

COUNCIL ADVISORY COMMITTEE

March 06th, 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 Mark 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 Councillor Lynn Pulsifer

that the agenda of March 06th,2017 be approved with the following additions:

- I. 7.b. UNSM Correspondence**
- II. 7.c. Active Transportation – Andrew Zebian**
- III. 8.i. Adm. Error**
- IV. 8.I. Council Expenses**
- V. 9. IN CAMERA - Labor**

MOTION CARRIED

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

PRESENTATIONS

(a) I-Valley – c/o Barry Gander

Barry Gander presented information regarding the I -Valley project and noted the advantages of installing a fiber network in the Town. In order to help offset the expense of CRA licenses, a request for \$5000.00 in funding was asked of Council.

APPROVAL OF THE MINUTES

(a) Minutes of February 13th,2017

It was moved by Deputy Mayor Eric Bolland and seconded by

Councillor Cate Savage

that the Minutes of February 13th, 2017 be approved

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

**BUSINESS ARISING
FROM THE
MINUTES/OLD
BUSINESS**

(a) Relocation of Kentville Visitor Information Centre Update

CAO Mark Phillips gave an update on the possible relocation of the VIC and noted discussions with the AVCC are still ongoing.

(b) Apple Blossom Festival Update- Verbal Report

CAO Phillips stated that he was waiting for a reply from the ABF Board regarding the proposed Town of Kentville agreement.

(c) Calkin Building Update

a. Calkin Century of Business 1947

CAO Phillips stated that Garth Calkin's children, Gail and Tom, presented the Town with historical information on the Calkin Building. They are very interested in the future on this building.

Historical Information on this business is attached.

b. Verbal Report

CAO Phillips gave a report on the description of the building and the plans that are in place to start looking for tenants.

**DEPARTMENT
REPORTS AND
RECOMMENDATIONS**

(a) Finance

1) Director's Report

Director Debra Crowell presented a report for the period ending February 27th, 2017. Some of the highlights from that attached report were:

- The third quarter utility bills were due February 23, 2017.
- Work continues on all operating and capital budgets for 2017/2018.
- Preliminary work is started on the Town's year-end process.
- To February 27th, 2017, overall revenue meets the average at 91.4% recorded.
- 98.9% of the tax levy has been collected.

2) 2016/17 Budget Projections

Director Debra Crowell presented a report for the period ending February 27th, 2017. Some of the highlights from that attached report were:

- Currently the Town of Kentville is in a surplus position of \$48,500.

- Actual revenue is projected to end the year under budget \$51,800.
- Overall expenditures are projected to be under budget \$103,300.

3) Town of Kentville Sundry Write Offs

Director Debra Crowell reported that the Town's Collection Officer indicated the need to write off a sundry receivable account in the amount of \$109.70. This account has outstanding since October 30, 2015. Essentially, write-offs are a housekeeping matter.

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

that the sundry receivable account in the amount of \$109.70 be approved for write off and forwarded to Council for ratification

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

4) Recommendation – General Insurance And Risk Management Services

The Town's General Insurance and Risk Management coverage (currently provided by Frank Cowan Company Limited) expires at midnight March 31st, 2017. To ensure the Town is receiving the best coverage available for the best pricing, a Request for Proposals (RFP) was released on January 20th, 2017 with placement on the Provincial procurement website as well as the Town's website.

The RFP closed on February 15th, 2017 at 3:00 p.m. with a public opening held in the committee room at 3:15 p.m., which read out the names of those firms submitting proposals. Three firms chose to submit proposals:

- Frank Cowan Company Limited
- Aon Risk Solutions
- BFL

Director Crowell provided an analysis of these three companies.

Report is attached.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

that the Town of Kentville enter into an agreement

RECOMMENDATION TO COUNCIL

with **BFL** for the year April 1st, 2017 to March 31st, 2018, with an option to renew for an additional three (3) years based on Council's satisfaction with pricing and service among other things. The pricing for the year April 1st, 2017 to March 31st, 2018 is **\$94,165**.

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 and noted the following highlights:

- A Public Hearing is set for March 16th, 2017 for the rezoning and land use amendments dealing with the Canadian Mental Health Association and Tony and Barb Fisher.

3) Community Development Coordinator's Report

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

- Interest in the Calkin Building remains high.
- 70 website form comments were received in the last two weeks regarding the ABF events.
- Kentville is now on Instagram, follow us @thereal_tok

(c) Parks, Recreation and Community Development

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

- The arena will be closing this month.
- Partnership with NSCC is continuing to grow.
- Allie Barry is our Acadia Co-Op student and she will be focusing on ways to engage the currently un-engaged youth that we have living in our community.

2) Facebook Report

CAO Phillips remarked that Jennifer West's Facebook Report is attached.

(d) Police Report

1) Chief's Report

Acting Police Chief Ken Reade noted from his attached report that:

- 2,150 vehicle and persons checked during the past two months.

- A New Horizon Senior Program for mentoring youth will soon be in place. The training for this will be provided by St. Mary's University.

2) Police Board Report

None

(e) Engineering and Public Works

1) Directors Report

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

- We have qualified as an Employee Recommended Workplace.
- Completed Hazmat Reports due March 3rd, 2017.
- New Business Park signs have been installed.

2) Water Commission Report

None

(g) Administration

1) Chief Administrative Officer's Report

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

- UNSM Accountability and Transparency.
- Apple Blossom Festival Correspondence and Meetings.
- Calkin Building revitalization process.
- 2017/18 Budget deliberations are in progress.

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

that the reports from the directors be received

MOTION CARRIED

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

CORRESPONDENCE

(a) Kings County Seniors Safety Society Grant Application

CAO Mark Phillips reported that a request for \$2000.00 in funding has been received as well as a completed Financial Assistance application. The funding is sought to assist the KCSS in meeting the 2017/18 operational expenses of the society. Their mission is to provide for the safety, security and well-being of the Kings County senior population.

Therefore, it was moved by Deputy Mayor Bolland and seconded by Councillor Craig Gerrard

RECOMMENDATION

that the request for funding be deferred to the budget process

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(b) UNSM

Mayor Snow read the attached letter from Judy Webber, Event Planner for UNSM, which explained the higher room rates given to some Councillors at the last UNSM Conference.

Letter is attached.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor John Andrew

RECOMMENDATION

that on the Town of Kentville's website, we present a comparison from previous two years for the Council and Mayor's expenses

Points from Discussion:

- Council should not go back to compare only go forward with their expenses.
- Expenses can vary due to price increases.
- Bills could be scanned and shown on the individual councillor expense page on the Town's website.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

At this time Councillor Cathy Maxwell made a motion.

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

RECOMMENDATION

that all Councillor's incurred expenses be itemized to show exactly what the funds were used for and that past expenses be brought in line with this motion

Points from Discussion:

- JMAT Committee will be completing a standardized form for itemizing Councillor's expenses.

- Unfair to compare expenses from previous councils, only do so on an ongoing basis.
- Improve description on information entered in journal entries

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(c) Active Transportation – Andrew Zebian

CAO Phillips read the letter received from Andrew Zebian which noted his concerns with the possibility of a bike path.

This letter will be recorded and brought back to Council at a future date.

NEW BUSINESS

(a) Student Bursary Policy Statement G18

CAO Philips reported that the Town of Kentville provides for an annual bursary of \$2000.00. A Bursary Committee needs to be established for 2017 and Councillor Cathy Maxwell volunteered to head up this Bursary Committee.

Mayor Snow also noted that she would like to amend the Bursary Policy Statement under *Schedule A: Criteria for Student Bursary* by removing the fourth criteria listed: *Candidates must demonstrate a financial need*. Mayor Snow remarked that a student's qualification should be based on their own merits when acquiring a post-secondary education.

A discussion ensued regarding a bursary amount listed of \$666.67 if the bursary is shared by three students.

Therefore, it was moved Mayor Sandra Snow and seconded by Deputy Mayor Bolland

that in Schedule A: Criteria For Student Bursary – delete the fourth criteria listed; Candidates must demonstrate a financial need

and Further

that the amount of \$666.67 be rounded up to \$700.00

Points from Discussion:

- Rounding up the amount of \$666.67 to \$700.00 would change the total amount of the bursary.

At this time Councillor Gerrard requested a revised amendment.

RECOMMENDATION TO COUNCIL

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

that in Schedule A: Criteria For Student Bursary – delete the fourth criteria listed; Candidates must demonstrate a financial need

and Further

that the amount of \$666.67 remains the same

MOTION CARRIED

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

(b) Kentville Heritage

Councillor Lynn Pulsifer reported that the family of Kentville's first Mayor John King, would like to pass along to the Town their historical information collection that they have from that time period. The family also requested that some of the collection be placed on display

After some discussion it was decided that Councillors Pulsifer, Maxwell and Gerrard will proceed with A Call to Action and form an ad hoc Heritage Committee to gauge the level of interested in having an area where historical information on the Town of Kentville could be collected and displayed.

CALL TO ACTION STATEMENT

Therefore, it was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Bolland

that a stand up Heritage Call to Action under the leadership of Councillor Lynn Pulsifer to determine the level of interest in the Town for Kentville Heritage

MOTION CARRIED

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

(c) Kings Transit 2017/18 Budgets

CAO Phillips reported that Kings Transit report on its 2017/18 Core Operating Budget is attached. KTA requested an 11% increase in the operating revenue from the partners for the 2017/18 budget as well as the annual capital contribution of 20%.

RECOMMENDATION

TO COUNCIL

Therefore, it was moved by Councillor Cate Savage and Councillor John Andrew

that the Kings Transit 2017/18 Operations Budget request of \$147,555 from the Town of Kentville be approved

MOTION CARRIED

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

RECOMMENDATION TO COUNCIL

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

that the Kings Transit 2017/18 Capital Budget Contribution request of \$16,000 from the Town of Kentville be approved

MOTION CARRIED

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

(d) Valley Waste 2017/18 Budget

Tabled till Council March 20, 2017

(e) Apple Blossom Festival Leadership Candidate – Report

CAO Phillips reported from the attached report, that the AVABF Annapolis Leadership Competition, formerly the Queen Annapolis Pageant is celebrating eighty-five (85) years in 2017. This Competition exists to annually select and prepare candidates to represent the Annapolis Valley of Nova Scotia and our unique way of life.

Like all other communities in the Annapolis Valley, Kentville only has one candidate, we continue to pay the largest sum of money in support of the Annapolis Leadership Competition.

After some discussion it was stated that this report will be brought back to April 10th, 2017 meeting of CAC.

(f) Regional Recreation Needs Assessment – Report

CAO Mark Phillips reported that a Recreation Needs Assessment would help to inform about existing recreational opportunities available in the region; gather input with regards to the public perception of recreation amenities; identify potential opportunities throughout the region for improving the recreation delivery system;

allow residents to voice concerns and suggestions about recreation opportunities with in the County of Kings . The Town of Kentville is pleased to support this regional development opportunity, on behalf of the Region.

Report is attached.

(g) Town of Kentville Twinning with Castel di Sangro –Report

CAO Phillips noted that Alessandro Teti, Mayor of Castel di Sangro and Mayor Snow are in bilingual discussions regarding the process of twinning our two towns in July 2017.

Mayor Teti had requested that a representative from the Town of Kentville be a part of the Twinning Ceremony in July 2017. The Italians wish to express how grateful they are for the support given to them by the Aldershot West Nova Scotia Regiment during WWII.

Points from Discussion:

- Travel support will be required for a three (3) to four (4) day stay in Italy.
- Proposed travel times would be on July 22nd or the July 28th weekend.
- The return flight cost for July 22nd would be \$1,147.00
- \$1,136.00 the following weekend.

**RECOMMENDATION
TO COUNCIL**

Therefore, it was moved by Deputy Eric Bolland and seconded by Councillor Craig Gerrard

that on behalf of the Town of Kentville, Mayor Sandra Snow, attend the Twinning of Kentville and Castel di Sangro in Italy in July 2017

MOTION CARRIED

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

**(h) Request to Amend Policy Statement G16-Schedule A:
Decision Making**

CAO Phillips stated that the purpose to update this policy is to provide guidelines by which council members can integrate the stated values and culture while helping to determine the appropriate course of action during their conduct of town business.

Therefore, it was moved by Deputy Mayor Bolland and seconded by Councillor Craig Gerrard

**that the Policy Statement G16 be amended to include
Schedule A: Council Decision Making**

MOTION CARRIED

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

(i) Adm. Error

None

(j) Active Transportation Route – Councillor Maxwell

Withdrawn

(k) Kentville Merchants Group and Kentville Development Corporation Limited – Councillor Maxwell

Withdrawn

(l) Council Expenses

This has already been discussed under Correspondence 7. (b) UNSM.

PUBLIC COMMENTS

Dave Reid - Chair of the Kentville Merchants Group:

- Merchants group is under the umbrella of the KDCL.
- KDCL serves a very important service to the merchants in the downtown area.

Stephen Pearl:

- If the Tourist Bureau is moved back to Park Street will the electronic sign also be moved?

Gary Randall:

- Wanted to thank the Town of Kentville for its support in sending our Mayor to Italy for the twinning ceremony of these two towns.
- Gary noted that he along with other former members of the West Nova Scotia Regiment will also be attending.

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

that Council Advisory Committee retire to go IN CAMERA at 9:20 p.m.

MOTION CARRIED

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

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

IN CAMERA

(a) Labor

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

that Council go back into session at 9:55 p.m.

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 10:00 p.m.

MOTION CARRIED

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