

**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE**

**Meeting Minutes: March 11th, 2019**

*Pending Approval*



**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, Chief Julia Cecchetto, Finance Director Debra Crowell, and Planning Director Beverly Gentleman.

**DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations.

**1. CALL TO ORDER AND ROLL CALL**

Mayor Sandra Snow called the meeting to order at 6:00 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.*

**2. APPROVAL OF THE AGENDA**

That the agenda of March 11<sup>th</sup>, 2019 be approved as attached / with the following revisions:

- Addition 10.a In Camera Land
- Addition 10.b In Camera Legal
- Deletion 5.e.iii Smoking Bylaw Report

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

**That the agenda for the March 11, 2019 Council Advisory Committee meeting be approved.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee meeting minutes of February 11<sup>th</sup>, 2019

That the Minutes of February 11<sup>th</sup>, 2019 be approved as circulated.

**MOTION CARRIED**

**4. PRESENTATIONS**

**(a) Kentville Business Community – Zach Best – Centre Square Proposal**

KBC President Leigh Morrison gave a presentation about the KBC proposal to upgrade the gazebo at Centre Square. The electrical at Centre Square needs to be upgraded, and KBC would like to manage and fund this project. KBC is asking Council to allow KBC to make the upgrades in Centre Square using the existing KBC budget.

- Points of Discussion:
  - Is this upgrade adequate for both the KBC Multicultural Fair as well as the Kentville Farmers Market needs? Yes.
  - It is great to have a community group take initiative to identify the need for this upgrade for community events.

*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 February 28<sup>th</sup>, 2019. If revenue were averaged evenly over the year, 92% of the budget would be consumed. To February 28, 2019, overall revenue exceeds the average at 93.2% recorded. To date, overall expenditures fall under the benchmark at 90.9% expended.

*See report for more information*

#### (2) Projection Report

Director Crowell also presented the second projection report for the period ending February 28<sup>th</sup>, 2019. Currently, the Town is in a surplus position of \$55,900, impacted by education costs, the tenant in the Calkin Building, recreation cost sharing, and road transport.

*See report for more information*

#### (3) Resolution – Withdrawal – Town Capital Reserve (Draw #2)

Director Crowell also presented a recommendation for a withdrawal of \$9,771.18 from the Town of Kentville capital reserve (general allocation). This amount would partially fund several capital acquisitions including the Visitor Information Centre (\$9373.87), Belcher Street sidewalk (\$303.74) and police vehicles (\$93.57) during the 2018/2019 year.

*See report for more information*

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

#### **THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council approve the attached resolution for a withdrawal of \$9,771.18 from the Town of Kentville Capital Reserve – General Allocation, to fund several capital acquisitions during the 2018/2019 year.**

#### **MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

#### (4) Renewal of Temporary Borrowing Resolution – Robinson Building

Director Crowell presented a renewal of Temporary Borrowing Resolution (TBR) associated with the Robinson Building. The existing TBR will expire on April 12, 2018 and must be replaced with a current authorization to maintain the short-term financing provided by Nova Scotia Department of Municipal Affairs related to the Robinson Building.

*See report 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 authorize the renewal of the attached temporary borrowing resolution.**

**And further, following approval by council, that the document will be sent to the Minister of the Department of Municipal Affairs for Provincial authorization.**

**MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

**(5) Blanket Resolutions**

Director Crowell presented her request to offset any deficit positions as at March 31, 2019 which could occur in either the Town's Operating Fund and/or the Town's Sanitary Sewer Area Service. The Town can eliminate deficits by the passage of "blanket" resolutions to transfer from the Town's Operating Reserve and/or the Town's Sanitary Sewer Operating Reserve to offset any year-end deficit position in either of the above noted entities.

- Points of Discussion:
  - Are there ever a ceiling placed on these resolutions? It is up to council. Staff does not want to post a deficit. Staff would be communicating with council in the event of a catastrophic event. Staff cannot post a deficit, and this is the most common mechanism to achieve that. There is a limit in how
  - This is a recommendation to council, and further financial updates will be given at the March council meeting.

*See report for more information*

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

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:  
That council approve a blanket resolution for possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2019, after all year-end transactions are quantified. The funds would be transacted only if the Town was facing a current operating deficit end-of-year.**

**MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 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 Lynn Pulsifer

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**And further, that council approve a blanket resolution for withdrawal from the Town of Kentville Sanitary Sewer Area Service Operations Reserve in the amount of any current operating deficit, should one occur at March 31, 2019, after all year-end transactions are quantified. These funds would be transacted only if the Sanitary Sewer Area was facing a current operating deficit end-of-year.**

**MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

**(b) Planning and Development**

**(1) Director's Report**

Director Gentleman presented her report for February 2019. The building valuation for February was \$735,000 for a year total of \$1,054,794.

- Points of Discussion:
  - What is the status of Allen's Motel? They have their permits. Some residents have complained about garbage there.

*See report for more information*

**(2) Planning Advisory Committee**

Director Gentleman presented her report for a policy that would guide the development of a Planning Advisory Committee (PAC) for the Town. The purpose of a PAC is to support the review of amendments to the Municipal Planning Strategy or the Land Use Bylaw. The CAO is prepared to endorse a PAC so long as the group is efficient and does not negatively impact process.

- Points of Discussion:
  - Does this committee restrict staff ability to make recommendations? Who decides is a PAC will advise in a decision? Any amendments to bylaws would first be vetted through the PAC.
  - The purpose of the committee is clear and specified. This group advises council- they would write a report and present it to council.
  - The skillset for PAC may not be the same as for Finance- the "on the ground" expertise is valuable for this kind of committee.
  - The committee is similar to the Police Commission but will meet on an as-needed basis.
  - There is a range of scope among PACs in municipal units in Nova Scotia. The focus of this group is moderate in comparison.
  - *ACTION: Edits and feedback can be sent to the Executive Assistant for the April CAC meeting.*

*See report for more information*

**(c) Community Economic Development Coordinator's Report**

CAO Phillips presented this report for February 2019. Highlights include a Planning Department intern, the KBC strategic planning session, and the website redesign project.

- Points of Discussion:
  - Discussions about the website redesign, visitor information centre, and the new café tenant.

*See report for more information*

**(d) Parks, Recreation and Community Development**

**(1) Director's Report**

Director Bedingfield presented her report for February 2019. Highlights include the end of the arena winter season, summer planning for camps and programs, attendance for many new and old programs. The Active Transportation Plan and the Recreation Needs Assessment are both underway.

*See report for more information*

**(e) Police Report**

**(1) Chief's Report**

Chief Cecchetto presented the police report for February 2019, with data supporting activities within the department and the community. Staff have taken training for mental health awareness for staff. Staff supported KCA in a lock-down drill. Inspector Brown was re-titled as Assistant Chief to recognize his experience and skills. The Bylaw Officer is back to 30 hours a week and is back to almost full abilities and activities.

*See report for more information*

**(2) End of Year Review**

Chief Cecchetto presented her end of year report for 2018. Staff are very familiar with the community, with who likely commits crimes and where they can be found. The community is quite safe because of a strong police service.

*See report for more information*

**(3) Removed from agenda**

**(f) Engineering and Public Works**

**(1) Director's Report**

CAO Phillips presented his report for February 2019. The new deadline for the reposted Director of Public Works position is April 5<sup>th</sup>.

- Points of Discussion
  - Potholes will be assessed and prioritized, and cold patch will be used as required.
  - Is there a policy on marking significant potholes? Staff are working on ways to remedy these potholes under these wet conditions.

*See report for more information*

**(g) Administration**

**(1) Communication Report**

CAO Phillips presented the report for February 2019. In addition to regular communication activities to support the Town, the team has been working on content review and copywriting for the new website.

*See report for more information*

## **(2) Chief Administrative Officer's Report**

CAO Phillips presented his report for February 2019. Highlights include activities associated with Valley Waste, Kings Transit, union negotiations, business park, former KCA development and the Valley Regional Enterprise Network.

*See report for more information*

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

**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. UNFINISHED BUSINESS**

### **(a) Kentville Joint Fire Services Committee Operational Budget**

At the January 14, 2019, Council Advisory Committee meeting, CAO Mark Phillips presented the report outlining the proposed operational budget for the Kentville Volunteer Fire Department for 2019-2020. Councillors sitting on this committee indicated that the operational budget was still in discussion and was not ready to be passed to council for approval.

*Report available*

- Points for Discussion
  - Mayor Snow indicated that she had met with the Kentville Fire Department Chief and learned that the budget had been passed on January 9<sup>th</sup>. The Committee is no longer reviewing this budget. The committee meets on March 28<sup>th</sup> to further discuss this item.
  - Kentville committee members still have some questions about the budget which were not answered.
  - Council would like to resolve the budget before the next meeting to keep finances and operations moving forward.

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

### **THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That the 2019-2020 Kentville Volunteer Fire Department operational budget be approved.**

### **MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

*Councillors who voted against this motion: Gerrard*

**(b) Business Park Street Naming**

Director Gentleman presented her report on the names being considered for a street in the Kentville Business Park. Two names have been forwarded for consideration – Lyons and Borden – after notable Kentville citizens. No name has been suggested by the Diversity Kings committee or the First Nations community.

*See report for more information*

- Points of Discussion:
  - Which First Nations groups were consulted for this name? None. Due diligence may not have been completed for this process and maybe this should be deferred.
  - The idea was that Diversity Kings would bring some elders from Annapolis Valley First Nations to discuss the topic, but the meeting hasn't happened yet.
  - This is a piece of pavement in a business park and may not necessarily be a good fit for a Mikmaw word or name out of respect for this community. Perhaps the naming of the bridge would be a better fit for consultation and naming with the First Nations community.
  - This involves working with a different culture- the first approach to this community may not be effective with a deadline or urgency around the naming of the street.

It was moved by Councillor Craig Gerrard and seconded by Deputy Mayor Cate Savage

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council accept the recommendation and approve the name Lyons Drive as Street A – Parcel SA-1 in the Kentville Business Park.**

**MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

**(c) Digital Sign Placement**

Director Bedingfield presented the report on the placement of the digital sign. Highlights of this report include the cost of reinstatement, and the specifications for the new location. Digital signs are no longer permitted in the Town through the new Municipal Planning Strategy.

*Report available*

- Points for Discussion
  - Could the sign be re-erected in the original location? Yes, the Town can exempt itself from some rules. Rules are more for businesses and not for the Town and information purposes.
  - The decision to remove the sign was a response to a citizen's legitimate concern was perhaps rash. Knowing the process and costs involved now, there is some inexperience that resulted in an expensive situation with the removal of the sign. It was a decision made without a lot of understanding of the process.

- When the sign was erected, were the veterans consulted? Yes, the Legion was consulted for the location of the two-sided digital sign.
- The previous location was ideal for visibility, sight lines and for foot and vehicle traffic around Memorial Park. The footings would be most expensive at the Burgher Hill. The original location would be the cheapest for reinstatement.
- It is assumed that this would be part of the 2019-2020 capital budget.

It was moved by Councillor Craig Gerrard and seconded by Councillor Eric Bolland

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That the digital sign be reinstated to the Burgher Hill location, as per the attached Digital Sign Report, as part of the 2019-2020 capital budget process.**

**MOTION CARRIED**

*To be ratified at the March 25<sup>th</sup> 2019 meeting of council*

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

**(d) Bylaw Enforcement Policy Update**

CAO Phillips presented an update on the bylaw enforcement policy. Highlights include streamlining of processes between departments and with other municipalities.

*Report available*

**(e) Capital Projects Report**

CAO Phillips presented the capital projects update. Highlights include some capital projects in progress and the opportunity for discussions during budget deliberations.

*Report available*

- Points for Discussion
  - Has there been any update on the Kentville Bridge? No update since communications before December 2018. There has been some activity with utility companies at the site, showing that work is moving ahead.

**7. CORRESPONDENCE**

**(a) Karen Mattatall – Town of Shelburne – February 26, 2019**

CAO Phillips read a letter from the Town of Shelburne indicating that they would like a portion of the Provincial HST to support municipal units who own and are responsible for two thirds of public infrastructure such as doctor retention programs, libraries, education, policing and other expenses.

*Letter available*

- Points for Discussion
  - Council agrees with the intent of this letter and would like to show support for this initiative.
  - The fiscal review and the Town's task force report would be worth revisiting. If challenged down the road, these two reports directly address the inequity of some infrastructure costs.
  - ACTION: A letter of support be written for this initiative.



## 8. NEW BUSINESS

### (a) Kentville Business Community gazebo upgrade

CAO Phillips indicated that the gazebo includes an electrical panel that is to code, and a second panel which was added to support larger events like the Multicultural Fair and the Devil's Half Acre Motorcycle Rally.

- Points for Discussion
  - The gazebo is Town infrastructure and repairs would be more direct if directed by the Town.
  - Important that KBC indicated this repair was needed to benefit the community.
  - Apple Blossom and the market would also benefit from thus upgrade.
  - ACTION: A letter should be sent to KBC to thank them for bringing this to the Towns attention

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

#### **COUNCIL ADVISORY COMMITTEE RECOMMENDS**

**That CAC give direction to the CAO to proceed with the upgrade of the electrical panel in the Centre Square gazebo using 2018-2019 budget.**

#### **MOTION CARRIED**

*To be ratified at the March 25th 2019 meeting of council*

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

### (b) 2019-2020 Regional Sewer Operating and Capital Budget Approval

CAO Mark Phillips presented the regional sewer budget, with a review of the process of review and approval of this budget. Annually the technical committee meets to review the budgets and to recommend the budgets to the Regional Sewer Committee. Kentville's share (operating expenditures and debt payment allocation) totals \$727,000 or 49.6% of the total budget of \$1,466,000.

*Report available*

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

#### **COUNCIL ADVISORY COMMITTEE RECOMMENDS**

**That council approve the 2019-2020 Regional Sewer Operating Budget**

#### **MOTION CARRIED**

*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 Craig Gerrard

**That council approve the 2019-2020 Regional Sewer Capital Budget**

#### **MOTION CARRIED**

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

## 9. PUBLIC COMMENTS

None.

## 10. IN-CAMERA

It was moved by Councillor Craig Gerrard and seconded by Councillor Eric Bolland

**That council move into a closed session at 9:07 pm to discuss:  
Legal and Land**

**MOTION CARRIED**

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

**That Council return to open session at 9:44 pm.**

**MOTION CARRIED**

## 11. ADJOURNMENT

It was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

Adjourned at 9:44 p.m.