

COUNCIL ADVISORY COMMITTEE

November 14th, 2017

APPROVED DECEMBER 11TH, 2017

Mayor Sandra Snow, on behalf of the Town of Kentville, offered condolences to the family of local businessman David White.

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, Police Chief Julia Cecchetto and Recreation Director Rachel Bedingfield.

Also in the audience were Community Coordinator Julia Stephenson and Community Economic Development Coordinator Lindsay Young.

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 Lynn Pulsifer and seconded by Councillor Cathy Maxwell

that the agenda of November 14th, 2017 be approved with the following additions:

- I. **8(b) Lisa MacDougall – Restorative Justice Week**
- II. **8(c) Chrysalis House –Community Art Project**
- III. **8(d) NS Advisory Council on the Status of Women – Support for Chrysalis House Project Renew**
- IV. **9(d) Investment Advisory Committee – RFP for Financial Advisor –Recommendation**

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V. 7(g) Eco Kings Action Team

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of October 10th, 2017

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

that the Minutes of October 10th, 2017 be approved as circulated

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 October 31, 2017. Some highlights from this attached report:

- The second quarter utility meter readings were due October 26th, 2017.
- The Request for Proposals for Investment Management Services was released on October 04th, 2017 and closed on October 25th, 2017. The Investment Advisory Committee met early November to discuss the qualifying submissions and interview short-listed.

2) Projection Report

Director Debra Crowell presented the Projection Report to March 31st, 2018 and it remains in a deficit position of \$155,700.

- Successful assessment appeals affect the Taxation revenue.
- Legal expense related to arbitration hearings push expenditures over budget.

Reports attached

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(b) Planning and Development

1) Director's Report

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

- There were six (6) Development Permits issued for the month of October. The total valuation for October 2017 noted in this report contained an error and should be listed as \$26,000.00 and not \$1,559,965.
- Two agreements have been entered into with PVSC. One agreement was for a Permit Data Exchange and the other was for Open Data Service.
- The Special Events have ended for this year.

Report attached

3) Community Economic Development Coordinator's Report

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

- Benches were received and installation has begun.
- Plans for this year's holiday installations are finalized and a new look for Centre Square this year will hopefully impress!
- The first Chalk Art Festival on October 14th was a great success and plans are in the works to make it an annual signature event.

Report attached

a. Visitors Information Centre Report

CAO Mark Phillips stated from CEDC Lindsay Young's report that:

- The Visitor Information Centre (VIC) has officially closed for the season.
- The VIC was opened from June 15th to October 30th.
- The 2017 season was a great trial period in the new building.

Report attached

(c) Parks, Recreation and Community Development

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

- Recreation's horticulturalist has been building a new green space in the downtown core.
- October had seen the start of our afterschool programs.

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- The Grand Opening for the Library will be November 25th.

Report attached

(d) Police and Fire

(1) Police Chief's Report

Police Chief Julia Cecchetto noted from her report that:

- A policy is now in place for Auxiliary and Criminal Records checks.
- An Officer participated in Trail Quest with Grade 5/6 at KCA. Two more sessions are planned for talks at the school re: bullying.
- One Officer attended the Domestic Violence Training in Halifax for two days.

Report attached

(2) Fire Report

CAO Phillips stated that for the month of September 2017, the fire alarms break down as noted:

- Kentville fire alarm total was 14 with 162 KM used.
- County fire alarm total was 11 with 548 KM used.
- Mutual aid alarm total was 0 with 0 KM used.

Report attached

(e) Engineering and Public Works

1) Directors Report

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

- Staff attended the ACWWA Conference.
- Reviewing the request by Municipality of the County of Kings for use of a geothermal heating system for their new complex.
- Park Street sidewalk completion expected in November.

Report attached

(f) Administration

1) Communications Report

CAO Mark Phillips noted from his report that:

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- Other municipal units in the Province and beyond continue to reach out looking for Kentville's communication plan and recommended resources.
- More outside groups and organizations have used the STORM team members as a resource for promoting their own events and initiatives which is strengthening our content line-up.
- Holiday and winter promotions materials have been created and scheduled.

Report attached

2) Chief Administrative Officer's Report

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

- The Joint Fire Service Committee met on October 26th and the 2017/18 Operating Budget for the service was approved. The Town of Kentville's share being \$167,100 (28.7%) and the County's share being \$415,000 (71.3%).
- Five (5) to six (6) proposals for the redevelopment of the former CKA lands have been presented to Council.
- F.W. Robinson Building demolition tender has been awarded and demolition will start soon.

Report attached

COMMITTEE REPORTS

(a) Annapolis Valley Regional Library – Councillor Pulsifer

Councillor Lynn Pulsifer reported that:

- Project updates were presented at the November 02nd AVRL meeting by Ann-Marie Mathieu on both the Kentville and Annapolis Royal Library renovations.
- Financial Statements were reviewed along with Performance Statistics from all the Valley Libraries.

(b) Kings Point-to-Point – Councillor Pulsifer

Councillor Lynn Pulsifer reported that:

- At the regular meeting held on October 24th an interview by the Advertiser had been done to promote two new wheelchair accessible vehicles, a 2017 Ford 18 Passenger Minibus and a 2017 Dodge Ram Promaster van.
- Fares to date for 2017 totalled \$124,000 with ridership higher than last year.

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(c) Valley Waste Resource Management Authority – Deputy Mayor Bolland

Deputy Mayor Eric Bolland reported that:

- Chair Jane Bustin has resumed her role with the Authority after taking a short leave of absence.
- At the meeting of October 18th a presentation regarding illegal dumping was given by two guest speakers.

(d) Planning & Development – Mayor Snow

Mayor Sandra Snow reported that:

- At the meeting held October 18th, Committee members in attendance reviewed the planned changes to the MPS.
- Funding provided for the Housing Survey.

(e) Annapolis Valley Trails Coalition – Councillor Maxwell

Councillor Cathy Maxwell reported that:

- At the meeting held on October 19th, it was noted that sixteen (16) small trail heads are being planned since users are parking on farmers' fields.
- The Blue Route openings will happen this spring in Kentville for the eastern section as well as one for the route between Bridgetown and Berwick.

(f) Board of Police Commissioners – Councillor Gerrard

Councillor Craig Gerrard reported that:

- On September 28th an NSAPG conference was held to discuss Cannabis on both the Federal and Provincial levels.
- A meeting of the Nova Scotia Police Standards was held on October 26th.
- A few meetings were also attended regarding Code of Conduct of a Police Commissioner.

(g) Joint Fire Service – Councillor Andrew

Councillor John Andrew reported that:

- At the meeting held on October 26th, it was reported that plans for a fire training at Camp Aldershot were in the works.
- The budget was approved by the County of Kings with the Town of Kentville's share being \$167,100 (28.7%) and the County's share being \$415,000 (71.3%).
- Audited financial statements were prepared by Grant Thorton and accepted.

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(h) Kings Transit Authority – Councillor Andrew

Councillor John Andrew reported that:

- At the meeting held on October 25th, tracking technology had been agreed upon and will be installed on the buses in 2018.
- A bus and driver had been rented out for a film location in Windsor.

(i) Investment Advisory Committee – Councillor Savage

Councillor Cate Savage reported that:

- At the meeting held on October 10th, reports and recommendations were received from the Investment Advisor (TD).
- Portfolio value was just over thirteen (13) million.

All reports are attached

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor John Andrew

that the reports from the Directors and Council be received

MOTION CARRIED

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

PRESENTATIONS

None

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Trail Use By-Law Amendment

Community Coordinator Julia Stephenson report that:

- Chapter 57 - Trail Use By-Law had not been updated since November 2000.
- There is a need to amend this By-Law to promote trail use and safety in Kentville and to provide spaces for youths and adults to engage in active transportation and recreation.
- The suggested language moves toward capturing the intent of the trails network - to increase active transportation and

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recreation as that grows and evolves - rather than trying to compile an exhaustive list of activities.

- The new language also creates more flexibility for motorized mobility vehicles.

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

that the proposed language changes to Chapter 57 - Trail Use By-Law be adopted:

RECOMMENDATION TO COUNCIL

Use of the Trail

5. The Trail may be used for any purpose except a prohibited use described in sections 6 and 7, and may be used for all non-motorized forms of active transportation and recreation.

Persons are required to follow the NS Helmet Use Regulation.

Vehicles on Trail

7. No person shall operate any motorized wheeled device or vehicle on the Trail except mobility devices, Town or utility vehicles, unless by permission.

MOTION CARRIED

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

Solicitor Muttart recommended that:

- That the definition of mobility devices should be clear and for enforcement purposes this definition should be included in the By-Law.
- Town or utility vehicles - vs - Town utility vehicles, should be defined. The word *or* should be deleted in the definition as well as the words *unless by permission*.

As the discussion unfolded it was agreed upon that more changes to the language of this By-Law may be required and that Council did support this motion in spirit as proposed.

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(b) Election of Deputy Mayor – Policy G19

Mayor Sandra Snow called for nominations for the position of Deputy Mayor for the year November 2017 to November 2018.

Councillor Cathy Maxwell nominated Councillor Lynn Pulsifer for the position of Deputy Mayor. Councillor Pulsifer accepted the nomination for this position.

RECOMMENDATION TO COUNCIL

**as there were no further nominations for Deputy Mayor,
Councillor Pulsifer was elected by acclamation**

Councillor Savage left the Council Chambers at 7:54 p.m. and returned at 7:57 p.m.

(c) Town Owned Building Updates

a. Calkin Building

I. Kentville Farmers Market Lease Agreements

CAO Mark Phillips reported on the summary of the proposed lease terms. Some of which included:

- Farmers Market operates on Wednesday during fall and winter seasons (October – May).
- One additional day per week for other operations of the market.
- Commercial kitchen for use by market vendors and supporters, and available for rent to the general public.
- Three year term for \$100.00 per month, plus all applicable taxes.

II. Kentville Art Gallery Society (Hardware Gallery) Lease Agreements

CAO Mark Phillips verbally reported that:

- Staff was prepared to accept a one (1) lease agreement with rent of \$10.00 per month and a \$1,000.00 contribution to offset some of the leasehold improvements.
- The Hardware Gallery noted in their previous presentation a request for two (2) year rent free lease (\$10.00 per month) and a leasehold contribution of \$2,500.00
- Staff has requested from Council, feedback regarding this lease as well as what to do with the empty Train Station building located on Cornwallis Street.

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Mayor Sandra Snow read her letter of support for the Art Gallery and the Historical Society to be located downtown. Some highlights from her verbal report:

- This Council is committed to the history, arts and culture in Kentville.
- Our new library situated in an historical landmark has already garnered the support of the National Trust of Canada winning *This Place Matters* contest.
- The Cornwallis Inn is being restored to a new and modern glory, while reflecting the magnificence of its historical past.
- A gallery was to be a key component of our revitalization of the Calkin Block.
- The Hardware Gallery was offered a one year lease term of \$10.00 per month rent, free utilities with re-payment of partial leasehold improvements of \$1,000 spaced evenly over the year.
- The fair market value of the space including leasehold improvements is approximately \$10,750 not including common space charges for one year.
- The Hardware Gallery is a profit driven entity. They will be selling paintings for commission, providing classes for payment and once established would be eligible for provincial grants.
- The Gallery countered requesting no repayment of leasehold improvements cost and free rent and utilities for two years. They also committed to volunteering sweat equitably at \$25.00 per hour, in the space.
- The Kings Historical Society has shown an interest in leasing the empty Train Station building.

At this time a motion was made to open the floor for discussion regarding the Calking Building space as well as the Train Station building.

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

that the floor be opened for discussion

MOTION CARRIED

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

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Points from Discussion:

- Local artists are interested in the Art Gallery project.
- It does take a while for an art gallery to get up and get running. It may take more than one year to get established.
- The Kentville Historical Society should be invited to give a presentation to Council regarding the possibility of using the Train Station as a museum.
- In favour of helping the art gallery get established but not in favour of giving them two years free rent.

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

that the Hardware Gallery lease begin January 01, 2018 for fifteen (15) months at a rate of \$10.00 per month for use of the space which includes utilities and common space with no payment for leasehold

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

After further discussion, an amendment was made to the above motion.

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

that the Hardware Gallery lease begin January 01, 2018 for fifteen (15) months at a rate of \$10.00 per month for use of the space which includes utility and common space with no payment for leasehold

**RECOMMENDATION
TO COUNCIL**

and further

that the Kentville Art Gallery Society provide council with quarterly reports

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

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b. Train Station

Mayor Sandra Snow noted her earlier remarks that the Train Station would be a great location for the Kings Historical Society to open a museum.

Points from Discussion on future use of Train Station:

- This building may be declared as surplus or rented out depending on what Council recommends.
- The Kings Historical Society is interested in using this building but has not official approached Council with any details.
- This is the last building associated with our railroad and may become an historical building at some point.
- Contact the Kentville Historical Society to ensure they are interested in using this building and come back to council with a proposal.

c. Robinson Building

CAO Mark Phillips reported that once this building is demolished it will be appraised. A future discussion should take place regarding what Council would like done with this site once it is in a state of readiness.

(d) Hospitality Policy

Mayor Sandra Snow reported that as part of the JMAT Committee this policy was reviewed and updated at the Provincial level.

- It notes that no cost of spirits or alcohol may be charged out by elected officials.
- The Policy also notes that it did make sense to expense alcohol for some official ceremonies.
- Kentville's Hospitality Policy has incorporated these changes and adopted the Provincial Hospitality Policy.

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

the updated Hospitality Policy be adopted

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

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(e) George Mutch Correspondence

Director Fred Whynot had reviewed the correspondence received from George Mutch regarding a proposed rotary. Director Whynot noted that:

- A roundabout had first been considered when this project was in the early stages of being designed and also a larger financial comment of approximately 1.5 million would have been required from the Town of Kentville as it would be situated on town owned property.
- Acquiring additional land would have been necessary to install a rotary/roundabout.
- The province has designed very good transitions and an improved intersection to match the new bridge alignment.

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

RECOMMENDATION TO COUNCIL

that the correspondence from George Mutch be received

MOTION CARRIED

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

(f) Municipal Engagement Week November 20-26, 2017

CAO Mark Phillips reported that Administrative Assistant Jennifer West produced a short video to begin a Municipal Engagement Awareness campaign.

- This video clip was shown to Council.
- A meet and greet will happen and citizens will be asked to fill in a prepared information sheet.

(g) Eco Kings Action Team

Councillor Cathy Maxwell requested information from Deputy Mayor Bolland regarding this Action Team. Deputy Mayor Eric Bolland noted that:

- All municipalities have representatives for this committee as well as one from UNSM.
- Eco Kings Action Team will meet quarterly.

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

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RECOMMENDATION TO COUNCIL

that Deputy Mayor Eric Bolland represent the Town of
Kentville on the Eco Kings Action Team

MOTION CARRIED

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

Point from Discussion:

- There is a concern of duplication of service due to the commitment to the environment already covered under one of the adopted Kings 2050 statements.

CORRESPONDENCE

(a) Edith Burry – Appreciation – October 30, 2017

CAO Mark Phillips read the thank you card received from AI and Edith Burry.

(b) Lisa MacDougall – Restorative Justice Week

CAO Mark Phillips read the letter received from the Executive Director of Valley Restorative Justice. This letter included the information that the week of November 19th to November 26th, 2017 is Restorative Justice Week.

(c) Chrysalis House – Community Art Project

CAO Mark Phillips read the letter received from Chrysalis House inviting Council and staff to participate in a Community Art Project on November 22nd, 2017.

(d) NS Advisory Council on the Status of Women – Support for Chrysalis House Project Renew

CAO Mark Phillips read the letter received from Stephanie MacInnis Langley, Executive Director of the NS Advisory on the Status of Women, inviting the Town of Kentville to support the Chrysalis House Project Renew.

NEW BUSINESS

(a) Active Transportation Route Update

Director Rachel Bedingfield presented a verbal update on the proposed Active Transportation Route.

- Data is still being gathered on this project.
- The final report done by WSP can be found on the Town's website.
- The benefits will be seen by getting people more active.

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Points from Discussion:

- Written support should be obtained from KBC regarding the trail route in the downtown core.
- This recommendation may have budget implications so it will be brought to council before budget time.

(b) Smoking By-Law Recommendation

Councillor Craig Gerrard presented this recommendation on behalf of the Police Commission. This recommendation included a map of the areas where people are not allowed to smoke.

The recommendation from the Police Commission was for Council to amend Kentville's Chapter 84 Smoke Free Public Places By-Law to mirror the Provincial Smoke Free Places Act.

A discussion began in which Solicitor Muttart noted that:

- This map is not correct with regards to Kentville's Smoke Free By-Law. He suggested that the Town should not rely on this map to give direction for smokers.
- If the Smoking By-Law was changed to mirror the provincial Smoke-Free Places Act, it would repeal our existing Smoking By-Law and replace it with the Provincial Smoke Free Places Act.
- The provincial act does not include the regulations that Kentville's By-Law does at this time.

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

ACTION

that Chapter 84 Smoke Free Public Places By-Law recommendation go back to staff to be considered for a By-Law amended

MOTION CARRIED

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

Report attached

(c) Policy Amendment G-28 – Request for Funding

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Mayor Sandra Snow reported on the current policy G28 – Request for Funding:

- This policy is not aligned with the MGA part 65(a) which speaks to who is eligible for grants.
- Additionally some grants were being given based on this sect but were actually otherwise authorized.
- Council to continue reviewing for future recommendation.

ACTION

Report attached

(d) Investment Advisory Committee – RFP for Financial Advisor Recommendation

Director Debra Crowell presented her recommendation for Investment Management Services:

- The request for proposals for Investment Management Services was released October 4th, 2017.
- The Investment Committee met on November 2nd, 2017 to review the eight qualifying proposals.
- After much debate and discussion by the Investment Advisory Committee on November 14th, 2017, the Committee unanimously agreed that the successful submitter for Investment Management Services is *TD Wealth*.

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

that the Investment Management Services of the Town of Kentville Special Perpetual Reserve Fund be awarded to TD Wealth for a period of one year beginning December 01st, 2017

And further

RECOMMENDATION TO COUNCIL

that the Town of Kentville reserves the right to renew the term annually, at the discretion of Council, for up to a total service period of four (4) years. The criteria considered in granting such discretionary renewals shall include, but not necessary be limited to, satisfactory performance, as determined by the Investment Advisory Committee and Town Council

MOTON CARRIED

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

Report attached

IN CAMERA

None

ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED

Adjourned at 9:40 p.m.

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