

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: September 9<sup>th</sup>, 2019

### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and CAO Phillips reported that all members of Council were present, in addition to all department heads.

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard, Councillor Cathy Maxwell, and Councillor Lynn Pulsifer.

Also present: Solicitor Geoff Muttart, Chief Administrative Officer (CAO) Mark Phillips, Recording Secretary Jennifer West, Recreation Director Rachel Bedingfield, Deputy Police Chief Darryl Brown, Community and Economic Development Coordinator Lindsay Young, Recreation Facilities Manager Kevin Bennett, Finance Director Debra Crowell and Planning Director Beverly Gentleman.

### REGRETS

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

Note: *“Points from Discussion”* below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

### 2. APPROVAL OF THE AGENDA

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

That the agenda of September 9, 2019 be approved as presented

**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of July 8<sup>th</sup>, 2019

That the Minutes of July 8, 2019 be approved as circulated.

**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Kings Regional Emergency Management Organization – Dan Stovel – Heat Advisory & Response System and Hurricane Preparedness & Response Plan

Dan Stovel, Kings REMO Coordinator, gave a presentation about the proposed Heat Advisory & Response System and Hurricane Preparedness & Response Plan. These plans will improve coordination and efficiency of resources during emergencies.

*Report available*

- Points of Discussion

- What comfort stations were available for Kentville residents? None were activated in Kentville.
- Appreciation for the dedication and consistency during the recent hurricane activities.

**(b) Kentville Business Community - Quarterly Report and Special Projects Request**

Zach Best, Executive Director, and Wade Tibbo gave a presentation about the progress and activities at KBC from April to September 2019, including events, initiatives, board members and the strategic plan. Mr. Best also presented a request to special projects funding to support a marketing campaign for KBC.

*Report available*

- Points of Discussion
  - What area is represented by this initiative? The Downtown is the target, including up to Foodland.
  - What is your engagement with residents? The survey reached out to residents and received significant support.
  - How will the public see the videos? Social media, and google ads.

**(c) Valley Regional Enterprise Network - Quarterly Report**

Jennifer Tufts, Executive Director, gave a presentation on the progress and activities at the Valley REN, including the strategic plan, the annual general meeting, the BusinessNOW program, and a manufacturing industry showcase.

*Report available*

- Points of Discussion
  - What are some action plans around the Valley manufacturer task force? Many of the initiatives are linked and support the growing labour force in manufacturing.
  - Screening of the movie the Social Shift at the Waterville Drive In Theatre.

**(d) Kentville Art Gallery Society – Arts Centre Proposal**

Mr. Bob Hainstock gave a presentation about a potential arts centre in the town-owned Calkin Building on Cornwallis Street. The Kentville Art Gallery Society submitted a business plan that would support this activity, and asked Council to consider supporting the plan with an ad-hoc committee, and a 2-year lease.

*Report available*

- Points of Discussion
  - Would the lower recreation centre be appropriate for educational workshops? Part of the appeal is to have member artists on site offer the workshops.
  - What is the basis for the Town's poor reputation for artists? Artists and the arts community have seen galleries leave, cooperatives close down. The only gallery is at the Valley Regional Hospital which is not a professional space. There may be some negative attitudes toward artists in Kentville.
  - Are both options intertwined or could only one option proceed? Each would contribute traffic to the other. The gallery could be successful, but would benefit from the upper workshop space.

- It is possible that increased education around the arts would increase appreciation of the arts as well. There are art educators in the region who are very supportive of this project. It is difficult to measure the progress and success of art education and appreciation but this building may be an opportunity for a larger positive initiative for the Town.

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending August 30, 2019. Highlights included revenue exceeding the average of 42% at 81% of the budget recorded, and expenditures are under the average at 41%.

*See report for more information*

#### (2) Temporary Borrowing Resolution – Sanitary Sewer Area Service 2019-2020

Director Crowell presented her report to support the sanitary sewer capital program.

*See report for more information*

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

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council authorise the temporary borrowing resolution TBR 19/20-02 for Sewer in the amount of \$125,000. Following approval it will be sent the Minister For Department of Municipal Affairs for the Provincial authorization.**

#### **MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

#### (3) Temporary Borrowing Resolution – Town of Kentville Capital Works 2019-2020

Director Crowell presented her report to support the capital program for various purposes.

*See report for more information*

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

#### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council authorise the temporary borrowing resolution TBR 19/20-01 for various purposes for capital in the amount of \$1,081,500. Following approval it will be sent the Minister For Department of Municipal Affairs for the Provincial authorization.**

#### **MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

### (b) Planning and Development

#### (1) Director's Report

Director Gentleman presented her report for July and August 2019. Highlights included a building valuation of \$1,111,530 for a year total of \$18,213,786. Seven special events permits were granted and 3 zoning certificates were issued.

- Points of Discussion:
  - What uses did staff determine about potential uses for the Calkin Building? Change of use could trigger building code improvements.
  - The entrances to Parsons Green development will be realigned and the wall will be adjusted if necessary at the builders expense.

*See report for more information*

*Councillor John Andrew leaves his seat due to a conflict of interest at 7:40pm.*

## **(2) Staff Report on 118 Oakdene Avenue Public Engagement Process**

Director Gentleman presented her report on the public engagement process for the development of the site at 118 Oakdene Avenue.

- Points of Discussion:
  - Some councillors believe there may be greater benefit for the use of these funds than for consulting services.
  - Some councillors believe this is the wrong location for this project.
  - Some councillors will not support this motion because it is not inclusive as previous discussions which were in camera.
  - Some councillors are surprised about the high cost of this project however Council is not being asked to approve the expenditure, it is part of the budget. Staff decide how to spend the budget.
  - Staff are being proactive to find other uses that are not currently permitted but which could be permitted for that property.
  - Staff have been directed to proceed with this activity. Council must decide whether this is their course of action.

*See report for more information*

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

### **THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council recommend support of the consultation process for future development of the 118 Oakdene property.**

### **MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Bolland, Savage and Snow*

*Councillors who voted against this motion:*

*Gerrard, Maxwell, and Pulsifer*

*Please refer to Council meeting minutes for September 30, 2019 for follow up discussion on this topic.*

*Councillor John Andrew returned to his seat at 7:57pm.*

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

Lindsay Young presented the CEDC report for July and August 2019. Some of the highlights included the new gateway sign, multicultural festival, the Visitor Information Centre, planning for the Pumpkin People, World Council on City Data designation as a Smart Region, and a new tenant in the Calkin Building.

- Points of Discussion:
  - There are 4 locations for smaller scale gateway signs which will be installed in coming years.

*See report for more information*

*Council took a break during the meeting from 8:02pm to 8:14pm.*

### **(c) Parks, Recreation and Community Development**

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

Director Bedingfield presented her report for July and August 2019. Some of the highlights included Canada Cup, arena events at the arena, summer camp programs, youth employment programs, Kentville Marlins swim team, and new arena staff Mike Dauphinee.

- Points of Discussion:
  - Kentville Marlins are invited to a future Council Advisory Committee meeting.

*See report for more information*

### **(d) Police Report**

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

Deputy Chief Brown presented the police report for June, July and August 2019. Some of the highlights included roadside checkpoints, support of Special Olympics at Acadia University, Canada Cup, and the Multicultural Festival.

- Points of Discussion
  - Have the two electric bikes (diesel, not charged) been stopped? If they are under a certain CC, they are permitted. The excessive noise is undesirable.

*See report for more information*

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

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

CAO Phillips presented his report for July and August 2019. Some of the highlights include asphalt placement, hiring of the Director of Public Works, traffic calming, tour of the regional sewer facility, demands on the stormwater system, Kentville Bridge, significant rain events on August 30 and September 7.

*See report for more information*

#### **(2) Condon Avenue Stormwater Pipe Renewal Award**

CAO Phillips presented an update on the stormwater pipe renewal for Condon Avenue in relation to recent flooding in that area.

- Points of Discussion
  - Review of the work to be completed for this project.

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

**That Council recommend the following project: Town of Kentville Capital Works – Condon Avenue to the low bidder, Howard Little Excavating Ltd, a unit price contract in the amount of \$187,450 HST included.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

*See report for more information*

**(f) Administration**

**(1) Communication Report**

CAO Phillips presented the report for July and August 2019. The focus of the recent months has been finalizing the new website.

*See report for more information*

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

CAO Phillips presented his report for July and August 2019. Some of the highlights included a legal action against Annapolis County regarding Valley Waste, union negotiations, appointment of the Town Clerk and the Responsible Officer for Freedom of Information and Protection of Privacy, Kentville Business Park, and storm-related activities. Appreciation to Council and staff for years of service for the benefit of the Town.

*See report for more information*

- Points of Discussion
  - Why does the Town only use one realtor? In the past the Town has sought tenders for realtor services.

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

**That the reports from the directors be received.**

**MOTION CARRIED**

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

**6. UNFINISHED BUSINESS**

**(a) Multi Purpose Complex Strategy**

CAO Phillips gave a verbal report on this issue in the absence of a written report. Council has many good resources for this project: the regional recreational needs assessment, a community group, and funding. Council has many options but is well-positioned to pursue a facility in this community.

**(b) Funding Opportunities Including a Deed Transfer Tax**

CAO Phillips gave a verbal report on this issue in the absence of a written report. Council has a report from June that defines many financial options. Would not recommend a deed transfer tax for operations, but significant infrastructure requires additional revenue which may include a deed transfer tax. Citizen response has been positive around a deed transfer tax associated with a specific return.

**(c) Policy Revision: Committees of Council (Accessibility Advisory Committee)**

CAO Phillips reviewed the proposed amendments to Policy Statement G57 Committees of Council which would reflect the changes made to support the new Accessibility Advisory Committee.

*See report for more information*

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the attached changes to Policy Statement G57 Committees of Council which reflect the new Accessibility Advisory Committee.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

**(d) Kings Transit Request for Operating Reserve**

CAO Phillips reviewed the report to Council Advisory Committee on July 8, 2019 from the Kings Transit Authority regarding a request to create an Operating Reserve at that organization.

*See report for more information*

- Points of Discussion
  - Have other municipal units approved this? Kings has approved it and Wolfville and Berwick have not supported it.
  - If Kings Transit can't afford something, they can request for funding allocation. A reserve gives them flexibility, but municipal partners can ask for funding at any time.
  - A confidential report may have indicated that Kings Transit may not have been following accounting best practices. They may have also used capital assets to cover operating expenses inappropriately. The date for this report was addressing the 2018-2019 audit.
  - Kings Transit seems to be under good financial oversight and may have overcome these financial barriers.
  -

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the request by the Kings Transit Authority for the creation of an Operating Reserve for \$83,000, with the Town of Kentville share of this reserve totaling \$16,600 from the 2019-2020 Operating Budget.**

**MOTION FAILED**



Councillors who voted in favour of this motion: Bolland and Pulsifer  
Councillors who voted against this motion: Andrew, Gerrard, Maxwell, Savage and Snow

**(e) Capital Projects Update**

CAO Phillips reviewed the ongoing capital projects in each department as they relate to the 2019-2020 Capital Works Plan.

*See report for more information*

**7. CORRESPONDENCE**

**(a) Letters from residents regarding 118 Oakdene Avenue**

CAO Phillips presented letters from Sherry Harvey, Shelby Vanderhoning and Brenda Wood regarding the property at 118 Oakdene Avenue, however this property is not officially before council for any decision or approval.

Specific portions of the letter from Brenda Wood regarding the conduct of Councillor John Andrew.

*Letters available*

**(b) David Archibald – Appreciation for Student Bursary**

CAO Phillips read the card from Mr. Archibald with appreciation for this bursary from the Town.

*Card available*

**(c) Kings County Planning – Source Water Protection**

CAO Phillips read the letters between Mayor Sandra Snow and the County of Kings Planning Office regarding Source Water Protection Planning and the development of the County's Municipal Planning Strategy and Land Use Bylaw.

*Letters available*

**(d) Kings Point to Point – Financial Reports**

CAO Phillips read the letter from Faye Brown, Manager at Kings Point to Point Society expressing appreciation to Council for their ongoing support of their operations, and sharing their 2018-2019 Financial Statements for their information.

*Letter available*

**(e) Robinsons Cannabis – Amendment to License**

CAO Phillips read the letter from Andrew Robinson informing Council of the change in their licence to operate under the *Cannabis Act* and *Regulations*.

*Letter available*

**(f) Medic Monday – September 30, 2019**

CAO Phillips read the letter from Remo Zaccagna, Communications Specialist with Emergency Health Services regarding September 30 as a day to honour Nova Scotia paramedics.

*Letter available*



**(g) Regional Emergency Management Organization (REMO) – Timeline**

CAO Phillips read the letter from Dan Stovel, Coordinator of the Kings County REMO, regarding the 2019-2020 timeline for activities and adoption of policies.

*Letter available*

**(h) Right to Know Week – September 23 to 29, 2019**

CAO Phillips read the letter from Catherine Tully, Information and Privacy Commissioner for Nova Scotia, regarding Right to Know Week from September 23 to September 29, 2019.

*Letter available*

**8. NEW BUSINESS**

**(a) Appointment of Interim Chief Administrative Officer**

Finance Director Debra Crowell was appointed as the Interim Chief Administrative Officer for the Town of Kentville.

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

**That Council approve the Appointment of Director Debra Crowell as the Interim Chief Administrative Officer.**

**MOTION CARRIED**

*To be ratified at the September 9, 2019 special meeting of Council*

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

**(b) Appointment of Traffic Authority**

Public Works Superintendent Richard Boyd was appointed as the Traffic Authority for the Town of Kentville.

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

**That Council approve the Richard Boyd Public Works Superintendent as the Traffic Authority and that Policy Statement G57 Appointment of Traffic Authority be amended.**

**MOTION CARRIED**

*To be ratified at the September 9, 2019 special meeting of Council*

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

**(c) Kings REMO - Heat Advisory & Response System and Hurricane**

CAO Phillips reviewed the request by Kings REMO to approve the proposed plans for Heat Advisory and Response System, and Hurricane Preparedness and Response Plan.

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

**That Council approve the Kings REMO Draft Heat Advisory & Response System and Hurricane Preparedness and Response Plans.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

**(d) Kentville Business Community Special Projects Request**

CAO Phillips reviewed the request by KBC for a grant of \$20,091.

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the Kentville Business Community's request for a grant of \$20,091 to support a special project.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

**(e) Bob Hainstock Arts and Culture Request**

CAO Phillips reviewed the request by Bob Hainstock for Council to support an arts centre in the Calkin Building.

- Points of Discussion
  - Is this something that Council would like to happen. How it happens can occur through the committee.
  - There is some interest in this project, and curiosity in the details.
  - Solicitor recommends that staff discuss the current tenant's lease regarding an extension of their lease during this period of discussion. Council supports the concept but the building is still for sale. If the building receives an offer of sale, Council will make a decision about the sale and this project.
  - What will this arts group need to do to move this idea forward? A committee to discuss and support this concept.

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council support in principle the concept as presented by Mr. Hainstock.**

**MOTION CARRIED**

*To be ratified at the September 30, 2019 meeting of Council*

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

**9. PUBLIC COMMENTS**

**(a) None**

**10. IN-CAMERA**

It was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**That council move into a closed session at 10:17 pm to discuss a legal issue.**

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**MOTION CARRIED**

It was moved by Councillor John Andrew and seconded by Councillor Craig Gerrard

**That Council return to open session at 11:17pm**

**MOTION CARRIED**

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

**11. ADJOURNMENT**

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjourned at 11:17p.m.**