



## **TOWN OF KENTVILLE POLICY STATEMENT G69 COUNCIL REPORTS POLICY**

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### **1.0 PURPOSE**

- 1.1 The purpose of this policy is to provide direction to elected officials for production of reports to inform Council and the public of their activity in the conduct of Town business. The reports provide a public record of activity and maintain accountability and transparency.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

- 3.1 This policy applies to all elected officials of the Town of Kentville.

### **4.0 PROCEDURES**

- 4.1 The Town of Kentville councillors shall produce reports to inform Council and the public of their activity in the conduct of Town business and committees of council.
- 4.2 Members of Council shall introduce new business, prior to a meeting, through a Request for Decision to ensure that there is sufficient information, staff advice and clarity for Council to debate the matter and make a decision.
- 4.3 The Town of Kentville councillors are responsible for the preparation of reports for presentation to council. The details and schedule of the reports are as follows:
  - 4.3.1.1 Monthly, for presentation at the Council Meetings, the elected officials shall produce a report detailing their attendance at council, council advisory, committee and other town meetings, Town of Kentville Events and conferences. The purpose of this report is to inform council and the public of on-going committee work and its effect on the Town of Kentville. The following committee chairs or representatives shall provide additional details in their report to council of on-going business affecting the Town of Kentville and Council decision making based on meeting frequency of the committee:

- 4.3.1.1.1 Audit Committee;
- 4.3.1.1.2 Finance and Administrative Committee;
- 4.3.1.1.3 Board of Police Commissioners;
- 4.3.1.1.4 Investment (Perpetual Fund);
- 4.3.1.1.5 Water Commission;
- 4.3.1.1.6 Source Water Protection Advisory Group;
- 4.3.1.1.7 Annapolis Valley Regional Library;
- 4.3.1.1.8 Collective bargaining Committee – CUPE;
- 4.3.1.1.9 Collective bargaining Committee – Police;
- 4.3.1.1.10 Joint Fire Services Committee;
- 4.3.1.1.11 Kings County Academy/PTA;
- 4.3.1.1.12 Kings Point-to-Point;
- 4.3.1.1.13 Kings Regional Sewer Committee;
- 4.3.1.1.14 Kings Transit Authority;
- 4.3.1.1.15 Western Regional Housing Authority Board;
- 4.3.1.1.16 Regional Emergency Management Operation;
- 4.3.1.1.17 Valley Regional Enterprise Network;
- 4.3.1.1.18 Valley Waste Resource Management Authority;
- 4.3.1.1.19 Friends of the Library;
- 4.3.1.1.20 Kings Diversity
- 4.3.1.1.21 Parks & Recreation;
- 4.3.1.1.22 Planning & Development;
- 4.3.1.1.23 Transportation Service; and
- 4.3.1.1.24 Annapolis Valley Trails.

4.3.2 Monthly, for presentation at the Council Meetings, the elected official on return from a trip or conference shall produce a report detailing their attendance at a conference. The report shall include an accounting of total expenditures for the entire trip. A detailed report of the conference and sessions attended and shall include a recommendation on the value of the conference for future attendance.

4.3.3 As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form. The report shall include the councillor's name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.4 It is the responsibility of the delegated councillor or mayor to produce the reports for presentation at the monthly meetings as specified. For months where there are no meetings the report shall be combined with the next reporting month.

4.5 Monthly, the Financial Department shall upload all mayor and councillor expenses to the individual reports on the Town website. All expenses incurred during the conduct of Council or Town of Kentville business shall be posted.

4.6 The reports shall be available with the minute package for the meeting at which the report was made.

## **5.0 ASSOCIATED DOCUMENTS**

5.1 Appendix A: Council Committee and Attendance Report Form

5.2 Appendix B: Council Advisory Committee Request for Decision Form

5.3 Appendix C: Trip Report

Policy Statement G57 Committees of Council

Policy Statement G70 Council Meeting Policy

## **6.0 POLICY REVISION HISTORY**

Date Created: January 29, 2018

Revisions: February 25, 2019

June 24, 2019



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Chief Administrative Officer, Mark Phillips

## APPENDIX A

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Last Council Meeting Attended: \_\_\_\_\_

Date of Last Council Advisory Meeting Attended: \_\_\_\_\_

Date of Last Governance Session Attended: \_\_\_\_\_

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

### Conference Attendance and Synopsis

Date	Conference	Synopsis

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	

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<b>Meeting Highlights:</b>	
<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

**Misc Events**

<b>Date</b>	<b>Synopsis</b>

**APPENDIX B: REQUEST FOR DECISION FORM**

Name:			
Date:		Date Submitted to CAO:	

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:					
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input type="checkbox"/>		
Budget:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Policy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Desired Outcome:					
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	

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Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	



## APPENDIX C: TRIP REPORT GUIDE

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Date

TRIP REPORT – XX- CONFERENCE NAME

### Introduction

1. I attended the **conference** at **name of city**. The **conference** was held **dates** at the **Conference Centre**, hosted by **company/government dept.** **# of Attendees** from the Town of Kentville attended the conference. **Short synopsis of who else attended (The conference was attended by all Kings County councillors)**. There were over **# of councillors and staff** in attendance.

### Administration and Finances

2. The travel administration was supported by the Town of Kentville. Accommodations were secured at the **hotel name** in **City, Province**, air travel was with **carrier, or rental car, or private motor vehicle**. The cost of the conference was **CDN\$xx**. The total cost of the trip was borne by the Town of Kentville under **legislative expense account# at a total cost of CDN\$x,xxx.xx**.

### Conference Facilities

3. The conference facility is **outstanding**. Securing rooms at the **Conference Centre** is ideal, as all conference events are held on-site. The accommodations are **very comfortable and well appointed**. **The main conference room tends to be over air-conditioned and may necessitate the wearing of a jacket or sweater.**

### Conference Content

4. The attached schedule provides a brief overview general assemblies and sub-committee working groups. The briefings provided during the general assemblies were informative and provided a good overview of common problem areas faced by all Kings County councils and it also provided insight on the direction planned by municipal units. Of particular interest was the briefing provided by the Mayor of xx.

5. Interesting ideas.

6. Ideas for consideration.

7. Not so great ideas.

8. The presentations are available electronically and will be placed on the Council network drive when available.

### Recommendations

9. It is recommended that Town of Kentville **continue to attend (or not attend)** the **Conference Name**. Cross section attendance is extremely important as making contact **with other councillors and staff facilitates most ongoing processes**. The information gathered at the conference will be of interest to **staff**. Kentville should consider providing a briefing next year based on the experience of new programs integrated with existing budget and how the barriers are overcome.



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10. Questions regarding this conference or the recommendations may be referred to the undersigned.

Name  
Position  
Telephone #

Expenses

<b>Name of Conference 2017 – Location</b>		
Date	Detail	amount
	Conference Registration Fee including HST	\$
	Transportation – car (KM), rental, airfare	\$
	Hotel Room x # nights	\$
	meal - provided	\$0
	Lunch	\$17.75
	<b>Total Expense</b>	<b>\$17.75</b>

Enclosure: Schedule

