

## COUNCIL ADVISORY COMMITTEE

November 14<sup>th</sup> , 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 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 November 14<sup>th</sup> ,2016 be approved with the addition of:**

**3 (a) Bill Boyd**

**MOTION CARRIED**

### PRESENTATIONS

#### **(a) Bill Boyd**

Bill Boyd congratulated Mayor Snow and Councillors for being elected to Council. Bill noted that he had served the Town of Kentville for 41 years, worked with five (5) mayors and many councillors and staff. Each brought their own style to make Kentville the best it could be and he is confident this new Council will carry on this rich tradition. Also this new council has inherited a talented group of department heads, and

support staff led by CAO Phillips, whom he considers one of the best in the business. Thank you to staff for all your help over the years. Mayor Snow and Council as you begin your tenure and as you begin to establish your own legacy, good luck.

## APPROVAL OF THE MINUTES

### **(a) Minutes of October 11<sup>th</sup> , 2016**

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

**that the Minutes of October 11<sup>th</sup> ,2016 be approved as circulated**

**MOTION CARRIED**

## BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

### **(a) F.W. Robinson Building Update – Staff Update**

CAO Mark Phillips reported that the Structural Assessment of this building has been awarded to CBCL Limited and any decision made will depend on this report. This report is expected by the end of the calendar year.

### **(b) KDCL Parking Recommendation – Staff Update**

CAO Phillips reported that this is still an ongoing discussion which will now involve the new mayor, council and staff along with KDCL. We expect to report on this matter at the next meeting of CAC December 12, 2016.

## DEPARTMENTAL REPORTS AND RECOMMENDATIONS

### **(a) Finance**

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

Director Debra Crowell presented a report for the period ending October 31, 2016. Some of the highlights from that attached report were:

- The second quarter utility meter bills were released the end of October with a due date of November 24, 2016.
- Request for Proposals for the provision of External Audit Services closed on October 25, 2016.
- To October 31, 2016, overall revenue exceeds the average at 85.5% recorded.
- To date, overall expenditures are slightly above the average at 61.0% expended.
- 96.3% of the 2016/17 tax levy is collected.

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

**that the report from the Director of Finance be received**

**MOTION CARRIED**

### **2) 2016/17 Operating Budget Projection**

Director Debra Crowell reported that currently as of October 31, 2016, the Town of Kentville is in a deficit position of \$79,000. Numerous successful assessment appeals effected the Taxation segment. In addition, the Federal Government reassessed its buildings and its use of buildings at the Federal Research Farm, which significantly affected the Payments in Lieu of Tax segment.

Director Crowell's report is attached.

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

**that the report from the Director of Finance be received**

**MOTION CARRIED**

### **3) External Audit Services Proposals 2017-2019**

Director Crowell reported that the term for external audit services expired on March 31, 2016. The incumbent fully completed the requirements under the terms of the prior agreement. A Request for Proposals for External Audit Services (RFP) was placed on the Provincial Procurement website on September 28, 2016 with a due date of October 26, 2016.

Five audit firms expressed interest in the RFP with only two qualifying submissions. These two were Kent & Duffett and Grant Thornton LLP, with Kent & Duffett being the successful respondent.

Director Crowell's report is attached.

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

**RECOMMENDATION  
TO COUNCIL**

**that CAC recommends to Council that Kent & Duffett be retained for external auditing services for the year ending March 31, 2017 for the fee of \$17,500 plus HST**

**And further**

**that Kent & Duffett be retained for external auditing services for the fiscal years ending March 31, 2018 and 2019 for the fees of \$17,750(+1.4%) and \$18,000 (+1.4%) respectively plus HST. Reappointment will be contingent on Council's satisfaction with performance and fees (among other things).**

**MOTION CARRIED**

**(b) Planning and Development**

**1) Director's Report**

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

- Ten (10) permits were issued for the month of October for a building valuation of \$818,350.
- The PACE contract with Efficiency One NS to administer this program is under consideration.
- Staff completed the Site Plan approval for Kentville Toyota. A Development Permit was issued and sent to the County of Kings with applicable building plans for review to issue a building permit.

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

**that the report from the Director of Planning and Development be received**

**MOTION CARRIED**

**2) Environmental Advisory Committee Report**

Deputy Mayor Bolland had no report.

**3) Community Development Coordinator’s Report**

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

- Planning for winter and Holiday promotions is underway.
- Façade Program application review committee continues to receive applications and issue approvals.
- Signage designs for AVRIP have been created.
- Kentville Farmers Market has moved inside for the fall and winter seasons.

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

**that the Community Economic Development Coordinator report be received**

**MOTION CARRIED**

**(c) Parks, Recreation and Community Development  
1) Director’s Report**

Director Bedingfield provided an attached report with some of the following highlights:

- Recreation Department has re-submitted their application for funding for the skate park to the Province of NS.
- The construction on the park shed has begun.
- October is Walk to School Month.
- A public meeting was held for the community of Bonavista. Fifteen (15) families attended and contributed valuable feedback to help develop ideas for this green space.

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

**that the report from the Recreation Director be received**

**MOTION CARRIED**

**(d) Police Report**

**1) Chief's Report**

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

- A total of 20 shifts scheduled for the month were lost due to leave and sick time.
- The platoons conducted 150 hours of foot patrols in the downtown core.
- They had 886 hours of mobile patrols resulting in 428 vehicle checks with 76 warnings issued and issued 29 SOT's.
- 275 calls were received at 417, 43 calls were through 911, there were 100 traffic offences reported, 16 cleared by charges and 64 were cleared otherwise.
- There were 6 calls relating to Mental Health issues.
- There were 9 alarms attended for September.

Special Cst. Cunningham issued 394 warnings for the month of October, 141 for exceeding two hour parking, 253 for various other parking infractions. He also issued 448 warnings for smoking. There have been some smoking charges laid.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**that the report from the Acting Police Chief be received**

**MOTION CARRIED**

**3) Board Report**

No report and the next meeting will be held on November 24<sup>th</sup>, 2016.

**(e) Transportation Services**

**1) Directors Report**

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

- In October the tender for the Memorial Park Parking Lot Upgrade was awarded to Howard Little Excavating Ltd.
- Staff completed an application for the National Disaster Mitigation Plan Fund.

- During October we completed the tendering and selection of contractors for winter services.

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

**that the report from the Transportation Services Director be received**

**MOTION CARRIED**

**(f) Water Commission**

**1) Directors Report**

Director 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.
- Capital projects for the Kentville Water Commission consisted of completion of the watermain renewal on Chester Avenue.
- As part of our approval to operate issued by the NS Department of Environment, we had to submit our Annual Sampling Plan for 2017 for their review.

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

**that the report from the Director of the Water Commission be received**

**MOTION CARRIED**

**(2) Commission Report**

No report.

**(g) Administration**

**(1) Chief Administrative Officer's Report**

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

- Citizen vacancies for the Town related commissions and committees have been advertised.
- The annual UNSM Conference will be held from November 29<sup>th</sup> to December 2<sup>nd</sup>, 2016, in Halifax.
- Immediately after the election, staff began to prepare orientation materials for the new Mayor and Council.

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

**that the report from the Chief Administrative Officer be received**

**MOTION CARRIED**

**(2) Social Media Report**

No report

**(h) Council Information Sharing (Workshops and Conferences)**

Mayor Sandra Snow

- No report

Deputy Mayor Eric Bolland

- No report

Councillor Cate Savage:

- No report

Councillor John Andrew:

- No report

Councillor Craig Gerrard:

- No report

Councillor Lynn Pulsifer

- No report

Councillor Cathy Maxwell

- No report

**CORRESPONDENCE**

**(a) AVRL Letter RE Tony Bentley – November 4<sup>th</sup>, 2016**

CAO Phillips read the letter received from the Annapolis Valley Regional Library.

**(b) Kings Citizens Coalition Letter – November 1<sup>st</sup>, 2016**

CAO Phillips read the letter received from the Coalition.



**(c ) AVCC Letter- November 2<sup>nd</sup> , 2016**

CAO Phillips read the letter received from the Annapolis Valley Chamber of Commerce.

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

**that the letters from AVRL, Kings Coalition and AVCC be received**

**MOTION CARRIED**

**NEW BUSINESS**

**(a) Kentville Policy Cycle Review**

CAO Phillips reported that one of the training pieces the Department of Municipal Affairs provided was a policy review cycle that would be recognized and help council in thinking through the six (6) steps:

- 1) Notice of Policy Change Form (Identify an issue)
- 2) Analysis – have staff research and update language and do external comparisons
- 3) Amend policy or new
- 4) Council look at the five (5) steps and give direction
- 5) Council to implement and formalize
- 6) Performance measurement (Review in 3-6 months)

Points from Discussion:

- The Notice of Policy Change Form is new for this Council.
- This would be a way to clean up and make changes to current policies, bylaws and resolutions.
- Council makes decisions in one of three ways, by Bylaw, Policy and Resolution.
- Council should consider having a Governance Review Ad Hoc Committee at least until all policies have been reviewed.

**(b) Policy Amendment G5 Council Remuneration and Benefits**

Mayor Snow reported that it is council's desire that this policy be amended to reflect the current view of the sitting council on these matters.

**RECOMMENDATION TO COUNCIL**

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

**that CAC recommends to Council that the current policy G5 Council Remuneration and Benefits be amended to reflect current practices and to remove the pension benefit offered to members of Town Council**

**MOTION CARRIED**

**(c) Policy Amendment G7 Recorded Individual Votes on Motions of Council**

CAO Mark Phillips reported that it is council's desire that this policy be amended to reflect the current view of the sitting council on these matters.

**RECOMMENDATION TO COUNCIL**

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

**that CAC recommends to Council that the current Policy Statement G7 "Recording Individual Votes on Motions of Council" be amended to ensure individual votes by councillors are recorded in the public record for all committee or council meetings**

**MOTION CARRIED**

**(d) Policy Amendment G54 Council Agenda Packages**

CAO Mark Phillips reported that it is council's desire that this policy be amended to reflect the current view of the sitting council on these matters.

**RECOMMENDATION TO COUNCIL**

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

**that CAC recommends to Council that the current policy , "Policy G54 Council Agenda Packages"**

**be amended to re-establish the deadline for meeting agenda items and meeting documents submitted to CAO and Council meetings from three (3) days to five (5) days**

**MOTION CARRIED**

**(e) Policy Statement Amendment 1-02 Video Conferencing**

CAO Phillips reported that it is council's desire that this policy be amended to reflect the current view of the sitting council on these matters.

**RECOMMENDATION TO COUNCIL**

Therefore, it was moved by Councillor Lynn Pulsifer and Councillor Craig Gerrard

**that CAC recommends to Council that the current "Policy Statement 1-02 Video Conferencing" be amended to restrict its use to support a councillor when on an extended scheduled leave, such as a vacation or an extended unexcused leave of absence**

**MOTION CARRIED**

**(f) Annapolis Valley Regional Industrial Park name change- "Kentville Business Park".**

CEDC Lindsay Young reported that an unofficial Annapolis Valley Regional Industrial Park "working group" have meet over the last two (2) years to discuss future planning, marketing and promoting existing business with in the park. It was put forth that a name change, which this group believes that having "Kentville" in the name would help people find the business which currently exist within the park.

**RECOMMENDATION TO COUNCIL**

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

**that Town Council approve a name change from "Annapolis Valley Regional Industrial Park" to "Kentville Business Park"**

**MOTION CARRIED**

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

CEDC Lindsay Young reported that as KDCL recruited business owners to participate in the façade program, it was learned that a fear of any increase in the assessed value of a commercial property tax was a hindrance to participation on the program. It can be assumed that this same fear could be a barrier that exists keeping property owners from making needed improvement to their commercial properties.

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

**RECOMMENDATION  
TO COUNCIL**

**that the Town of Kentville pursue the creation of a bylaw pursuant to Bill 177, which provides for the phasing in of any increase to the assessed value of a commercial or contaminated property when it is located in a designated commercial development district**

**MOTION CARRIED**

**(h) Chapter #96 Special Events Bylaw – Proposed Amendment**

Director Gentleman reported the Healy’s have requested a few changes to the Special Events Bylaw , they include:

- Increasing the number of events on the property from fifteen (15) per year to thirty (30) ;( there is no restriction on the time of year for an event; just the number per year permitted).
- Extend the time from 12 midnight to 1 am to be in align with the liquor licenses.
- Change in the notification timeline to adjacent residents of upcoming events. (I think we can work around the existing language to accommodate the Healy’s request).

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

**RECOMMENDATION  
TO COUNCIL**

**that CAC forward the proposed amendment to the the Special Events Bylaw Chapter #96 to Council for First Reading**

**MOTION CARRIED**

Points from Discussion :

- Not all people affected by these special events are able to receive this event notice information when placed in local papers, radio or social media. Perhaps when a notice of the special event is given out to the residents in this area it should be in person.

**(i) Park Street Sidewalk Extension**

Director Fred Whynot reported that staff reviewed the possibility of extending a section of sidewalk on Park Street this fiscal year and the potential cost estimate for the work. The extension would have an approximate length of 115 m and run west from the existing end of sidewalk near Baden Powell Drive.

**RECOMMENDATION  
TO COUNCIL**

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

**that CAC recommends to Council that the Park Street Sidewalk Extension be approved and sent out for tender**

**MOTION CARRIED**

**(j) 2016 Elections / Citizen Feedback – “Hot Wash”**

Mayor Snow reported that after the 2016 election:

- There had been a 61% overall change in government just in Kings County alone and with this Council all but one.
- During the election, what we learned at the door was that citizens were very engaged and wanted to be engaged more with us.
- Information was brought back to senior staff to let them know what citizens were saying.

*At this time, 4:35 pm, both Councillors Cathy Maxwell and Cate Savage left the meeting for five (5) minutes.*

**(k) Municipal Awareness Week- November 21<sup>st</sup> to 25<sup>th</sup> –  
Activity Suggestions?**

Mayor Snow reported she would like to have a discussion with the Principal of KCA on ways to engage students with their local municipal government during Municipal Awareness Week.

*It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell*

**that at 4: 40 p.m., the CAC meeting recess to go  
IN CAMERA**

**MOTION CARRIED**

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

**IN CAMERA**

- (a) Land Sale – Former KCA Site**
- (b) Land Sale – Industrial Lands**

A motion was made by Councillor Cate Savage for Council to go back into the regular meeting of CAC at 5:50 p.m. and at time Mayor Snow reported that :

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

**RECOMMENDATION  
TO COUNCIL**

**that a resolution to confirm the direction given to the  
CAO and the solicitor in regards to the former KCA  
land during the in-camera**

**MOTION CARRIED**

Mayor Snow also reported that :

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

**RECOMMENDATION  
TO COUNCIL**

**that a resolution to council to extend the closing  
date to Canahort to 09 December 2016**

**MOTION CARRIED**

**ADJOURNMENT**

It was moved by Councillor Eric Bolland

**that Council adjourned at 6:05 p.m. to go into a  
Special Town of Kentville Council Meeting**

**MOTION CARRIED**