

COUNCIL ADVISORY COMMITTEE

JANUARY 08TH, 2018

Approved February 12th, 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, Police Chief Julia Cecchetto and Recreation Director Rachel Bedingfield.

MAYOR SNOW

Mayor Sandra Snow spoke at this time and reported that in December 2017, Council held a two day strategic planning session with municipal government facilitator Gordon MacIntosh. Based on what Council learned, the citizens of Kentville will be seeing some changes in the manner that both the Council Advisory Committee and Council meetings are to be conducted. Also noted changes to come:

- Streamlining of councillor reporting;
- Pushing presentations to Council Meetings;
- Providing our citizens with input and public comments will remain the same for both CAC and Council Meetings; and
- Agreed to adopt a more business-like and less formal approach to the CAC Meeting, where Council will be in information gathering mode and less debate mode;

At the CAC Meeting there are typically three decision choices for agenda items:

- Accept the agenda item as information only – no decision required;
- Make a decision to push agenda item to Council for debate and decision; and
- Refer the agenda item because more information is required, typically it will return to CAC with a staff report.

The actual debate and decision will occur during the Council Meeting. At Council Meetings there are typically four decision choices for agenda items:

- Accept the agenda item as information only – no decision required;
- Debate and make a decision based on the available information;

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- Refer the agenda item because more information is required; or
- Defer the agenda item because the discussion is moving away from the topic and becoming more personal and more time is required to ensure good debate.

Each member of council has one vote on any matter. This Council has developed a decision making wheel to ensure we consider all elements of an issue and base our decisions on what is best for Kentville. Council members are never told how to vote and they own their own vote. All votes are recorded. All members of council support the decision of council even if they did not vote in favour of the resolution.

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 Eric Bolland

that the agenda of January 08th, 2018 be approved with the addition of:

- 9 (c) Personnel**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of December 11th, 2017

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

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that the Minutes of December 11th, 2017 be approved with one correction:

- i. On page six (6) – change forty none to forty nine

MOTION CARRIED

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

At this time Councillor Maxwell requested that the questions asked by Councillors to Directors during all Council meetings be reported in those minutes. A discussion took place and CAO Phillips noted that this matter will be investigated and brought back to Council.

DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director's Report

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

- The Investment Advisory Committee met on December 14th, 2017 to hear the November 30th, 2017 report.
- New CRA tax tables were uploaded to the Finance system in preparation for the New Year's payroll.

2) Projection Report

Finance Director Crowell presented the fourth Projection Report to March 31st, 2018 (as of December 31st, 2017) and it remains in a deficit position of \$164,600.

- The unfortunate (expected) partial loss of the Provincial Grant-in-Lieu for the Provincial Law Courts property has played a major role in the increase in the Town's projected deficit position.

3) Recommendation - Withdrawal Operating Reserves –Union Negotiations

Finance Director Crowell reported that part of the Town's projected deficit position contains expenditures incurred during negotiations with one of Town's collective bargaining units.

- The cost for settlement was unknown when the budget was set last year.

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- To date, approximately \$82,800 was expended for the settlement of the collective agreement.
- The Town's Operating Reserve contains \$933,893. After the withdrawal of \$82,800 the Town's Operating Reserve will contain \$851,093.
- The injection of this cash to the Operating Fund reduces the Town's projected deficit position to \$81,800.

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

RECOMMENDATION TO COUNCIL

that Council Advisory Committee approve a withdrawal from the Town of Kentville Operating Reserve in the amount of \$82,800 to offset legal expenditures incurred during collective agreement negotiations

MOTION CARRIED

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

Reports attached

(b) Planning and Development

1) Director's Report

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

- There were no Development Permits issued for December 2017 and the total year building valuations for 2017 were \$17,256,065.
- There was ongoing progress with a property located on Klondyke Avenue and a demolition permit had been issued for a property on Canaan Avenue.

Report attached

2) Community Economic Development Coordinator's Report

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

- The Farmers Market has completed the kitchen installation.
- The Highway 101 signage fabrication was completed and is awaiting installation by DOTIR.

Report attached

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(c) Parks, Recreation and Community Development

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

- The Recreation Department checks the outdoor ice thickness weekly at Miner's Marsh, the Frog Pond and the Duck Pond located at Oakdene Park.
- The Skatepark has been completed and is open for use.
- The Recreation Department has been working on a census summary that we will offer as a public presentation and also make available on our website.

Report attached

(d) Police and Fire

(1) Police Chief's Report

Police Chief Julia Cecchetto noted from her report that:

- The date on her report should read as January 08th, 2018 and not December 11th, 2017.
- There had been a meeting with Open Arms regarding transportation and screening of people to the homeless shelters.
- A meeting was also held with the Kentville Recreation Department regarding the proposed Active Transportation Project.
- The fundraising breakfast raised \$2,012 and the funds were used to provide Christmas for four more families.

Report attached

(e) Engineering and Public Works

1) Directors Report

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

- A damaged guardrail was observed on Chester Avenue, south of the new works.
- A reminder of winter operations and expectations.
- A number of artifacts were found during the final watermain connection at the new bridge.

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Report attached

(f) Administration

1) Communications Report

CAO Mark Phillips reported that the Communications Report included:

- A summary of strategic support issues and challenges that the team (STORM) is working on.
- Events and activities table showing the tools used to promote and share each item.

Report attached

2) Chief Administrative Officer's Report

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

- Six (6) proposals were received for the development of the former KCA Site.
- The JFSC have reported that false alarms appear to be on the rise.
- A strategic planning session had been held with Gordon MacIntosh on December 12th and 13th, 2017. The following priorities emerged from the sessions:
 - i. The redevelopment of the former KCA lands;
 - ii. Recreation Needs Assessment;
 - iii. The completions of the MPS/LUB Review;
 - iv. The development of a Housing Strategy; and
 - v. The creation of an Active Transportation Plan

Report attached

Councillor Savage left the Council Chambers at 7:13 p.m. and returned at 7:15 p.m.

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

that the Department Reports be received

MOTION CARRIED

Councillors who voted in favour of this motion:

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Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

PRESENTATIONS

(a) John Lohr, MLA Kings North – Health Care

John Lohr provided a presentation to Council and expressed the importance of the Town of Kentville’s help with aiding in the recruiting of medical doctors to our area.

- A list of websites to investigate was given as examples of how other communities were supporting this issue.
- Kentville needs to be aware of the number of doctors that are required to fill positions now and the number who will be retiring in the future.
- MLA Lohr requested that a representative from the Town attend the National Recruitment Conference.

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Smoking Bylaw Update

CAO Phillips reported that the Town of Kentville and the Kentville Police Commission have discussed ways to bring clarity to the areas within Town limits where smoking is permitted, outside of the Smoke Free Places Act and the Smoke-Free Public Places Bylaw.

The following recommendation was presented to Council,

that the Town of Kentville Bylaw Chapter 84 “Smoke Free Public Places” be amended as follows:

- Addition of a definition:
“Facility” includes recreation facilities including all trails, parks, playgrounds and sport fields.*
- Replace text in Scope Section with the following:
“Using the above definitions, the Town of Kentville adheres to the Nova Scotia Smoke Places Free Act.”*

At this time Solicitor Muttart stated that he could not support this motion from a legal perspective. Some suggestions noted were:

- The Smoking Bylaw Chapter 84 should be repealed.
- The Provincial Smoke Free Places Act does not meet our requirements.
- The language in Chapter 84 needs to be clarified.

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- A definition of “Smoking” and what that entails should be expressed.
- The areas where smoking will be allowed should also be noted.

After some discussion it was suggested that the Smoking Bylaw go back to staff for further amendment.

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

ACTION

that the Smoking Bylaw Chapter 84 be sent back to staff for further revision

MOTION CARRIED

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

Report attached

(b) Regional Recreation Needs Assessment Update

Director Bedingfield presented a report from the RRNA working group and some information she noted was:

- This group consists of representatives from the Towns of Berwick, Kentville, Wolfville, the County of Kings, as well as a representative from the Province of NS.
- Decisions will be made through consensus.
- The budget for this project was estimated at \$65,000 with the Town of Kentville contributing \$15,000.

Report attached

CORRESPONDENCE

(a) NDP Caucus Letter – Absences and Leaves From Council

CAO Mark Phillips read the letter received from NS NDP Caucus. This letter stated that the NDP Caucus was aware that individual councils do have the authority to make provisions for pregnancy, parental and adoption leave, however, they think it is important for the province to set a minimum provision so that councillors in all municipalities have access.

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

ACTION

that the Town of Kentville send a letter of support for the provincial provision of absences and leaves from Council

MOTION CARRIED

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

Letter attached

(b) Cornwallis Business Centre Expo and Networking – Invitation – January 02nd, 2018

CAO Mark Phillips read the letter of invite sent to Mayor Snow and Council inviting them to a Business Expo and Networking event to be held at the Cornwallis Business Centre on January 19th, 2018.

Letter attached

NEW BUSINES

(a) UNSM Board Initiatives Report

Mayor Snow stated that this UNSM Report was for information purposes only and no decision was required.

Report attached

(b) Nova Scotia Accessibility Update

CAO Mark Phillips reported from the Accessibility Week Outline that Gerry Post will talk about the unique process the NS Government adopted in drafting the Act; and he will present details of the instruments the Act has enabled to make our province fully accessible by 2030. This UDL Workshop will take place on January 30th, 2018 at the KCIC Auditorium.

Report attached

(c) Valley Waste –TBR#17/18-2

CAO Mark Phillips reported that at the December 13th, 2017 meeting of the Valley Region Solid Waste-Resource Management Authority, it was moved and seconded to approve the TBR Resolution File

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#17/18-2 in the amount of \$514,000 which represents the Capital Borrowing requirements for the Authority as approved with the 2017-2018 Budget.

- As part of the process for Valley Waste to receive the Minister of Municipal Affairs approval, the municipal partners must each approve a guarantee for their percentage share of the total value of \$514,000.
- The Town of Kentville percentage to guarantee will be \$40,272.

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

RECOMMENDATION TO COUNCIL

**that Town of Kentville does hereby approve the
Valley Waste TBR#17/18-2 borrowing of \$514,000**

And Further

**that the Town of Kentville unconditionally guarantee
repayment of \$40,272 of the principal and interest
of the borrowing of \$514,000**

MOTION CARRIED

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

Report attached

(d) Canaan Property Complaint

CAO Phillips remarked that this issue had been covered earlier in the Director of Planning's report.

(e) Regional Emergency Management Organization

CAO Mark Phillips reported that during recent Mayors and CAO's working groups, municipalities have expressed the desire for more regional cooperation in EMO, including more efficient and coordinated planning, training and response to emergencies under one umbrella. The CAO's are recommending that all four municipalities in Kings County adopt the proposed Service Agreement, which will enable the creation of a formal REMO organization effective April 01st, 2018.

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

RECOMMENDATION TO COUNCIL

Whereas Section 60 of the *Municipal Government Act* Provides for the delivery of municipal services on such terms and conditions as agreed by the participating units, and for the delegation of service delivery to a party to an Agreement; and

Whereas the four municipalities in Kings County executed The Kings Regional Emergency Services Agreement on September 27th, 2006 to provide a coordinated joint Municipal response to an emergency within the County of Kings; and

Whereas a Regional Emergency Management Organization has never been created to further the intentions of the Regional Emergency Services Agreement; and

Whereas the four municipalities in Kings County wish to have a Regional Emergency Management Organization in place by April 1st, 2018.

Be it resolved that Kentville Town Council approve becoming a signatory to the REMO Intermunicipal Services Agreement (2018) with the Town of Berwick, Town of Kentville, Town of Wolfville and Municipality of the County Of Kings.

MOTION CARRIED

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

Points from Discussion:

- There will be one plan for all;
- This will streamline paperwork, communications; and
- Resources will be used jointly for REMO.

The second recommendation was to the update the Council Committee list to include the REMO Committee.

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

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RECOMMENDATION TO COUNCIL

that Mayor Sandra Snow and Deputy Mayor Lynn Pulsifer be appointed to the REMO Governance Committee effective immediately

MOTION CARRIED

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

Report attached

(f) Creation of a Council Reports Policy

Mayor Sandra Snow reported that council reports will be changed to a monthly report instead of two reports.

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

that the Council Reports Policy be tabled for another meeting

ACTION

MOTION CARRIED

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

(g) Mayors Committee

Mayor Sandra Snow noted from her report that:

- The Mayors of Municipality of the County of Kings, Berwick, Kentville, Kings and Wolfville do meet on a regular basis to discuss matter of common interest between our respective communities.
- The Mayors have determined to commit to the enshrinement and formalization of this model of cooperation and consensus building by requesting their respective Councils to approve the creation of a standing committee of Mayors.

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

that the Town of Kentville approve the creation of a standing committee of Mayors

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RECOMMENDATION TO COUNCIL

MOTION CARRIED

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

(h) Redevelopment of the former KCA Site

CAO Mark Phillips stated that he had previously provided some information on the former KCA site in his report earlier this evening. The top three candidates have been debated and discussed and will be formalized in the IN CAMERA session.

PUBLIC COMMENTS

None

It was moved by Councillor Cate Savage and seconded by Councillor John Andrew

that Council recess from CAC to a CLOSED session at 8:40 p.m. to discuss the former KCA property, property lease and personnel

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) Former KCA Property**
- (b) Property Lease**
- (c) Personnel**

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

that Council retire from CLOSED session at 9:55 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*

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ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED

Adjourned at 9:57 p.m.

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