

COUNCIL ADVISORY COMMITTEE

December 12th, 2016

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 Phillips and Recording Secretary Patricia Gourley.

Also present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, Acting Chief Ken Reade and Recreation Director Rachel Bedingfield.

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 1:30 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 Deputy Mayor Eric Bolland and seconded by Councillor Craig Gerrard

that the agenda of December 12th, 2016 be approved with the addition of:

7(b) Valley Regional Hospital Foundation

MOTION CARRIED

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

PRESENTATIONS

(a) Annapolis Valley Chamber of Commerce (AVCC) – Tourism Marketing Funding

Heather Lemon and Judy Rafuse from the AVCC gave a presentation to Council. Heather noted that since we had a few new council members they would like to introduce themselves to council and to pass along information regarding the service their organization provides to Kentville. After Heather’s presentation, Judy Rafuse reported on the Chambers budget and requested funding of \$5000.00 for each of the upcoming three years.

(b) Smart Communities – Barry Gander

Barry Gander and co-worker Terry, presented information on the advantages of having a high speed network. Not only to connect communities, but students as well as businesses. Their business,

Smart Annapolis Valley, is a non-profit organization and Barry Gander requested funding in the amount of \$5000.00 from Council.

The presentation report on Smart Communities is attached.

(c) Debbie Rines – Designated Smoking Areas

Debbie Rines did not attend the meeting- no presentation

APPROVAL OF THE MINUTES

(a) Minutes of November 14th,2016

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

that the Minutes of November 14th,2016 be approved as circulated

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

BUSINESS ARISING FROM THE MINUTES/OLD BUSINES

(a) KDCL Parking Recommendation

CAO Mark Phillips reported that this report was still a work in progress as KDCL is presently recruiting new board members.

(b) Municipal Government Act Amendment-“Bill 177”Phasing in Increases to Commercial Assessments”

CAO Mark Phillips reported that this bylaw Bill 177 was in the process of being researched and drafted up.

(c) 2016 Election / Citizen Feedback “Hot Wash”

Mayor Snow provided information on the “Hot Wash” survey. Soon this survey will be placed on the Town’s website, Facebook and paper copies will also be available at the front counter for pick up. Councillors were asked to also place the “Hot Wash” survey on their own websites.

DEPARTMENTAL REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director’s Report

Director Debra Crowell presented a report for the period ending November 30, 2016. Some of the highlights from that attached report were:

- The second quarter utility bills were due November 24,2016
- Overall revenue exceeds the average at 87.1 % recorded.
- Overall expenditures are slightly above the average at 67.6% expended.
- 97.2% of the 2016/17 tax levy is collected.
- The Investment Advisory Committee met on December 07, 2016.

2) 2016/17 Operating Budget Projection

Director Debra Crowell presented a report for the period ending November 30, 2016. Some of the highlights from that attached report were:

- Currently the Town of Kentville is in a deficit position of \$100,900 (last month \$79,000).
- Successful assessment appeals continue to affect the taxation segment.

3) Temporary Borrowing Resolution F.W. Robinson Building

CAO Mark Phillips reported that on August 25th, 2016 the Town of Kentville purchased the F.W. Robinson property with the intent to place the property for sale once structural and environmental assessments are completed on the property. The property cost \$170,000 and estimates of the professional assessments were \$30,000. Presently the building's purchase had been paid for from the Town's capital bank account. This money needs to be replaced, as it presently sits as an unauthorized loan.

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

RECOMMENDATION TO COUNCIL

that Council Advisory Committee authorize the temporary borrowing resolution noted below and that this authorization be ratified at the next meeting of Town Council. Once approved, it must be forwarded to the Minister of the Department of Municipal Affairs for Provincial endorsement.

TBR 16/17-03 Robinson Building \$200,000

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

Director Beverly Gentleman provided a report with some of the following highlights:

- Sixteen (16) permits were issued for the month of November for a building valuation of \$4,453,850.
- Building permits have been issued to Toyota.
- A Dangerous and Unightly Premises policy was drafted for Council's review and consideration.
- 2nd reading of the Special Events Bylaw has been placed on the Town's website and Facebook page, and an ad will be published in the local newspaper in January 2017.

2) Environmental Advisory Committee Report

Deputy Mayor Eric Bolland had no report.

3) Community Development Coordinator's Report

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

- Shop to Win promotion is underway.
- KDCL board is undertaking new measures to attract new board members and has also changed up their board structure.
- New signage has been ordered for the three (3) entrances to the Kentville Business Park

(c) Parks, Recreation and Community Development

1) Director's Report

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

- The Recreation Department has been awarded by the Department of Energy with a grant to support the study of a connector active transportation route that links the East and West end of the train through the down town.
- Due to the ongoing labour dispute in education, we had a number of cancellations at our arena, both during the school day and in the evenings for school team practices.
- Our annual Municipal Physical Activity Leadership Program review occurred recently. Thanks to the hard work of Andre Bouchard, we were praised for our achievements in engaging our community through the use of physical activity.

2) MPAL Report

Director Rachel Bedingfield reported that Kentville's first Physical Activity Strategy was completed in 2009/10. Preliminary work to refresh the strategy began in 2015; however, Kentville Parks & Recreation has also been in the process of refreshing its Recreation Master Plane. Work on the Physical Activity Strategy has been brought in-step with the other so that we can benefit from a broader needs assessments and better ensure that the two plans are in sync.

In the meantime, our MPAL has developed a Framework for Action to guide the work in a way that better reflects our current shared priorities.

MPAL report is attached.

3) Kentville Library Update

Director Rachel Bedingfield reported from her attached report that:

- Total amount that currently sits in revenue for the library renovation is \$250,885.
- Town of Kentville has contributed \$60,000 to the amount.
- A request for proposals for an Interior Designer and Project Coordinator for the remainder of the project, has been put out.
- Expected opening date for the new library is May 2017.

(d) Police Report

1) Chief's Report

Acting Police Chief Ken Reade provided a report for the month of November 2016. Some of the following highlights included:

- A total of 24 shifts scheduled for the month were lost due to leave and sick time.
- The platoons conducted 134.5 hours of foot patrols in the downtown core.
- They had 1025.5 hours of mobile patrols resulting in 471 vehicle checks with 120 warnings issued and issued 36 SOT's.
- 257 calls were received for the month, 42 calls were of the 911 nature, there were 123 traffic offences reported, 23 cleared by charges and 89 were cleared otherwise.
- There were 10 calls relating to Mental Health issues.
- There were 10 alarms attended for September.
- During November all members of the service attend and passed their annual long gun qualifications.

Special Cst. Glenn Cunningham issued 381 warnings for the month of November, 133 for exceeding two hour parking, 248 for various other parking infractions. He also issued 456 warnings for smoking. There have been some smoking charges laid.

2) Board Report

Councillor Craig Gerrard – no report

(e) Transportation Services

1) Directors Report

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

- The work for the Memorial Park Parking Lot Upgrade was completed.
- The infrastructure that requires relocation for the bridge made good progress and the sanitary sewer siphon should be complete in early December.
- Chester Avenue attained substantial completion in November, an important milestone.

(f) Water Commission

1) Directors Report

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

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- One of the samples that had been taken on November 09th, came back saying total coliform bacteria was present.
- The re-sampling done on November 10th came back as total coliform absent. All information is shared with the Department of Environment.
- There were a number of minor water service breaks during the month of November.

2) Water Commission Report

No report.

(g) Administration

1) Chief Administrative Officer's Report

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

- CAO reported that he and Director Crowell will be meeting with Kings Transit Authority Executive Director Stephen Foster, to discuss the "Financial Services" required by KTA.
- Preparation is underway for the up and coming arbitration hearing for the APA (Police) collective agreement.
- The final Environmental Assessment Report for 133 River Street has been received from the Department of Environment.
- Staff are researching methods to provide Live Streaming for all CAC and Council Meetings.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor John Andrew

that all reports from the directors be received

MOTION CARRIED

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

2) Proposed Format for Policy Creation or Revisions

CAO Mark Phillips reported that any Policy Creations or Revisions will use the attached form and include use of the Town of Kentville's crest and not use the Town's brand logo. Also the document should have a signature along with the Town of Kentville seal affixed to the document.

(h) Council Information Sharing (Workshops and Conferences)

- No reports

CORRESPONDENCE

(a) Eileen Hiltz Letter- RE: Brett Pettet/Canadian Hockey Team

CAO Mark Phillis read the letter received from Eileen Hiltz.

Points from Discussion:

- Perhaps Brett's achievement could be noted on our website as "Person of the Week" or a Recreation Hero Award.
- The Town needs to celebrate our students such as Brett's achievement of being chosen to represent Canada in the U18 hockey tournament in the Czech Republic in 2016.
- Town of Kentville should financially help support her trip to the worlds as she represents Kentville on the world stage.
- Invite Brett Pettet to a Council meeting to recognize her accomplishment.

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

RECOMMENDATION TO COUNCIL

that Town of Kentville provide Brett Pettet with funds in an amount between \$200.00 to \$250.00

MOTION CARRIED

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

(b) Valley Regional Hospital Foundation

Mayor Sandra Snow read the letter received from the Valley Regional Hospital Foundation.

NEW BUSINESS

(a) Proposed Scheduled Council and CAC Meeting Dates for 2017

CAO Mark Phillips reported on the proposed meeting dates for 2017. Also there has been a change of time for the Council Advisory Meetings from 1:30 p.m. to 6:00 p.m.

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

RECOMMENDATION TO COUNCIL

that the proposed scheduled Council and CAC meeting date for 2017 be approved as circulated

MOTION CARRIED

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

**(b) Expression of Interest for UNSM Committee Appointments
– December 2016**

CAO Mark Phillips reported that the following UNSM's committees are seeking applicants for the following positions:

- Three (3) municipal elected officials to sit on the UNSM Health and Benefits Committee.
- One (1) municipal elected official to sit on the Wellness Sub-Committee.
- One (1) municipal elected official for the NS Building Advisory Committee.
- Two (s) municipal elected officials for the NS Joint Accountability and Transparency Committee.

Mayor Sandra Snow reported that she will apply for a position on the NS Joint Accountability and Transparency Committee.

(C) Citizen Appointments to Committees – Dec 2017

CAO Mark Phillips remarked that the appointments to these committees will be reported and discussed in today's IN CAMERA session before being announced.

(d) African Nova Scotian Association (ANSA) Proclamation

CAO Mark Phillips read the letter and funding request received from Wayne Hamilton of the ANSA.

At this time, it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

**that at 4: 05 p.m., the CAC meeting recess to go
IN CAMERA**

MOTION CARRIED

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

*All staff except for CAO Philips and Solicitor Muttart, vacated
Council Chambers.*

IN CAMERA

- (a) Personnel**
- (b) Land Related**
- (c) Land Related**
- (d) Labor Related**

**that Council retire from IN CAMERA at 5:20 p.m. and go
back into the regular meeting of CAC**

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

RECOMMENDATION TO COUNCIL

that a resolution be forwarded to Council to approve the proposed Citizen Committee Appointments

MOTION CARRIED

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

(b) Land Related

Therefore, it was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

RECOMMENDATION TO COUNCIL

that a resolution be forwarded to Council to approve the donation agreement as discussed In-Camera

MOTION CARRIED

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

(c) Land Related

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

RECOMMENDATION TO COUNCIL

that a resolution be forwarded to Council to approve the substitution of lots in MacDougall Heights with Brison Development

MOTION CARRIED

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

(d) Labour Related

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor John Andrew

RECOMMENDATION TO COUNCIL

that a resolution be forwarded to Council to support the collective bargaining recommendation from the CAO

MOTION CARRIED

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

ADJOURNMENT

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

that Council Advisory Meeting adjourned at 5:25 p.m.

MOTION CARRIED

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

