

COUNCIL ADVISORY COMMITTEE

December 11th, 2017

APPROVED JANUARY 08TH, 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, Town Engineer Fred Whynot, Police Chief Julia Cecchetto and Recreation Director Rachel Bedingfield.

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 Eric Bolland and seconded by Councillor Craig Gerrard

that the agenda of December 11th, 2017 be approved with the deletion of:

- i. 7(a) Meeting Policy**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of November 14th, 2017

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

that the Minutes of November 14th, 2017 be approved as circulated

MOTION CARRIED

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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 November 30th, 2017. Some highlights from this attached report:

- The second quarter utility bills were due November 24th, 2017.
- Council ratified the recommendation for Investment Management Services tabled by the Investment Advisory Committee and TD Wealth was the successful respondent.

2) Projection Report

Finance Director Crowell presented the third Projection Report to March 31st, 2018 and it remains in a deficit position of \$136,400.

- Actual revenue is projected to end the year under budget \$31,400 and expenditures are projected to be over \$105,000.
- The Town Operating Fund is projecting a current deficit of \$136,400.

Reports attached

(b) Planning and Development

1) Director's Report

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

- There were eleven (11) Development Permits issued for November 2017 for a building valuation of \$10,334,100.
- The Planning and Advisory Committee is scheduled to meet mid-December to discuss the draft MPS and LUB and hopefully have a recommendation to Council concerning next steps.
- As of November 23rd, 475 surveys were completed for the Housing Survey which closed on December 04th, 2017.

Report attached

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2) Community Economic Development Coordinator's Report

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

- The Farmers Market held a successful workshop fundraiser on December 03rd. Plans are underway to turn it into a seasonal series using market vendors as workshop leaders.
- VIC Manager Susan Carey represented the Town of Kentville at the TIANS Conference in Halifax this past November.

Report attached

(c) Parks, Recreation and Community Development

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

- Recreation's park facilities are closed for the winter.
- All afterschool programs are up and running, along with older adult programming and youth programming.
- The *Kentville Plays* initiative received a great amount of attention and publicity, showcasing the value for play in our community.

Report attached

(d) Police and Fire

(1) Police Chief's Report

Police Chief Julia Cecchetto noted from her report that:

- The Auxiliary graduation for three members occurred on December 05th.
- An Officer attended APA for a Use of Force recertification and re-certified the Annapolis Royal officers in the yearly requirement.
- Members to conduct nightly checks for Operation Christmas.

Report attached

(e) Engineering and Public Works

1) Directors Report

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

- The STORM group has been working on public communications.
- Once identified, small potholes will be addressed within 24 hours with cold patch.
- F.W. Robinson Building abatement took place during the month of December.

Report attached

(f) Administration

1) Communications Report

CAO Mark Phillips noted from the Communications Report that:

- In November 2017, staff and council held five (5) meet and greets at various locations around the Town of Kentville.
- STORM created a series of Municipal Awareness Week posts on social media, which included a new video that highlighted what municipal government can “do for you”.

Report attached

2) Chief Administrative Officer’s Report

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

- FOIPOP applications and requests are experiencing a spike (province wide).
- Regional Sewer Authority revisions are ongoing.
- VREN promotion video can be viewed at www.valleyren.ca.

Report attached

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

that the Department Reports be received

MOTION CARRIED

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COMMITTEE REPORTS

(a) Joint Fire Service – Councillor Andrew

Councillor John Andrew noted that he did not have any information to share.

CAO Phillips stated that Fire Chief Ryan MacEachern's annual report for year end March 31st, 2017 was include in the meeting package for Council's review.

(b) Parks and Recreation – Deputy Mayor Pulsifer

Deputy Mayor Lynn Pulsifer provided a report on her meeting held December 01st, 2107. Some highlights from her report:

- The Regional Needs Assessment Report was discussed. The first draft of an RFP to be done by December 20th, 2017.
- All policy statements for Recreation were presented, along with an Action Plan to monitor progress on the Policy and its objects.

(c) Annapolis Valley Trails Coalition – Councillor Maxwell

Councillor Cathy Maxwell provided a report on her meeting held November 16th, 2017. Some highlights from her report:

- Mike Trinacity provided a report which included several recommendations for upgrading the trail section from Kingston to Aylesford.
- Funds have been received from CCH and the budget is in good shape.

(d) Kings Regional Sewer Committee – Councillor Savage

Councillor Cate Savage provided a report on her meeting held on November 30th, 2017. Councillor Savage noted that:

- Drafting of the technical committee, harmonization of bylaws and the bridge project explanations were discussed.

All reports are attached

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

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that the Committee Reports from Council be received

MOTION CARRIED

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PRESENTATIONS

None

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Funding for Organizations – Councillor Gerrard

Councillor Craig Gerrard remarked that he had reviewed *Policy G28 – Funding for Organizations* and that he liked this policy. Councillor Gerrard then provided two (2) suggestions he would like to have placed under procedures:

- i. A beginning date so organizations could submit their funding applications between certain dates as opposed to having these applications come in all year long.
- ii. Have the completed applications posted online so Kentville citizens can review them.

ACTION

Mayor Sandra Snow noted that *Policy G28 Funding for Organizations* review is still ongoing.

(b) Capital Projects Update

CAO Mark Phillips reported that Jennifer West, Administrative Assistant provided the Capital Projects Update and noted that:

- The Town of Kentville has more than forty-nine (49) ongoing capital projects.
- One significant project which is current delayed is the Business Park infrastructure installation as the Town is waiting for the Utility and Review Board to report back.
- Approximately ninety-five percent of the skateboard park has been completed.

Report attached

CORRESPONDENCE

(a) Campaign for Kids

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CAO Mark Phillips read the thank you letter received from Claudette Sturk and Chuck Mader, co-chairs of the golf committee.

Letter attached

NEW BUSINES

(a) Regional Sewer Committee Terms of Reference

CAO Mark Phillips provided a report that included a draft copy of the terms of reference from the Regional Sewer Committee for Council's review.

PUBLIC COMMENTS

Stephen Pearl – Glenview Avenue

- Requested an update regarding the possibility of moving the electronic sign to another area.
- Mr. Pearl suggested that perhaps Kentville could move the sign to the entrance of the Palmetter Subdivision which is closer to the school or perhaps not use it at all.

CAO Phillips noted that:

- Staff will bring information for council to consider, when the Capital Budget deliberation process begins in the spring, regarding the possible relocation of the electronic sign.
- Cost to relocate this sign is in the range of \$8,000 to \$10,000.
- Site locations for the electronic sign are still being investigated.

IN CAMERA

None

ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED

Adjourned at 7:35 p.m.

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