

## COUNCIL ADVISORY COMMITTEE

June 11<sup>th</sup>, 2018

### PRESENT

Mayor Sandra Snow, Councillor Eric Bolland, Councillor Cate Savage, Councillor John Andrew, Councillor Craig Gerrard, Deputy Mayor Lynn Pulsifer, Councillor Cathy Maxwell, Solicitor Geoff Muttart, and Recording Secretary Patricia Gourley

Also present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Recreation Director Rachel Bedingfield, and Police Chief Julia Cecchetto

### REGRETS

Regrets were received from CAO Mark Phillips

### CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Acting CAO Finance Director Debra Crowell reported that regrets had been received from CAO Phillips and that all members of Council were present, in addition to all department heads, Solicitor Geoff Muttart, and herself as CAO.

### NOTE

*“Points from Discussion” below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

### APPROVAL OF THE AGENDA

#### **(a) Town of Kentville Dashboard and Action Items**

It was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

**that the agenda of June 11<sup>th</sup>, 2018 be approved with two changes noted:**

- i. 6.c KBC – Quarterly Report will move to 5.a
- ii. 8.a Hardware gallery Quarterly Report will move to 5.b

**MOTION CARRIED**

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*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

Acting CAO Debra Crowell reviewed the Strategic Priorities report.

### APPROVAL OF THE MINUTES

#### (a) CAC Minutes of May 14<sup>th</sup>, 2018

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**that the CAC Minutes of May 14<sup>th</sup>, 2018 be approved with a correction on page 14 of the word *discouraged* to *discussed***  
**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

### DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

##### 1) Director's Report

Director Debra Crowell presented her report for the period ending May 31<sup>st</sup>, 2018. Some highlights from this report were:

- The fourth quarter utility bills were due May 24<sup>th</sup>, 2018;
- Interim tax bills were due May 31<sup>st</sup>, 2018;
- The external audit began on May 22<sup>nd</sup>, 2018.

#### (b) Planning and Development

##### 1) Director's Report

Director Beverly Gentleman presented her report which included some of the following highlights:

- There were fourteen (14) Development Issued for May;
- The final draft of the MPS and LUB was endorsed by the Planning and Review Committee;
- Draft documents of the MPS and LUB have been rolled out to the public via social media and an information table is stationed at the Farmers Market for a couple of weeks.

##### 2) Community Economic Development Coordinator's

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### Report

Acting CAO Debra Crowell presented CEDC Lindsay Young's report which included some of the following highlights:

- The VIC is in full operation mode and is open six (6) days a week;
- The swag lighting beautification project was completed in May;
- Currently assisting multiple parties interested in bringing new business to Kentville.

### 3) Town Owned Building Report and Inventory

Acting CAO Debra Crowell presented Jennifer West's report for Council review.

### (c) Parks, Recreation and Community Development

#### 1) Directors Report

Director Rachel Bedingfield presented her report which included some of the following highlights:

- The Recreation Department's sports fields are open and in use with both soccer and baseball season in full swing;
- The Centre Square Gazebo has received a facelift. A new roof, new awnings and a paint job have helped to improve the look of this downtown community space;
- New programs are available this summer: weekend swim lessons, rent-a guard, private and group tennis lessons, recreation and competitive pickleball to name a few.

### (d) Police Chief's Report

Police Chief Julia Cecchetto presented her report and it included some of the following highlights:

- The department has rolled out the body worn camera project;
- One member of the department completed the DRE two week training and has headed to Florida for the practical part of this course;
- Our summer term position police officer will start on Friday June 15<sup>th</sup> and run until August 30<sup>th</sup>.

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### **(e) Engineering and Public Works**

#### **1) Directors Report**

Acting CAO Debra Crowell presented this report and it included some of the following highlights:

- Staff for Public Works and Water Operations continue to support the operations as called upon;
- Planning and design for the Capital and Operating Budgets for 2018-2019 are starting;
- At the location for the new Kentville Bridge, NSPI has completed the majority of their work. Alliant has started their work which is anticipated to take eighty (80) working days;
- The recruitment process for the director of public works is being drafted and prepared for release.

### **(f) Administration**

#### **1) Communications Report**

Acting CAO Debra Crowell stated that the Communications Report was there for Councils review.

#### **2) Chief Administrative Officer's Report**

Acting CAO Debra Crowell presented CAO Phillips's report which included some of the following highlights:

- The VWRM working group continues to support the board. The board has had to deal with an immediate concern of the budget. Annapolis County Council has not approved the proposed three month budget:
- The Police Commission met on June 8<sup>th</sup> and are waiting for an arbitrator to be appointed for an outstanding grievance and dates for the submission of each party's position;
- At the Kentville Business Park the infrastructure work being carried out is nearing completion.

It was moved by Councillor John Andrew and seconded by Councillor Cate Savage

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that the Department Reports be received

### MOTION CARRIED

Councillors who voted in favour of this motion:  
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

Reports are attached

### PRESENTATION

#### (a) Kentville Business Community Quarterly Report

Zach Best presented his quarterly report (April 2018–June 2018) to Council and some highlights from this report were:

- Our Festival of Flowers Contest is set to begin;
- To date with the Façade Program, twenty three (23) applications have been approved and competed;
- The year ended with a net loss of \$-30,870, however funds were pulled from our reserve to cover this shortfall;
- KBC has two new board members, Paul Dixon and Erik Deal;
- We will be working with the Town to bring Devout Food Film Fest to Kentville.

#### (b) Girl Guides of Canada

There were two Girl Guide Rangers in the audience along with their Pack Leader and they presented a report on the fish stencils that have been painted around Kentville's storm sewers. Some notes presented by Kentville Ranger Emily were:

- This project was an Environmental Awareness Community Service Project called the *Yellow Fish Project*;
- The stencils were provide by Trout Unlimited Canada and the yellow road paint, brushes and rollers were donated by Brian on behalf of the Home Hardware Stores;
- A stencil of a fish and the words painted were: "Rain Water only in Storm Drains".

Mayor Snow remarked that this group of Girl Guide Rangers were the group that swept up the downtown area after the Apple Blossom Parade.

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### (c) Hardware gallery Quarterly Report

Acting CAO Debra Crowell read the report from the Hardware gallery and some highlights were:

- The gallery is open Wed 11 am -3pm, Thursday and Friday 11 am – 7pm, and Saturday 11 am-5 pm.;
- Also the gallery is entirely run by volunteers with a working board of eight directors to help support the gallery;
- The gallery has generated approximately \$700 in sales during the month of April and May;
- The gallery has received \$1,500 in cash donations from private donors and also received generous support from local businesses at the gallery openings;
- The gallery has organized two opening events, with the grand opening planned for Friday June 22<sup>nd</sup>.

### BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

#### (a) Review of 2018-2019 Capital Projects

Acting CAO Debra Crowell noted that the report update from staff was provided for Council's review.

#### (b) Kings Transit Operating Budget – Outstanding

Acting CAO Debra Crowell remarked that a report was not available as of yet.

### CORRESPONDENCE

#### (a) Response to Flower Cart – May 15<sup>th</sup>, 2018

Acting CAO Debra Crowell presented Mayor Snow's response to the Flower Cart Group correspondence that had been received and read during the Council Advisory Committee meeting of May 14<sup>th</sup>, 2018.

#### (b) Response to MLA John Lohr – May 15<sup>th</sup>, 2018

Acting CAO Debra Crowell presented Mayor Snow's response to MLA John Lohr's correspondence that had been received and read during the Council Advisory Committee meeting of May 14<sup>th</sup>, 2018.

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**(c) Response to Honourable Derek Mombourquette – May 15<sup>th</sup>, 2018**

Acting CAO Debra Crowell presented Mayor Snow's response to the Honourable Derek Monbouquette's correspondence that had been received and read during the Council Advisory Committee meeting of May 14<sup>th</sup>, 2018.

**(d) John Calpin – Glooscap Curling Club – June 08<sup>th</sup>, 2018**

Acting CAO Debra Crowell read the request received from John Calpin, on behalf of the Glooscap Curling Club, requesting a *letter of support only* to accompany their applications for funding. Funding is being sought to complete the Curling Club's renovation project to modernize their kitchen and dining areas.

Therefore, it was moved by Councillor Cate Savage and Seconded by Councillor Eric Bolland

**that the Town of Kentville provide a letter of support only to aid the Curling Club with their applications for funding**

**ACTION**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

All correspondence attached

**NEW BUSINESS**

**(a) Sanitary Sewer Area Budgets – 2018-2019 Operating & Capital**

Director Debra Crowell presented the report on the *Sanitary Sewer Area Service Operating Budget* and remarked that:

- Revenue is decreased \$72,200 (-5.2%) from last year, as last year's Sewer Charge revenue fell short of its budget. This was due to loss of an Industrial account, which affected the monthly Industrial revenue streams;
- Overall expenditures are reduced \$74,700 (-5.4%) over last year;
- The Administration sector has an increase of \$20,900 (12.1%) over last year;

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- The Domestic Sewer Maintenance is decreased by \$8,600 (-10.8%);
- The Pumping Stations have a savings of \$1,500;
- The Treatment and Disposal section is reduced from last year by \$65,700 (-8.3%);
- The Fiscal Services sector increases by \$10,200 (17.6%);
- Transfer to Reserve segment is decreased \$30,000 (-15%) from past year

*The Area Service is budgeting a small annual surplus of \$3,400.*

Director Debra Crowell presented the report on the *Sanitary Sewer Area Service Capital Budget* and noted that the Area Service is seeking capital funding for two projects in 2018/2019 in the amount of \$195,200:

- Kentville Business Park - \$145,000
- Pump station overall - \$50,000

Funding for these two projects:

- \$110,000 from Sanitary Sewer Capital Reserve
- \$50,000 from Sanitary Sewer Depreciation Reserve
- \$35,000 from Sanitary Sewer Operating Fund – paid out of current rates.

As of March 31<sup>st</sup>, 2018 the Sanitary Sewer Capital reserve contained \$220,369 and, after the 2018/2019 deposit from Operating to the Deprecation Reserve, that fund will contain \$130,812.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**that Council Advisory Committee approve the Sanitary Sewer Area Service Operating Budget for the year 2018-2019**

**RECOMMENDATION TO  
COUNCIL**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*



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### And Further

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Cate Savage

**that Council Advisory Committee approve the Sanitary Sewer Area Service Capital Budget for the year 2018-2019**

### RECOMMENDATION TO COUNCIL

### MOTION CARRIED

*Councillors who voted in favour of this motion:  
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

### (b) Citizen Appointment to Investment Committee Motion

Acting CAO Debra Crowell read Mayor Snow's letter and noted that:

- The Town of Kentville Investment Committee is composed of two members of the public as well as, two members of Council, two members of staff and two members of the TD Wealth Investment Advisor Team:
- Brian Smith who was a member of the public on this committee had resigned April 2018 due to relocating to Dartmouth;
- Applications had been sought to replace Mr. Smith and from the applications received, Mr. Chris Maynard was appointed to the Investment Committee.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor John Andrew

**that Chris Maynard be appointed as citizen committee voting member to the Investment Committee**

### RECOMMENDATION TO COUNCIL

### MOTION CARRIED

*Councillors who voted in favour of this motion:  
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

### PUBLIC COMMENTS

None

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### IN CAMERA

None

### ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Eric Bolland and seconded by Deputy Mayor Lynn Pulsifer

**that Council Advisory Committee adjourn**

**MOTION CARRIED**

**Adjourned at 8:20 p.m.**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

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