

COUNCIL ADVISORY COMMITTEE

October 10th, 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, Police Chief Julia Cecchetto and Recreation Director Rachel Bedingfield.

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 October 11th, 2017 be approved with the following additions:

- i. 8 c Department of Municipal Affairs**
- ii. 10 a Sale Kentville Business Park Land**
- iii. 10 b Calkin Building Lease Agreement**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of September 11th, 2017

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

that the Minutes of September 11th , 2017 be approved as circulated

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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 September 30th, 2017. Some highlights from this attached report were:

- The final tax levy was due September 29, 2017.
- Customer Service processed \$2.8 million in payments in the last five days of the month.
- The second quarter utility meter readings took place in September and the billing will be released in October.
- The IT Specialist and Finance Director both attended the Association of Municipal Administrators conference in Truro in September. Also, the Account attended the annual Diamond (software) conference held in Ontario.

Report attached

(b) Renewal of Temporary Borrowing Resolution 12/13-01– Demolition of old KCA School

Director Debra Crowell reported that the *TBR 12/13-01 Demolition of old KCA School* will expire December 22, 2017 and must be replaced with current authorization in order to maintain the short term financing related to the above noted land mass.

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

RECOMMENDATION TO COUNCIL

that CAC authorize the renewal of the temporary borrowing 12/13-01 , Demolition of old KCA School of \$110,000 and forward to Council for ratification

MOTION CARRIED

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

Report attached

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(c) 2017/18 Projection Report

Director Debra Crowell reported that the first projection report to March 31, 2018 is attached and that currently as of September 30th, 2017, the Town of Kentville is in a deficit position of \$146,500.

- Several assessment appeals affected the taxation revenue.
- Legal expense related to arbitration, hearings push expenditures over budget.

Report attached

(b) Planning and Development

1) Director's Report

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

- There were twenty (20) Development Permits issued for September, with a building valuation of \$1,559,965.
- Two (2) orders have been issued for Dangerous and Unightly Premises. Staff are working with the property owners to bring both properties into compliance.
- The appeal period ended with no appeals for the 150 Park Street Site Plan for five (5) townhouses.

Solicitor Muttart noted that there is an appeal process to Council from the property owners who have been issued a Dangerous and Unightly Premises Compliance Order.

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 benches are complete and ready for installation.
- Pumpkin People are out in full force and have been receiving positive media attention.
- A Chalk Art Festival is planned for October 14th, 2017.

Report attached

(c) Parks, Recreation and Community Development

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

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- The Arena is fully operational and has almost all the open time booked up. The Arena schedule is available online should anyone be interested in booking the remaining timeslots.
- The after school programs, Sass Squash and Trailblazers, as well as the Youth Open Gym Drop-In begins the third week of October.
- The official sod turning for the Skate Park construction has been placed on hold and a later date will be announced.
- The Kentville Library will not be opening on October 19th as announced due to construction. A later date will be announced.

Report attached

(d) Police Report

1) Chief's Report

Police Chief Julia Cecchetto noted from her attached report that:

- Officers completed their annual qualifications for carbines and pistol.
- The next training scheduled will be Use of Force as mandated yearly by the Department of Justice.
- The main entrance to the Kentville Police building is now barrier free.

Report attached

2) Police Commission Report

None

(e) Engineering and Public Works

1) Directors Report

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

- The Mental Health Training was well received.
- A sewer audit of the collection system and testing procedures at the Kings Regional STP is in progress.
- Public Works is reviewing a request received by the Municipality of the County of Kings for use of a geothermal heating system for their new complex.

Report attached

2) Water Commission Report

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None

(f) Administration

1) Communications Report

CAO Mark Phillips read the Communications Report for September 2017. Some highlights from the attached report were:

- The communication group STORM and some councillors participated in an Engage NS workshop regarding public engagement on September 20th.
- A video of interviews with residents has been initiated called *Vision of Kentville* with interviews starting next week.
- STORM is planning for a more public council meeting in October with opportunities for discussion between the public and council.

Report attached

Councillor John Andrew left the Council Chambers at 6:55 p.m. and returned at 7:00 p.m.

2) Chief Administrative Officer's Report

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

- The Annual Fall Conference of UNSM is scheduled for November 07th to the 10th in Halifax.
- The Association of Municipal Administrators NS Fall Conference was held from September 27th to the 29th. A short video shown at the conference is available for viewing at vimeo.com/17907928.
- There are visible signs of development and economic growth in the Kentville area.

Report attached

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

that the reports from the directors be received

MOTION CARRIED

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

COMMITTEE REPORTS

Only the highlighted Committees which have met within the last thirty (30) days between CAC meetings will be reported on.

(a) Audit Committee – Mayor Snow

(b) Finance and Administrative Committee - Mayor Snow

(c) Board of Police Commissioners – Councillor Gerrard

(d) Investment (Perpetual Fund) – Councillor Savage

Councillor Cate Savage reported that she attended a monthly meeting of the Investment Advisory Committee on September 13th, 2017.

- The Committee reviewed the report presented by Eric Hicks FMA.
- This report noted that the August Funds balance was \$13.3 million which includes cash, short term funds, fixed income securities and equities.
- Our portfolio is in line with the Investment Policy Statement.
- An RFP for Investments Advisory Services has been drawn up as the current contract expires December 01st, 2017. Notice of this RFP was released on October 04th, 2017 on the Provincial procurement site, on the Town's website and an advertisement will be placed in the local paper.

(e) Water Commission – Mayor Snow

(f) Annapolis Valley Regional Library – Councillor Pulsifer

Councillor Lynn Pulsifer presented a verbal report and noted from her monthly meeting that:

- The latest meeting attended was on September 14th, 2017 in Berwick.
- Angela Reynolds Community Engagement Officer for the Valley Region, present a report during the September 14th meeting called *Summer Reading Keeps Kids Learning*.
- Attended the annual NS Library Association Conference which was held in Cornwallis from September 29th to October 2nd, 2017, and also participated in some of the workshops offered.

(g) Collective Bargaining Committee – CUPE Councillor Maxwell

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(h) Collective Bargaining Committee – Police – Councillor Gerrard

(i) Joint Fire Services Committee – Councillor Gerrard

(j) KCA/PTA - Councillor Gerrard

(k) Kings Point –to–Point – Councillor Pulsifer

(l) Kings Regional Sewer Committee – Councillor Savage

Councillor Savage reported that she attended a meeting of the KRSC on September 25st, 2017.

- Operations and capital updates were discussed.
- The committee continues to discuss terms of reference revisions and governance issues continue to be discussed around the operating piece.
- New blowers have been installed.

(m) Kings Transit Authority – Councillor Andrew

(n) Regional Emergency Management Operation – Councillor Maxwell

(o) Valley REN - Mayor Snow

(p) Valley Waste Resource Management Authority – Councillor Bolland

(q) Friends of the Library – Councillor Pulsifer

(r) Race, Racism & Anti-Discrimination – Councillor Savage

(s) Parks & Recreation – Councillor Maxwell

(t) Planning & Development – Mayor Snow

Mayor Sandra Snow reported that she attended a weekly Planning Committee meeting on September 21st, 2017.

- Six (6) proposed major changes to the Land Use Bylaw were discussed.
- Environmentally sensitive areas in Kentville were also discussed.

(u) Transportation Services – Mayor Snow

(v) Annapolis Valley Trails Coalition – Councillor Maxwell

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Councillor Cathy Maxwell reported that she attended a monthly meeting of the Trails Committee on August 24th and September 21st, 2017.

- The Harvest Moon Trail section will be opened on October 14th, 2017 in Wolfville.
- The group goal for this year is to make the Harvest Moon Trail a destination trail and this will require some trail assessments.
- A website is being developed to promote the Harvest Moon Trail.

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

that the reports from the Councillors be received

MOTION CARRIED

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

All reports presented are attached.

PRESENTATIONS

(a) Kentville Business Community – Leigh Morrison – Quarterly Update

Leigh Morrison presented an update on the KBC and noted that:

- A Devour event meeting is being held at the Cornwallis Inn on Friday October 13th, 2017.
- The budget from April through to August 2017 was presented.
- The Façade Program is still ongoing and some are now in the second phase.
- Recruitment for Board members is ongoing and at the present time there are twelve (12) members.

Report is attached.

Deputy Mayor Eric Bolland left the Council Chambers at 7:25 p.m. and returned at 7:28 p.m.

(b) Valley Regional Enterprise Network – Coby Milne – Update

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Coby Milne presented a quarterly update on the VREN and reported that:

- The VREN board has hired two (2) new staff members.
- The Board had a new commitment to become more transparent with their Municipal shareholders.
- The VREN will also provide improved reporting to these Municipalities.
- A Collective Impact Project was launched in September 2017.

Report is attached.

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Review of Policy Statement G16 - Code of Conduct for Councillors

Mayor Sandra Snow presented the *Policy Statement G16 - Code of Conduct for Councillors* to Council for final review.

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

RECOMMENDATION TO COUNCIL

that Council accept Policy Statement G16 - Code of Conduct for Councillors as presented

MOTION CARRIED

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

(b) Calkin Building

CAO Mark Phillips reported that the lease agreements on the Farmers Market and Community Garden Society and the Kentville Art Gallery Society are still being discussed.

- The Farmers Market has acquired commercial equipment and this will be installed in the community space.
- A three (3) year lease term of \$100 per month plus all applicable taxes is the Markets request.
- The Market will be operating on Wednesdays during fall and winter season.
- The Art Gallery requests a one (1) year lease of \$10.00 per month plus all applicable taxes commencing November 01, 2017, plus repayment over the years of costs related to specialty renovation work in the amount of \$1,000.00.

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- The Art Gallery proposes to begin the process of supporting the creative class by opening a gallery to present the works of creative individuals throughout the Annapolis Valley and beyond.

Further discussion on both leases will be held IN CAMERA.

Solicitor Muttart noted that any leasing to either party under fair market value will become a discussion for Council in an open session available to the public.

(c) Capital Projects Update

CAO Phillips reported the Capital Update was for Council's review. Please note that an error on the chart shows that work had been completed on Canaan Avenue when in fact it has not been started yet.

CORRESPONDENCE

(a) Cyril White – September 29th, 2017 – Appreciation

CAO Mark Phillips read the letter received from the White Family Funeral Home.

(b) Tri-County Women's Centre – Housing Needs Assessment – Appreciation

CAO Mark Phillips read the letter received Bernadette MacDonald, Executive Director of the Tri County Women's Centre.

(C) Department of Municipal Affairs – Derek Mombourquette

CAO Mark Phillips read the letter received from Minister Derek Mombourquette.

NEW BUSINESS

(a) Committees and Commissions Report Template

Mayor Sandra Snow presented the new Committee Report template that will be used for any future Councillor's reports.

Points from Discussion:

- This new form is still being tailored.
- There may be duplication when reporting to Council on Councillor's meeting reports.
- Council members need to report on all meetings attended as that will show your level of commitment to our community.

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ACTION

- The report should show our work as councillors at a committee level and show our level of effort.

CAO Phillips noted that the Valley Waste and Kings Transit Reports usually scheduled to be presented at Council Meetings may be removed from that agenda and be incorporated in the new section Committee Reports at CAC to avoid duplication.

(b) Introduction of Policy Statement GX – Hospitality

Mayor Sandra Snow presented this policy for review. Mayor Snow noted that *Policy Statement GX – Hospitality* mirrors the new Provincial Hospitality Policy and requested that Council review this policy and to please forward any changes or additions required.

(c) Review of Policy Statement G67 – Recognition of Community Contributions

Mayor Snow reported that this policy was up for an annual review and to please forward any changes or additions required.

(d) Review of Policy Statement G18 – Student Bursary

CAO Mark Phillips reviewed the changes to the *Student Bursary Policy Statement G18*. Revisions noted under *Procedures* were:

- The total amount paid annually from this Student Bursary Reserve, will be \$3,000.
- \$500 each for three (3) eligible students.
- \$1,500 of which will be in memory of Councillor Nola Folker-Hill and that preference be given to a female student, but not limited to, who will be entering into a post-secondary program with a science medical focus.
- \$750 each for two (2) eligible students
- \$1500 for one (1) eligible student

Revisions noted under *Schedule A*: were:

- Candidates must be a resident of the Town of Kentville and have resided in the Town of Kentville for at least two (2) years prior to their application for a bursary

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

RECOMMENDATION TO COUNCIL

that the revised Policy Statement G18 - Student Bursary be adopted

MOTION CARRIED

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

Policy attached with changes noted

(e) Review of Policy Statement G4 - Travel, Meal and Miscellaneous Expenses

CAO Mark Phillips reviewed *Policy Statement G4- Travel, Meal and Miscellaneous Expenses* and noted some changes to the current template:

- Council and staff (non-union) will be moving to a per diem structure for meal allowance reimbursement vs requiring a receipt.
- Other municipal units across the province will be adopting this template as well.

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

RECOMMENDATION TO COUNCIL

that CAC adopt the revised Policy G4 – Travel, Meal and Miscellaneous Expenses

MOTION CARRIED

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

Solicitor Muttart noted that the MGA provides direction on how the Policies must be mandated and noted on the Town's website.

ACTION

(f) Consolidation of Meeting Policies

Mayor Snow reported that the Town of Kentville have several policies regarding meetings. Therefore it made sense to consolidate these policies into a single document. A draft of this new policy will be completed soon and be brought back to Council for discussion and review.

PUBLIC COMMENTS

None

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

that Council recess from CAC to a CLOSED session at

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**08:25 p.m. to discuss Land – Sale Kentville Business Park
Land and Leases in Calkin Building**

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) Land – Sale Kentville Business Park
(b) Leases in Calkin Building**

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

**that Council retire from CLOSED session at 09:35 p.m. and
return to the regular meeting of CAC**

MOTION CARRIED

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

(a) Land – Sale Kentville Business Park

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

RECOMMENDATION TO COUNCIL

**that the CAO negotiate the sale of the land know as
parcel 2i in the Kentville Business Park under the terms
and conditions recommended in the CLOSED session**

MOTION CARRIED

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

(b) Leases in Calkin Building

It was moved by Councillor Cate Savage and seconded by
Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

**that the CAO complete the Calkin Building Lease with the
Kentville Farmer's Market as discussed in CLOSED session**

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MOTION CARRIED

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

ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED
Adjourned at 09:38 p.m.

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