

COUNCIL ADVISORY COMMITTEE

September 11th, 2017

Approved October 10th, 2017

PRESENT

Mayor Sandra Snow, 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, Inspector Darryl Brown (to arrive shortly) and Active Living Community Coordinator Julia Stephenson.

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:05 p.m., and CAO Mark Phillips reported that except for Deputy Mayor Eric Bolland all members of Council were present, in addition to the department heads, Solicitor Geoff Muttart, and himself as CAO.

REGRETS

Regrets were received from Deputy Mayor Eric Bolland, Acting Police Chief Ken Reade and Recreation Director Rachel Bedingfield.

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.

Inspector D. Brown arrived at this time 6:15 p.m.

APPROVAL OF THE AGENDA

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

that the agenda of September 11th, 2017 be approved with the addition of:

- 7(h) Hutton – Thank You Card**
- 8(l) Key Considerations Related to IN CAMERA Meetings of Council**
- 8(m) Bridge Image**

that the agenda of September 11th, 2017 be approved with the removal of :

- 4e(2) Water Commission Report**

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8 (i) Open Arms – Partial Tax Exemption Request

MOTION

CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of July 10th, 2017

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

that the Minutes of July 10th, 2017 be approved with a correction on page:

8(f) change the word come to *came*

MOTION CARRIED

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

DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director's Report

Director Debra Crowell presented a report for the period ending August 31, 2017. Some highlights from this attached report were:

- The final tax levy was released mid-August and the due date is Friday September 29th, 2017
- First quarter utility bills were due August 24th, 2017.
- Audited financial statement and review reporting are available on the Town's website.

Report attached

2) Sundry Write Off

Director Debra Crowell reported that the Town's Collection Officer indicated the need to write off a sundry receivable account in the amount of \$807.51. This account has been outstanding since November 24th, 2016.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

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**RECOMMENDATION
TO COUNCIL**

that the sundry receivable account in the amount of \$807. 51 be approved for write off and forwarded to Town Council for ratification

MOTION

CARRIED

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

Report attached

(b) Planning and Development

1) Director's Report

Director Beverly Gentleman presented her report and noted some of the following highlights:

- Twenty six (26) Development Permits were in the last two months – twelve (12) in July and fourteen (14) in August.
- Fourteen (14) wedding/events have been scheduled between June and October.
- A Site Plan was approved for five (5) new townhouses at 150 Park Street and the appeal period ended on September 11th, 2017 and not on the 08th as indicated in the written report.

Report attached

2) Community Development Coordinator's Report

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

- The VIC has had a successful season counselling visitors.
- STORM has continued testing and executing the communication plan over the summer.
- Branded 101 signage – ready for fabrication.

Report attached

(c) Parks, Recreation and Community Development

Active Living Community Coordinator Julia Stephenson presented Director Bedingfield's report which included some of the following highlights:

- The Kentville Arena was officially opened to the public for the season on September 6th, 2017.
- Money has been received from the Department of Communities, Culture and Heritage to fund ten (10) heavy

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duty skate-aids.

- Once again, Yoga in the Park was a huge success this summer. This was a free community program thanks to support from Kentville Chiropractic.

Report attached

(d) Police Report

1) Chief's Report

Inspector Darryl Brown presented a report on behalf of Acting Police Chief Ken Reade. Inspector Brown noted from his attached report that:

- Over 90% of the days in July and August there were two officers working.
- 252 vehicles were checked and 41 written warnings were issued.
- The Kentville Police Service recently posted applications for our auxiliary program. Three applicants from the thirty – eight received have been selected and will undergo training.

Report attached

2) Police Commission Report

No report

(e) Engineering and Public Works

1) Directors Report

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

- Staff participated in a Chainsaw Safety and First Aid Training.
- Staff agreed to assist the Village of Port Williams with their Water Utility as needed during their staff vacation times.
- A Sewer audit of the collection system and testing procedures at the Kings Regional STP is in progress.

Report attached

(f) Administration

1) Chief Administrative Officer's Report

CAO Phillips provided a report that included some of the

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following highlights:

- UNSM Annual Fall Conference will be held November 07th to 10th in Halifax.
- Asses Management Awareness and Training Workshops will take place in early October and both Councillors and senior staff are encouraged to attend.
- A recent sale of land to Cannahort Agriculture has been completed.

Report attached

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, Gerrard, Maxwell, Pulsifer & Savage*

PRESENTATIONS

(a) Women's Place Resource Centre (NS Health)

Lisa Salley and Nancy Stewart are Health Promoters, representing the Public Health, Western Zone.

Nancy Stewart reported to Council that:

- There was need for a housing needs assessment in this area.
- This survey would provide an understanding of the housing needs of vulnerable populations.
- Requested help from the Town of Kentville to disseminate a survey and provide funding in the amount of \$1,150.00 to support the cost of this needs assessment.

Lisa Salley reported on the present day situation and noted:

- Funds have been received to do a pilot project on home-sharing.
- Requesting that the Town of Kentville send advocacy letters to all levels of government.

(b) Canadian Mental Health Association – Emma van Rooyen –Smoking Cessation Program

Emma van Rooyen presented information on the Smoking

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Cessation Program provide for people living with chronic mental illness.

- People living with a mental illness are two to four times more likely to smoke than the general population.
- These citizens often require increased supports to quit.
- The CMHA request that the Town provide a free meeting area in the Recreation Centre in which to hold these Smoking Cessation Programs.

(c) Kings County Family Resource Centre – Melissa Connell -Update

Melissa Connell from the Kings County Family Resource Centre noted:

- That the Centre tries to strive to strengthen the lives of families and inspire growth by providing quality programs.
- Their vision is that all families have the opportunity and resources to reach their full potential.
- This Resource Centre is located in the Kentville Baptist Church on Main Street.
- The Resource Centre consists of three (3) different branches- Family Resource Centre, Family Home Daycare Agency and Parenting Journey Home Visitor.
- The Resource Centre has ten employees and runs twenty free programs a week in our area.
- Requesting that the Town of Kentville support us by volunteering, promoting the centre, refer families to us, partner with us to offer programs, organize a fundraiser or by providing a donation.

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

(a) Robinson Building Structural Assessment

CAO Mark Phillips noted that:

- The Robinson Building was assessed through the lenses of property, environment, economics, social and public opinion according to the “Decision Making by Council” (Policy Statement G16, Code of Conduct, Schedule A).
- Council strives to make recommendations that are balanced, unbiased, without emotion, and which reflect all lenses to protect the best interest of the Town of Kentville and the people it serves.
- Council has made a motion to demolish the Robinson Building and staff continues to support this position.
- Staff and council respect that many residents voiced

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support for an arts centre either in the Robinson Building or elsewhere in town.

Points from discussion:

- Perhaps another structural assessment should be done.
- Due diligence has been done and cannot warrant addition funds for the full abatement.
- Art Community may be interested in using another structure.

Report attached

(b) Capital Projects Update

CAO Mark Phillips presented the Capital Projects Update package for Council's review.

Points from discussion:

- The updates on the Library have not been consistent.
- There had been a very lengthy tendering process for furniture which also caused delays.
- Citizens would like to hear more progress reports and completion times on the renovated Kentville Library.

Report attached

(c) Communication Plan

Administrative Assistant and Special Projects Coordinator Jennifer West presented her September 2017 Communications Report. Jennifer noted that:

- The Communication Team, also known as the Strategic Operations Relating to Media (STORM) has the goal of strategically managing communications around business, parks and recreation, and economic development.
- The report on Communication Best Practices has been provided for Council's review.

Points from discussion:

- A discussion took place regarding using in-house talent vs. hiring outside experts.
- There is still room for improvement but it could get costly purchasing more services.
- The Town has received positive feedback from across

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Canada regarding the Council cartoon information pieces on Facebook.

Report attached

CORRESPONDENCE

(a) Dennis Ramsay – Yard Sale By-Law

CAO Mark Phillips reviewed the letter received from Dennis Ramsay requesting a change in the Yard Sale By-Law and a discussion took place regarding the same request noted in the CAC minutes from July 10th, 2017.

(b) Noah Archibald – Bursary Appreciation

CAO Phillips read the thank note received from Noah Archibald.

(c) Amy Meister – Queen Annapolis

CAO Phillips read the thank you note received from Amy Meister.

(d) Lotteries & Casino Corp. – Update

CAO Phillips read the letter received from the Lotteries & Casino Corp.

(e) Municipality of Yarmouth – Request for support , Doppler System

CAO Phillips read the letter received from Yarmouth Warden Leland Anthony requesting a letter of support from Council for the placement of a Doppler radar system in the Yarmouth area.

Councillor John Andrew left the Council Chamber at this time 9:05 p.m.

(f) The Creep Crew- Invitation

CAO Mark Phillips read the special invitation received from the Creep Crew to Council and guests, inviting them to attend a dress rehearsal of this show scheduled for October 05th.

(g) Carol Goodwin – Sewer Charges

CAO Mark Phillips read the request received from Carol Goodwin.

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Solicitor Geoff Muttart noted that the Sewer Discharge By-law should be consulted before a decision is recommend.

Councillor John Andrew came back into the Council Chamber at this time 9:10 p.m.

(h) Miriam Hutten - Bursary Appreciation

CAO Phillips read the thank you noted received.

NEW BUSINESS

(a) Review of Council on Committee and Commissions

Mayor Sandra Snow noted that she has yet to hear back from all councillors and requested that the information be returned before the October CAC meeting. Also noted was the fact the position for Deputy Mayor will be up in October as it is only a one year term position.

(b) Location of Digital Sign

CAO Mark Phillips remarked that an email had been received from Councillor John Andrew requesting a possible relocation of the digital sign on Park Street.

Points from discussion:

- The sign is located near two crosswalks so it is currently in a dangerous area.
- The sign should not be located near a Memorial area.
- Different options for solutions and cost were discussed.

This request will be given back to staff to investigate the situation.

(c) Women's Place Resource Centre (NS Health)

CAO Mark Phillips noted that this report was a follow up to the presentation presented earlier this evening. A request of \$1150.00 has been asked of Council.

Points from discussion:

- Would the information compiled be useful with the Town departments?

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- Do we know what information we will be getting at the end of the day?
- Research information requested does not seem consistent.
- There may be a possible duplication of research – what information is already available?

This request will be brought back to October's CAC for further review.

(d) Non-Union Remuneration

CAO Mark Phillips read and explained the report to bump non-union personnel remuneration.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION
TO COUNCIL**

that Council consider a payroll bump to non-union employees of 1.3 % (in addition to the existing 1.2% increase) for the fiscal year of 2017-18, in order to match the 2.5% increase to bargaining unit employees

MOTION CARRIED

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

(e) Proclamation – Pregnancy and Infant Loss Awareness Day

Mayor Sandra Snow read the request to have October 15th, 2017 declared as Pregnancy and Infant Loss Awareness Day in Kentville.

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

**RECOMMENDATION
TO COUNCIL**

that CAC recommends to Council that a proclamation to officially recognise October 15th, 2017 as Pregnancy and Infant Loss Awareness Day be written

MOTION CARRIED

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

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(f) Proclamation – Right to Know Week

CAO Mark Phillips reported on the request received from the Office of the Information and Privacy Commissioner (OIPC) of Nova Scotia asking that we participate in the Right to Know Week. The International Right to Know Day is September 28th, 2017.

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

RECOMMENDATION TO COUNCIL

that CAC recommends that Council participate in the Right to Know Week of September 25th to October 01st, 2017

MOTION CARRIED

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

(g) Red Bear Healing Home – Funding Request

Mayor Sandra Snow noted that this request for funding was for a service located and provided for outside of the Town of Kentville.

(h) UNSM Fire Services Review

CAO Mark Phillips remarked that this report is available for Council's review.

Report attached

(i) Former KCA Lands

CAO Phillips gave a verbal report and noted that there has been an increase in interest regarding this property.

Points from Discussion:

- Any offers coming our way will be in the form of expression of interest.
- A deadline by the end of October should be set for this process.

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

that staff prepare an expression of interest for the

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purchase of the former KCA Lands

MOTION CARRIED

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

(j) Town of Kentville Owned Building - Lease or Sale Options

CAO Mark Phillips noted that some interest has been expressed in the AVCC building on Cornwallis Street. Whether the building be sold or leased, the CAO stated that some elements of this should be discussed IN CAMERA.

(k) Key Considerations Related to IN CAMERA Meetings of Council

Mayor Sandra Snow remarked that the Association of Municipal Administrators, Nova Scotia have put together a Research Bulletin called **Key Considerations Related to IN CAMERA Meetings of Council**. This package is for Council's review and will become a policy statement.

Solicitor Geoff Muttart noted that this Research Bulletin would also apply to committees as well as Council.

(l) Bridge Image

Mayor Sandra Snow stated that the new bridge will not be named the Cornwallis Bridge. The Bridge has already been named the R. Wendell Phinney Bridge as indicated in the Council minutes from November 2015. Reusing the Cornwallis Bridge name in the posted sign was an oversight on our part.

PUBLIC COMMENTS

Mike Parker – West Main Street.

Mike noted that Kentville has been really spruced up and remarked that Council is doing a fantastic job.

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

that Council recess from CAC to a CLOSED session at 10:10 p.m. to discuss building, land sale and personnel.

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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) Land – Former KCA Land**
- (b) Land – Sale and or/Lease of Town Owned Buildings**
- (c) Personnel – Police Chief**
- (d) Personnel – Police Chief**

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

that Council retire from CLOSED session at 11:45 p.m. and return to the regular meeting of CAC

MOTION

CARRIED

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

(a) Land – Former KCA Land

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

that the CAO draft an Expression of Interest Proposal Document for parties interested in purchase and development of the former KCA lands. Proposal deadline to Council October 31, 2017 as agreed in the CLOSED session

MOTION CARRIED

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

(b) Land – Sale and or/Lease of Town Owned Buildings

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

that the CAO extend an invitation to the Kentville Historical Group to make a presentation at the October 10th

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CAC meeting as agreed in the CLOSED session

MOTION CARRIED

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

(c) Land – Sale and or/Lease of Town Owned Buildings

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

that the CAO complete the lease process for the outstanding leases in the Calkin Building and proceed as directed in CLOSED session

MOTION CARRIED

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

(d) Personnel – Police Chief

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

that the CAO and solicitor proceed as approved with the personnel issue recommended from the CAC meeting of September 11th, 2017 as agreed in the CLOSED session

MOTION CARRIED

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

(e) Personnel – Police Chief

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

that the CAO proceed to hire the new police chief as endorsed by the Council on the recommendation from the CAC meeting 11th September, 2017 based on the recommendation of the Police Commission. The Police Chief will not be named or announced until an employment agreement is signed, as agreed in the CLOSED Session

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MOTION CARRIED

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

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

that Council Advisory Committee adjourn

MOTION CARRIED
Adjourned at 11: 50 p.m.

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

DRAFT