

## COUNCIL ADVISORY COMMITTEE

February 12<sup>th</sup>, 2018

Approved March 12<sup>th</sup>, 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, Town Engineer Fred Whynot, Active Living Community Coordinator Julia Stephenson, and Police Chief Julia Cecchetto.

### 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 with the exception of Director Bedingfield, 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 Craig Gerrard

**that the agenda of February 12<sup>th</sup>, 2018 be approved with the addition of:**

- i. **10 - In Camera - (a) Land**

**MOTION CARRIED**

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

### APPROVAL OF THE MINUTES

**(a) Minutes of January 08<sup>th</sup>, 2018**

It was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

**that the Minutes of January 08<sup>th</sup>, 2018 be approved**

**MOTION CARRIED**

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

### PRESENTATION

#### **(a) VeVe's Golf Club – Joel Veres – Business Plan**

Joel Veres presented to Council a proposed business plan for purchasing and operating VeVe's Golf Club. Some highlights from Joel's presentation were :

- The proposed property noted for purchase is the old GlenGarry Pines Golf Club;
- There is a vision of using this area as a community facility that would include mens, womans leagues, junior camps, lessons and business events to name a few;
- A golf simulator in the basement of the clubhouse would allow the club to stay open all year;

Joel also stated that he had graduated with honors from Holland College's Gold Club Management Program, and that he has over fifteen (15) years' experience working in the golf industry.

*Presentation attached*

### DEPARTMENT REPORTS AND RECOMMENDATIONS

#### **(a) Finance**

##### **1) Director's Report**

Director Debra Crowell presented a report for the period ending January 31<sup>st</sup>, 2018. Some highlights from this report were:

- The third quarter utility billing was released to customers late January with a due date of February 26<sup>th</sup>, 2018.
- The Joint Fire Services Committee met on January 25<sup>th</sup>, 2018. Both the Operating and Area Rate Budgets were approved at that meeting.
- The Operating Budget will appear before Council for its review and approval. The Area Rate Budget will appear before the citizens in the Kentville Fire District on February 28<sup>th</sup>, 2018 for approval.
- Preliminary work has begun on the Town's various budgets and year end process.

*Report attached*

##### **2) 2017/18 Budget Projections**

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Director Debra Crowell presented the fifth report to March 31<sup>st</sup>, 2018 (as of January 31<sup>st</sup>, 2018). This report noted that the Town of Kentville remains in a *deficit* position of \$67,800.

*Report attached*

### 3) Resolution – Withdrawals – Town Capital Reserve

Director Crowell stated that the 2017/2018 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve Fund. Several projects require a resolution of Council to withdraw funds:

- The Town of Kentville Capital Reserve – General Allocation contains \$1,046,261 and after the withdrawal it will contain \$622,086.
- The Town of Kentville Capital Reserve – Kentville Futures (land) contains \$158,277 and after the withdrawal it will contain \$154,362.
- The Town of Kentville Capital Reserve Recreation contains \$182,266 and after the withdrawal it will contain \$72,806.

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

### RECOMMENDATION TO COUNCIL

**that the resolution be approved for withdrawal of \$537,549.00 from the following reserves:**

- Town of Kentville Capital Reserve – General Allocation - \$424,174.58**
- Town of Kentville Capital Reserve – Kentville Futures - \$3,914.92**
- Town of Kentville Capital Reserve Recreation - \$109,459.50**

### MOTION CARRIED

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

*Report attached*

### 4) TBR 02/03-4 Water Purposes - Refinancing

Director Debra Crowell reported that in May 2003 the Kentville Water Utility took a twenty year (20) debenture as the major source of financing for Phase 3 of the utility's well-field development. In May 2018, the debenture's initial fifteen (15) year term will expire.

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The Water Utility debenture must be refinanced for another five (5) year term.

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

### RECOMMENDATION TO COUNCIL

**that the temporary borrowing resolution TBR 02/03-4 Water Purposes (Refinancing) in the amount of \$152,500 be authorized**

**MOTON CARRIED**

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

*Report attached*

### 5) Sundry Write Off

Director Debra Crowell reported that there is a need to write off a sundry receivable account in the amount of \$274.55. Director Crowell stated that this account has been outstanding since January 2017 and that write offs are a housekeeping matter.

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

### RECOMMENDATION TO COUNCIL

**that the sundry receivable account in the amount of \$274.55 be approved for write off**

**MOTION CARRIED**

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

*Report attached*

### (b) Planning and Development

#### 1) Director's Report

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

- There were two permits issued for January;
- Draft of the MPS and LUB are ongoing;
- Inspections were conducted on residential properties where illegal units were found.

*Report attached*

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### 2) Community Economic Development Coordinator's Report

CEDC Lindsay Young presented her report which included some of the following highlights:

- Planning for the 2018 VIC season has begun;
- The Farmers Market needs a new fridge and is looking for donations;
- CEDC will be participating in the NSCC Student Mentoring Program;
- Research on Bill 77 (commercial assessment increase phase in tool) is almost complete.

Lindsay Young also presented an Economic Development in NS or "Who Is Working On What" report. This report has been broken down into four (4) levels:

1. *Province and Beyond:*
  - The Province creates the right conditions for the private sector to grow the economy and great jobs.
2. *Regional:*
  - Both RENS and Chambers of Commerce guide and navigate regional economic development while providing support to business.
3. *Municipalities:*
  - Towns and Counties create and manage economic opportunities within a municipal unit, and with other municipal units.
4. *Business Improvement Districts:*
  - Attract and engage a diverse business and services sector to create a vibrant, successful community of choice in the local community.

*Reports attached*

### (b) Parks, Recreation and Community Development

Director Bedingfield's report was presented by Julia Stephenson, Active Living Community Coordinator. The report included some of the following highlights:

- The digital sign has been taken down and is in storage;
- The Centennial Arena has been booking events for the summer months;

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- The Home Show is being promoted and this event is Recreation's largest source of revenue, which helps offset our costs every year.

*Report attached*

### **(d) Police**

#### **(1) Police Chief's Report**

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

- In January there were 103.5 hours of foot patrol;
- On January 10<sup>th</sup> attended the Innes Scholarship selection committee;
- There will one person designated as a community officer for each shift;
- Acting Sergeant, Trevor MacNeil was officially promoted to Sergeant.

*Report attached*

### **(e) Engineering and Public Works**

#### **1) Directors Report**

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

- Staff assisted the Valley Regional Hospital staff with a watermain break on their property;
- A portion of the Kentville Business Park work has now received approval from the NSUARB;
- The Robinson Building demolition began February 8<sup>th</sup>, 2018.

*Report attached*

### **(f) Administration**

#### **1) Communications Report**

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

*Report attached*

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### 2) 2018-2019 Strategic Plan Update

CAO Mark Phillips presented this report update and noted that it is not complete yet as it is a work in progress. This report included five (5) current top projects along with a progress checklist.

*Report attached*

### 3) Chief Administrative Officer's Report

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

- The UNSM Board Report was issued on January 26<sup>th</sup>, 2018;
- Capital work associated with Street Infrastructure in the Kentville Business Park has been approved and work has started;
- There is currently one active offer for one of the three (3) parcels of lands on River Street.

*Report attached*

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

**that the Department Reports be received**

**MOTION CARRIED**

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

## BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

### (a) Capital Projects update

CAO Phillips presented a brief report on each Capital Project listed in the update provided for Councils review.

*Report attached*

### (b) Robinson Building Update

CEDC Lindsay Young stated that an appraisal of the Robinson Building, located at 374/376 Main Street in Kentville, had been completed in January 2018. Lindsay noted that:

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- Deeming the land surplus and adding it to the inventory of available property for development in downtown will leave a myriad of opportunities open for redevelopment;
- If Council were to deem this property surplus, staff would initiate the process of advertising the lands and develop a request for proposal process.

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

### RECOMMENDATION TO COUNCIL

**that Town Council deem the Robinson Property at 374/376 Main Street, Kentville as surplus**

### MOTION CARRIED

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

At this time Solicitor Muttart noted that Council may wish to maintain a small portion of the land for Church Avenue accommodation.

### ACTION

#### Some Points from Discussion:

- Clarify how much is surplus and how much of the Main Street property is to be maintained.
- Request that staff determine the amount of land to be severed prior to the next meeting of Council.

*Report attached*

#### **(c) Kentville Bridge Naming**

Mayor Sandra Snow read her report of the *Cornwallis River Bridge – Name History*. Some highlights from this report were:

- The first bridge spanning the river was constructed soon after the New England Planters came to Horton;
- Repairs to the bridge were made in October of 1893;
- The second and current bridge spanning the river was opened for traffic on Tuesday, October 03<sup>rd</sup>, 1931 and was name the “Silver Link”;
- At the November 29<sup>th</sup>, 2015 Council Meeting a motion was carried to name the replacement bridge, under new business agenda item 5 New Kentville Bridge (Cornwallis River);



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- The November 29<sup>th</sup>, 2015 motion was inconsistent with the *G67 Recognition of Community Contributions Policy*. It failed to consider that the bridge is not owned by the Town of Kentville and approval for use of the name was not obtained from the family as stated in para 3b of the policy.

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

### RECOMMENDATION TO COUNCIL

**that the November 29<sup>th</sup>, 2015 motion be rescinded;**

**And further**

**Submit the following for discussion:**

- a. if the bridge is not to be named, as the bridge is not a Town of Kentville real property it shall remain designated as per Provincial policy; or**
- b. if the bridge is to be named that the *G67 Recognition of Community Contribution Policy* be followed, and permission to name the bridge is solicited from the province and the family.**

**MOTION CARRIED**

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

*Some Points from Discussion:*

- Does not make a lot of sense to name a bridge after a political figure.
- Council and staff have received correspondence from the community regarding name suggestions for the new bridge.
- It is difficult to propose a name without offending someone.
- As the province does not name bridges the Town of Kentville would be responsible for any signage.

*Report attached*

#### **(d) No-Smoking Bylaw Amendments**

CAO Mark Phillips read the Smoke Free Public Places update. Solicitor Muttart noted that the words “or vaper” needs to be added under: 2. *Definitions*

- (c) “Smoke” means the act of smoking tobacco, marijuana or any other substance, including smoking a cigarette,

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cigar, pipe, electronic cigarette or any other device as evidenced by the giving-off of smoke *or vapor* from such item or device.

A lengthy discussion took place after the reading of the proposed changes to the bylaw.

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

### RECOMMENDATION TO COUNCIL

**that the Town of Kentville By-Law Chapter 84 “Smoke Free Public Places be repealed and amended as attached**

### MOTION CARRIED

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

*Councillors who voted against this motion:  
Bolland & Gerrard*

#### Some Points from Discussion:

- This repeal and amendment should be sent to the Police Commission for review.
- This bylaw provides more flexibility as to allow temporary smoking places.

*Report attached*

#### **(e) Kentville Business Community Annual Report**

Zack Best presented the KBC annual report and Leigh Morrison presented the financials. Some highlights from this report were:

- Phase three of the façade program will began soon;
- The KBC website has been updated;
- Putting together a list of available commercial spaces;
- A fourth Multicultural Fair will be held this summer.
- The KBC will have a deficit for 2017-2018 of \$30,627 but does have cash reserves to cover this deficit and have a balanced budget.

*Report attached*

*At this time Active Living Community Coordinator, Julia Stephenson presented her report:*

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### 8. New Business

#### (a) Recreation for All Policy

Julia Stephenson Active Living Community Coordinator read her report to Council. She noted that this policy details the means used to increase fair and equitable access to recreation and parks programs, services and facilities delivered by the Town of Kentville Parks and Recreation.

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

### RECOMMENDATION TO COUNCIL

**that Council support the spirit of this policy, with more concrete language to emerge after the Needs Assessment is complete, and after the completion of the Recreation Master Plan**

### MOTION CARRIED

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

*Report attached*

#### (f) Town of Kentville Website Update

CAO Phillips presented the update on the status of website branding. Phillips noted that:

- The 2018-2019 budget of the Town of Kentville will include a line to cover the rebranding of the website.
- The RFP will address branding, Content Management System, Provincial Accessibility Requirements, as well as the review of the current navigation structure of the website.
- The new website will need to comply with Web Content Accessibility Guidelines (WCAG) 2.0.
- The approximate cost of this project is \$15,000 to \$20,000 and will take place as soon as the budget is approved.

*Report attached*

### CORRESPONDENCE

#### (a) Community Alcohol Partnership – Daisy Dwyer – Curbing Alcohol Triggered Incidents – January 25<sup>th</sup>, 2018

CAO Mark Phillips read the attached letter thanking Council for initiating positive steps towards shaping a healthier, more enjoyable and safer community for all of our residents.

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**(b) International Student Program – Paul Millman – Support for Students – January 25<sup>th</sup>, 2018**

CAO Mark Phillips read the attached letter requesting funding to sponsor a student to attend Campeche International Leadership Camp Service Learning Project (2018). A funding application has been sent to Paul Millman for completion.

**(c) Kings Historical Society – Maynard Stevens – Request for funding – January 28<sup>th</sup>, 2018**

CAO Mark Phillips read the attached letter from KHS requesting \$5000 in funding for the upcoming fiscal year. A funding application has been sent to Maynard Stevens, President of Kings Historical Society for completion.

**(d) Order of Nova Scotia – Open nominations – January 19<sup>th</sup>, 2018**

CAO Mark Phillips read the attached letter received from Glennie Langille, Chief of Protocol, and Secretary of the Order of NS. This letter is for Councils information.

**(e) Minister Kelly Regan – Western Regional Housing Authority Board – January 26<sup>th</sup>, 2018**

CAO Mark Phillips read the attached letter thanking Council for their assistance and to inform them that Ashley Hancock has been appointed as the Town of Kentville's representative on the Board of the Western Regional Housing Authority for the terms of three years, starting in January 2018.

**(f) UNSM Board Initiatives Board – January 25<sup>th</sup>, 2018**

CAO Mark Phillips reported that the attached UNSM Initiatives Report – January 26<sup>th</sup>, 2018 was available for Councils review.

**(g) Municipality of the District of Yarmouth – Climate change data – February 2<sup>nd</sup>, 2018**

CAO Mark Phillips read the attached letter and noted that an invitation had been extended for a representative from Council to attend a luncheon to be held in Yarmouth on Tuesday February 27<sup>th</sup>, 2018. Members of Environment Climate Change Canada will be in attendance.

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Letters attached

### NEW BUSINES

#### (a) Recreation for All Policy

Presented earlier this evening

#### (b) Support for Boxer at Nationals

CAO Mark Phillips presented the funding request received from Bryan Gibson of the Evangeline Trail Boxing Club. A request for \$1500.00 was asked and supported with a completed funding application. The funds will be used to help sponsor a competitor from the Club to travel to Edmonton to participate at the National Boxing Championship being held from March 27<sup>th</sup> to April 01<sup>st</sup>, 2018.

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

### RECOMMENDATION TO COUNCIL

**that the Town of Kentville provide funding in the amount of \$1500.00 to help support a boxer from the Evangeline Trail Boxing Club to attend the National Boxing Championship in Edmonton**

**MOTION CARRIED**

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

Letter and funding application attached

### PUBLIC COMMENTS

**None**

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Lynn Pulsifer

**that Council recess from CAC to a CLOSED session at 9:45 p.m. to discuss Land- Offer of Sale-River Street Property**

**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 – Offer of Sale-River Street Property

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

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**that Council retire from CLOSED session at 10:35 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*

### ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor John Andrew and seconded by Councillor Eric Bolland

**that Council Advisory Committee adjourn**

**MOTION CARRIED**

**Adjourned at 10:38 p.m.**

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