

COUNCIL ADVISORY COMMITTEE

April 09th, 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, Recreation Director Bev Gentleman, and Inspector Darryl Brown

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.

MOMENT OF SILENCE

Mayor Sandra Snow requested a moment of silence for the Humboldt Hockey Organization.

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 Councillor Eric Bolland

that the agenda of April 09th, 2018 be approved with the addition of:

- i. 10 (a) Personnel**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) CAC Minutes of March 12th, 2018

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

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that the CAC Minutes of March 12th, 2018 be approved

MOTION CARRIED

*Councillors who voted in favour of this motion:
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 March 31st, 2018. Some highlights from this report were:

- The water meters were read in March in preparation of the 4th quarter utility bills, which will be printed and released in April;
- The Investment Advisory Committee met on March 21st to hear details on the month ended February 28th, 2018;
- Work continues on the Town's various budgets and year end processes.

2) Projection report March 31st, 2018

Director Debra Crowell presented the seventh and final report to March 31st, 2018.

- In this report, the Town of Kentville remains in a deficit position of \$42,700 (last report –deficit \$43,200);
- The deficit position will change over the course of the year-end process. However, all known expenditures (as of today's date) are accrued.

3) Withdrawals from Town Capital Reserve – Draw#3

Director Debra Crowell stated that the 2017/2018 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve Fund. Several late-arriving invoices related to capital acquisitions require funding from the Town's capital reserve. Also included in the request are an addition and overruns.

- The Town of Kentville Capital Reserve- General Allocation contains \$521,002 and after the withdrawal, it will contain \$496,154;
- The Town of Kentville Capital Reserve- Recreation General Allocation contains \$25,850 and after withdrawal, it will contain \$23,644.

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Therefore, to was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

RECOMMENDATION TO COUNCIL

that the resolution be approved for a withdrawal of \$27,054.92 from the following reserves:

- The Town of Kentville Capital Reserve- General Allocation - \$24,848.45
- The Town of Kentville Capital Reserve- Recreation General Allocation - \$2,204.47

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

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

- There were seven development permits issued for March;
- A public hearing for the Allen's Motel proposal is scheduled for April 30th at 6:00 p.m.;
- Drafts of the MPS and LUB have been sent out to committee members and to Council for review and comment.

2) Community Economic Development Coordinator's Report

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

- Applications for a part time VIC staff position will be accepted until April 10th, 2018;
- The VIC will be opening for the season on May 15th, 2018;
- The NSCC Student Mentoring program is almost complete, and the students have planned an event at Miners Marsh called "Light up the March" to be held on the evening of April 10th, 2018.

3) Robinson Building Request for Proposals

CAO Mark Phillips reported on the Request for Proposals for property development on the former F.W. Robinson building site. Some highlights from this report:

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- The Town is seeking interested parties who wish to develop the property in such a way that will support the overall efforts of revitalization in downtown Kentville, support Kentville's brand promise to be a "Breath of Fresh Air", compliment the current business mix in the downtown core, and add to the overall vibrancy of Kentville;
- The Town seeks proposals from businesses, groups, organization or individuals, for the redevelopment of 374/376 Main Street. Preferences will be given to applicants who will aim to make an impression and instill a sense of pride of place on the property itself, and with the downtown district;
- Proposals will be received up to July 27th, 2018 at 2:00 pm are to be addressed to Lindsay Young , Community & Economic Development

RFP report attached

(b) Parks, Recreation and Community Development

1) Directors Report

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

- The Recreation Department have been working with the Kentville Police to crack down on off leash dogs and owners who don't pick up after their dogs;
- The ice is out of the arena and we pushing forward with our arena rentals for the spring and summer months;
- Thanks to a grant that we have received from the Department of Communities, Culture and Heritage, we have been able to purchase three community play boxes and supplies to place around Town at our various parks.
- The Regional Recreation Needs Assessment has been delayed as the County of Kings wishes to review the RFP.
 - The County Council wants to review the work that this committee has done to date;
 - The initial agreement was that the CAO's would approve the RFP and not municipal councils;
 - The County of Kings Council want to have time to review the RFP and make changes as they see fit.

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At this time a discussion took place regarding the Regional Recreation Needs Assessment Committee and this request received from the County of Kings.

(c) Police Chief's Report

Police Chief Julia Cecchetto's report was presented by Inspector Darryl Brown and it included some of the following highlights:

- In March there were 140 hours of foot patrol;
- Three members attended the Trauma Informed Response to Sexualized Violence training in Bridgewater for two days;
- Auxiliary Member Blair Misner has resigned after 18 years of service with KPS.

(e) Engineering and Public Works

1) Directors Report

CAO Mark Phillips presented this report which included some of the following highlights:

- Staff of Public Works and Water Operations are fully engaged in operations. They are active in supporting the decision making process as well as taking the lead with trouble shooting say to day issues;
- A CUPE Labor Management meeting was held on March 26th. Quarterly meetings with the Local and the CUPE representative have proven to be valued;
- Kentville Bridge – a meeting recently hosted by DOTIR included representatives from NSPI, Aliant, Dexters Construction, County of Kings and the Town. The scheduled work for both NSPI and Aliant may not be completed until the end of October. It is unknown but indications are that Dexters will not be able to perform any of their work until after the two utilities have completed the majority of their work.

(f) Administration

1) Communications Report

CAO Mark Phillips stated that the Communications Report was there for Councils review.

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2) Chief Administrative Officer's Report

CAO Phillips presented his report that included some of the following highlights:

- 2018/19 Budget Deliberations - Both operating and capital budgets are being prepared by staff for Council's review and deliberation's. The first budget meeting is scheduled for April 26th;
- River Street Land Sales - There is currently one active offer for one of the three parcels of lands on River Street which has been approved by Council;
- Council Governance Check-in Meetings – Two meetings have been held with Council to discuss governance related issues. The meetings are productive and continue to assist with understanding established governance procedures as well as possible policy consideration that would reflect the wishes of this current Council.

3) Joint CAO Working Group (Intermunicipal Services)

CAO Mark Phillips presented a verbal report on this working group and noted that:

- This group will be helping to provide some support to Valley Waste and Kings Transit as they are in some state of transition;
- This Joint CAO Working Group will help these two groups come up with a working plan.

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

that the Department Reports be received

MOTION CARRIED

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

Reports are attached

PRESENTATION

None

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BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Town of Kentville Strategic Plan

CAO Phillips reported on the Town of Kentville's 2018-19 Strategic Plan progress. This plan is still in draft format and once one priority of the top five has been completed another previously identified priority will be added to that list.

(b) Webster Street Revitalization Project Discussion

a. Updated Staff Report

Recreation Director Rachel Bedingfield reported that at the March 2018 CAC meeting this report was presented to Council. *Option 1* of the Webster Street Beautification and Traffic Calming Project was presented as the choice option to use for this project. Director Bedingfield noted that:

- From the March CAC meeting the report had been deferred back to staff for more study;
- A public information sharing and gathering session was held on April 4th;
- This session involved a presentation from staff and an information gathering session;
- A current report was presented tonight and it noted that based on the totality of the evidence and feedback gathered to-date, and taking into consideration all perspectives, the beautification and traffic, calming project that is current proposed for Webster Street would support the creation a safer, and more vibrant, beautiful and accessible downtown.

The following recommendation was presented by the Department of Recreation:

that Council approve option one (1) of the Webster Street beautification and traffic calming project in principle, as presented in the WSP report, to be completed in 2018-19

And Further

that this approval include a two-year trial period, to be evaluated at the end of year two;

And Further

that staff work to address the concerns presented by the business/service community and that funds be allocated to help with this work

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

RECOMMENDATION TO COUNCIL

that Council *not* accept the motion recommended from the Department of Recreation

MOTION CARRIED

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

Councillors who voted not in favour of this motion:
Maxwell

Points from Discussion:

- Thank you to those citizens who took the time to review the proposal and take part in this discussion;
- It was noted that the majority of citizens and business owners were not in favour of this proposed project;
- A concern was expressed that this project would not be an economic driver for our community;
- More research is needed to educate people on the benefits of this project;
- This project will help rebuild our downtown and bring about change;
- There is support for the concept of this project but not on Webster Street;
- We have an opportunity to create a space for all users not just for bike use.

b. Table of Resources

CAO Mark Phillips reported that this information was there for review.

c. Table of Correspondence

CAO Mark Phillips reported that this information was there for review. This file will continue to grow as we receive more comments.

Reports attached

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CORRESPONDENCE

(a) Nova Scotia Fracking Resource and Action Coalition – Information for Council- March 28,2018

CAO Phillips read the letter received from Barb Harris, River John, Nova Scotia supporting fracking in Nova Scotia. This letter is attached for your information.

(b) Mayor Jeff Cantwell – Valley Waste Agreement – March 29,2018

CAO Mark Phillips read the letter received from Wolfville Mayor Jeff Cantwell which noted the Town of Wolfville's formal notice of intention to withdrawal from the Inter-Municipal Services Agreement effective April 01, 2019.

(c) Union of Nova Scotia Municipalities – Priorities on Council Agendas – March 22,2018

CAO Phillips read the letter received from UNSM which requested that Council review and discuss the proposed UNSM Priorities.

Correspondence attached

NEW BUSINES

(a) Emergency Preparedness Month

CAO Phillips read the proclamation for Emergency Preparedness Week May 6-12, 2018.

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

ACTION

that Council proclaim May 06th- 12th, 2018 to be observed as Emergency Preparedness Week in the Town of Kentville

MOTION CARRIED

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

(b) Policy Check In (6 month follow up)

- a. **Policy G4-Travel, Meals and Miscellaneous Expenses**
- b. **Policy G16-Code of Conduct for Councillors**

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- c. Policy G18-Student Bursary Policy
- d. Policy G67-Recognition of Community Contributions

CAO Phillips reported that:

- After a policy has been reviewed by council, the policy is then reviewed again after six months;
- Policies a, b and C are there for councils review;

Mayor Snow noted that *Policy G67-Recognition of Community Contributions* has not been reviewed as yet and requested that Council review and forward any changes to Jennifer West.

(c) Attendance at Union of Nova Scotia Municipalities Spring Conference

CAO Phillips noted that the upcoming UNSM Workshop for May will be held in Yarmouth.

(d) Union of Nova Scotia Municipalities Town of Kentville Priorities

Mayor Snow remarked that a formula was used to highlight our top five priorities out of the recommended ten noted in the UNSM 2018 Priorities list. This list will then be forwarded to UNSM per their request.

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

that Council adopt Kentville's top five priorities

ACTION

MOTION CARRIED

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

PUBLIC COMMENTS

(a) George Mutch – Kentville

Some comments noted by Mr. Mutch were:

- Remarked that he was pleased that Council voted down the Webster Street Revitalization Project;
- The biking trail could continue through Justice Way without disrupting the town;

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- Thank you for your understanding in saving our Webster Street which is a very important street in our town.

At his time Solicitor Muttart requested that the letter received from the Town of Wolfville regarding Valley Waste agreement be brought forward to IN CAMERA

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

that Council move into a closed session at 8:50 p.m. to discuss Personnel Complaint and Legal- Town of Wolfville's correspondence

MOTION CARRIED

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

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

IN CAMERA

- (a) Personnel - Complaint**
- (b) Legal – Valley Waste Agreement letter received from Town of Wolfville**

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

that Council return to open session at 09:30 p.m.

MOTION CARRIED

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

ADJOURNMENT

As there was no further business to discuss, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cate Savage

that Council Advisory Committee adjourn

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MOTION CARRIED
Adjourned at 09:31 p.m.

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