

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: May 13<sup>th</sup>, 2019

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard, Councillor Cathy Maxwell, and Councillor Lynn Pulsifer.

Also present: Solicitor Geoff Muttart, Chief Administrative Officer (CAO) Mark Phillips, Recording Secretary Jennifer West, Recreation Director Rachel Bedingfield, Police Chief Julia Cecchetto, Finance Director Debra Crowell and Planning Director Beverly Gentleman.

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and CAO Phillips reported that all members of Council were present, in addition to all department heads.

*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.*

### 2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor John Andrew That the agenda of May 13<sup>th</sup>, 2019 be approved with the following changes:

- Delete item 3.b
- Delete item 6.a
- Combine items 6.b and c

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of April 8<sup>th</sup>, 2019

That the Minutes of April 8<sup>th</sup>, 2019 be approved as circulated.

### MOTION CARRIED

### 4. PRESENTATIONS

#### (a) Kings Regional Emergency Management Organization – Dan Stovel – Draft Flood Preparedness and Response Plan

Dan Stovel, Coordinator of the Kings REMO, gave a presentation about the draft plan in the event of a major flood. Flooding and road closures can have a significant impact however with coordinated risk assessment and strategic planning, response can be more efficient and reduce injuries and property damage.

- Points of Discussion:

- What is the status of comfort centres? All comfort centres in the valley except one has a Memorandum of Understanding.

*See presentation for more information*

**(b) Chrysalis House – Ginger MacPhee – Capital Campaign**

Ginger MacPhee, Executive Director at Chrysalis House, gave a presentation regarding the capital campaign for a new building to be erected in Kentville in July 2019. The society provides a wide range of support for a large number of women and children in the Valley and is seeking financial or in-kind support for the construction of the building.

- Points of Discussion:
  - There is some overlap between operations and the capital campaign.
  - Is this a one-time payment or could it be spread over several years? It could bridge several fiscal years.

*See presentation for more information*

**(c) Kentville Senior Wildcats Baseball Club – Sandy and Margaret VanBlarcom – Funding Request**

Sandy and Margaret VanBlarcom gave a presentation regarding the status and sustainability of the Club. The Club is requesting a one-time grant or in-kind support from council to support the team's operations for this year.

- Points of Discussion:
  - What is the long-term plan for the Club? Costs have increased but revenues have decreased over the past 10 years. The lack of local players creates weaker player recognition and a smaller fan base. There is a reserve fund that the Club uses during some years, but it is being depleted. The league is in a period of transition and all teams are dealing with similar issues and are looking for long term solutions.
  - What is there a cost per player? There are no player salaries, but the Club does provide some travel fees and accommodations.
  - Can businesses in Halifax also be sponsors for the team? Employer support is common but ceases when the player leaves.

*See presentation for more information*

**(d) Community Recreation Centre Project – Jeff Zettler – Information Update**

Jeff Zettler, resident of the Town and business owner, gave a presentation regarding the idea of building a recreation complex in the Town. The 8-person committee believes that many people would enjoy a wellness complex that provides different recreation spaces and could also host a variety of significant recreation events.

- Points of Discussion:
  - Users of Town recreation services are largely from the County of Kings- there will be conversation with the county in the future.
  - Numbers of sport users are decreasing however alternative and creative programs and events could supplement fees.
  - Good to see a community group working on this. Look forward to working together and partnering on this project. A consultant from Halifax will visit the group to discuss the process for building a facility.
  - What is the timeline for this project? This is a legacy project- the group is looking 3 years down the road.

*See presentation for more information*

**(e) Kentville Business Community – Zach Best – Special Projects Grant**

Zach Best, KBC Development Coordinator, gave a presentation regarding the Special Projects Funding for the 2019-2020 fiscal year. KBC is requesting additional funds to expand existing events and programs, increase marketing, and boost contests.

- Points of Discussion:
  - The marketing campaign and communication plan will tie in several marketing tools in order to focus on the “best aspects of Kentville” and celebrate the success of local businesses. KBC would like to continue with existing calendar of events.
  - The budgets for most events are higher for the 2019-2020 fiscal year. In previous conversations, council indicated that KBC should make a request for each event.
  - Council would like more details on the amount being spent for each event such as marketing costs, performers, materials.
  - The KBC funding agreement states that this grant should not go into general operating funds. The definition of the Special Projects grant is new events, and the agreement states that the funding needs to be for new events.

*See presentation for more information*

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Director’s Report**

Director Crowell presented her report for the period ending April 30<sup>th</sup>, 2019. Audit preparations are nearly complete. The Town has an unaudited surplus of \$24,805 and the water utility has a surplus as well.

- Points of Discussion
  - All surpluses in the water utility stay in a separate fund within that company.

*See report for more information*

**(2) Interest Rates for 2019-2020**

Director Crowell also presented the report on interest rates for 2019-2020. Failure to collect taxes can impact revenue and financial stability and ensures that outstanding are paid when due. The recommended interest rate is within industry standard range.

*See report for more information*

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

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That the interest rate on outstanding accounts for the Town of Kentville remain at 2% per month, or part thereof (26.8% per annum) for the year April 1, 2019 to March 31, 2020.**

**MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

*Councillors who voted in favour of this motion:*

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

- Points of Discussion:
  - What would the revenue be if we raise the rate to 3%? This increase would have a negative impact on some residents. We work with people to get their accounts healthy.
  - The proportion of residents who pay their bills on time varies significantly from year to year. The existing system is reasonable and effective.

*See report for more information*

## **(b) Planning and Development**

### **(1) Director's Report**

Director Gentleman presented her report for April 2019. Some of the highlights included a building valuation of \$676,200 for a year total of \$2,353,545, however this does not include 2 new large parcels of land which will be shown in next month's report.

- Points of Discussion:
  - The LaPierre's property has been assessed and the chickens, goats and pigs were counted. The existing numbers of animals are the limit and the property will continue to be assessed.
  - The Planning Technician has been doing regular assessments of potential Dangerous and Unsightly properties.

*See report for more information*

### **(2) Community Economic Development Coordinator's Report**

CAO Phillips presented the report for April 2019. Some of the highlights included planning for summer promotions, engaging a new sign supplier, a funding application for Town beautification, the SaltScapes expo, personnel at the Visitor Information Centre, and the Chalk and Art Festival.

*See report for more information*

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

### **(1) Director's Report**

Director Bedingfield presented her report for April 2019. Some of the highlights included arena events, messaging for parks and trail users to bring waste out of parks with them, Spring Outside events, summer registration, swimming lessons for persons with Autism, Provincial Volunteer Awards, and the Valley/South Shore Recreation Leaders meeting.

- Points of Discussion:
  - Does the parks staff patrol parks and trails for glass and other waste? Yes, the department conducts regular patrols with the Town boundaries.

*See report for more information*

## **(d) Police Report**

### **(1) Chief's Report**

Chief Cecchetto presented the police report for April 2019. Some of the highlights included increased patrols with young officers, training with young officers and auxiliary officers, increased calls for service, planning for a bike rodeo, and meetings with a Rupert Davis Memorial. The Apple Blossom Staffing plan is finalized for safety of the event.

- Points of Discussion
  - In these reports, is cannabis considered a drug or a bylaw offence? It could be listed under both- it depends on the situation and prescriptions.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

CAO Phillips presented his report for April 2019. Some of the highlights included calls relating to streets and potholes, road patching begins on May 15, street sweeping, "Drive Slow" signs, asphalt and sidewalks renewal plans.

- Points of Discussion
  - The selection committee is planning to meet soon to review applicants for the Director of Public Works position.

*See report for more information*

**(f) Administration**

**(1) Communication Report**

CAO Phillips presented the report for April 2019. Some of the highlights included Facebook and website activity.

*See report for more information*

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

CAO Phillips presented his report for April 2019. Some of the highlights included right-sizing the western transfer station for Valley Waste, upcoming Kings Transit meetings regarding operations, Police Commission, collective bargaining, Calkin Building viewings, regional sewer authority and the Nova Scotia Federation of Municipalities spring session.

- Points of Discussion
  - Does the realtor for the Calkin Building have feedback about viewings and interest? The Town has upgraded features and the building is in good shape.
  - What is the status of the new tenant in the Calkin Building? The tenant is paying her rent and will be open soon.

*See report for more information*

It was moved by Councillor Lynn Pulsifer and seconded by Councillor John Andrew

**That the reports from the directors be received.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 6. UNFINISHED BUSINESS

### (a) Review of Policy Statements

Mayor Snow reviewed the temporary amendment to policy G70 regarding council's method of voting, and the following policy statements:

- G57: Committees of Council Policy
- G5: Council Remuneration and Benefits Policy

Council is encouraged to review and give feedback about each policy before the council May meeting.

*See report for more information*

## 7. CORRESPONDENCE

### (a) Kentville Business Community – Bylaw Proposals – May 2, 2019

CAO Phillips read the letter from Zach Best of the Kentville Business Community regarding the organization's concerns about signage in the Town. KBC has withdrawn their request to amend the Land Use Bylaw but will continue to work with staff on this issue.

## 8. NEW BUSINESS

### (a) Kings REMO Draft Flood Preparedness and Response Plan

Mayor Snow reviewed the proposed plan presented at the beginning of the meeting.

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

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council approve the attached Flood Preparedness and Response Plan from the Kings Regional Emergency Management Organization.**

#### **MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

*Councillors who voted in favour of this motion:*

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

*and Snow*

### (b) Chrysalis House Capital Campaign

Mayor Snow reviewed the request from Chrysalis House and opened discussion.

*See report for more information*

It was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That staff prepare a report on the share of funding for this campaign.**

#### **MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

*Councillors who voted in favour of this motion:*

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

*and Snow*

- Points of Discussion
  - What other funding sources are there, what is the municipal contribution or funding amount?

- It is good that the group has used population assessment to determine their contribution amounts however their proportion does not include Windsor and West Hants. Council may want to consider this.
- Is the society's building tax exempt? A portion is zoned residential and a portion is commercial, which could be adjusted in our support.
- The group needs support and council should continue to learn what their needs are moving forward.
- There is a link between Chrysalis House and Open Arms, and some statistics are similar. The portion of clients from Kings County would be interesting in considering this request.
- Would like to know more about the taxes for this group.

**(c) Kentville Senior Wildcats Baseball Club Request**

CAO Phillips reviewed the request from the Kentville Senior Wildcats Baseball Club and opened discussion.

*See report for more information*

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the funding request from the Kentville Senior Wildcats Senior Baseball Club for a grant of \$2875.**

**MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

*Councillors who voted in favour of this motion:*

*Bolland, Maxwell, Pulsifer, and Snow*

*Councillors who voted against this motion:*

*Andrew, Gerrard, and Savage*

- Points of Discussion
  - Can there be a partnership with the Parks and Recreation Department to ensure long term sustainability? Should there be a line of support in the budget under recreation to support them on an annual basis? There are many sport groups and it would be difficult to support them all in a similar way.
  - What policies exist for rates of recreation facilities? This policy needs to be applied to all users. These kinds of requests need to be considered as a grant.
  - The grant process which was just completed should be completed again with this late entry and the process should adhere to policy.
  - During the grant process, council discussed outstanding applications such as this situation.
  - The Spike Fund and the Town can take in charitable donations toward specific sports and recreation programs. The donations can go directly to a recreation group and can support valuable groups in the community.

**(d) Recreation Complex Community Group**

CAO Phillips reviewed the request from the Community Recreation Centre community group.

*See report for more information*

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council support in principle a request from a group of Kentville citizens for a community recreation complex and provide Town recreation staff for support.**

**MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

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

**(e) Kentville Business Community – Special Events Funding**

CAO Phillips reviewed the request from the Kentville Business Community and opened discussion.

*See report for more information*

- Discussion
  - Would recommend a request for several events at a time with more detailed budgets.
  - Would like to see the full KBC budget and review where the major funding will go this year. This will provide more detail and clarity for this request.
  - The Development Coordinator’s presentations could be coming from the Board or from an individual, and events that were discussed are not shown in the new budget. This request isn’t clear based on the information they have provided to us.

It was moved by Councillor Craig Gerrard

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council reject the Kentville Business Community of \$25,000 for Events and Special Projects funding for the 2019-2020 fiscal year.**

**MOTION FAILED**

(No seconder)

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council direct staff to obtain detailed financials and project descriptions for KBC 2019-2020 events relating to the request of additional \$25,000.**

**MOTION CARRIED**

*To be ratified at the May 27th 2019 meeting of council*

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

- Discussion
  - Council should request confirmation of board approval on these presentations and reports. In the past groups have presented without board approval and this should be made clear in presentations.



- Would each project require a financial statement? KBC should present the budgets and actuals for 2018-2019 events, and provide budgets for 2019-2020 events.
- Financial statements show that they are looking for grants to support existing events, which means the Special Events grant would support operations.
- The economic development of attracting businesses from outside is not within the mandate of KBC. That is the mandate of the Valley REN. They are advocates for the existing business community and not business attraction.

**(f) Audit Committee Appointments**

Mayor Snow reviewed the staff report regarding the citizen appointment of Lynanne Cutler to the Audit Committee.

*See report for more information*

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Lynanne Cutler and Susan MacDougall be appointed to the 2019-2020 Audit Committee as citizen appointees.**

**MOTION CARRIED**

*To be ratified at the May 27<sup>th</sup> 2019 meeting of council*

*Councillors who voted in favour of this motion:*

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

**9. PUBLIC COMMENTS**

None

**10. IN-CAMERA**

None

**11. ADJOURNMENT**

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

That Council Advisory Committee adjourn.

**MOTION CARRIED**

Adjourned at 9:00 p.m.