with the Bank of Montreal up to date. Much of what follows is information included in RFD's over the last few years.***

MGA Section 84 allows municipalities to utilize temporary borrowings to cover current expenditures.

#### **Borrowing limits**

**84** A municipality may borrow to cover the annual current expenditure of the municipality that has been authorized by the council, but the borrowing shall not exceed fifty per cent of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received, or to be received, by the municipality from Her Majesty in right of Canada or in right of the Province or from an agency of Her Majesty. 1998, c. 18, s. 84.

Note the limit per MGA 84 is 50% of previous years tax levy. For Wolfville that would equate approximately \$4.1 million. As reflected in amounts authorized by Council, the Town has not required a line of credit anywhere near the maximum permitted by legislation.

## REQUEST FOR DECISION 057-2018

Title: Annual Operating Line of Credit

Date: 2018-09-04

Department: Finance

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The amount to which a line of credit may be required depends on a municipality's unrestricted working capital and its regular cash flow requirements.

- It has been a number of years since the Town experienced any timing issues with cash flow, and when they had occurred they tended to be in April and May, prior to the due date of interim tax bills. The annual agreement with the bank (Oct to following Sept) covers this period of time.
- In March 2012, a number of bank accounts were consolidated at the Bank of Montreal. As noted previously, this move assists the Town in avoiding the need for temporary loans from the bank. Appropriate accounting ensures each fund records the interest income earned every year. To date this continues to work well for the Town. The last overdraft position for the two operating accounts (Town General and Water Operating) was:
  - Town general account required \$270,700 in temporary borrowings in April & May 2011.
  - In November 2010 the Water Utility required temporary borrowings of \$123,900.
- No temporary borrowings were required by either the Town or Water Utility Operating Funds during the last 7 years.
- In addition, years with surplus results have helped eliminate the Town's reliance on short term borrowings.
- The potential still exists for the need to utilize short term borrowings, although the likelihood is low.
- The recommended credit limits (operating lines of credit) have been unchanged for at least 9 years, i.e. no increase recommended. *Effectively the approved borrowing limit is a lower percentage of the annual budget spending.*
- The bank requires an approved resolution in order to facilitate any temporary borrowings.

***With regard to the limit required for the Town credit cards***, the maximum overall credit was reduced a couple of years ago from \$100,000 down to \$50,000. This coincided with changes to the Credit Card Policy (140-002) which reduced the number of cards from maximum of 20 down to 3. The suggested limit has been set at a level that would provide flexibility ***if*** required during the fiscal year.

- There have been no issues during the past twelve months with the limit of \$50,000. Note the Town Policy has a per-card limit of \$5,000, unless otherwise required and temporarily increased by the Director of Financial Services.

There continue to be occasions where the Director of Financial Services has had to temporarily increase an individual card limit, or the Finance Department has taken steps to make early payments on the card accounts (due to limited credit limit available). Historically this usually occurs around the time that conference registrations occur. Over the past year, the use of the card by staff has increased, also impacting the card limit available at any given time. The Accounts Payable Clerk is reviewing the types of purchases that the card is being used for, as it appears the cards are being used for routine purchases at locations where the Town already has customer account set up. The Finance Department will

## REQUEST FOR DECISION 057-2018

Title: Annual Operating Line of Credit

Date: 2018-09-04

Department: Finance

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monitor the need to change the individual card limits (set at \$5,000 per card...Policy 140-002) over the remainder of this fiscal year. If increases are warranted, a request to amend the Town Policy will be brought back to Council. Overall, the global card limit of \$50,000 has not been an issue.

Part of the rationale for maintaining the credit card \$50,000 upper limit is in the case of unexpected need that can arise from an emergency situation. Although not part of day to day spending, if there is a circumstance that occurs, the need can be immediate.

### 6) FINANCIAL IMPLICATIONS

No direct impact as the Town's spending is covered by the approved budget each year. Use of Operating lines and/or credit cards involves a method of payment, not any additional level of spending than Council has previously authorized

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This report comes before COW/Council to ensure the Town is meeting its obligation of accountability and openness/transparency to the public.

### 8) COMMUNICATION REQUIREMENTS

The lines of credit are a matter of routine operation; therefore, the only communication required is with the Bank of Montreal to ensure renewed credit facilities are in place before October 1, 2018.

### 9) ALTERNATIVES

Council could make the decision not to authorize any operating lines of credit for the next year, or to authorize only the line of credit related to the credit cards.

These options have not been recommended for the following reasons;

- The use of operating lines of credit are an established business practice to allow for temporary shortfalls in cash flow.
- A temporary need for a line of credit would typically occur in a timeframe that does not necessarily coincide effectively with a Council meeting. If no line of credit approved, payment of bills/payroll could be held up while awaiting a Council meeting to get the necessary authorization to borrow.



## 1) Improving Quality of Life for All

- Five free Fridays were held this summer offering recreational programming for children, which saw approximately 100 children participate;
- Public tennis courts were re-paved in August;
- After school program promotional materials were delivered to schools for distribution. The program is set to run 5 days per week, beginning in mid September;
- Public consultation was conducted for the skate park;
- The Willow Park “picnic hut” build is underway. Staff are creating a 3x 3.5m sheltered area for picnickers. It is anticipated that the building will be used for emcee events held in the park;
- Tree thinning on the South West corner of Olsen’s pond is underway. Trees are leaning towards several homes and need to be removed before damage occurs;
- The Community Oven project has been delayed until Spring 2019 to allow for additional time for the community group to fundraise for the oven;
- MPS Draft II has been prepared for comment/feedback and discussion. This package also includes a Draft of the Land Use By-law and Core Area Design Guidelines. PAC and Council will discuss the Draft II material on September 26<sup>th</sup>;
- The Town’s Sustainability Committee will be meeting in October to finish a discussion related to making recommendations to developers on sustainability considerations and for Staff to receive feedback on the Draft II MPS documents.

## 2) Maximizing Our Infrastructure Investments

- Work on Kent Avenue is progressing well. All underground piping should be completed by the end of August. The Contractor should also start hauling road bed materials shortly;
- Planned street milling and paving is complete;
- Uni-direction flushing, as well as leak detection of the water system, were completed the week of Aug 20<sup>th</sup>;
- Sanitary Sewer Flushing has been scheduled to take place from September 10<sup>th</sup> to September 28<sup>th</sup>;
- Street Sweeping took place the week of August 27<sup>th</sup>, to align with the start of school;
- The Accessibility Advisory Committee will be holding a Community Event on September 25<sup>th</sup>, 2018 to identify areas and/or barriers of making Wolfville’s built environment more accessible;
- Staff, using the Commissionaires, will be conducting additional parking counts in September/October. This is part of an ongoing effort to quantify and understand parking supply/demand;

- The design contract for the Wastewater Treatment Plant upgrades has been awarded to EXP.

### 3) Leveraging our Economic Opportunities

- A successful Mud Creek Days was held in July. Approximate Attendance was:
  - Friday Street Dance: 600
  - Mudley's Birthday: 500
  - Mud Challenge: 6 Teams and 300 Spectators
  - Local Beverage Market: 851
  - Saturday Evening Concert: 1000+
  - Amazing Race had 12 teams and 100 Spectators;
- A welcome week tour for new Acadia Students will be held on September 3rd in partnership with the WBDC;
- The VIC staff are conducting a survey to ascertain general information about who is visiting the VIC as well as to receive ideas visitors have about the new VIC.

### 4) Operational Updates

- Union negotiations are ongoing. Union and Management have met twice, and management have met the response deadline for the last union request of August 31<sup>st</sup>.
- Summer seasonal position work terms were completed by the end of August;
- The co-op student at the VIC has completed her term but will remain on as a student position until mid October;
- Direction on the 292 Main Street proposal will be sought from PAC at a special meeting on September 13<sup>th</sup> with a motion(s) from this Committee proceeding to Council on September 18, 2018;
- Council Professional Development Update:

As of August 27, 2018, Council has utilized 46% of the Professional Development budget for 2018/19. The budget was increased by \$10,000 for 2018/19 to allow, per policy, all of Council to attend FCM in Halifax. Below is a summary of where the money has been allocated, projected expenses and available budget.

  - 2018/19 Budget \$31,000
  - FNSM Spring Workshop (4 members attended) \$3,000
  - FCM Halifax (6 members attended) \$11,500
  - CEO/CAO Forum (Mayor) \$600
  - Code of Conduct Workshop by FNSM (C. Oldham) \$125
  - AT Summit (J. MacKay) \$500
  - Physician Recruitment Workshop (J. MacKay) \$200
  - LLPANS (2 PAC members) \$900
  - Total \$14,175
  - FNSM Fall Conference (projected) \$6,000



## CAO REPORT

September 4, 2018

Department: Office of the CAO



- The available budget remaining is \$10,825
- Jen Boyd, Director of Corporate Services has finished with the Town as of August 31<sup>st</sup>, 2018 to pursue the role of CAO with Middleton. We are so proud of Jen!
- Staff are pursuing FCM funding for a Climate Change and Energy Coordinator position for the Town;
- The Library working group has been productive over the summer and are looking to bring a report on the Library location to Council in October for discussion and direction;
- Planning Staff and Town's Development Officer continue to provide services to the Town of Windsor;
- Compliance Staff are preparing welcome week communication material that will be posted on the Town website and social media;
- Staff are working on updates to the Property Minimum Standards By-Law;
- IT is updating the GIS server and creating a GIS Desktop Virtual Machine for staff;
- IT is working with Building Official and GIS Tech to digitize some of the processes for inspections;
- Wolfville Fire Department activity for Jan – Jun, 2018:

- 1709.75 hours have been spent at alarms from January 1<sup>st</sup> – June 30<sup>th</sup>, 2018

### **January 2018**

- Fifteen alarms were received in January eight were in Town, and five were in the County, two Mutual Aid and no Silent.
- Alarms by type for January:
  - Structure Fire- 1
  - Building Alarm- 5
  - Motor Vehicle-4
  - Chimney-1
  - Power Lines-2
  - Mutual Aid- 2 Hantsport and Port Williams

### **February 2018:**

- Thirteen alarms were received in February four were in Town, and three were in the County, four Mutual Aid and two Silent.
- Alarms by type for February:
  - Chimney Fire- 1
  - Room and Contents Fire- 1
  - Building Alarms- 2
  - Propane leak- 1
  - Motor Vehicle- 3
  - Medical- 1
  - Mutual Aid- 4 (Kentville, Hantsport (2), Middleton (fuel spill))

## CAO REPORT

September 4, 2018

Department: Office of the CAO



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### **March 2018:**

- Fourteen alarms were received in March four were in Town, and five were in the County, four Mutual Aid and one Silent.
- Alarms by type for March:
  - Structure Fire- 1
  - Chimney Fire- 1
  - Electrical- 1
  - Building Alarm- 2
  - Motor Vehicle- 3
  - Public Assist- 2
  - Medical- 2
  - Mutual Aid- 2 (Hantsport and Brooklyn)

### **April 2018:**

- Fifteen alarms were received in April six were in Town, and three were in the County, two Mutual Aid and four Silent.
- Alarms by type for April:
  - Vehicle Fire- 1
  - Grass/Brush- 2
  - Open Fire- 2
  - Building Alarm- 6
  - Smoke Condition- 1
  - Medical- 1
  - Mutual Aid- 2 (Greenwich, Canning)

### **May 2018:**

- Twenty alarms were received in May six were in Town, and six were in the County, four Mutual Aid and 4 Silent.
- Alarms by type for May:
  - Grass/Brush- 2
  - Open Fire- 2
  - Building Alarm- 3
  - Medical- 1
  - Motor Vehicle- 5
  - Public Assist- 1
  - Assist to Police- 2
  - Mutual Aid- 4 (Kentville 2, Hantsport 2)

## CAO REPORT

September 4, 2018

Department: Office of the CAO



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### June 2018:

- Twenty-One alarms were received in June four were in Town, and eleven were in the County, 5 Mutual Aid and one Silent.
- Alarms by type for June:
- Structure Fire- 3
- Vehicle Fire- 1
- Building Alarm- 3
- Power Lines Down- 2
- Motor Vehicle- 7
- Mutual Aid- 5 (Hantsport 3, Kingston, Shelburne)

### Budget:

- Replacement for Pumper #12 has been ordered and hoping for delivery by the end of March 2019
- 10 sets of turnout gear have been replaced, which completes the third year or a four-year replacement plan.
- Applied and received the full \$15,000 grant from the EKM health foundation, this grant allowed the WFD to add a battery-operated Hurst Combination Tool to our extrication equipment.

### Apparatus:

- All apparatus has had annual Motor Vehicle Inspection's and well as service with nothing major needed.
- All apparatus that required pump testing and service were completed with nothing major needed.
- Tower #41 has had its annual function/ visual inspection with just minor repairs needed.

### Training:

- Training has been well attended - 1533.00 hours, with 131.00 hours added in extra training (separate from regular Monday night training).

### Fire Prevention:

- We have had many groups and visitors over the last 6 months, 20 hours have been logged by the Fire Prevention Committee from tours and presentations.

## REQUEST FOR DECISION 058-2018

Title: VWRM Loan Guarantees

Date: 2018-09-04

Department: Finance

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## SUMMARY

### Valley Waste Resource Management Loan Guarantees

As Council is aware, there have been a number of issues that Valley Waste Resource Management Authority (VWRM) has been dealing with in the current fiscal year. A number of Request for Decisions (RFD's) have come before Wolfville Council in relation to debt guarantees and budget. Wolfville Council approved the VWRM 2018/19 Budget at the July 17 Council meeting.

As VWRM has continued to provide service during the fiscal year, cash flow has become restricted as not all parties to the Inter-Municipal Service Agreement (IMSA) have paid their invoiced share on a timely basis. In addition, issues around IMSA and budget processes have prevented the Municipal Finance Corporation (MFC) from releasing VWRM's proceeds from the 2018 Spring Debenture. This RFD deals with both the 2018 Spring Debenture and the operating cash flow documentation. VWRM is requesting approval from the participating Councils for loan guarantees that address the capital and operating documentation needed to access funds.

### DRAFT MOTIONS:

#### Motion #1

***Without prejudice to the future negotiation of the withdrawal of Annapolis County from the Valley Waste Management Authority***, Council guarantees the 2018 VWRM Spring Debenture, in the amount of \$586,335, with the Wolfville Share being 8.26% or \$48,431, as outlined in the percentage cost sharing table provided in the VWRM correspondence of August 22, 2018.

#### Motion #2

That Council guarantee the VWRM Operating Line of Credit with CIBC, in the amount of \$1,000,000, with the Wolfville Share being 8.26% or \$82,600, as outlined in the percentage cost sharing table provided in the VWRM correspondence of August 22, 2018.

## REQUEST FOR DECISION 058-2018

Title: VWRM Loan Guarantees

Date: 2018-09-04

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

MGA Sections 60 and 88.

### 3) STAFF RECOMMENDATION

That Council provide the loan guarantees requested by VWRM to address their capital and operating requirements.

### 4) REFERENCES AND ATTACHMENTS

1. RFD 004-2018 Municipal Guarantee – VWRM TBR
2. RFD 014-2018 Debt Guarantee Resolution – VWRM
3. RFD 051-2018 VWRM 2018/19 Budget Approval
4. MFC 2018 Spring Debenture – revised party allocation table (attached)
5. Line of Credit – allocation table (attached)

### 5) DISCUSSION

#### Capital Funds

Council has previously provided approval for loan guarantees related to VWRM capital project funding. In January of this year, Council passed Motion 21-01-18 providing a guarantee related to VWRM TBR 17/18-02. This related to the 2017/18 capital program of VWRM, and similar to municipal units, VWRM is required to have a duly approved Temporary Borrowing Resolution (TBR) before they can participate in the MFC's debenture process, in this case the 2018 Spring Debenture process.

In February of this year, Council passed Motion 31-02-18 providing a guarantee related to the refinancing of VWRM Debenture 33A-1. This requirement comes from the 2013 Spring Debenture which had a 15 year amortization, but a 5 year term, resulting in a balloon payment due in 2018 to be refinanced over the remaining 10 years.

In May 2018 each municipal unit received paperwork required by the MFC before they would release proceeds from the debenture issue. Not all parties to the IMSA signed the paperwork. As a result, the funds were not released to VWRM and the organization had to request the IMSA parties pay on an accelerated quarterly basis to cover the shortfall. This involved paying the second quarter contribution up in the first week of July.

## REQUEST FOR DECISION 058-2018

Title: VWRM Loan Guarantees

Date: 2018-09-04

Department: Finance

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VWRM have been working with representatives of MFC since the spring to resolve the outstanding paperwork. Indications now are that the money can be released IF the remaining six parties to the IMSA (Annapolis County being the seventh party) provide new guarantees on the debenture based on their current proportionate share. Attached to this RFD is a table which outlines the party shares based on six municipal units with reference to the original allocation based on eight parties. Note the refinance of debenture 33A-1 originates from a year when West Hants was still a member, so all eight current/former parties show in the allocation table analysis.

Wolfville's guarantee goes from 6.50% or \$38,091 originally, to 8.26% or \$48,431 under a six party scenario.

Given that the terms of Annapolis County's (AC) withdrawal are not resolved, and that AC was involved in the capital project approvals related to the 2018 Spring Debenture (i.e. budget years 2017/18 and earlier), staff are recommending additional wording to the motion dealing with the Spring Debenture guarantee. A **without prejudice** clause has been added. Staff will be following up with the Town solicitor to ensure that the motion as presented adequately protects Wolfville interests.

### Operating Line of Credit

On June 6<sup>th</sup>, the VWRM Board passed a motion directing staff to take steps to acquire an operating line of credit with their banker. Initial efforts to arrange this were stalled, however VWRM staff have now arranged a process by which the line of credit can be obtained.

MGA 88(2) requires the Minister of Municipal Affairs to give approval for the proposed borrowing. The Minister has requested that VWRM provide his Office confirmation that all parties that are required to consent have done so. At the August 22<sup>nd</sup> Board meeting, each municipal representative was provided documentation needed for the bank. In order to complete the paperwork with the banking institution, the remaining six parties need to provide the Minister of Municipal Affairs with confirmation that their Council has approved a motion guaranteeing the line of credit. Attached to this report is a table showing the allocation of the maximum line of credit of \$1,000,000.

Wolfville's guarantee is 8.26% or \$82,600.

## 6) FINANCIAL IMPLICATIONS

There is no immediate impact on the Town's operations. The guarantee related to the Spring Debenture is for previously approved spending and the debt costs have been factored into the 2018/19 approved budget.

## REQUEST FOR DECISION 058-2018

Title: VWRM Loan Guarantees

Date: 2018-09-04

Department: Finance

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Depending on the final resolution of the withdrawal of Annapolis County from the IMSA, and the impact on the net operating results of VWRM for 2018/19 fiscal year, the impact on Wolfville cannot be quantified at this time. The line of credit is required to allow VWRM to meet its day to day obligations in providing service until such time as the appropriate party contribution is received from all seven parties to the current IMSA.

Wolfville will ultimately have to pick up its proportionate share of the 2018/19 operating results, no different than any other fiscal year. If there is a year end surplus, the Town will receive its proportionate share.

The line of credit, in and of itself, does not create an impact on Wolfville.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided.

### 8) COMMUNICATION REQUIREMENTS

Advise VWRM staff of Council's decision. If approved,

- provide correspondence to the MFC noting the motion of Council (re: 2018 Spring Debenture) and revise guarantee levels
- provide correspondence for the Minister of Municipal Affairs noting the motion of Council and related Operating Line of Credit guarantee.

### 9) ALTERNATIVES

Not provide one or both guarantees requested. If not approved, VWRM will continue to face cash flow issues which ultimately could impact their ability to provide service to the communities involved.



**Municipal Unit Guarantee Allocation for MFC Spring 2018 Debenture Issue**

Updated: 23-Aug-18

Municipal Unit	Population		2017-2018 Uniform Assessment		Share Allocation (weighted avg)	\$ 586,335	
						Cost Share	
Municipality of Kings	47,404	75.61%	\$ 3,650,455,809	73.85%	74.71%	\$ 438,051	
Municipality of Annapolis					0.00%	\$ -	
Town of Kentville	6,271	10.00%	\$ 489,132,335	9.89%	9.95%	\$ 58,340	
Town of Wolfville	4,195	6.69%	\$ 485,970,268	9.83%	8.26%	\$ 48,431	
Town of Berwick	2,509	4.00%	\$ 150,831,525	3.05%	3.53%	\$ 20,698	
Town of Middleton	1,832	2.92%	\$ 107,492,498	2.17%	2.55%	\$ 14,952	
Municipality of West Hants					0.00%	\$ -	
Town of Annapolis Royal	491	0.78%	\$ 59,894,227	1.21%	1.00%	\$ 5,863	
<b>Total</b>	<b>62,702</b>	<b>100.00%</b>	<b>\$ 4,943,776,662</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 586,335</b>	

Original Allocation	Original Cost Share	Difference
58.13%	\$ 340,831	\$ 97,220
20.80%	\$ 121,985	\$ (121,985)
7.78%	\$ 45,631	\$ 12,709
6.50%	\$ 38,091	\$ 10,340
2.72%	\$ 15,925	\$ 4,773
1.97%	\$ 11,523	\$ 3,429
1.33%	\$ 7,790	\$ (7,790)
0.78%	\$ 4,559	\$ 1,304
<b>100.00%</b>	<b>\$ 586,335</b>	<b>\$ (0)</b>

**Municipal Unit Guarantee Allocation for Proposed Line of Credit**

<b>Municipal Unit</b>	<b>Population</b>		<b>2017-2018 Uniform Assessment</b>		<b>Share Allocation (weighted avg)</b>	<b>Cost Share</b>
Municipality of Kings	47,404	75.61%	\$ 3,650,455,809	73.85%	74.71%	\$ 747,100
Town of Kentville	6,271	10.00%	\$ 489,132,335	9.89%	9.95%	\$ 99,500
Town of Wolfville	4,195	6.69%	\$ 485,970,268	9.83%	8.26%	\$ 82,600
Town of Berwick	2,509	4.00%	\$ 150,831,525	3.05%	3.53%	\$ 35,300
Town of Middleton	1,832	2.92%	\$ 107,492,498	2.17%	2.55%	\$ 25,500
Town of Annapolis Royal	491	0.78%	\$ 59,894,227	1.21%	1.00%	\$ 10,000
<b>Total</b>	<b>62,702</b>	<b>100.00%</b>	<b>\$ 4,943,776,662</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 1,000,000</b>

## COMMITTEE UPDATE

Title: Kings Transit Authority (KTA)

Date: September 4, 2018

Department: Office of the CAO

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### UPDATE

The General Manager's Report for June 4, 2018 has been attached for your information.



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
June 27<sup>th</sup>, 2018**

The regular board meeting of Kings Transit Authority was held on the above date  
At 4:00pm at Kings Transit Authority – New Minas NS.

1. Welcome and  
Safety Minute

Attendance:

**Board Members**

Councillor Brian, Town of Wolfville; Board Chair

Councillor Raven, Municipality of the County of Kings; Vice  
Chair

Councillor Hodges, Municipality of the County of Kings

Councillor Spicer, Municipality of the County of Kings

Councillor Morton, Town of Berwick

Councillor Snow, Town of Kentville; Alternate

Service Partners

Councillor LeBlanc, County of Annapolis

Councillor Fowler, County of Annapolis

Deputy Warden Linda Gregory, Municipality of the District of  
Digby (Arrived 4:05pm)

KTA Staff

Glen Bannon, General Manager

Kaileigh Smith, Office Coordinator

Other Attendees

CAO Mark Phillips

Regrets

Councillor Andrews, Town of Kentville

2. Approval of  
Agenda

Motion: To Approve the Agenda of June 27<sup>th</sup>, 2018 with the  
following Amendment.

Councillor Snow/Councillor Raven (Moved/Seconded)

**MOTION CARRIED**

List of Amendments:

- New Business Item 10 D) Motion from In-Camera  
Meeting
-

3. Approval of May 23rd, 2018 Minutes  
 Motion: To Approve the May 23<sup>rd</sup>, 2018 Regular Board Meeting Minutes  
 Councillor Hodges/Councillor Spicer (Moved/Seconded)  
**MOTION CARRIED**
  
4. Board Chair Update  
 Chair Brian had nothing to report at this meeting.
  
5. General Manager's Report  
Fuel Contract  
 A discussion took place regarding fuel contracts. General Manager Bannon reported his findings were that no contract has been signed between Kings Transit and Superline Fuels.  
  
Digby Shelter Placement  
 Kings Transit is still trying to contact the property owner for the land on which the shelter was to be placed with no luck as of yet. The shelter potentially could be moved to a different location.  
  
 Motion: To Accept General Manager's Report  
 Councillor Hodges/Councillor Raven (Moved/Seconded)  
**MOTION CARRIED**
  
6. Monthly Ridership Report  
 Motion: To Accept the Monthly Ridership Report  
 Councillor Snow/Councillor Morton (Moved/Seconded)  
**MOTION CARRIED**
  
7. Old Business  
Cutaway Buses  
 A discussion took place and a decision was made to issue a Tender for the 3 Cutaway Buses.
  
8. New Business  
Domain Names  
 A feeling that the chosen domain name "kbus.ca" does not match the Kings Transit Brand. This matter will be further discussed during the Strategic Planning process.  
  
Nova Scotia Community Transportation Network  
 Councillor Brian provided a recap of the NSCTN conference stating that mergers within transportation companies were a large topic at the conference.  
  
 Councillor Snow and CAO Mark Phillips departed meeting at



5:10pm

Canopy Creative

A discussion took place suggesting Kings Transit could work with Canopy Creative to produce promotional videos. This discussion resulted in the following motion:

“To sole source work with Canopy Creative on a series of videos to promote Kings Transit through a multigenerational campaign with a budget of up at \$5000. Instructing out staff with the assistance of Board Member Councillor Hodges.”

Councillor Raven/Councillor Morton (Moved/Seconded)

**MOTION CARRIED**

Motion from In-Camera Meeting

Motion: That Kings Transit Authority Board of Directors directs the General Manager to approve the requests for back-pay. This will result in an increase in wage expenditures of \$1600 for the 2017/18 fiscal budget and an increase of \$2275 for the proposed 2018/19 fiscal budget.

Councillor Hodges/Councillor Raven (Moved/Seconded)

**MOTION CARRIED**

9. Adjournment

Meeting Adjourned 5:47pm

10. Next Meeting

The next meeting will be held on July 18<sup>th</sup>, 2018 at 1:00pm in the Board Room, KTA Office, New Minas

There will be no meeting the 4<sup>th</sup> Wednesday in July.  
Approved at the KTA Board meeting of 07/18/2018

Recorded by Kaileigh Smith

Action Items

**Glen Bannon:** Research the possibility of producing financial statements from Sage 50 directly.

Signatures of Approval

\_\_\_\_\_ General Manager

\_\_\_\_\_ Board Chair





**KINGS TRANSIT AUTHORITY  
SPECIAL BOARD MEETING-MINUTES  
June 27<sup>th</sup>, 2018**

A special board meeting of Kings Transit Authority was held on the above date at 3:30pm at the Kings Transit Authority – New Minas NS.

1. Welcome  
Attendance:  
**Board Members**  
Councillor Brian, Town of Wolfville; Board Chair  
Councillor Raven, Municipality of the County of Kings; Vice Chair  
Councillor Hodges, Municipality of the County of Kings  
Councillor Spicer, Municipality of the County of Kings  
Councillor Ashford-Morton, Town of Berwick  
Councillor Snow, Town of Kentville; Alternate  
Councillor Andrews, Town of Kentville  
KTA Staff  
Glen Bannon, General Manager  
Other Attendees  
CAO Mark Phillips  
Regrets  
Councillor Andrews, Town of Kentville
2. Approval of Agenda  
This meeting was called to discuss (in-camera) personnel and contract issues.  
  
Motion: To Approve the Special Board Meeting Agenda of June 27<sup>th</sup>, 2018.  
  
Councillor Raven/Councillor Hodges (Moved/Seconded)  
**MOTION CARRIED**
3. In Camera  
Motion: To move in camera to discuss personnel and contract issues.  
  
Councillor Hodges/Councillor Spicer (Moved/Seconded)  
**MOTION CARRIED**

In camera ended at 3:51pm and the Board returned to open session.

Signatures of Approval

\_\_\_\_\_ General Manager

\_\_\_\_\_ Board Chair

# General Manager's Report

For the Month of June 2018

As Presented at the August 22<sup>nd</sup>, 2018 Board Meeting

## **Report Index**

### **Section A**

Garage and  
Fuel Prices

### **Section B**

Ridership & Revenue

### **Section C**

Monthly Financial Reporting

### **Section D**

Ridership initiatives

### **Section E**

Transit Funds & Tenders

### **Section F**

Staffing

### **Section G**

Monthly Activities

### **Section H**

Planned Activities

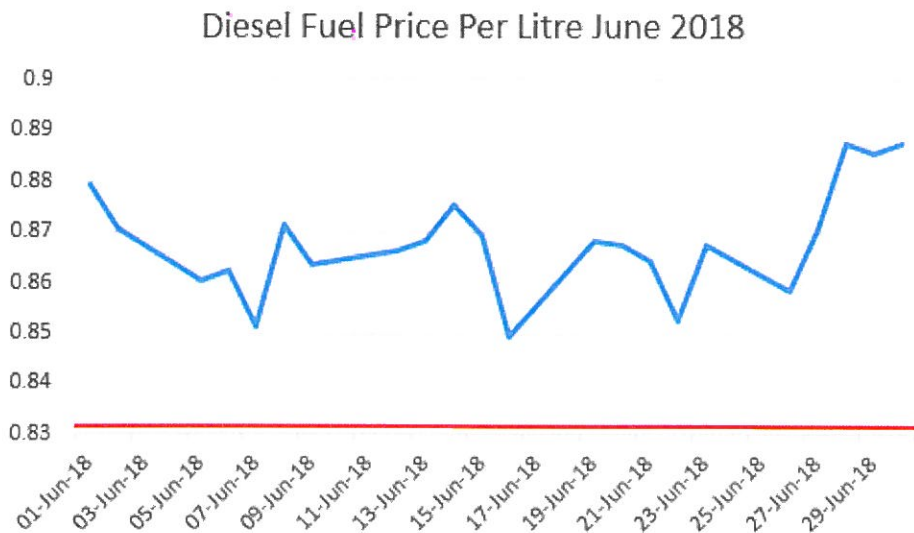
Prepared By: Glen Bannon



## Section A – Garage and Fuel Prices

Twenty four work orders were issued for bus repairs, with parts costing \$16,049.78 and \$10,836.90 charged against labour.

The price of diesel fuel continues to be a concern. Prices published by our provider (Suncor) for June are shown in the graph below; we are budgeted for \$0.83 per litre, as depicted by the red horizontal line.



## Section B – Ridership & Revenue

The attached Ridership Report indicates an overall decrease of 7.12% from the previous month in 2017. This trend is apparent in all service areas.

The Revenue Report indicates an overall decrease of 17% from the previous month in 2017. The Annapolis West route was the exception, showing an increase of 28.35%.

## Section C – Monthly Financial Reporting

The bank reconciliation and general journal entries were reviewed by the Chair and General Manager, with no discrepancies noted.

## Section D – Ridership initiatives

Testing and troubleshooting of the Double Map application continued. A test of the AVA function was conducted on June 28<sup>th</sup> and it was deemed a failure as there was no audio output on the test bus (the other buses were subsequently checked and found to be defective) and the stop locations were

incorrect in the DoubleMap database.

## **Section E - Federal Transit Funds**

### **Review of Kings Transit projects, six in total.**

1. **Purchase and Installation of Wi-Fi equipment** – Project complete.
2. **Purchase 2 new 30' low floor buses 32 passenger** – Project complete.
3. **CAD/AVL Project** – status as discussed in Section D.
4. **Purchase and installation of two bus shelters** – Installation complete at the New Minas location, a site in the Town of Digby has yet to be identified. A site survey will be conducted on August 1st.
5. **Camera Replacement Project** – Project complete.
6. **Accessible Bus Stop** – Project complete.

## **Section F - Staffing**

There are currently no open positions.

There are two full time staff off work on potential Long Term Disability claims and one additional full time staff member on a Workers Accident Claim from a previous employer.

Managing the operator schedule continues to be a challenge and will be further complicated by the summer vacation period. The addition of spare Operators will help alleviate this challenge; one spare (Greg Ward) returned from a previous engagement.

## **Section G - Monthly Activities**

Service Disruptions – none to report.

Occupational Health and Safety - The Committee met on June 4<sup>th</sup>; no concerns have been identified, but there was some discussion around wellness initiatives for the employees (subsidized gym memberships are of interest. Workplace inspections were completed with no issues noted, and a Toolbox Talk was held.

### General Activities

- 2018/19 Budget Refinement
- Bank Reconciliations with support from Kent and Duffett
- Audit preps and planning
- Summer Pass Kickoff
- Strategic Planning Meeting with Valley REN

- Double Map Testing
- Insurance Coverage Review
- UPass Meeting (Ian Morrison)
- New Minas Building Energy Audit (Lighting and Heat)
- Asset Management Workshop (CUTA, Moncton)
- Regional Emergency Management Organization Meeting
- Community Transit Dispatch Software Workshop
- Accessible Shelter and Pad Installation – New Minas Building
- Smoke Free Kings Meeting

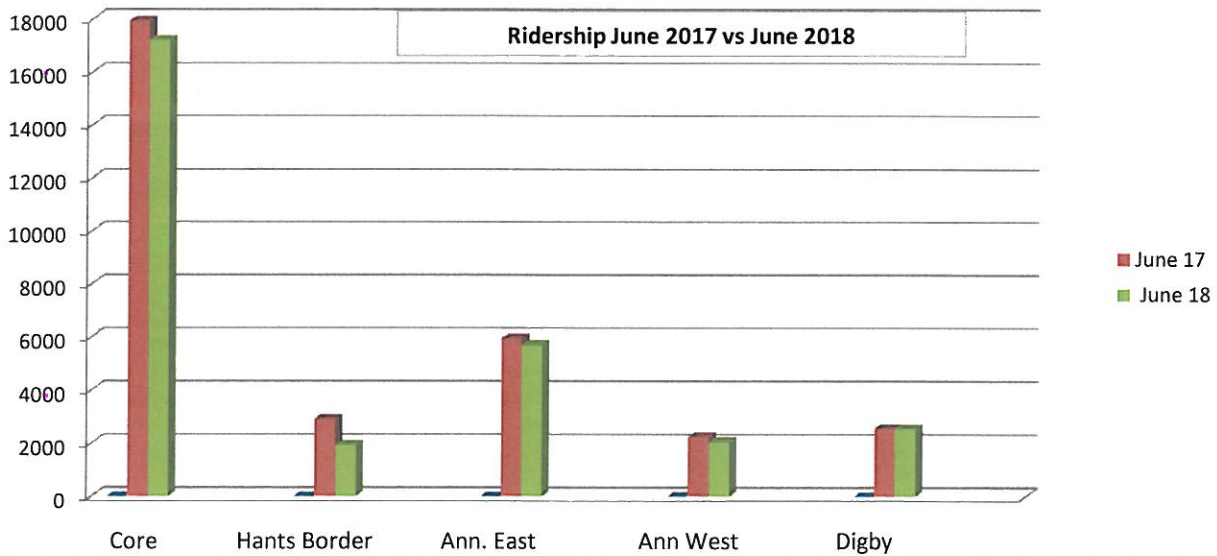
#### **Section H – Planned Activities**

- 2017/18 Audit
- Finalize Capital and Operating Budgets
- Strategic Plan
- Asset Management Planning

# RIDERSHIP REPORT

## June 2018

AREA OF SERVICE	June 17	June 18	Previous vs current year	Percentage previous vs current year	Year to date		Year to date budget 2018	Increase decrease vs actual	% Increase decreases budget vs actual
					2017	2018			
KT CORE	17921	17217	-704	-4.09%	50884	54025	52749	1276	2.4%
HANTS BORDER	2908	1931	-977	-50.60%	8015	6171	7500	-1329	-17.7%
ANNAPOLIS EAST	5940	5708	-232	-4.06%	17336	17880	17250	630	3.7%
ANNAPOLIS WEST	2229	2046	-183	-8.94%	5919	5352	6750	-1398	-20.7%
DIGBY	2554	2553	-1	-0.04%	6842	6775	7749	-974	-12.6%
<b>TOTAL</b>	<b>31,552</b>	<b>29,455</b>	<b>-2,097</b>	<b>-7.12%</b>	<b>88,996</b>	<b>90,203</b>	<b>91,998</b>	<b>-1,795</b>	<b>-1.95%</b>

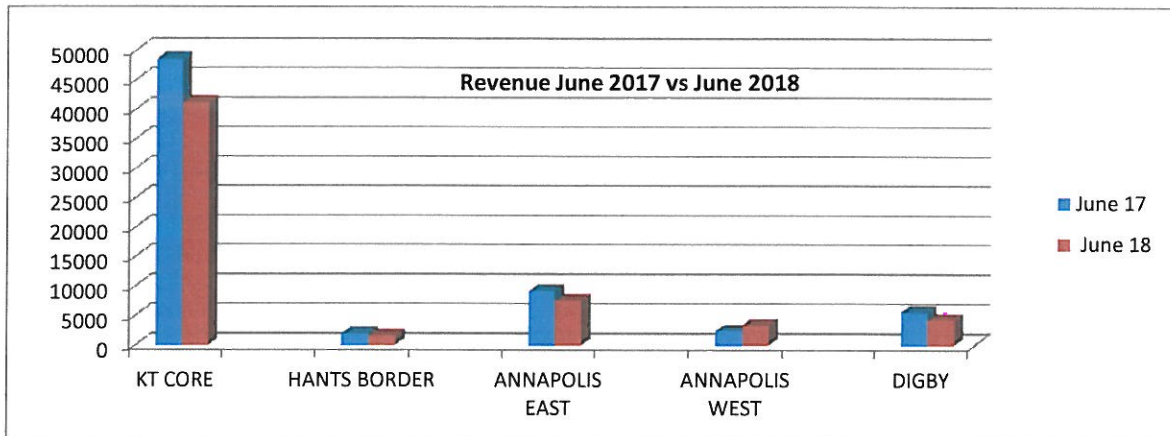




## REVENUE REPORT

### June 2018

AREA OF SERVICE	June 17	June 18	Previous current year	Percentag e previous vs current year	Year to date			Increase decrease budget vs actual	% Increase decrease budget vs actual
					2017	2018	budget 2018		
KT CORE	\$ 48,489	\$ 41,139	-7350	-17.87%	\$ 138,530	\$ 132,186	\$130,821	1,365	1.04%
HANTS BORDER	\$ 2,004	\$ 1,569	-435	-27.72%	\$ 5,966	\$ 5,556	\$6,675	-1,119	-16.76%
ANNAPOLIS EAS	\$ 9,171	\$ 7,502	-1669	-22.25%	\$ 30,703	\$ 24,979	\$30,999	-6,020	-19.42%
ANNAPOLIS WES	\$ 2,434	\$ 3,397	963	28.35%	\$ 7,932	\$ 9,175	\$8,379	796	9.50%
DIGBY	\$ 5,620	\$ 4,270	-1350	-31.62%	\$ 15,892	\$ 13,134	\$16,749	-3,615	-21.58%
<b>TOTALS</b>	<b>\$ 67,718</b>	<b>\$ 57,877</b>	<b>-9,841</b>	<b>-17.00%</b>	<b>\$199,023</b>	<b>\$185,030</b>	<b>\$ 193,623</b>	<b>-8,593</b>	<b>-4.44%</b>

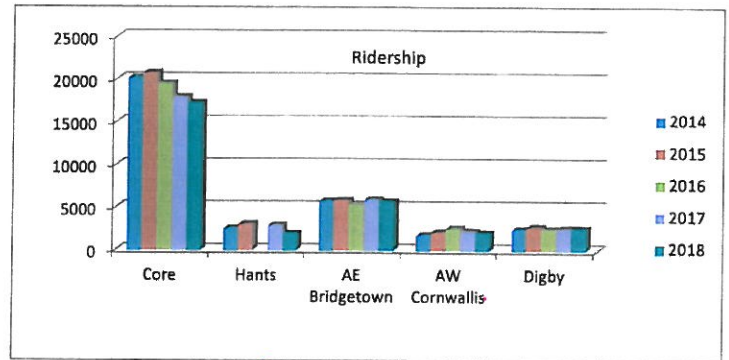




Kings Transit Authority

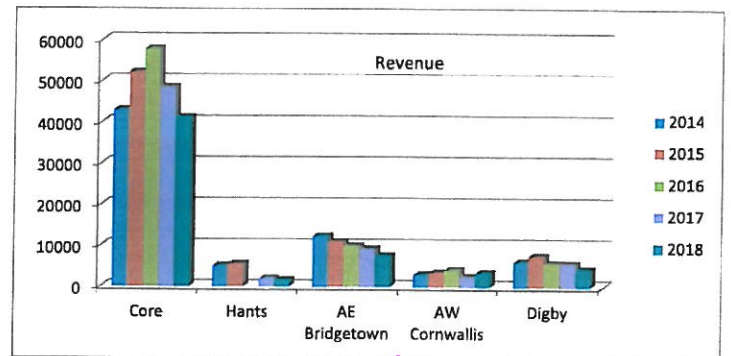
5 years ridership analysis for June

	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
2014	20128	2543	5772	1801	2475
2015	20727	3064	5809	2127	2730
2016	19443		5308	2576	2475
2017	17921	2908	5940	2229	2554
2018	17217	1931	5708	2046	2553



5 years revenue analysis for June

	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
2014	42976	5089	12301	3040	6095
2015	52152	5593	10927	3404	7539
2016	57856		9949	4197	5646
2017	48489	2004	9171	2434	5620
2018	41139	1569	7502	3397	4270



# Kings Transit Authority

## Monthly Finance Report as of June 30 2018

Revenues	June 2017	Actual June 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
<b>Revenue from own sources</b>						
Fares	50493	42,708	137,742		7785	
Advertising		0	5,130		0	
Maritime Bus	600	750	1,950		(150)	
Interest		0			0	
Miscellaneous	32	526	568		(494)	
<b>Total Rev from own Sources</b>	<b>51,125</b>	<b>43,984</b>	<b>145,390</b>	<b>0</b>	<b>7141</b>	
<b>Sale of Service</b>						
Management Fees	8,079	8,079	24,237		0	
Bus Rentals			0		0	
Mechanic Revenue	4534	6,382	16,770		(1848)	
<b>Total Sale of Services</b>	<b>12,613</b>	<b>14,461</b>	<b>41,007</b>	<b>0</b>	<b>(1848)</b>	
<b>Conditional transfer</b>						
<b>Funding -</b>						
County of Kings		0	110666		0	
Town of Berwick		0	9222		0	
Town of Kentville		0	36889		0	
Town of Wolfville		0	27667		0	
<b>Funding - Capital</b>					0	
County of Kings		0	12000		0	
Town of Berwick		0	1000		0	
Town of Kentville		0	4000		0	
Town of Wolfville		0	3000		0	
<b>Total Conditional Transfers</b>	<b>0</b>	<b>0</b>	<b>204,444</b>	<b>0</b>	<b>0</b>	
<b>Other Revenues</b>						
Transfer from capital reserve				-		
<b>Total Other Revenues</b>					5293	
<b>Total Revenues</b>	<b>63,738</b>	<b>58,445</b>	<b>390,841</b>	<b>0</b>	<b>5,293</b>	<b>0</b>

Expenses	June 2017	Actual June 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
<b>Aministration</b>						
Wages	13020	8,022	22,028		4,998	
Benefits	1793	817	2,206		977	
Travel		19	19		-19	
Training & Development					0	
Meetings	330	112	428		218	
CUTA fee		183	183		-183	
Communications/telephone	919	727	1,833		192	
Office Supplies	842	862	2,828		-20	
Printing	828	0	1,143		828	
Bank Charges	818	276	694		542	
Audit	6137	1,221	1,221		4,916	
Legal	661	0	0		661	
General Liability Insurance	458	304	912		155	
Professional Services/Annual fees	1071	8,178	17,256		-7,107	
IT Services	205	257	675		-52	
Miscellaneous ( Answering Services)	221	222	666		-1	
Advertising			512		0	
<b>Total Administration</b>	<b>27,303</b>	<b>21,199</b>	<b>52,605</b>	<b>0</b>	<b>6,104</b>	<b>0</b>
<b>Facility</b>						
Repairs & Maintenance	1038	843	2,957		195	
Cleaning	400	303	2,417		97	
Power	913	897	1,727		16	
Heat	0	0	793		0	
Insurance		356	1,068		-356	
Snow Clearing					0	
<b>Total Facility</b>	<b>2,351</b>	<b>2,399</b>	<b>8,961</b>	<b>0</b>	<b>-48</b>	<b>0</b>
<b>Operations</b>						

<b>Wages</b>						
Drivers	65513	44,844	85,668		20,669	
<b>Benefits</b>					0	
Drivers	12499	12,041	31,860		458	
Development & Training			165		0	
<b>Repairs &amp; Maintenance</b>					0	
Buses	16687	12,383	28,948		4,304	
Freight/Shipping	761	218	866		543	
Service Vehicle		35	107		-35	
<b>Insurance</b>					0	
Core	3825	3,066	9,198		759	
Licenses/Permits					0	
Fuel	17176	22,417	59,962		-5,241	
Fuel - Service Truck	358	281	719		77	
Cleaning	3279	4,460	11,528		-1,181	
Tools & Shop Supplies	185	5,586	7,004		-5,401	
Advertising	134	150	4,190		-16	
Bus Signage			815		0	
Driver Uniforms	655	641	657		14	
Commission on Sales	343	376	1,145		-33	
Employee Awards					0	
Professional Services	1214		8,484		1,214	
Radios "Push to Talk" app	577	278	1,234		299	
Annual Fees/Assessments/Registration		11,980	20,324		-11,980	
Communication					0	
Miscellaneous	75				75	
<b>Total Operations</b>	<b>123,281</b>	<b>118,756</b>	<b>272,873</b>	<b>0</b>	<b>4,525</b>	<b>0</b>
<b>Fiscal Expenses</b>						
Transfer to capital reserve						
<b>Total Fiscal Expenses</b>						
					-	
<b>Total Expenses</b>	<b>152,935</b>	<b>142,355</b>	<b>334,439</b>	<b>0</b>	<b>10,581</b>	<b>0</b>
					-	
<b>Surplus/(Deficit)</b>	<b>-89,197</b>	<b>-83,910</b>	<b>56,401</b>	<b>0</b>	<b>-5,288</b>	<b>0</b>
<b>As of June 30 2018 the 2018/19 Budget was not approved</b>						



**Monthly Finance Report**  
**as of June 30 2018**

**Annapolis East 56 & 57**

<b>Revenues</b>	<b>June 2017</b>	<b>June 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Fares	9170	7,502	18,340		1,668	
Advertising	0	0	0		0	
Municipal Contributions	8564	8,564	25,692		0	
<b>Total Revenues</b>	<b>17,734</b>	<b>16,066</b>	<b>44,032</b>	<b>0</b>	<b>1,668</b>	<b>0</b>

<b>Expenses</b>	<b>June 2017</b>	<b>June 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Wages	9787	6,840	20,212		2,947	
Benefits	996	329	2,216		667	
Vehicle repairs & maintenance	4435	627	6,776		3,808	
Mechanics labour	0	452	1,183		-452	
Fuel	4634	4,392	14,358		242	
Insurance & permits	680	708	2,124		-28	
Bus lease/rental	0	0	0		0	
Uniforms	0	0	152		0	
Legal and Audit	0	216	216		-216	
Annual fees/Assessments	0	2,246	3,743		-2,246	
Communications & office supplies	99	105	527		-6	
Miscellaneous professional fees	0	800	2,171		-800	
Advertising	0	0	440		0	
Management fees	3471	3,471	10,413		0	
Commission on ticket sales	55	69	165		-14	
<b>Total Expenses</b>	<b>24,157</b>	<b>20,255</b>	<b>64,694</b>	<b>0</b>	<b>3,902</b>	<b>0</b>

<b>Surplus/Deficit</b>	<b>-6,423</b>	<b>-4,189</b>	<b>-20,663</b>	<b>0</b>	<b>-2,234</b>	<b>0</b>
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As of June 30, 2018 the 2018/19 budget was not approved

**Monthly Finance Report**  
**as of June 30 2018**

**Annapois West 46 & 57**

<b>Revenues</b>	<b>June 2017</b>	<b>June 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Varieance</b>	<b>Annual Budget</b>
Fares	2434	3,397	6,640		-963	
Advertising	0	0	0		0	
Municipal Contributions	17128	17,128	51,384		0	
<b>Total Revenues</b>	<b>19,562</b>	<b>20,525</b>	<b>58,024</b>	<b>0</b>	<b>-963</b>	<b>0</b>

<b>Expenses</b>						
Wages	9886	8,593	21,748	0	1,293	
Benefits	470	452	1,766	0	18	
Vehicle repairs & maintenance	4922	1,329	10,169	0	3,593	
Mechanics labour	855	1,374	2,889		-519	
Fuel	1375	4,394	14,360	0	-3,019	
Insurance & permits	680	708	2,124	0	-28	
Bus lease/rental	0	0	0	0	0	
Uniforms		0	0	0	0	
Legal and Audit		216	216		-216	
Annual fees/Assessments		2,246	3,743		-2,246	
Communications & office supplies		105	243	0	-105	
Miscellaneous Professional fees		800	2,171	0	-800	
Advertising	0	0	440	0	0	
Management fees	2242	2,242	6,726	0	0	
Commission on ticket sales	19	28	71	0	-9	
<b>Total Expenses</b>	<b>20,449</b>	<b>22,487</b>	<b>66,665</b>	<b>0</b>	<b>-2,038</b>	<b>0</b>
					0	
<b>Surplus/Deficit</b>	<b>-887</b>	<b>-1,962</b>	<b>-8,640</b>	<b>0</b>	<b>1,075</b>	<b>0</b>

As of June 30, 2018 the 2018/19 budget was not approved



## Monthly Finance Report

as of June 30 2018

### Municipality of Digby Bus 50 & 58

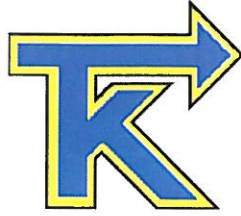
Revenues	Jun-17	Jun-18	Actual YTD	Budget	Variance \$	Annual Budget
Fares	5620	4,270	13,134		1,350	
Advertising					0	
Municipal Contributions	15900	15,900	47,700		0	
<b>Total Revenues</b>	<b>21,520</b>	<b>20,170</b>	<b>60,834</b>		<b>1,350</b>	
<b>Expenses</b>						
Wages	11564	7,426	21,265		4,138	
Benefits	1061	485	3081		576	
Vehicle repairs & maintenance	348	7824	29170		-7,476	
Mechanic labour	0	4556	5568		-4,556	
Fuel	3225	4615	12682		-1,390	
Insurance & permits	802	952	2856		-150	
Bus lease/rental	500	500	1500		0	
Uniforms					0	
Annual Fees / Assessments		2995	4991		-2,995	
Legal and Audit		301	301		-301	
Professional/consultation fees		1200	3404		-1,200	
Communications & office supplies	94	157	808		-63	
Miscellaneous					0	
Building & utilities					0	
Management fees	2366	2366	7098		0	
Commission on ticket sales	15	19	40		-4	
Advertising (sign Board ECT)	104	0	879		104	
<b>Total Expenses</b>	<b>20,079</b>	<b>33,396</b>	<b>93,644</b>		<b>-13,317</b>	<b>0</b>
<b>Surplus/(Deficit)</b>	<b>1441</b>	<b>-13226</b>	<b>-32810</b>		<b>14667</b>	<b>0</b>

As of June 30 2018 the 2018/19 budget was not approved



**KINGS TRANSIT AUTHORITY**  
**Board Meeting Agenda**  
**August 22<sup>nd</sup>, 2018, 4:00pm**  
Location: New Minas Office Board Room

1. Welcome, Safety Minute and Roll Call
2. Approval of Agenda
3. Approval of June 27<sup>th</sup>, 2018 Regular Board Meeting Minutes
4. Approval of June 27<sup>th</sup>, 2018 Special Board Meeting Minutes
5. Approval of July 10<sup>th</sup>, 2018 Special Board Meeting Minutes
6. Audit Presentation
7. New Business
  - a. 2018/19 Operating and Capital Budgets



**KINGS TRANSIT AUTHORITY  
SPECIAL BOARD MEETING-MINUTES  
July 10<sup>th</sup>, 2018**

A special board meeting of Kings Transit Authority was held on the above date at 4:00pm at the Kings Transit Authority – New Minas NS.

1. Welcome  
Attendance:  
**Board Members**  
Councillor Brian, Town of Wolfville; Board Chair  
Councillor Raven, Municipality of the County of Kings; Vice Chair  
Councillor Hodges, Municipality of the County of Kings  
Councillor Spicer, Municipality of the County of Kings  
Councillor Ashford-Morton, Town of Berwick  
Councillor Andrews, Town of Kentville  
KTA Staff  
Glen Bannon, General Manager  
Other Attendees  
CAO Mark Phillips
  
2. Approval of Agenda  
This meeting was called to discuss (in-camera) personnel and contract issues.  
  
Motion: To Approve the Agenda of July 10<sup>th</sup>, 2018.  
  
Councillor Raven/Councillor Hodges (Moved/Seconded)  
**MOTION CARRIED**
  
3. In Camera  
Motion: To move in camera to discuss personnel and contract issues.  
  
Councillor Hodges/Councillor Andrew (Moved/Seconded)  
**MOTION CARRIED**  
  
In camera ended at 5:12pm and the Board returned to open session.

4. New Business  
Arising

Approval of Public Transit Assistance Program

General Manager Bannon reported that grant funding in the amount of \$375,000 from the Province of Nova Scotia's Public Transit Assistance Program (PTAP) has been received.

Motion: That the project items listed on the PTAP letter to the Province for 2018/19 be approved and fully funded from PTAP.

Councillor Hodges/Councillor Raven (Moved/Seconded)

**MOTION CARRIED**

5. Adjournment

Motion: To adjourn the meeting.

Councillor Hodges/Councillor Raven (Moved/Seconded)

Meeting Adjourned at 5:20pm

Recorded by Councillor Raven

Signatures of Approval

\_\_\_\_\_ General Manager

\_\_\_\_\_ Board Chair

# General Manager's Report

For the Month of July 2018

As Presented at the August 22nd, 2018 Board Meeting

## **Report Index**

### **Section A**

Garage and  
Fuel Prices

### **Section B**

Ridership & Revenue

### **Section C**

Monthly Financial Reporting

### **Section D**

Ridership initiatives

### **Section E**

Transit Funds & Tenders

### **Section F**

Staffing

### **Section G**

Monthly Activities

### **Section H**

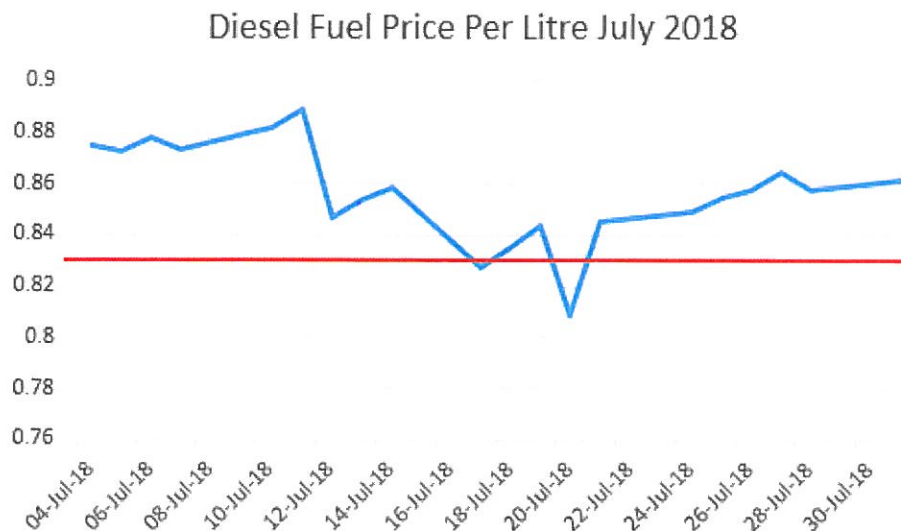
Planned Activities



## Section A – Garage and Fuel Prices

Sixteen work orders were issued for bus repairs, with parts costing \$17,042.40 and \$8651.25 charged against labour.

The price of diesel fuel continues to be a concern, although the situation has improved over June 2018. Prices published by our provider (Suncor) for July are shown in the graph below; we are budgeted for \$0.83 per litre, as depicted by the red horizontal line.



## Section B – Ridership & Revenue

The attached Ridership Report indicates an overall increase of 1.04% from the previous month in 2017. The Hants Border and Annapolis East routes were the exception showing ridership decreases of 6.18% and 3.69% respectively.

The Revenue Report indicates an overall increase of 10.2% from the previous month in 2017. Hants Border and Annapolis East were the exceptions, showing decreases of 2.4% and 10.46% respectively.

## Section C – Monthly Financial Reporting

The following documents were reviewed by the Chair and General Manager:

1. Comparative Income Statements
2. Trial Balance and Balance Sheets
3. Bank Reconciliations, for the Operating Account and the Capital Account
4. Payroll Remittances
5. HST Remittances

6. Accounts Receivable sub ledger
7. Accounts Payable sub ledger
8. Inventory Reports
9. Capital Spending details
10. Manual Journal Entries
11. Unallocated Amounts Report

With this first detailed review of the finance and inventory related documents, it was discovered that the team had difficulty completely reconciling Sage with the inventory software (a difference of \$133) and the process revealed an incomplete understanding of the reporting capabilities of the inventory software. Training on the software has never been made available to the staff – this will be corrected. Further, there may be scope to rationalize the two platforms.

#### **Section D – Ridership initiatives**

Testing and troubleshooting of the Double Map application continued. While the AVA function was still not working correctly, the AVL function was deemed consistently reliable and a soft launch of the application (on Facebook, Twitter and our website) was made on July 23<sup>rd</sup>.

#### **Section E - Federal Transit Funds**

##### **Review of Kings Transit projects, six in total.**

1. **Purchase and Installation of Wi-Fi equipment** – Project complete.
2. **Purchase 2 new 30' low floor buses 32 passenger** – Project complete.
3. **CAD/AVL Project** – status as discussed in Section C.
4. **Purchase and installation of two bus shelters** - Installation complete at the New Minas location, a site in the Town of Digby has yet to be identified. A site survey will be conducted on August 1st.
5. **Camera Replacement Project** – Project complete.
6. **Accessible Bus Stop** – Project complete.

#### **Section F - Staffing**

Peter Morrison retired from the service on July 17<sup>th</sup> and his position (Bridgetown to Greenwood) was posted immediately. It closed on July 27<sup>th</sup>, with David Welch as the successful applicant for the job.

There are two full time staff off work on potential Long Term Disability claims and one additional full time staff member on a Workers Accident Claim from a previous employer.

Managing the operator schedule continues to be a challenge but the situation is improving as we recruit and train new spare Operators. Brian Benedict was hired as a new spare for our team.

## **Section G - Monthly Activities**

Service Disruptions – none to report.

Occupational Health and Safety - The Committee met on July 16<sup>th</sup>; no concerns have been identified. Workplace inspections were completed with no issues noted, and a Toolbox Talk was held.

### General Activities

- 2018/19 Budget Refinement
- Accounting Engagement with support from Grant Thornton
- Year End Audit by Grant Thornton
- Promotional Video Planning with Canopy Creative
- Double Map Testing and Soft Launch
- Meeting with KRock – DoubleMap Promo
- First and Second Meetings – Technical Committee on Accessibility and Asset Management
- Visit by MLA Keith Irving
- Michelin Luncheon – Bus Shelters for the Village of Cornwallis Square
- MoK Remo Tabletop Exercise – Hurricane Preparations
- Developed and issued Tender for new Service Truck

## **Section H – Planned Activities**

- Audit Preparations
- Finalize Capital and Operating Budgets
- Strategic Plan

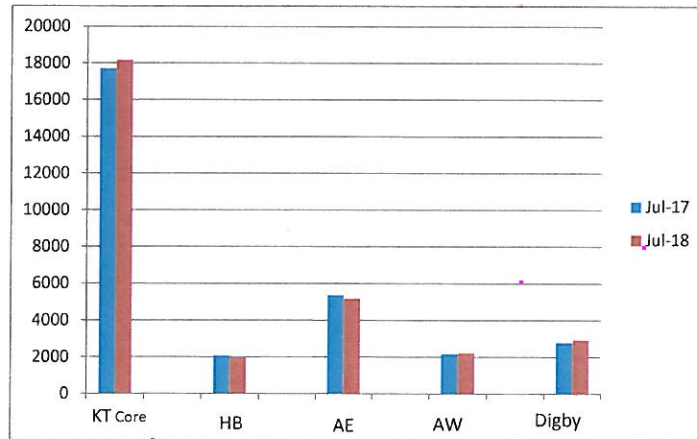


## KINGS TRANSIT AUTHORITY RIDERSHIP REPORT



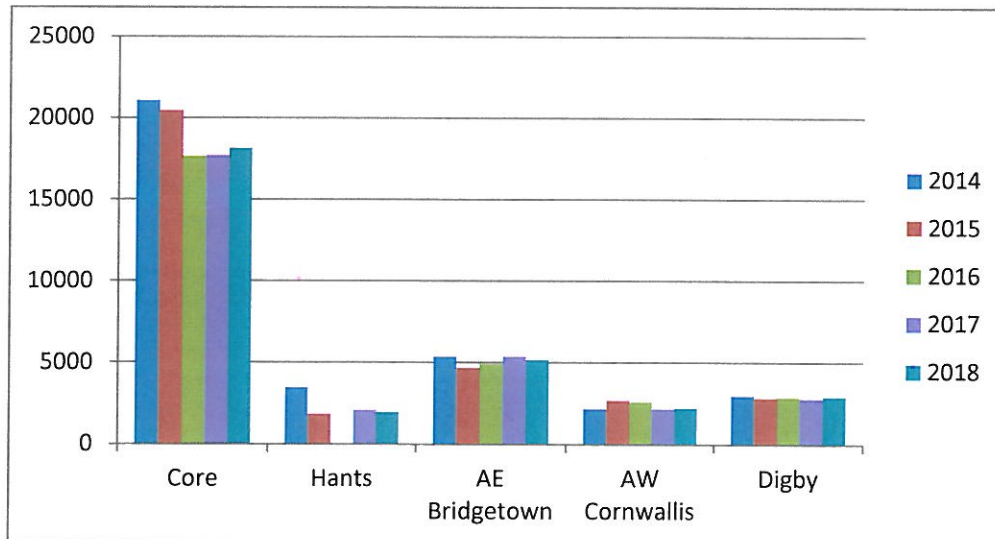
July 2018

AREA OF SERVICE	July 17	July 18	Percentage			Year to date 2017	Year to date 2018	Year to date budget 2018	Increase decrease udet vs actual	% Increase decreases budget vs actual
			Previous vs current year	previous vs current year						
KT CORE	17720	18156	436	2.40%		68604	72181	70332	1849	2.6%
HANTS BORDER (HB)	2095	1973	-122	-6.18%		10110	8144	10000	-1856	-18.6%
ANNAPOLIS EAST (AE)	5373	5182	-191	-3.69%		22709	23062	23000	62	0.3%
ANNAPOLIS WEST (AW)	2184	2233	49	2.19%		8103	7585	9000	-1415	-15.7%
DIGBY	2797	2941	144	4.90%		9639	9716	10332	-616	-6.0%
<b>TOTAL</b>	<b>30,169</b>	<b>30,485</b>	<b>316</b>	<b>1.04%</b>		<b>119,165</b>	<b>120,688</b>	<b>122,664</b>	<b>-1,976</b>	<b>-1.61%</b>



### 5 Year Ridership Analysis for July

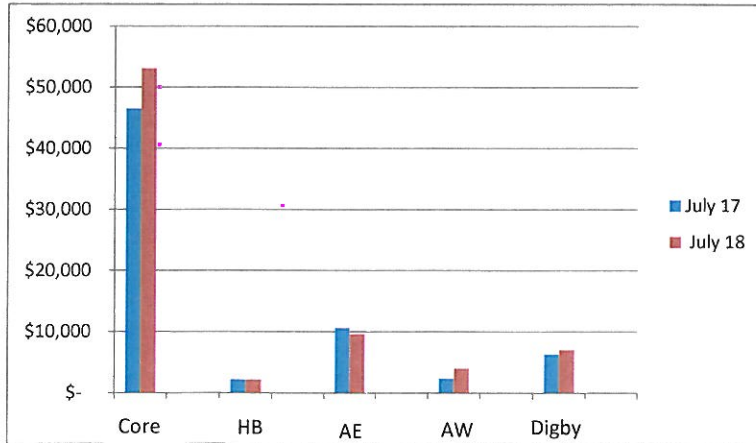
	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
<b>2014</b>	21092	3475	5373	2184	2971
<b>2015</b>	20441	1838	4676	2688	2834
<b>2016</b>	17645		4936	2581	2882
<b>2017</b>	17,720	2,095	5,373	2,184	2,797
<b>2018</b>	18,156	1,973	5,182	2,233	2,941





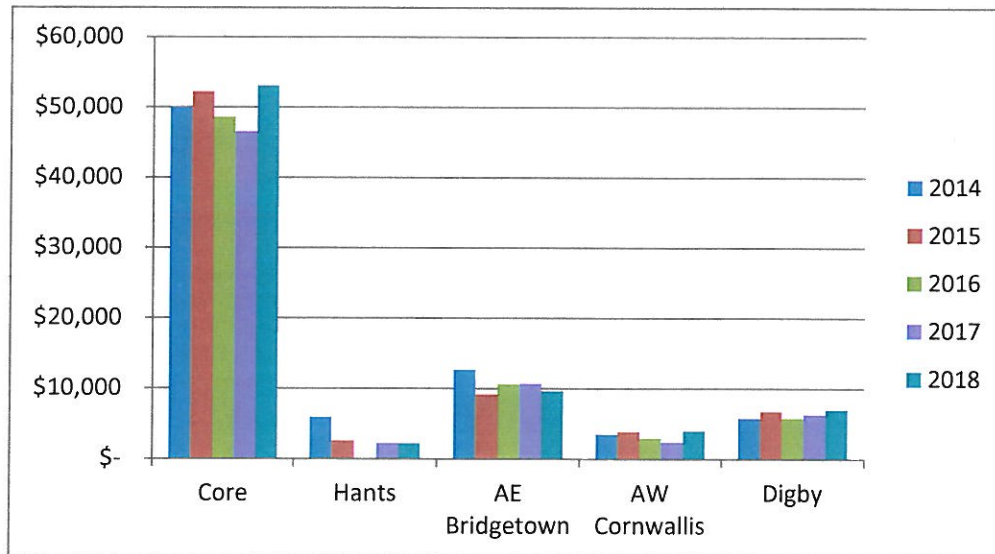
## REVENUE REPORT July 2018

AREA OF SERVICE	July 17	July 18	Previous vs current year	Percentage previous vs current year		Year to date 2017	Year to date 2018	Year to date budget 2018	Increase decrease budget vs actual	% Increase decreases budget vs actual
HANTS BORDER	\$ 2,232	\$ 2,180	-52	-2.40%	\$ 6,194	\$ 8,347	\$8,900	-553	-6.22%	
ANNAPOLIS EAST	\$ 10,688	\$ 9,676	-1012	-10.46%	\$ 42,908	\$ 36,829	\$41,332	-4,503	-10.89%	
ANNAPOLIS WEST	\$ 2,422	\$ 4,028	1606	39.87%	\$ 10,342	\$ 13,834	\$11,172	2,662	23.83%	
DIGBY	\$ 6,365	\$ 7,039	674	9.58%	\$ 23,002	\$ 22,942	\$22,332	610	2.73%	
<b>TOTALS</b>	<b>\$68,249</b>	<b>\$76,002</b>	<b>7,753</b>	<b>10.20%</b>	<b>\$265,571</b>	<b>\$279,157</b>	<b>\$258,164</b>	<b>20,993</b>	<b>8.13%</b>	



### 5 Year Revenue Analysis for July

	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
<b>2014</b>	\$ 49,968	\$ 5,949	\$ 12,678	\$ 3,535	\$ 5,829
<b>2015</b>	\$ 52,184	\$ 2,538	\$ 9,142	\$ 3,871	\$ 6,717
<b>2016</b>	\$ 48,585		\$ 10,613	\$ 3,003	\$ 5,811
<b>2017</b>	\$ 46,542	\$ 2,232	\$ 10,688	\$ 2,422	\$ 6,365
<b>2018</b>	\$ 53,079	\$ 2,180	\$ 9,676	\$ 4,028	\$ 7,039



## Kings Transit Authority

### Monthly Finance Report as of July 31 2018

Revenues	July 2017	Actual July 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
<b>Revenue from own sources</b>						
Fares	48774	55,259	197,205		(6485)	
Advertising	500	500	5,630		0	
Maritime Bus	600	650	2,600		(50)	
Interest	1	0	0		1	
Miscellaneous	0	22	590		(22)	
<b>Total Rev from own Sources</b>	<b>49,875</b>	<b>56,431</b>	<b>206,025</b>	<b>0</b>	<b>(6556)</b>	
<b>Sale of Service</b>						
Management Fees	8,079	8,079	32,316		0	
Bus Rentals			0		0	
Mechanic Revenue	7256	4,376	21,461		2880	
<b>Total Sale of Services</b>	<b>15,335</b>	<b>12,455</b>	<b>53,777</b>	<b>0</b>	<b>2880</b>	
<b>Conditional transfer</b>						
Funding -						
County of Kings	110666	110666	221333		0	
Town of Berwick	9222	9222	18445		0	
Town of Kentville	36889	36889	73778		0	
Town of Wolfville	27667	27667	55333		0	
Funding - Capital					0	
County of Kings	12000	12000	24000		0	
Town of Berwick	1000	1000	2000		0	
Town of Kentville	4000	4000	8000		0	
Town of Wolfville	3000	3000	6000		0	
<b>Total Conditional Transfers</b>	<b>204,444</b>	<b>204,444</b>	<b>408,888</b>	<b>0</b>	<b>0</b>	
<b>Other Revenues</b>						
Transfer from capital reserve		21387		-		
Capital Acct for Marketing (\$4999)		2606				
<b>Total Other Revenues</b>					<b>(3676)</b>	
<b>Total Revenues</b>	<b>269,654</b>	<b>273,330</b>	<b>668,691</b>	<b>0</b>	<b>-3,676</b>	<b>0</b>

Expenses	July 2017	Actual July 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
<b>Administration</b>						
Wages	9620	6,464	27,202		3,156	
Benefits	1347	905	3,808		442	
Travel	0	0	19		0	
Training & Development	0	0	183		0	
Meetings	0	0	428		0	
CUTA fee	0	0	0		0	
Communications/telephone	633	326	2,159		307	
Office Supplies	750	728	3,271		22	
Printing	130	294	1,438		-164	
Bank Charges	831	234	797		597	
Audit	0	0	1,221		0	
Legal	0	156	156		-156	
General Liability Insurance	458	304	1,216		155	
Professional Services/Annual fees	1362	5,200	24,515		-3,838	
IT Services	209	394	1,069		-185	
Miscellaneous ( Answering Services)	221	222	888		-1	
Advertising	535	52	564		483	
Marketing (from capital acct)	0	2,606	2,606		-2,606	
<b>Total Administration</b>	<b>16,096</b>	<b>17,885</b>	<b>68,935</b>	<b>0</b>	<b>-1,789</b>	<b>0</b>
<b>Facility</b>						
Repairs & Maintenance	95	261	3,218		-166	
Cleaning	400	255	2,672		145	
Power	0	1,010	2,737		-1,010	



Heat	0	0	793		0	
Insurance	0	356	1,424		-356	
Snow Clearing	0	0			0	
<b>Total Facility</b>	<b>495</b>	<b>1,882</b>	<b>10,843</b>	<b>0</b>	<b>-1,387</b>	<b>0</b>
<b>Operations</b>						
<b>Wages</b>						
Drivers	42909	60,856	85,668		-17,947	
<b>Benefits</b>					0	
Drivers	6007	8,520	31,860		-2,513	
Development & Training	0	0	165		0	
<b>Repairs &amp; Maintenance</b>					0	
Buses	12802	11,602	37,744		1,200	
Freight/Shipping	308	290	1,188		18	
Service Vehicle	0	236	343		-236	
<b>Insurance</b>						
Core	3825	3,066	12,264		759	
Licenses/Permits	0	0			0	
Fuel	15268	21,081	81,042		-5,813	
Fuel - Service Truck	342	334	1,053		8	
Cleaning	2169	4,348	15,875		-2,179	
Tools & Shop Supplies	36	2,470	7,161		-2,434	
Advertising	0	0	4,190		0	
Bus Signage	63	23	838		40	
Driver Uniforms	261	886	1,277		-625	
Commission on Sales	338	350	1,473		-12	
Employee Awards	0	0			0	
Professional Services	0	0	8,484		0	
Radios "Push to Talk" app	1095	729	1,962		366	
Annual Fees/Assessments/Registration	0	0	20,324		0	
Communication	0	0			0	
Miscellaneous	0	0			0	
<b>Total Operations</b>	<b>85,423</b>	<b>114,791</b>	<b>312,911</b>	<b>0</b>	<b>-29,368</b>	<b>0</b>
<b>Fiscal Expenses</b>						
Transfer to capital reserve	20000	415000	415000			
<b>Total Fiscal Expenses</b>	<b>20000</b>	<b>415000</b>	<b>415000</b>			
					-	
<b>Total Expenses</b>	<b>122,014</b>	<b>549,558</b>	<b>807,689</b>	<b>0</b>	<b>-427,544</b>	<b>0</b>
					-	
<b>Surplus/(Deficit)</b>	<b>147,640</b>	<b>-276,228</b>	<b>-138,999</b>	<b>0</b>	<b>423,868</b>	<b>0</b>
<b>As of July 31 2018 the 2018/19 Budget was not approved</b>						

**Monthly Finance Report**  
**as of July 31 2018**

**Annapolis East 56 & 57**

<b>Revenues</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Fares	10689	9,676	28,016		1,013	
Advertising	0	0	0		0	
Municipal Contributions	8564	8,564	34,256		0	
<b>Total Revenues</b>	<b>19,253</b>	<b>18,240</b>	<b>62,272</b>	<b>0</b>	<b>1,013</b>	<b>0</b>

<b>Expenses</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Wages	6553	8,588	28,800		-2,035	
Benefits	917	1,239	3,455		-322	
Vehicle repairs & maintenance	3044	10,368	17,144		-7,324	
Mechanics labour	0	2,811	3,994		-2,811	
Fuel	5625	4,227	18,585		1,398	
Insurance & permits	680	708	2,832		-28	
Bus lease/rental	0	0	0		0	
Uniforms	25	0	152		25	
Legal and Audit	0	0	216		0	
Annual fees/Assessments	0	0	3,743		0	
Communications & office supplies	228	215	742		13	
Miscellaneous professional fee	0	800	2,971		-800	
Advertising	0	0	440		0	
Management fees	3471	3,471	13,884		0	
Commission on ticket sales	52	60	225		-8	
<b>Total Expenses</b>	<b>20,595</b>	<b>32,486</b>	<b>97,181</b>	<b>0</b>	<b>-11,891</b>	<b>0</b>

<b>Surplus/Deficit</b>	<b>-1,342</b>	<b>-14,246</b>	<b>-34,910</b>	<b>0</b>	<b>12,904</b>	<b>0</b>
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**As of July 31, 2018 the 2018/19 budget was not approved**



**Monthly Finance Report**  
**as of July 31 2018**

**Annapolis West 46 & 57**

<b>Revenues</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Fares	2434	4,025	12,445		-1,591	
Advertising	0	0	0		0	
Municipal Contributions	17128	17,128	68,512		0	
<b>Total Revenues</b>	<b>19,562</b>	<b>21,153</b>	<b>80,957</b>	<b>0</b>	<b>-1,591</b>	<b>0</b>

<b>Expenses</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Wages	6,801	7144	28,661	0	-343	
Benefits	952	1000	1,766	0	-48	
Vehicle repairs & maintenance	5560	225	10,394	0	5,335	
Mechanics labour	0	0	2,889		0	
Fuel	2813	4,268	18,627	0	-1,455	
Insurance & permits	680	708	2,832	0	-28	
Bus lease/rental	0	0	0	0	0	
Uniforms	8	0	0	0	8	
Legal and Audit	0	0	436		0	
Annual fees/Assessments	0	0	3,743		0	
Communications & office supplies	202	216	459	0	-14	
Miscellaneous(Professional fees	0	800	2,970	0	-800	
Advertising	0	0	440	0	0	
Management fees	2242	2,242	8,968	0	0	
Commission on ticket sales	19	27	82	0	-8	
<b>Total Expenses</b>	<b>19,277</b>	<b>16,630</b>	<b>82,266</b>	<b>0</b>	<b>2,647</b>	<b>0</b>
					0	
<b>Surplus/Deficit</b>	<b>285</b>	<b>4,523</b>	<b>-1,310</b>	<b>0</b>	<b>-4,238</b>	<b>0</b>

**As of July 31, 2018 the 2018/19 budget was not approved**

# Monthly Finance Report

as of July 31 2018

## Municipality of Digby Bus 50

Revenues	Jul-17	Jul-18	Actual YTD	Budget	Variance \$	Annual Budget
Fares	6365	7,039	20,326		-674	
Advertising					0	
Municipal Contributions	15900	15,900	63,600		0	
<b>Total Revenues</b>	<b>22,265</b>	<b>22,939</b>	<b>83,926</b>		<b>-674</b>	
<b>Expenses</b>						
Wages	6,420	7252	27,914		-832	
Benefits	1227	1378	4308		-151	
Vehicle repairs & maintenance	2643	2563	31713		80	
Mechanic labour	0	1575	7143		-1,575	
Fuel	3796	5511	18192		-1,715	
Insurance & permits	802	952	3808		-150	
Bus lease/rental	500	500	2000		0	
Uniforms	0	107	107		-107	
Annual Fees / Assessments	0	0	4991		0	
Legal and Audit	0	0	631		0	
Professional/consutation fees	0	1200	4585		-1,200	
Communications & office supplies	365	101	909		264	
Miscellaneous	0	0			0	
Building & utilities	0	0			0	
Management fees	2366	2366	9464		0	
Commission on ticket sales	2	13	53		-11	
Advertising (sign Board ECT)	0	0	879		0	
<b>Total Expenses</b>	<b>18,121</b>	<b>23,518</b>	<b>116,697</b>		<b>-5,397</b>	<b>0</b>
<b>Surplus/(Deficit)</b>	<b>4144</b>	<b>-579</b>	<b>-32771</b>		<b>4723</b>	<b>0</b>

As of July 31 2018 the 2018/19 budget was not approved

## COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition  
Date: September 4, 2018  
Department: Council

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### UPDATE

The Board met on July 19<sup>th</sup>, 2018.

July 19/18

- The financials were approved as circulated
- Black Rock Trail group is coming on as a new member of the AVTC.
- The Bridge is complete – and it's a great trail for walking/dog walking, but not biking.
- Berwick Perimeter has been worked on.
- The dry summer weather could lead to trail closures by DNR should there be risks of fire etc.
- Kiosk design and costing is now complete and will be circulated. It is a sample kiosk with no construction costs included. There may be some cost sharing that is available.
- The maps on the kiosks must be consistent, however the "feel" of each kiosk will be unique to the community they stand in. Will also ask that I adhere to the NS tourism guidelines.
- Patrol course was cancelled and will look to hold again in September.

### Priorities or 2018/2019

- Signage
- Website
- Public information/updates
- Now that the trail is complete, the aim of the AVTC will be to increase awareness and traffic.

Respectfully submitted,

Councillor MacKay

## COMMITTEE UPDATE

Title: Diversity Kings Co.  
Date: September 4, 2018  
Department: Office of the CAO

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### UPDATE



Diversity Kings County held its July meeting on July 4<sup>th</sup> at 5 pm at the Vineyards Room in the Municipal Complex.

Topics of discussion were: The Kentville Multi Cultural Fair, the schedule of guest speakers planned for the committee meetings, registration in the Stepping Up workshop, and ideas for field trips for the committee members.

A **Multicultural Fair** was held in Kentville Centre Square on Saturday, August 25<sup>th</sup>. Diversity Kings Co had an interactive, information booth that was well received by all. Deputy Mayor Emily Lutz, Councillor Oonagh Proudfoot, Diversity & Outreach Specialist Brittany Mastroianni, and two committee members Violy and Gerard were all on hand to help with staffing the booth.

Oonagh is registered for the next **Stepping Up: Non-indigenous People's Role in Truth and Reconciliation Workshop**. It runs for six consecutive weeks on Thursdays from 5 to 7 pm. It is a course that provides an opportunity for non-Indigenous people to begin to explore their roles and responsibilities in the Truth and Reconciliation Process. It gives a chance for participants to talk together, to address difficult issues, to share hopes and fears and to learn new ways of thinking, being and acting.

The committee is discussing the possibility of doing some field trips around the province so that we can begin to educate ourselves about our rich history and diversity. Details are being worked on and discussed. The hope is that these field trips can be offered to other council members and community members. The first one being considered is the Mathieu Da Costa African Heritage Trail in the Fall.

I would like to take this opportunity to acknowledge the work of our Diversity & Outreach Specialist, Brittany Mastroianni. She is a terrific addition and has brought a wealth of knowledge and experience as well as a smiling face! I would like to suggest that, at some point, we invite Brittany to visit us at a council meeting to introduce herself, provide a bit of her background, and outline the initiatives that she is working on.