

COUNCIL ADVISORY COMMITTEE

January 09th, 2017

PRESENT

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

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

6:00 p.m.

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00p.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 Deputy Mayor Eric Bolland

that the agenda of January 9th, 2017 be approved as circulated

MOTION CARRIED

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

PRESENTATIONS

(a) Annapolis Valley Regional Library – Ann Marie Mathieu I. AVRL Presentation

After an introduction by Library Board Member Shirley Pineo, Ann Marie Mathieu presented a brief history of the AVRL, their mission statement and the roles and responsibilities of different groups that will be involved in the operation of the new Kentville Library.

Report is attached

II. MOU for Kentville Library Services

This **Memorandum of Understanding (MOU)** between the Annapolis Valley Regional Library Board (AVRL) and the Town of Kentville (Town) is agreed to by the parties to set out the obligations associated with the provision of library service, including the responsibilities of each party for the operation of the building and property, and the delivery of library service in accordance with the **Libraries Act R.S. C 254**, and the Agreement for the Establishment of the **Regional Library District in the Annapolis Valley in the Province of Nova Scotia** dated April 20, 1954.

This MOU does not replace and/or nullify any of the clauses detailed in the **Agreement for the Establishment of the Regional Library District in the Annapolis Valley in the Province of Nova Scotia** (January 2, 1949). IN particular, section 4. States that “that any Municipality, Town or other area wishing to withdraw from this Agreement shall give notice of such intention to withdraw not later than twelve months prior to the date of such intended withdraw.”

Terms of Agreement attached.

(b) Debbie Rines – Designated Smoking Areas

Debbie Rines stated that she would like to see an area set aside for citizens who would like to be able to smoke in the downtown area. Debbie requested that the Town’s Smoking Bylaw be amended to allow smoking in two designated areas in the downtown core. A few areas were suggested as well as a design to enhance the designated smoking spot.

(c) Canadian Mental Health Association – Brenda Main

Brenda provided a presentation on an Innovative Housing Solution in Kentville. This solution involves purchasing Allen’s Motel to own and operate supported transitional and permanent housing. This property sits on 2.2 acres of C2/R2 zoned land with only 1 acre currently developed. CMHA- Kings requested that all of the property have a single zoning.

Report is attached.

(d) KDCL – Leigh Morrison

I. Annual Report

Leigh Morrison reported on the Annual KDCL Report for 2016. Also included in this presentation were plans for 2017.

Report is attached.

APPROVAL OF THE MINUTES

(a) Minutes of December 12th, 2016

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Cate Savage

that the Minutes of December 12th, 2016 be approved as circulated

MOTION CARRIED

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

BUSINESS ARISING FROM THE MINUTES/OLD BUSINES

(a) KDCL Parking Recommendation - Update

CEDC Lindsay Young noted from her attached report that:

- A meeting consisting of members of town staff representing administration, council, economic development, planning, policing, parking enforcement, and traffic authority along with representatives from KDCL was held in late December to discuss past and current practices around parking issues including signage, enforcement tactics and the purpose for them, signage, marketing, and other concerns related to the recommendation.
- The committee agreed to allow the passage of a little more time before deciding on a final recommendation. A following up meeting to evaluate current practices will be held and a report to CAC in March, 2017.

(b) Municipal Government Act Amendment – Bill 177 “Phasing in Increases to Commercial Assessments”-Update

CEDC Lindsay Young reported that:

- Work still continues on research and growth trends.
- Working along with the Planning Director to establish and recommend a CDD to Council.
- A draft bylaw will be prepared for Council’s review and consideration.

(c) 2016 Election / Citizen Feedback “Hot Wash” Survey – Update

CAO Mark Phillips and CDEC Lindsay Young reported verbally that this survey is available on the Town’s website and approximately 120 people have participated so far. This survey does not have a completion date as of yet.

(d) Live Streaming Council Meetings – Update

CAO Phillips reported some highlights from IT Specialist Jason Bethune’s attached report:

- Discussions continue with various vendors regarding an appropriate design to allow live streaming of Council/CAC meetings.
- Kentville should look to differentiate themselves from other live streaming platforms utilized by Government.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor John Andrew

RECOMMENDATION TO COUNCIL

that CAC recommends to Council to move forward to accomplish live streaming at the next council meeting
MOTION CARRIED

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

Points from Discussion:

- Facebook would be a place to start, using a cell phone, and evolve as more information from the IT Specialist is available.
- Citizens are looking forward to live streaming of meetings as it was a campaign promise.

Mayor Sandra Snow noted at this time that she had been successful in being chosen by UNSM to sit on the NS Joint Accountability and Transparency Committee.

DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director's Report

Director Debra Crowell presented a report for the period ending December 31, 2016. Some of the highlights from that attached report were:

- The Investment Advisory Committee met on December 7, 2016
- The new CRA tax tables were uploaded to the Finance system the last week of December.
- To December 31, 2016, overall revenue exceeds the average at 87.9% recorded.
- To date, overall expenditures are slightly below the average at 73.9% expended.

2) 2016/17 Operating Budget Projection

Director Debra Crowell presented a report for the period ending December 31, 2016. Some of the highlights from that attached report were:

- Currently the Town of Kentville is in a surplus position of \$4,500 (last month deficit \$100,900).
- Overall, actual revenue is projected to end the year under budget \$61,700.
- Overall, expenditures are projected to be under budget \$66,200.

(b) Planning and Development

1) Director's Report

Director Beverly Gentleman provided a report with some of the following highlights:

- Highest year end in building values in over five (5) years.
- PVSC have classified a portion of the Healy Special Events property as commercial.

2) Environmental Advisory Committee Report

Deputy Mayor Eric Bolland had no report.

3) Community Development Coordinator's Report

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

- Shop to Win 2016 was a major success with record number of businesses participating and record number of ballots cast.
- Mayor Snow's "Shop Kentville" video went viral by Kentville standards in less than 48 hours.

(c) Parks, Recreation and Community Development

1) Director's Report

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

- The Recreation Department's supports pond skating as a way to promote free and unstructured play, community pride, and community ownership.
- Community Coordinator Andre Bouchard last day was January 6th and the department will be seeking a replacement.
- Brette Pettet received the Recreation All-Start award for her role in supporting and encouraging young girls in the community and beyond to follow their dreams and lead an active and healthy life-style.

(d) Police Report

1) Chief's Report

Acting Police Chief Ken Reade provided a report for the month of December 2016. Some of the following highlights included:

- The platoons conducted 119 hours of foot patrols in the downtown core.
- They had 861.5 hours of mobile patrols resulting in 186 vehicle checks with 138 warnings issued and issued 30 SOT's.
- 200 calls were received from 417 for the month, 29 calls were of the 911 nature, there were 186 traffic offences reported, 17 cleared by charges and 109 were cleared otherwise and 7 were unfounded.
- There were 5 calls relating to Mental Health issues.
- There were 12 alarms attended.

Special Cst. Cunningham issued 338 warnings for the month, and processed 14 tickets.

2) Board Report

No report

(e) Transportation Services

1) Directors Report

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

- Awaiting plans from DOT regarding the new bridge.
- No more sanding of Fox Hollow, MacKinnon Court and Little Fox Court.

(f) Water Commission

1) Directors Report

Director Whynot provided a report that included some of the following highlights:

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- Kentville Water Commission repaired some water leaks.

2) Commission Report

No report.

(g) Administration

1) Chief Administrative Officer's Report

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

- CAO reported that he and Director Crowell will be meeting with Kings Transit Authority Executive Director Stephen Foster, to discuss the “Financial Services” required by KTA.
- Preparation is underway for the up and coming arbitration hearing for APA (Police) collective agreement scheduled in February.
- Ongoing discussions are taking place with interested parties regarding the TOK owned lands in the Business Park.

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

that the reports from the directors be received

MOTION CARRIED

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

7:30 p.m.

CORRESPONDENCE

(a) NSCC letter and 2016 Report to the Community

CAO Phillips reported that the Report to the Community was received from the NCSS Board of Governors.

Report is attached

(b) Central Kings Community Health Board

CAO Phillips read the invitation received from the Central Kings Community Health Board.

NEW BUSINESS

(a) The Kentville Visitor Information Centre (VIC)

Councillor Craig Gerrard requested having the Visitors Information Centre relocate from Station Lane to Park Street by the spring.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Cate Savage

RECOMMENDATION TO COUNCIL

that Council direct staff to prepare a report for relocating the VIC Centre/AVCC from its present location to its previous location in the Makery Building for a spring opening

MOTION CARRIED

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

It was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Eric Bolland

**that at 8: 55 p.m., the CAC meeting recess to go
IN CAMERA for a discussion on Labour and Land
issues**

MOTION CARRIED

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

All staff except for CAO Philips and Solicitor Muttart, vacated Council Chambers at this time.

IN CAMERA

- (a) Labour – APA Collective Agreement**
- (b) Land-River Street, Calkin and Robinson Buildings and other lands**

It was moved by Deputy Mayor Bolland and seconded by Councillor John Andrew

**that Council retire from IN CAMERA at 9:30 p.m. and go
back into the regular meeting of CAC**

MOTION CARRIED

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

ADJOURNMENT

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

that the Council Advisory Committee adjourn at 9:35 p.m.

MOTION CARRIED

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