

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

PRESENT

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

Regrets were received from Councillor Lynn Pulsifer

Also present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, Acting Chief Ken Reade and Recreation Director Rachel Bedingfield.

CONFLICT OF INTEREST

Councillor John Andrew reported a Conflict of Interest with agenda item:

7 a. – Open Arms – Emergency Shelter

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 with the exception of Councillor Pulsifer, 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 Deputy Mayor Eric Bolland

that the agenda of May 08th, 2017 be approved

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of April 10th, 2017

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

that the Minutes of April 10th, 2017 be approved as circulated

MOTION CARRIED

Councillors who voted in favour of this motion:

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

Andrew, Bolland, Gerrard, Maxwell, & Savage

DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director's Report

Director Debra Crowell presented a report for the period ending April 30, 2017. Some highlights from this attached report:

- Utility bills were mailed in mid-April with a due date of May 24, 2017.
- Interim tax bills were issued in mid-April with a due date of May 31, 2017.
- External audit begins May 23, 2017 and the Town Operating fund is still projecting a current surplus position.

2) Interest Rate for 2017-2018

Director Debra Crowell reported that the current rate of interest on outstanding accounts is 2% per month (compounded – 26.8% annum).

- This rate has been in effect since 2002.
- Other municipal units charge in the range of 1 to 2 %.
- 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 collection expenses, as well as write offs.

Therefore, it was recommended by Councillor Cate Savage and seconded by Deputy Mayor 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 01, 2017 to March 31, 2018.

MOTION CARRIED

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

3) Resolution – Withdrawals Capital Reserve 2016-2017

Director Debra Crowell reported that the 2016/2017 Capital Budget provides for partial funding of capital acquisitions from the Town's Capital Reserves. During the year-end process,

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

late arriving invoices and adjustments to lands held for resale occurred and now require funding.

Therefore, it was recommended by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

RECOMMENDATION TO COUNCIL

that the resolution be approved for a withdrawal of \$21,353.62 from the Town's Capital Reserve Fund as follows:

- **Town of Kentville Capital Reserve-General Allocation for \$3,583.55**
- **Town of Kentville Recreation Capital Reserve for \$8,625.44**
- **Town of Kentville Capital Reserve-Kentville Futures for \$9,144.63**

This will fund capital acquisitions and other expenditures (as denoted above) during the year 2016/2017.

MOTION CARRIED

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

4) 2017/2018 Proposed Operating Budget Highlights

Director Crowell reported that the proposed 2017/18 Town of Kentville Operating Budget was before CAC for its consideration. This financial plan is a balanced budget totalling **\$12.9 million**, an increase of \$402,400 (3.2%) over last year's budget. Some highlights from this attached report were:

Objectives of the operating budget procedure consisted of the following:

1. **No change (if possible)** in the total residential tax rate
2. **Reduce (if possible)** in the total commercial tax rate
3. **Maintain** current service levels for 2017/18

Major drivers for 2017/18 operating include:

1. For 2017/18, the Province set the CAP at 1.4% CPI (last year 0.3%).
2. Provincially-mandated payments to the Province increased for 2017/18, due to increase in the compulsory contributions to housing and education.

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

3. Contributions to some of our joint-board partners increased in 2017/18, as the Town proportionately shares in the service delivery carried out by our joint-board partners.
4. Commitments to various programs and fixed expenditures increased in the budget.

Service Delivery - The proposed operating budget is built on solid principles and offers both residential and corporate citizens exemplary services and good value for their tax dollars. Overall operating expenditures are **increased \$402,400** (3.2%) over last year.

Expenditures are segregated into three categories:

1. **Mandatory** – The town collects taxes on behalf of the Province of NS. These expenditures are compulsory and we are mandated to collect taxation for several Provincially-run programs. Overall, mandatory expenditures increased \$46,200 (2.6%) over last year and comprise 14.3% of the total 2017/18 expenditure budget.
2. **Fixed** – These include non-negotiable costs, such as the transfer to joint boards, community partners and other commitments, debt repayment, valuation allowances, reserves and any prior year's deficit. Remuneration and benefits are also fixed expenditures. This year fixed expenditures comprise 63.5% of the total 17/18 expenditure budget.
3. **Controllable** – Controllable expenditure comprise approximately 22.2 % of the total expenditure budget of the Town and encompass the programs and related service-delivery levels which Council debated throughout this budget process.

The proposed 2017/2018 operating budget will:

- **Continue** program delivery with the same high standards to which our residential and corporate citizens are accustomed;
- **Provide** continued funding for Kentville Development Corporation Limited;
- **Provide** increased funding or a full-time bylaw officer for the downtown corridor;
- **Provide** for increases to and additions to grants to outside organizations;
- **Maintain** manageable debt servicing levels;
- **Maintain** the total Residential tax rate and;

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

- **Decrease** the total Commercial tax rate by 1 cent per \$100.

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

RECOMMENDATION TO COUNCIL

that the proposed 2017/18 Operating Budget for the Town of Kentville (appendices A and B) be approved as follows:

| | |
|------------------|---|
| Revenue | \$12,950,200 |
| Expenditure | \$12,950,200 |
| General tax rate | \$1.70 ² / ₅ per \$100 of assessed dollar |

And Further

that the following proposed tax rates for the year April 1, 2017 to March 31, 2018 are ratified as follows (Figures are rounded slightly for ease of reading):

| | Residential (per \$100) | Commercial (per \$100) |
|---------------------------|---|---|
| Municipal basic rate | \$0.98 ³ / ₄ c | \$2.94 ¹ / ₈ c |
| Provincial Mandatory rate | 40c | 40 c |
| Fire area rate | 3 c | 3 c |
| Hydrant area rate | 7 ¹ / ₂ c | 7 ¹ / ₂ c |
| Economic development levy | ¹ / ₈ c | 7 ⁴ / ₅ c |
| Total Residential | 1.49 and ²/₅ c | |
| Total Commercial | | 3.52 and ²/₅ c |

MOTION CARRIED

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

Report attached

(b) Planning and Development

1) Director's Report

Director Beverly Gentleman presented her report and noted the following highlights:

- A Public Hearing is set for May 16th for the land use amendments.
- Mayor Snow and Councillor Craig Gerrard are registered for the Planning Conference in Halifax for May 18th – May 19th.
- Five (5) Development Permits have been issued.

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

Report attached

2) Community Development Coordinator's Report

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

- Farmers Market outdoor opening will be May 17th, 2017
- Spring into Kentville is on until June 17th, 2017.
- Tenants for Calkin Block have been selected.

Report attached

(c) Parks, Recreation and Community Development

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

- Our summer youth programs will focus on skill and leadership development, self-efficacy, the art of storytelling, and mentorship.
- Kentville Volunteer Awards were celebrated on Saturday April 8th, 2017.

Report attached

(d) Police Report

1) Chief's Report

Acting Police Chief Ken Reade noted from his attached report that:

- 135.5 hours of foot patrols were performed
- Calls received for 417 – 273
- Calls received for 911 – 52
- Mentoring Program volunteers will be trained over the summer months and the actual Program will be in place by fall.

Report attached

2) Police Board Report

None

3) Bylaw Officer Report

Report attached

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

(e) Engineering and Public Works

1) Directors Report

Director Fred Whynot provided a report with some of the following highlights:

- Two Operator/Labourer positions and three student positions were filled.
- Pothole patching list being prepared and the asphalt plant opens Mid-May.

2) Sanitary Sewer Budgets 2017-2018

In 2016 G.A. Isenor Consulting Ltd. were retained to prepare a sanitary sewer rate model for the Town of Kentville. The rate model was approved by Town Council in 2014. This model is in place until of the 2018-2019 fiscal year.

Some highlights noted:

- Since 2014-2015 the sanitary sewer utility has operated based on the sewer rate model and the projected budgets of the model have been followed for 2017-2018 as well.
- Budget came in at 100.1% with a \$166,438 surplus.
- It is proposed that we place \$105,000 of the surplus to the Sanitary Sewer Operating Reserve. The reserve currently has \$161,613 and with the addition it will then contain \$266,614.
- Further we propose to place \$61,438 of the remaining surplus to the Sanitary Sewer Capital Reserve for future capital and with the addition, it will then contain \$220,325.
- After a budgeted transfer in 2017-2018 our Depreciation Reserve will contain \$95,500.
- Out Capital Program for 2017-2018 consists of an extension of sanitary sewer service within the Kentville Business Park (\$110,500) and a new sewer utility truck (85,000).

Therefore, it was recommended by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that Council Advisory Committee recommend to Council approval of the 2017-2018 Sanitary Sewer Operating Budget

**RECOMMENDATION
TO COUNCIL**

And Further

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

**that Council Advisory Committee recommend to
Council approval of the 2017-2018 Sanitary Sewer
Capital Budget**

MOTION CARRIED

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

3) Burke Subdivision Update

Over the past five (5) years staff have worked on videoing infrastructure and investigating areas of concern (break history, watermain condition surveys, etc.) to prepare our five year capital infrastructure renewal plans. One area of concern is the Burke Subdivision (Colonial Avenue, Pleasant Street, Fairview Street and Hillside Avenue) and adjacent areas.

- The Burke Subdivision was developed in the 1930s and is due for renewal.
- As part of the current five year capital plan we plan to renew the infrastructure, which includes sanitary and storm sewer concerns surrounding the subdivision in 2018-2019.
- This would be a sizeable project (\$927,000 estimate) and to be able to obtain funding assistance from the Provincial and Federal Governments would be a great benefit.
- Funding for a pre-design study, which would determine the best method of renewing the infrastructure, had been requested through the Provincial Capital Assistance Program (PCAP).
- We since have been notified by the DMA that we were approved for \$28,679 for a pre-design through PCAP.
- To complete the file, the DMA requires a resolution from Council confirming that the Burke Subdivision is a priority project.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

**RECOMMENDATION
TO COUNCIL**

**that the Burke Subdivision Upgrade project be a priority of
Council as part of the current five year Capital Plan of the
Town Council**

MOTION CARRIED

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

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

(f) Administration

1) Chief Administrative Officer's Report

CAO Phillips provided a report that included some of the following highlights:

- The UNSM 2017 Spring Workshop is scheduled for May 10th - 12th.
- Planning for the Freedom of the City parade and ceremony are underway.
- Land Sales – Prices have been adjusted to reflect market value.
- Joint Fire Service funding from the County of Kings is expected to be frozen for the fourth (4th) year in a row.

Report attached.

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

that the reports from the directors be received

MOTION CARRIED

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

PRESENTATIONS

(a) Murdina MacRae & Joseph MacGillivray

A presentation of Gaelic music and song was given as an example of the Gaelic culture, in recognition of May being Gaelic awareness month.

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Parking Update

CAO Mark Phillips gave a verbal report and noted that the KDCL Board of Directors and Kentville staff felt that this report is now outdated and noted that the status quo is working at this time.

(b) Calkin Building Update

CAO Mark Phillips read the report received by Lindsay Young, CED Coordinator and Jennifer West, Administrative Assistance/ Special Projects. CAO reported that:

- the successful tenants have been contacted

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

- Farmer's Market will move in their space October 2017.

Report attached.

At this time 7:40 p.m. – Councillor John Andrew left Council Chambers to avoid a conflict of interest in dealing with a piece of correspondence received from Open Arms.

CORRESPONDENCE

(a) Open Arms – Emergency Shelter – April 26, 2017

CAO Mark Phillips reported that a request for funding in the amount \$10,950 was received by Council from Open Arms. The funds would be used to pay for volunteers to cover shifts while operating the shelter.

This report also noted the different services in which Open Arms supports our communities; such as the In From the Cold Program. Request for funding have also been asked of the County of Kings, Town of Berwick and the Town of Wolfville.

Correspondence/report attached.

Mayor Snow remarked that the following points should be noted before this correspondence is opened for discussion:

- The building located at 32 Cornwallis Street is currently non-compliant with current Province of NS and Kings County building and fire marshal codes for use as a shelter.
- Council was not provided with the necessary documentation as required in Funding Policy G28 nor was it received by the required February dead line.
- The MGA does not allow for the Town of Kentville to fund payment for volunteers.

A discussion took place regarding running a shelter in the downtown core and if this use is allowed under the current Land Use Bylaw. Research will be on going in this matter.

Mayor Sandra Snow noted that this piece of correspondence will be added to the public record.

8:00 p.m. Councillor John Andrew joined Council in Chambers at this time.

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

NEW BUSINESS

(a) Policy Amendment: Requests for Funding from Organizations

Councillor Craig Gerrard read his proposal requesting a change on how Council does business when accepting funding proposals. Councillor Gerrard proposed that the Town of Kentville hold an event once a year, in a public form, to allow council and residents to ask questions regarding funding requests.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Deputy Mayor Eric Bolland

RECOMMENDATION TO COUNCIL

that this request be forwarded to staff for amendment of the current policy including all wording and forms to meet the proposed process

MOTION CARRIED

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

(b) Policy Amendment: Temporary Development Officer

CAO Phillips reported that several positions with the Town of Kentville have not been officially recognized, and others need clarification.

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

RECOMMENDATION TO COUNCIL

that Council appoint Kirstin Harrison as the Development Officer in Director Beverley Gentleman's absence

And further

that the following designations be recognized by council:

Town Clerk: Mark Phillips

Emergency Measures Coordinator: Mark Phillips

Traffic Authority Officer: Fred Whynot

Development Officer: Beverley Gentleman (Kirsten Harrison in her absence)

Additional positions should also be recognized by council:

Town Piper: Edward Coleman

Town Crier: Lloyd Smith

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

MOTION CARRIED

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

(c) Change of July Council Meeting date

CAO Mark Philips reported that Mayor Sandra Snow will not be able to attend the July 31st meeting of Council and requested that council make a motion to move the date of July's Council meeting from July 31st to July 24th, 2017.

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

RECOMMENDATION TO COUNCIL

that the Council meeting scheduled for July 31st be moved up to July 24st, 2017

MOTION CARRIED

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

(d) Business Environment Meeting Series

CAO Mark Phillips reported from CEDC, Lindsay Young's report, that Citizen Engagement and Public Input sessions will be coordinated soon. A brief description regarding these five (5) categories: Beautification, Safety, Activities/Downtown Events, Signage and Tax Rates/Properties was discussed. Report attached.

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

that Council Advisory Committee retire to go IN CAMERA at 08:30 p.m. to discuss Personnel and Land issues

MOTION CARRIED

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

Only Council, CAO and Solicitor Muttart remained in Chambers at this time

APPROVED JUNE 12TH, 2017

COUNCIL ADVISORY COMMITTEE

May 08th, 2017

IN CAMERA

- (a) Personnel
- (b) Personnel
- (c) Land

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

that Council go back into open session at 09:20 p.m.

MOTION CARRIED

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

Deputy Mayor Eric Bolland had departed Council Chambers at 9:00 p.m.

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

that Council Advisory Committee adjourn

MOTION CARRIED Adjourned at 09:21 p.m.

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