

COUNCIL ADVISORY COMMITTEE

September 10th, 2018

APPROVED OCTOBER 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 Rachel Bedingfield, and Police Chief Julia Cecchetto

CONFLICT OF INTEREST

Councillor Cate Savage reported that she would have a Conflict of Interest with item 8.c *Landmark East Request* as she has a position on both the Landmark East Foundation and Association Board. Councillor Savage will step away from the table when this item comes up for discussion.

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.

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 John Andrew

that the agenda of September 10th, 2018 be approved with:

- I. **deletion of 4. e. (2) Sanitary Sewer Budgets**
- II. **addition of 10. b. Legal – Contractual Receivables**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) CAC Minutes of July 09th, 2018

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

that the CAC Minutes of July 09th, 2018 be approved

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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 August 31st, 2018. Some highlights from this report were:

- The final tax bills have been mailed with a due date of Friday, September 28th, 2018;
- The first quarter utility bills mailed out were due August 24th, 2018;
- The Audited Financial Statements and Annual Report are available on the Town's website.

2) TBR Town of Kentville Capital 2018-2019

Director Debra Crowell reported to Council that a temporary borrowing resolution, related to the Town's 2018/2019 capital program, requires authorization before being forwarded to the Minister for Department of Municipal Affairs for ministerial consent.

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

RECOMMENDATION TO COUNCIL

that Council Advisory Committee authorize the temporary borrowing resolution noted below

<u>ISSUE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
TBR 18/19-01	Various purposes	\$1,089,400

MOTION CARRIED

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

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(b) Planning and Development

1) Director's Report

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

- There were twenty-eight (28) Development Permits issued during July and August;
- Our summer student, Drew Russel, completed his summer term of updating the permit history database, scanning large format drawings and updating the GIS infrastructure data base;
- The Public Meeting held on July 24th on the draft MPS and LUB was lightly attended. A Public Hearing was scheduled for Tuesday September 11th, 2018 at 6:00 p.m.

A discussion ensued regarding the process of filling out a Development Agreement with the Planning Department and if Council should be involved at this time.

Solicitor Geoff Muttart noted that there is a process that must be followed for processing any Development Agreement.

- Once the customer applies it goes to Council for First Reading;
- Then a Public Hearing is held on the issue;
- The Agreement goes back to Council for Second Reading to be adopted, changed or rejected;
- Leave the application process to staff; if this process is not followed as set in the regulations, that decision made can be appealed to the Utility Review Board or if Council gets off track by the process, that could be reviewed by a Justice of the Supreme Court of NS.

2) Community Economic Development Coordinator's Report

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

- The CEDC will be working with a small committee of KBC on planning for the Devour Kentville Sip & Savor event happening downtown at the Calkin Building on September 23rd;
- One of two 101 signs have been installed. DOT will install the second once the work on the exit in New Minas has been

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completed;

- This year's Pumpkin People Festival theme is "Pumpkin People on the Go!"

(b) Parks, Recreation and Community Development

1) Directors Report

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

- Recreation summer programs finished strong this summer, with some exceeding our expectations;
- Twenty-six summer staff were praised for their dedication;
- The splash pad will remain open until late October, depending on the weather;
- The ice is back in the arena and ice times are posted on the website, as well folks can now book ice time online;
- The first ever Kentville Canada Cup was a huge success that saw almost 150 bikers and around 500 spectators. The Recreation Department will be hosting this event again next year as Cycling has told us that they want to ensure the Kentville Canada Cup is the Atlantic Canadian stop in the Canada Cup tour.

2) Update on Kentville Ravine Easement

Director Rachel Bedingfield provide an update and noted that:

- The process for the Town to take over the Ravine from the Federal Government began in 2015;
- The Town of Kentville ownership will be by the process of an easement for a term of forty-nine years for a dollar;
- The Friends of the Kentville Ravine, along with other groups, will be working with the Town of Kentville to help the preserve the space and make it assessable to everyone;
- This easement will be signed on September 27th, 2018 in Ottawa by the Federal Government.

(c) Police Chief's Report

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Police Chief Julia Cecchetto presented her report which included some of the following highlights:

- The foot patrol hours for August were 91;
- On August 10th, the dedication of a tree, in the memory of Nola Folker-Hill took place at the KPS building;
- Three members participated in the “Walk a mile in her shoes” took place on September 08th.

A discussion took place regarding different avenues of slowing down traffic in a few areas of Town.

(e) Engineering and Public Works

1) Directors Report

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

- The closing date for Director of Public Works applications for August 17th, 2018 has expired and Mayor Snow, Councillor Maxwell, Director Crowell and myself will be engaged in the selection process;
- The Kentville Bridge project continues by various stakeholders;
- A second round of asphalt patching is scheduled for next week.

(f) Administration

1) Communications Report

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

2) Chief Administrative Officer's Report

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

- The CAO working group continues to support the Valley Waste Resource Management;
- The infrastructure work being carried out in the Kentville Business Park for Phase 1 is complete;
- Phase 2, including the installation of the power poles and a lift of asphalt is underway pending approval from Council;
- The discussion regarding the Kentville Historical Society has

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been deferred to the September 24th, 2018 Council meeting.

It was moved by Councillor John Andrew 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

(a) Landmark East – Henry Hicks – Capital Campaign

Henry Hicks, Chair, Capital Campaign Fundraising Committee, presented to Council Landmark East's vision to expand their space. The school has begun a capital campaign to raise \$2.8 million dollars to provide Landmark East with much needed space by expanding.

Henry Hicks noted that:

- Landmark East has been the leading Canadian boarding school for educating children with learning differences;
- One hundred percent of our students graduate on time, displaying exceptional retention rates at colleges and universities;
- Over seventy percent of our graduates persevere in their studies beyond first year, a success rate that exceeds estimates for mainstream performances across North America;
- Need room to grow as the school can only accommodate seventy (70) students at this time and with the expansion will be able to hold one hundred and fifty (150) students;
- A request for funding in the amount of \$25,000 was asked.

(b) Kings Transit – Glenn Bannon – 2018-2019 Operating Budget

Glenn Bannon presented to Council KTA's 2018/2019 planned initiatives as well as their Operating Budget for 2018/2019. Also reported was the information that Kings Transit provided:

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- 36,450 hours of public transit service annually;
- 347,229 passengers were transported (2017/2018);
- Thirteen conventional buses used with six routes;
- Kings Transit has thirteen full time operators, seventeen spare operators, two full time mechanics and five office staff;

(c) Hardware Gallery – Sasha Nelson – Quarterly Report and Presentation

Some highlights from Sasha's presentation were:

- The Grand Opening was hosted on June 22nd;
- In partnership with KBC the first mural of our ongoing mural project, has been started by local artist Miyoshi Kondo on the side of Reid's Jewellers;
- The Gallery will be co-hosting the Devour Food Film Fest's Sip and Savour Event;
- By August 09th, Hardware Gallery had received \$1955 in sales revenue.

(d) Regional Emergency Management Organization – Dan Stovel- Draft Policy on Comfort Centres/Emergency Shelters

Dan Stovel, EMC for Kings County, presented a verbal report on the proposed Draft Policy on Comfort Centres/Emergency Shelters.

Some highlights from this report included:

- In the Spring of 2018, the municipal units of Berwick, Kentville, Wolfville and Kings signed the REMO Intermunicipal Services Agreement;
- As part of this agreement, REMO staff have been identifying any gaps or overlapping policies around emergency management procedures;
- This draft policy around comfort centres and emergency shelters will make actions associated with these temporary facilities clear and consistent between the partner municipal units;
- All municipal units must review the policy at a council meeting.

(e) Kentville Business Community – Zach Best – Quarterly

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Report

Zack Best presented to Council the Quarterly Report. Some highlights from this report were:

- KCB has launched the Available Commercial Listing service on our website kentvillebusiness.ca/commercial-space/;
- Since NS has set a goal to be fully assessable by 2030 under the Accessibility Act, passed April 27th, 2017; KBC believes that Kentville can and should become a leader in accessibility;
- The Multicultural Fair was held August 25th and was a resounding success.

All presentations attached

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Church Avenue Dedication

Planning & Development Director, Bev Gentleman remarked to Council that:

- The Town of Kentville purchased the Robinson Building property, PID#55267371 in August 2016;
- The acquisition of the lot provided an opportunity for the Town to widen a portion of Church Avenue where the ROW width is only 34 feet wide. (The minimum street ROW should be 50 feet);
- Annapolis Valley Surveys Ltd. was engaged to survey the lot and prepare a plan of subdivision to create and add a parcel of the Robinson lot to the Church Street ROW prior to the sale of the lands;
- Therefore, Parcel A, a 1,130-square foot parcel should be added to Church Ave. ROW, as shown on the Plan of Subdivision, Plan No.18-029 prepared by Michael McKenna, Annapolis Valley Surveys Limited.

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

RECOMMENDATION TO COUNCIL

that Council approves the expansion of Church Avenue by adding Parcel A to Church Avenue as shown on Plan of Subdivision Plan No. 18-029D prepared by Michael McKenna, Annapolis Valley Surveys Limited.

MOTION CARRIED

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

(b) Business Park Street Name Dedication

Planning & Development Director, Bev Gentleman presented to Council the dedication of Parcel CDE-1 and Parcel SA-1 as Roads. Director, Bev Gentleman remarked that:

- Kentville had constructed two new roads in the KBP on the largest parcel to ensure shovel ready land was available;
- With these two roads having been constructed; In accordance with Section 308(3) of the MGA, Council must formally accept Parcel CDE-1 and Parcel SA-1 as road allowances.

Therefore, it was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that Council approve the opening of Parcel CDE-1 know as Chipman Drive and Parcel SA-1 know as Street A, shown on Plan of Survey prepared by Kevin Brown Design Point Engineering and Surveying Drawing #16-080-SL-L4 as public streets

MOTION CARRIED

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

(c) Nova Scotia Power Easements

Planning & Development Director, Bev Gentleman remarked to Council that:

- With two roads having been constructed in the Kentville Business Park; in accordance with Section 308(3) of the MGA Council must formally accept Parcel CDE-1 and Parcel SA-1 as road allowances;
- Nova Scotia Power requires easements on these two roads to provide power to existing and new business within the park.

Therefore, it was moved by Councillor John Andrew and seconded

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by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that Council approve the Power Easements for Nova Scotia Power to provide electricity to existing and new business within the Kentville Business Park and grants 6.100 metre wide Access and Utility Easements A, B and C in favour of NSPI

MOTION CARRIED

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

(d) Review of Town of Kentville Capital Projects

CAO Mark Phillips reviewed the updated Capital Projects report received from staff.

(e) Valley Waste Regional Management

a. Guarantee for 2018 Line of Credit

CAO Mark Phillips discussed the request for the Line of Credit and noted that:

- With the recent withdrawal of the Municipality of the County of Annapolis from VWRM a financial shortfall occurs which needs to be absorbed by the remaining members of the Authority;
- As part of this process, each municipality must guarantee their proportional share of a line of credit for \$1,000,000;
- The Town of Kentville's cost share was calculated to be \$99,500.

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

RECOMMENDATION TO COUNCIL

that Council approve the Town of Kentville's calculated share of the line of credit as \$99,500

MOTION CARRIED

*Councillors who voted in favour of this motion:
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b. Guarantee for 2018 Spring Debenture

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CAO Mark Phillips discussed the request for the 2018 Spring debenture and noted that:

- Valley Waste did not receive the Spring debenture funding and this cost must also be distributed among the remaining municipal partners;
- Valley Waste requests that the partners provide guarantees on the debenture based on their current proportional shares.

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

RECOMMENDATION TO COUNCIL

that Council agree to guarantee the spring 2018 Debenture, based on the proportional share for Kentville, “on a without prejudice basis” of \$58,340

MOTION CARRIED

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

CORRESPONDENCE

(a) Kings Point to Point Transit Society – Financial Statements – August 03rd, 2018

CAO Mark Phillips read the letter received from Faye Brown, Manager of Kings Point-to-Point Transit Society. This letter thanked the Town for its ongoing operational and capital funding support. Also enclosed was a copy of their Financial Statements for the year ending March 31, 2018 prepared by Maynard, Bent & Fagan, Chartered Professional Accounts.

(b) Julia Lloyd - Thank You – August 2018

CAO Mark Phillips read the thank your letter received from the recipient of the Nola Folker-Hill Bursary, Julia Lloyd.

(c) Valley Yoga Fest – Thank Your – August 2018

CAO Mark Phillips read the letter received from the Valley Yoga Festival Committee.

(d) Miriam Brathwaite – Thank You – August 2018

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CAO Mark Phillips read the thank your note received from another bursary recipient, Miriam Brathwaite.

(e) Louis Comeau – Kentville Museum – August 2018

CAO Mark Phillips read the letter from Louis V. Comeau, who had expressed his concern regarding the preservation of Kentville's history.

(f) Holly Hanes – Kentville Museum – August 2018

CAO Mark Phillips read the letter received from Holly who expressed her support of a museum in the old VIA building.

(g) Dennis Ramsay – Yard Sale Bylaw- July 2018

CAO Mark Phillips read the letter received from Dennis Ramsay who expressed his concern with the Yard Sale Bylaw.

Correspondence attached

NEW BUSINES

(a) Regional Emergency Management Organization – Draft Policy on Comfort Centres/Emergency Shelters

CAO Phillips reported that in the Spring of 2018:

- The municipal units of Berwick, Kentville, Wolfville and Kings signed the Regional Emergency Management Organization (REMO) Intermunicipal Services Agreement;
- As part of this agreement, REMO staff have been identifying any gaps or overlapping policies around emergency management procedures;
- REMO Coordinator Dan Stovel had prepared a draft policy around comfort centres and emergency shelters that will make actions associated with these temporary facilities clear and consistent between the partner municipal units.

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

that Council approve the policy on Comfort Centres and Emergency Shelters

Solicitor Muttart remarked that this draft policy covers the Kentville

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Fire Hall and the Town of Kentville does not own the Fire Hall; therefore, the fire hall can not fall within the above policy.

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

RECOMMENDATION TO COUNCIL

**that Council adopt the draft policy on Comfort Centres/
Emergency Shelters with the removal of reference to the
Kentville Fire Hall and Department**

MOTION CARRIED

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

(b) Kings Transit 2018/19 Operating and Capital Budgets
CAO Phillips recommended that Council support:

1. Kings Transit 2018-2019 Capital Budget

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

RECOMMENDATION TO COUNCIL

**that Council approve the Kings Transit 2018-2019 Capital
Budget in the amount of \$200,000**

And further

**the partner share is \$80,000 of which Kentville is
responsible for \$16,000**

MOTION CARRIED

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

2. Kings Transit 2018-2019 Operating Budget

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

RECOMMENDATION TO COUNCIL

**that Council approve the Kings Transit 2018-2019
Operation Budget in the amount of \$1,795,832 of which
Kentville is responsible for \$174,352**

MOTION CARRIED

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

(c) Landmark East Request

As there was no discussion regarding the request for funding Councillor Savage was not required to leave the table.

CAO Mark Phillips remarked that an application for funding will be sent out to the school.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

ACTION

that this request be sent back to staff for further action

MOTION CARRIED

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

(d) Bylaw Enforcement Related Issue

CAO Phillips reviewed with Council his report on the Bylaw Enforcement Related Issues. CAO Phillips noted that:

- Recent communications between staff and the community around the bylaw issues have highlighted that there may be a lack of alignment between council and staff regarding enforcement expectations;
- At this time, the existing culture surrounding enforcement of some legislative tools may not be in alignment with council expectations;
- Council and staff need to provide unified messages around services using a clear understanding of this council's vision and of staff service priorities and capacity.

ACTION

That a workshop be scheduled with Council so individual points of view can be collected and that a position of council be determined on enforcement expectations and culture. This workshop would be held before October 08th, 2018 and the results of this meeting would be reported at the October Council Advisory Committee meeting.

A discussion took place on the current Bylaw Enforcement process

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with some support information provided by the Solicitor.

(e) Results of Paving Invitation to Tender

CAO Phillips reported on the results of the paving tender, which closed on August 31st, 2018. The following are the highlights of the applicant's tenders:

Company Name	Price
Atlantic Road Construction & Paving	\$181,375.00 +HST
Cumberland	\$162,255.00 +HST
Dexter's Construction	\$121,700.00 +HST
Howard Little	\$138,816.50 +HST

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

RECOMMENDATION TO COUNCIL

that Council award the contact to Dexter's Construction at the cost of \$121,700.00 plus HST

MOTION CARRIED

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

(f) VWRM Supplementary Request – Green Carts in Annapolis County

CAO Mark Phillips remarked to Council that:

- As a result of a discussion held by the VWRM Authority Board on September 10th, 2018, the following recommendation was approved and forwarded to each party for approval.

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

RECOMMENDATION TO COUNCIL

that Council consider and approve the supplementary budget to re-allocate funds to cover the additional costs associated with the cessation of service to the Municipality of the County of Annapolis

MOTION CARRIED

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

(g) Kentville Business Community Quarterly Report

None

PUBLIC COMMENTS

(a) None

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

that Council move into a closed session at 10:10 p.m. to discuss:

- (a) Legal – Contractual - Receivables**
- (b) Land- Offer of Sale – River Street**
- (c) Land – Request for Proposal Review - Robinson**

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) Legal - Contractual - Receivables**
- (b) Land- Offer of Sale – River Street**
- (c) Land – Request for Proposal Review - Robinson**

It was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Lynn Pulsifer

that Council return to open session at 11:45 p.m.

MOTION CARRIED

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

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ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED

Adjourned at 11:50 p.m.

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