

TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
January 14th, 2019

Approved February 11, 2019

Mayor Sandra Snow requested a moment of silence for the passing of Gary “Beaver” McGinnis.

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, Inspector Darryl Brown, Finance Director Debra Crowell, Planning Director Beverly Gentleman and Community and Economic Development Coordinator Lindsay Young.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:03 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.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

2. APPROVAL OF THE AGENDA

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

That the agenda of January 14th, 2019 be approved as attached

MOTION CARRIED

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

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of December 10th, 2018

That the Minutes of December 10th, 2018 be approved as circulated.

MOTION CARRIED

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

4. PRESENTATIONS

(a) The Flower Cart Group – Jeff Kelly – Capital Campaign

Jeff Kelly, Executive Director with The Flower Cart Group, and Flower Cart Staff Victoria Randall, gave a presentation about the 2018 season and the launch of the organization's capital campaign.

- Points of Discussion:
 - A new building will improve accessibility for the organization, increase space, new updated equipment, and have all operations under one roof.
 - The goal for the capital campaign is \$1,300,000.
 - 31% of the total participant pool identify as living in Kentville.

See presentation for more information

(b) Kentville Business Community – Zach Best – Quarterly Report

Zach Best, Business Development Officer, presented the quarterly update for the Kentville Business Community and an annual review of activities in 2018.

- Points of Discussion:
 - What is the role of KBC in advocacy? KBC listens to the business community and takes actions in their best interest as objectively as possible.
 - There has been support for smaller community events in the form of small grants, sponsorships and donations.

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 December 31st, 2018. At this time, the Town is at 75% of the fiscal year, and overall revenue is at 89.9%, expenditures are at 76.4%, and total taxation is reporting 100% of the budget.

See report for more information

(2) Projection Report

Director Crowell also presented the second projection report for the period ending December 31st, 2018. Currently, the Town is in a surplus position of \$9,300.

See report for more information

(b) Planning and Development

(1) Director's Report

Director Gentleman presented her report for December 2018.

- Points of Discussion:
 - What is the planning activity in your report regarding Air BNB? Staff is currently in conversation with a property owner regarding the difference in licencing between a hotel and an AirBNB. There are number of active AirBNBs in the Valley.
 - Are staff planning to attend the upcoming provincial planning workshop? Yes, the province works with the NS Planning Directors to review the planning section of the Municipal Government Act, with an upcoming session at the Old Orchard Inn.

See report for more information

(2) Business Park Street Naming

Director Gentleman presented her report indicating the need to establish a formal name for two new roads in the Kentville Business Park: “Parcel CD-1 Chipman Drive”, and “Street A – Parcel SA-1”.

- Points of Discussion:
 - The process of naming roads is rare because developers usually build and name roads.
 - Council discussed leaving one road as Chipman Drive, to accommodate a business which has already adopted that address.
 - Council discussed collecting suggestions for road names in recognition of the First Nations community with advice from the Kings Diversity Committee.
 - The Masons in Kentville are celebrating a significant milestone, including a founding member who became Prime Minister of Canada (Sir Robert Borden).

See report for more information

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

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:
That Council officially name “Parcel CD-1 Chipman Drive” as Chipman Drive.**

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

That council refer the recommendation of naming of the street parcel SA-1 to staff for recommendation based on the information provided.

MOTION CARRIED

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

(3) Community Economic Development Coordinator’s Report

CEDC Young presented her report for December 2018.

- Points of Discussion:
 - Council recognizes that the CEDC gave a successful interview on CBC regarding hotels in the valley.

See report for more information

(c) Parks, Recreation and Community Development

(1) Director’s Report

Director Bedingfield presented her report for December 2018.

- Points of Discussion:

- Outdoor ice skating discussion: Kentville has three outdoor skating areas. The Department is launching an education campaign about recreating outside on ice in the winter.
- Is it possible to lend skis from the Town over winter? Skis require boot sizing, and a local business already offers this service.

See report for more information

(2) Update on Plowing of Trails

Director Bedingfield presented her update outlining activities and budgets required for plowing the paved section of the Kentville Trail.

- Points of Discussion:
 - The quote for trail plowing may depend on weather conditions and other factors.
 - Achieving a “sidewalk standard” may require sand most of the time with occasional salt to maintain safety.
 - There is no municipal standard for plowing trails- there is currently no practice for plowing trails during the winter.
 - Support on behalf of seniors for plowing the paved section of the trail.

See report for more information

(d) Police Report

(1) Chief’s Report

Inspector Brown presented the police report for December 2018 on behalf of Chief Cecchetto.

- Points of Discussion
 - Officer Cunningham is expected to recover and be back to work when he is able.
 - Council recognizes and commends the Police Service around mental health support at the Kentville hospital. Officers will bill the hospital for additional security services beyond the KPS mandate. Can offset the costs to support the hospital.

See report for more information

(e) Engineering and Public Works

(1) Director’s Report

CAO Phillips presented his report for December 2018.

- Points of Discussion
 - The Town budgeted 6 months without a Public Works Director. The CAO has not received any top up however the Foreman has slightly increased his duties.
 - Some potholes are being addressed with dry patch until the spring paving season arrives.

See report for more information

(f) Administration

(1) Communication Report

CAO Phillips presented the report for December 2018.

See report for more information

(2) Chief Administrative Officer's Report

CAO Phillips presented his report for December 2018.

See report for more information

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

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. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Citizen Appointments to Committees

Deputy Mayor Savage presented a memo of the recommendation of a committee appointment to the Investment Committee.

- Points for Discussion
 - Is there a service recognition certificate for long serving committee members? Yes, it is part of Policy Statement G67 – Recognition of Community Contributions.

See memo for more information

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

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That council appoint Mr. Logan Morse as citizen committee voting member to the Investment Committee.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

(b) Capital Projects Update

CAO Phillips presented an update from staff on the status of projects in the 2018-2019 Capital Projects Budget.

See memo for more information

7. CORRESPONDENCE

(a) Mark Furey – Nova Scotia Department of Justice – December 12, 2018

CAO Phillips read the letter regarding Nova Scotia's Accessibility Act which was passed in September 2017. The legislation will impact municipalities by requiring an accessibility committee and accessibility plan in the coming years. The Town has started an accessibility committee and will be exploring terms and membership in the coming months.

See letter for more information

(b) Mark Furey – Nova Scotia Department of Justice – December 5, 2018

CAO Phillips read the letter regarding the municipal campaign for a central dispatch for Fire Departments in Nova Scotia. The Department is participating in discussions and are open to discussing various models in the context of Fire Services Review.

See letter for more information

(c) Annapolis Valley Regional Centre for Education – Annual Report to the Community – December 6, 2018

CAO Phillips read an excerpt from the letter from the Annapolis Valley Regional Centre for Education highlights the 2017-2018 school year.

See letter for more information

8. NEW BUSINESS

(a) Main Street Property Easement, Nova Scotia Power

CAO Mark Phillips presented the report regarding a distribution easement at 567 West Main Street.

- Points for Discussion
 - Solicitor suggests that staff confirm the length and tie the easement into another piece of infrastructure prior to council approving this easement.

See report for more information

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That council approve the distribution easement for Nova Scotia Power at 567 Main Street, PID 55495972.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

(b) Policy Statement Check in

CAO Mark Phillips presented the report outlining the follow up review of the following policy statements:

- G69: Council Reports Policy
- G70: Council Meetings Policy

Council made no recommendations to adjust these policies.

See report for more information

(c) Intermunicipal Services

CAO Mark Phillips presented the report regarding operational reviews of Kings Transit and Valley Waste Management Authority, with related adjustments to the Intermunicipal Service Agreements, and annual budget processes.

See report for more information

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That the solicitor representing the parties in the Valley Waste IMSA is authorized to

- a. Amend Section 21 to provide the Authority the ability to issue quarterly invoices in advance;**
- b. And further, to amend Schedule B Budget Cost Shares to remove the Municipality of Annapolis County and reallocate percentages among the parties;**
- c. And further, to delete references to Municipality of Annapolis County and Hantsport;**
- d. And further, to authorize the Mayor and CAO to execute the amended IMSA.**

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

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

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That Council accept the recommendation to defer approving the annual budget for Valley Regional Solid Waste Resource Management Authority until such a time as a subsequent report is filed by the Chief Administrative Officer, and that Council consider approval of the aforementioned budget on or before May 31, 2019.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

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

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That Council authorize the Valley Regional Solid Waste Resource Management Authority to operate on the proposed budget forwarded to the Parties on December 27, 2018, adjusted for debt and other cash flow requirements, up to May 31, 2019.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

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

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That Council accept the recommendation to defer approving the annual budget for Kings Transit Authority until such a time as a subsequent report is filed by the Chief Administrative Officer, and that Council consider approval of the aforementioned budget on or before May 31, 2019.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

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

THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:

That Council authorize the Kings Transit Authority to operate on a prorated (2/12) portion of the Authority's approved 2018-2019 budget up to and including May 31, 2019.

MOTION CARRIED

To be ratified at the January 28th 2019 meeting of council

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

(d) Capital Projects Update

CAO Mark Phillips gave an update to council on the status of capital projects in the Town of Kentville.

See report for more information

(e) Joint Fire Services Committee Proposed Budget

CAO Mark Phillips presented the report outlining the proposed operational budget for the Kentville Volunteer Fire Department for 2019-2020.

- Points of Discussion
 - There are unanswered questions for the Fire Department about some points in the budget. Suggest tabling the budget to the February 2019 CAC meeting.
 - What are the concerns around increasing the rates by 6%? The process did not allow thorough review of the budgets and operations.

See report for more information

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

That the 2019-2020 Kentville Volunteer Fire Department operational budget be tabled until the next CAC meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(f) Sale of the Robinson Property

CAO Mark Phillips presented some information regarding the sale of the Robinson Property on Main Street. Some issues around the purchase and sale agreement for the property are being worked out but the sale is nearly complete. Issues around restoration of the property are being resolved.

9. PUBLIC COMMENTS

(a) Shamus McClair, Kentville

- What are the boundaries of the KVFD and the surrounding departments? CAO Phillips provided information about the surrounding fire departments, and provided a description of the Hazardous Material Unit at the Kentville Fire Department.
- The Trail near the Business Park could be developed as a recreational trail for summer and winter recreation, and a thoroughfare in helping to develop the south side of the Town. Connecting the residential areas with a dump on the trail may require moving the dump.
- Kentville is a pleasant place to shop in because of the arcades outside of stores (covered entrances). Promoting arcades would improve walking and aesthetics of the downtown.

10. IN-CAMERA

No longer necessary for this issue.

11. ADJOURNMENT

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

That Council Advisory Committee adjourn.

MOTION CARRIED
Adjourned at 9:21 p.m.

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