

COUNCIL ADVISORY COMMITTEE

May 14th, 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, CAO Mark Phillips and Recording Secretary Patricia Gourley

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

CALL TO ORDER AND ROLL CALL

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

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

that the agenda of May 14th, 2018 be approved as circulated

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) CAC Minutes of April 09th, 2018

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

that the CAC Minutes of April 09th, 2018 be approved as circulated

MOTION CARRIED

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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 a report for the period ending April 30th, 2018. Some highlights from this report were:

- The fourth quarter utility bills were mailed in mid-April with a due date of May 24th, 2018;
- Interim tax bills were issued in late April, with a due date of May 31st, 2018;
- The external audit begins May 22nd, 2018;
- The draft Water Utility and draft Sanitary Sewer Area Rate Service budgets are nearly complete and will appear before the respective committees/commissions in May or June.

2) Interest Rate Charged for Outstanding Accounts for 2018-2019

Director Debra Crowell reported that Council had passed the *Policy Statement Respecting Application of Interest Charges on Outstanding Accounts* on February 13th, 2002. This policy:

- Ensures that outstanding balances are charged for non-payment if not paid by the due date noted on the bill;
- Treats all citizens and customers equally and it provides incentive to pay outstanding accounts when due;
- The Town's current rate of interest on outstanding accounts is 2% per month (compounded – 26.8 % per annum). This rate has been in effect since 2002;
- Our rate serves the purpose of being an incentive to pay;
- This ensures the Town has the cash reserves required to operate its entities, prevents the need for operating loans, cuts down on internal costs and external collections expenses, as well as write offs.

Therefore it was moved by Councillor John Andrew and seconded by Councillor Eric Bolland

RECOMMENDATION 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 1st, 2018 to March 31st, 2019

MOTION CARRIED

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

3) Town of Kentville Sundry Write Off

Director Debra Crowell reported that this outstanding sundry receivable stems from Recreation Centre rentals for the *Boomerang Group*. Director Crowell noted that:

- The attendees pay as they can afford, which is not enough to cover their rental fee of \$12.50 (corrected from the \$5.00 noted in written report) per hour;
- This group requested that \$500.00 of the current outstanding \$961.95 be written off, and the group will pay the remaining outstanding balance in installments of \$5.00 at a time;
- This group does provide a much-needed social service to those who attend.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Lynn Pulsifer

RECOMMENDATION TO COUNCIL

that \$500.00 of the outstanding sundry account receivable for the Boomerang Club be approved for write off, leaving a balance of \$461.95

MOTION CARRIED

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

4) Perpetual Investment Fund Policy Statement Update

Director Debra Crowell reported on the update and noted that:

- The Investment Advisory Committee (IAC) recognized that the entire policy statement needed to be overhauled to reflect the current practices;
- The wording needed updating and, most importantly, that the IAC felt that substantial changes in the authorized investment instruments were long overdue;
- In February 2018, a draft of the Policy was forwarded to the Town's Municipal Advisor for his early comments and the final draft was then forwarded in late March 2018;
- The entire format of the policy has been changed to reflect the Town's current presentation of its policies;

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- The entire contents of the policy statement have been re-written with greater detail provided to ensure that future Investment Committee Members and external fund advisors have a clear roadmap to follow.

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

RECOMMENDATION TO COUNCIL

that Council Advisory Committee approve the re-written draft policy statement known as G26-Special Perpetual Reserve Fund Investment Policy and once approved by Council it must be forwarded to the Minister for the Department of Municipal Affairs for provincial endorsement

MOTION CARRIED

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

5) 2018-2019 Operation Budget Request for Approval

Director Debra Crowell presented the 2018/19 Proposed Operating Budget and some highlights from that report were:

- This financial plan is a balanced budget totalling \$12.9 million , a decrease of \$78,100 (-0.6%) over last year's budget;
- Kentville separates expenditures into three groups: Mandatory, Fixed, Controllable;
- Many of our mandatory and fixed expenditures have increased:
- There is a shortfall in several revenue streams and this year Kentville cannot absorb the shortfall to balance the 2018/2019 Operating Budget:
- This is the first time in seven years that there has been an increase in the residential tax rate.

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

that the 2018/19 Operating Budget for the Town of Kentville be approved as follows:

RECOMMENDATION TO COUNCIL

Revenue	\$12,872,100
Expenditure	\$12,872,100
General Tax Rate	\$1.70 ½ per \$100 of assessed value

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And Further

that the following proposed tax rates for April 1, 2018 to March 31st, 2019 are ratified as follows:

	Residential (per \$100)	Commercial (per \$100)
Municipal Base Rate	1.00 2/5 c	2.90 4/5 c
Provincial Mandatory Rate	39 3/4 c	39 3/4 c
Fire Area Rate	3 2/5 c	3 2/5 c
Hydrant Area Rate	8 1/5 c	8 1/5 c
Economic Development Levy	1/5 c	10 1/2 c
Total Residential	1.51 4/5 c	
Total Commercial		3.52 2/5 c

MOTION CARRIED

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

6) 2018-2019 Capital Investment Plan Request for Approval

Director Debra Crowell presented the 2018/19 Proposed Capital Investment Plan and some highlights from this report were:

- To assist in prioritizing infrastructure projects, a Capital Investment Plan (CAP) was created;
- This plan is a five-year financial planning tool that presents a meaningful perspective of the Town's short-range and long-range infrastructure needs and related financing;
- This proposed five-year CIP is the result of a solid internal process, which included Council, Senior Managers and other interested parties;
- This is a long term strategy that will take several years to "reap the benefits"

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

RECOMMENDATION TO COUNCIL

that Council approve the proposed 2018/2019 Capital Investment Plan for the Town of Kentville (along with the related funding sources) as follows:

2018/2019 \$2,818,600

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And Further

that Council approve the future years 2019/20 to 2022/23 *in principle* (along with related funding sources) as follows:

2019/20	\$2,177,300
2020/21	\$1,254,500
2021/22	\$2,237,500
2022/23	\$2,100,500

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

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

- There were eight development permits issued for April;
- Three Dangerous and Unsightly Premises were addressed;
- A public hearing for the Allen's Motel proposal, was held on April 30th, 2018 and the deadline for any appeal to the URAB is May 17th, 2018;
- A final draft of the MPS was endorsed by the Planning Commission and in the near future public consultation will take place.

A discussion took place pertaining to Unsightly and Dangerous Premises and at this time Solicitor Muttart noted that:

- This policy is about enforcement and the administration makes the determination on what is to be enforced;
- Someone has to identify the problem and the person in question has the right to appeal the administrative decision to Council.

2) Community Economic Development Coordinator's Report

CAO Mark Phillips presented CEDC Lindsay Young's report which included some of the following highlights:

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- The Visitors Information Centre will be opening on May 15th;
- The Farmers Market will be moving outside to Centre Square on May 16th;
- A Food Truck Party has been planned for May 17th in the Kentville Business Park.

(b) Parks, Recreation and Community Development

1) Directors Report

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

- The parks are in full swing with clean-up, mowing and raking;
- The Skatepark is extremely popular and with the support of the Kentville Police, we have educated the public about the Skatepark etiquette;
- The Recreation Department had a very successful Home Show;
- We have received notice from the County of Kings that they are working on a new policy for the Leisure Exchange Program, and that this year will be the last year for this program in its current state.

2) Digital Sign Relocation Update

Director Rachel Bedingfield presented her update and reported that some considerations for the replacement of the digital sign included:

- Because it is a double-sided sign, it cannot be located on a one-way street. This means that it will be needed to be located east of Chester Avenue and Main Street or west of Webster Street and Main Street;
- The sign must be twenty-five feet off the curb;
- Recommendations for site lines are one hundred feet in either direction;
- Sign dimension is six feet by ten feet plus brackets, and the posts are fifteen feet.

Three possible relocations reported were:

- Burgher Hill – bottom of Burgher Hill, on the south side of the road heading west with a total cost of \$16,726.57;

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- At the VIC/Memorial Park/Upper Parking Lot with a total cost of \$15,579.01;
- Corner of Gary Pearl Drive and West Main Street with a total cost of \$15,952.44.

The above noted prices do not included a \$2000.00 maintenance fee.

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

RECOMMENDATION TO COUNCIL

that the Digital Sign be relocated at the bottom of Burgher Hill on the south side of the road heading west with a total cost of \$17,726.57

MOTION CARRIED

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

(c) Police Chief's Report

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

- In April there were 92.5 hours of foot patrols;
- Chief Cecchetto and Administrative Assistant Louise Dean attended two days of FOIPOP training;
- Four officers completed bicycle patrol training from the Halifax Regional Police.

(e) Engineering and Public Works

1) Directors Report

CAO Mark Phillips presented this report which included some of the following highlights:

- A new Job Management App/desktop application called "Access E11" has been installed to assist with public complaints and work assignments;
- The RFP for the former Robinson Property on Main Street has been completed;
- Winter snow removal lawn damage has been inventoried and will be tendered in the coming weeks.

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(f) Administration

1) Communications Report

CAO Mark Phillips stated that the Communications Report was there for Councils review.

2) Chief Administrative Officer's Report

CAO Phillips presented his report that included some of the following highlights:

- Valley Waste Management has hired, in the interim, Cathy Osborne to deal with policy and contacts and Kevin Matheson to aid with the financial and budget preparation;
- Glen Bannon has been appointed as the Kings Transit Authority Interim General Manager;
- The former KCA lands sale has been approved by Council. Final notice of sale will be issued after conditions and closing dates have passed. It is anticipated that notice will be given to announce the sale and nature of development sometime in June 2018.

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

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 Historical Society – Erik Deal

Erik Deal provided a presentation to Council and some highlights from this were:

- The KHS's mission is to encourage, strengthen, and promote the appreciation and knowledge of the historical and cultural heritage of our town and its environs;
- The Society made a request to use the now unoccupied VIA Station and to be leased for a specified period of time, for use as a Museum/Heritage Centre;

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- The Historical Society proposed to create a green space , which would join the VIA Station with the adjoining property of White’s Funeral Home, closing off the entrance to the parking lot from Station Lane, and removing the pavement that divides these two properties.

Eric Deal, on behalf of the Kentville Historical Society, proposed that the Town of Kentville provide:

- A thirty (30) month lease of the VIA Station, with options to renew;
- During the first thirty (30) months, the Town would cover basic operating expenses of the Station, thus allowing us to move forward with our Strategic Plan, i.e. fundraisers and grant applications;
- The Town would do any necessary repairs to the building;
- The KHS are prepared to do the site preparation and sod-laying of the green space component through community volunteer involvement. The Society will also maintain the green space on an on-going basis;
- This initiative would be a joint partnership between the Town and the Kentville Historical Society.

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Kings Transit Operating Budget

Councillor John Andrew gave a verbal update and noted that the Kings Transit Operating Budget was not yet available for approval.

CORRESPONDENCE

(a) Off Leash Dog Parks – Mike Schroeder

CAO Mark Phillips read the letter received from Mike Schroeder, which indicated the need for an Off Leash Dog Park in the Town of Kentville.

Therefore, it was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that Council support a dog park initiative, in principle, specifically of their fundraising and the use of the property of the east end pasture lands

MOTION CARRIED

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

(b) North East Kings Space Guys – Request for Donation

CAO Mark Phillips read the letter received from the NKEC Space Odyssey high school students requesting a donation to help fund their project of launching a weather balloon.

CAO Phillips suggested that this letter be referred back to staff for possible consideration.

ACTION

(c) Minister of Municipal Affairs Derek Mombourquette – Notice of Legislation, Regulation and Administrative Action

CAO Mark Phillips read the letter received which stated that under the provisions of the MGA, the Minister of Municipal Affairs must provide the Union of NS Municipalities with a twelve (12) month notice of any provincial legislations, regulation or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. CAO Phillips noted that this letter was intended to provide notice of such changes for fiscal year 2019-2020 and beyond.

(d) Emergency Management Planning Officer Andrew Mitton – Emergency Management Program Evaluation

CAO Mark Phillips read the letter received from Andrew Mitton, EMPO of Nova Scotia Emergency Management Office, thanking the Town of Kentville in participating in emergency management preparedness.

(e) Sharon McInnis – Accessibility in Kentville

CAO Mark Phillips read the letter received from Sharon McInnis who indicated her concerns regarding the sidewalks in Kentville and wheelchair accessibility concerns at our arena.

Mayor Sandra Snow spoke at this time and noted that:

- Sharon McInnis was contacted right away and a discussion took place regarding her concerns.
- Director Bedingfield will be addressing Sharon's concerns at the arena;

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- Staff will be investing the problem of access in the downtown area;
- Accessibility Conferences with the Province of Nova Scotia are to be held, with the first one being held in Kentville on May 28th, 2018.

(f) Flower Cart – Planning Session

CAO Mark Phillips read the letter received from the Flower Cart who requested a letter of support in planning a campaign to build a new facility for its operations.

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

ACTION

that Council provide a letter of support, in principal, for the Flower Cart Campaign

MOTION CARRIED

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

(g) David MacLeod – Property Issue

CAO Mark Phillips read the letter received from David and Patricia MacLeod requesting that:

- The Town of Kentville have the building inspection confirm that their residence location at 57 MacDonald Park Road was a total loss due to a house fire on February 01st, 2018;
- Also that a rebate on the taxes back to the date of the loss and an appropriate reduction be carried forward until such time as a new dwelling is built on the property.

CAO Phillips stated the Town does have a supporting Policy G37F Tax Reduction, MGA (Section 69A) and that the MacLeod's letter does meet the requirements listed in Policy G37F.

ACTION

Solicitor Muttart remarked that Council must follow Policy G37F as noted, and that Council should acknowledge receipt of the MacLeod's letter and confirm that the process has begun.

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(h) Heart and Stroke Foundation – Annual Appeal

CAO Mark Phillips read the letter received from the Heart and Stroke requesting a donation.

As all grant applications have been received for this fiscal year this will require no action.

All correspondence attached

NEW BUSINESS

(a) Review of Policy G68 – Hospitality

CAO Philips stated that after a policy statement has been reviewed and updated, it is required to be reviewed again in six months. No new changes are required at this time.

(b) Clean Nova Scotia's Home Warming Program

CAO Mark Phillips reported on information provided by Sonia Smith. He stated that:

- This program was offered by NSPI;
- The program is available for low income homeowners;
- This is for information purposes only and will be shared on our social media.

(c) Kentville Historical Society Request

A lengthy discussion took place in regards to the request made earlier in the evening by Eric Deal, to allow the Kentville Historical Society to use the old Via Rail building as a museum and create a green space.

Points from Discussion:

- This is a good project to support;
- The sweat equity for this project would offset some cost associated with it;
- This project would benefit our downtown, and once they are open they can apply for Provincial grants and began a fundraiser;
- Council should provide the same consideration to the KHS as we did for the Hardware Gallery;
- The Via Rail building is the ideal location for the Historical Society;

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- This project is not listed on Council's priority list.

Therefore, it was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that Council instruct the CAO to negotiate a lease between the Town of Kentville and the Kings Historical Society , perhaps a thirty month lease term, effective July 1st which includes the Via Station and green space

And Further

that the CAO and staff research into any long term implications that have not been addressed or discouraged to date

MOTION CARRIED

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

(d) Extender Producer Responsibility

CAO Phillips read the letter received from Nova Scotia Solid Waste-Resource Management Regional Chairs Committee regarding Extended Producer Responsibility (EPR). This letter indicated that:

- EPR is a policy approach that shifts the responsibility and cost of managing specific wastes/recyclable materials from municipalities to producers (i.e. brand owners and manufactures).
- Provincial legislation is required in Nova Scotia to shift both the responsibility and the cost of recycling programs away from the taxpayer to the producer;
- In Nova Scotia, the Solid Waste-Resource Reginal Chairs, represented by elected municipal officials, have established a working group to focus on moving EPR forward.

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

RECOMMENDATION TO COUNCIL

that Council express interest and desire for the Province of Nova Scotia to enact a program or legislation to bring EPR into effect for the Province of Nova Scotia

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MOTION CARRIED

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

PUBLIC COMMENTS

None

IN CAMERA

None

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

that Council Advisory Committee adjourn

MOTION CARRIED
Adjourned at 10:16 p.m.

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

DRAFT