



## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL OPERATIONS BUDGET 2020-2021 MEETING (2) COVID-19 PROTOCOL

Meeting Minutes: May 20, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: "Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting."

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 9:00 a.m.

### PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that the following members of Council were present: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Pulsifer.

### REGRETS

Councillor Eric Bolland

Staff in attendance included Chief Administrative Officer Kelly Rice, Director Debra Crowell, Director Rachel Bedingfield, Director Bev Gentleman, Director Dave Bell, Chief Julia Cecchetto, IT Manager Jason Bethune and Recording Secretary Jennifer West.

### 2. APPROVAL OF THE AGENDA

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

**That the agenda of May 20, 2020 be approved**

### MOTION CARRIED

### 3. BUDGET PRESENTATIONS

#### (a) Flood Risk Infrastructure Investment Program – Flood Mitigation Pond

Director Bell reviewed the provincial grant which could potentially support a flood mitigation project.

*Report Available*

### RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

**That Council support the grant application to the Flood Risk Infrastructure Investment Program for the "Palmer Subdivision Flood Mitigation Pond Project" at a cost of \$130,360.**

### MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Gerrard, Maxwell, Pulsifer, Savage and Snow

**(b) 2020-2021 Operating Budget**

Director Crowell reviewed the proposed operations budget, inviting questions at each section.

**EXPENDITURES**

The following are mandatory expenditures that the Town is committed to paying annually.

**CAPPED ASSESSMENT**

CAP rate at 1.0%, total capped \$18,663,100

Assessment breakdown: 82% residential, 12% commercial, 6% industrial (Kentville Business Park)

**MANDATORY EXPENDITURES \$1,855,100**

Assessment, Correction, Prosecution, Housing, Library and Education

**JOINT BOARDS AND COMMISSIONS \$1,206,100**

Kentville Volunteer Fire Department, Kings-Inspections/911, Regional Emergency Management Organization, Kings Transit, Kings Point to Point, Valley Waste, Kings-Landfill, and Valley Regional Enterprise Network.

- **Points of Discussion**

- There have been discussions about changing the 911 service into a shared service, these details are not available at this time.

**COMMITMENTS \$397,000**

Reduced tax, Kentville Police Service Dispatch, Custody Services, Economic Development, PACE program, Grant (soccer dome), Library Lease.

**OTHER FIXED EXPENDITURES \$1,996,000**

Debt repayment, allowances, area rates, operating reserve and election.

- **Points of Discussion**

- What are the details for the debt repayment? The total debt is around \$5,000,000, this includes principle and interest.

**REMUNERATION \$5,074,000**

Full time employees, non bargaining, CUPE and APA staff.

- **Points of Discussion**

- How can Council see the individual salaries of all staff? Individual staff salaries are not shared due to privacy and confidentiality laws.
- Will there be a change to staffing due to Covid-19? There will not be a change in staffing during this pandemic.

**SUMMARY OF FIXED EXPENDITURES**

- **Points of Discussion**

- Will the purchase of the dispatch services increase every year? It will increase 4% per year over the life of the contract.

### **LEGISLATIVE \$287,500**

Remunerations, council expense accounts and election.

- **Points of Discussion**

- Conferences have been cancelled and this is a reduction to Council expenses.
- What are Council benefits and generic expenses? These are shared council gatherings such as catering, and group insurance plan.

### **GENERAL ADMINISTRATION AND FINANCE \$1,362,800**

Remunerations, office expenses, information technology, building, grants (Canadian Legion and contingency), assessment services, debt interest/discount, reduced taxes.

- **Points of Discussion**

- What are the insurance increases? There is a contract with the existing insurance provider which expires next year. Municipal insurance is very difficult to obtain across Canada. Catastrophic events have affected insurance globally, and these issues are incorporated into local insurance rates.
- What are the legal costs, and where are they in the budget? Is it possible to have a single line item for legal services? Each department picks up their own legal costs. Is it possible to have a cover page for legal costs which itemizes legal services for each department?

### **PROTECTION – COMMUNITY POLICING \$2,383,900**

Remuneration and benefits, office expenses and uniforms, building, communications and IT, vehicle, custody and detention of prisoners.

- **Points of Discussion**

- Is there a reduced crossing guard position in this budget? The guard at the trail at Gary Pearl Drive reduced position has not been removed from this budget yet. The Police Commission made a recommendation to replace a guard with an education assistant for this location. A suggestion was made that an education assistant from the school could cover this crosswalk.
- Discussion about the transfer of school staffing, commission powers, and school representation.
- The Police Commission was looking for ways to reduce costs and this was a solution to help bring down expenses.
- The crossing guard at this location is responsible for two crosswalks.
- The police also look after this crosswalk- a member or a parent could also be responsible for this location.
- It is likely that 1/3 of the crosswalk budget will be reduced because of the closure of schools.

### **PROTECTION – SALES OF SERVICE \$148,200**

Remuneration and benefits back check.

### **PROTECTION – LAW ENFORCEMENT \$224,600**

Corrections, prosecution, legal, remuneration and benefits, bylaw enforcement.

**PROTECTION – FIRE PROTECTION \$890,300**

Operating, area rate, and hydrant rates.

**PROTECTION – EMERGENCY MEASURE AND OTHER \$176,600**

Debt interest, emergency management organization, 911 system, animal control, building inspection and fire inspection.

- **Points of Discussion**

- Inspection services are billed per case and not at a flat rate.

**TRANSPORTATION – COMMON SERVICES \$965,700**

Remuneration/benefits/IA, office expenses, building vehicle.

**TRANSPORTATION – ROAD TRANSPORT \$789,300**

Street repairs, storm sewer, snow removal, street lighting, parking and traffic services.

- **Points of Discussion**

- What is the expense for a professional engineer? This line item includes legal services, external engineer with specific expertise.
- What are miscellaneous wages? These could be reallocated from common services budget to other cost centres.

**TRANSPORTATION – PUBLIC TRANSIT AND OTHER \$388,600**

Kings Transit, Kings Point to Point and debt interest.

**TRANSPORTATION – ENVIRONMENTAL HEALTH \$659,800**

Solid waste collection, landfill – Kings County, and Valley Waste

**TRANSPORTATION – HOUSING AND OTHER PUBLIC HEALTH \$96,500**

Deficit of Western Region Housing Authority, and public health grants.

**ENVIRONMENTAL DEVELOPMENT – PLANNING \$244,500**

Remuneration/benefits/COL and office expenses

**ENVIRONMENTAL DEVELOPMENT – COMMUNITY DEVELOPMENT \$399,000**

Remuneration/benefits, transfer – Valley REN, Transfer – economic development, community economic development, PACE programme, debt charges, tourism, promotions and the Apple Blossom Festival.

**RECREATION – ADMINISTRATION \$506,400**

Remuneration/benefits, office expenses and vehicle expenses.

**RECREATION – PROGRAMMED \$83,800**

Grants, programmed and parks division.

- **Points of Discussion**

- When there are savings from the operations budget, where does it go? It is placed into operating reserve fund, this is mandated by the Department of Municipal Affairs.
- Has Canada Cup been cancelled? Yes.
- For some events, there is no net savings. For example an event might have revenues and expenses, and the cancellation will reduce both expenditures and revenues.
- Cancelled expenditures are not used.

**RECREATION – FACILITIES \$609,200**

Remuneration/benefits, building/office, parks and other facilities.

**RECREATION – DEBT CHARGES AND CULTURAL \$170,200**

Debt interest, transfer to regional library, grant uncommon common art, and grant Kentville Historical Society.

**EDUCATION \$1,536,000**

Appropriation regional centre for education

**FINANCING AND TRANSFERS – EXPENDITURES \$1,557,200**

Debt charges principle, transfer to reserve, capital paid from operations.

**REVENUE**

**TAXES - OTHER THAN TAXATION \$1,573,800**

Business park commercial, fire area rate, hydrant area rate, economic development levy, frontages, Bell Canada.

**SERVICES PROVIDED \$228,400**

Provincial secondment (KPS), local – recreation, local – County of Kings.

**SALES \$1,108,100**

Own agencies, financial sales, police sales, and street sweeper.

**OTHER REVENUE \$1,168,700**

Fines and fees, rentals, interest, return on investment, other.

**UNCONDITIONAL TRANSFERS \$224,200**

Nova Scotia Power offset, and Nova Scotia Power grant.

**CONDITIONAL TRANSFERS \$125,800**

Federal grants, other – Central Kings Health

**OTHER TRANSFERS – RESERVES \$191,500**

Operating reserve, from prior year surplus, and capital reserve.

**EFFECT OF ASSESSMENT INCREASE**

Recommend no change for the total levy for residential residents (\$1,5370)

Recommend slight decrease for the total levy for commercial residents (\$3,5142)

**SUMMARY OF OPERATING BUDGET**

- **Points of Discussion**

- Appreciation to staff for their hard work.
- Clarification – GIS in the police world represents General Investigation Services.
- Clarification – there are no changes to this budget recommended by Council.

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

**That Council recommend approval of the draft 2020-2021 operating budget in the amount of \$13,480,600 to the May 25 meeting of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Sanitary Sewer Area Service Operating Budget 2020-2021**

Director Bell gives a review of the budget.

Revenue – increase of \$500

Expenditures – decrease of \$2,000

Administration – increase of \$1,000

Domestic sewer maintenance – increase of \$1,200

Pumping stations – increase of \$5,100

Treatment and disposal – increase by \$32,200

Fiscal Services – decrease by \$6,500

Capital from revenue – \$30,000

Transfer to reserve – surplus of \$3,700

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

**That Council recommend approval of the draft 2020-2021 Sanitary Sewer Area Service Operating Budget in the amount of \$1,285,100 to the May 25, 2020 Council meeting.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**4. ADJOURNMENT**

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

**That the May 20, 2020 meeting of Council be adjourned at 11:27 p.m.**

**MOTION CARRIED**