

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: November 12th, 2019 Town Hall, 354 Main Street, Kentville Nova Scotia

1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Kelly Rice reported that all members of Council were present, in addition to all department heads.

PRESENT

Council:

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

Staff:

- Rachel Bedingfield, Director of Recreation
- David Bell, Director of Engineering
- Darryl Brown, Deputy Police Chief
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

None

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 that the agenda of November 12, 2019 be approved as circulated

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of October 15, 2019

It was moved that the Minutes of October 15, 2019 be approved as circulated

MOTION CARRIED

4. PRESENTATIONS

(a) Kings Regional Emergency Management Organization – Dan Stovel – Winter Storm Plan

Dan Stovel, Kings Regional Emergency Management Organization (REMO) Coordinator, gave a presentation about the Kings REMO proposed winter storm plan – which will improve coordination between municipal units around winter storm events.

Presentation available

(b) Property Assessed Clean Energy Program – Jeremy Lutes – Equilibrium Engineering

Jeremy Lutes and Julian Boyle from Equilibrium Engineering gave an update on the PACE program which is an opportunity for increased energy efficiency in Kentville. The Berwick Green Energy Program is an example of a successful energy efficiency program run by Equilibrium which can be a model for Kentville. *Equilibrium proposed a PACE program to Kentville with a launch date of January 2020.*

Presentation available

- Points of Discussion
 - Equilibrium recommends that Kentville develop a fund that can be used by residents as a loan program, then this will be repaid in full.
 - Staff does not recommend using reserves for this fund.
 - Originally there was a Federal program with full funding that the Town could utilize without using their own funds.
 - Is there a Federal grant through the Federation of Canadian Municipalities? This grant is still being processed and has not been finalized.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending October 31, 2019. To October 31, 2019, overall revenue exceeds the average at 86.2%. To date, overall expenditures are slightly over the benchmark at 61.3% expended.

- Points of Discussion:
 - Where do the interest, dividends and capital gains from the Perpetual Fund go? Some go into the operating fund and others go back into the fund. It is possible to borrow from the Perpetual Fund but staff suggest that borrowing from another source.

See report for more information

(2) Director's Report

Director Crowell presented her projection report for the period ending October 31, 2019. Highlights included decreased revenue, projecting a year-end shortfall of \$71,000.

- Points of Discussion:
 - Many residents make appeals to their property taxes, which impacts our revenues.
 - The transition to a new CAO resulted in a change in some costs, causing the Administration Department to be over budget by 2.4%.
 - The Town has submitted to the Provincial Emergency Management Organization the total costs associated with Hurricane Dorian and will hopefully see some cost recovery.

See report for more information

(3) Recommendation for External Audit Services

Director Crowell presented her recommendation for external services – five companies expressed interest and one company submitted a proposal for financial audit services and was recommended by the Finance Department for a five-year term.

- Points of Discussion:
 - Four companies expressed interest but did only one submitted a proposal.

See report for more information

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

That Kent and Duffett be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be contingent on Council's satisfaction with performance and fees (among other things). Fees for each year are as follows:

Year ended March 31, 2020 = \$ 17,700 plus HST
Year ended March 31, 2021 = \$ 18,050 plus HST
Year ended March 31, 2022 = \$ 18,400 plus HST
Year ended March 31, 2023 = \$ 18,750 plus HST
Year ended March 31, 2024 = \$ 19,100 plus HST

MOTION CARRIED

*To be ratified at the November 25, 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 October 2019. Highlights included a building valuation of \$19,066,974, and activity regarding the former KCA lands, Green Parsons Development, and the River Street Wall. An Open Arms application was submitted but was later withdrawn.

- Points of Discussion:
 - Why did residents not buy into the river wall project? Communication methods included letters starting last year, phone calls, public meetings, and emails.
 - What were the barriers that prevented buy in? There was not a common barrier for the residents. Originally the dyke project would take up a lot of space, so the river wall project would be less intrusive on their properties.
 - Will this change the proposed location of a boardwalk behind those properties? There will not be a boardwalk - there is insufficient space in those properties.
 - Were there on site visits associated with the Park Street development? This has been processed and approved.
 - Construction should begin at the former KCA property in the spring of 2020. What is the date that the purchaser agreed work would begin?
 - Will there be four Enqore buildings? Will they be built consecutively or at the same time? There will be four buidings built consecutively.

See report for more information

(2) Community Economic Development Coordinator's Report

CEDC Young presented her report for October 2019. Some of the highlights included the It Feels Like Christmas campaign, WIN-ter Wonderland, the Kentville Business Community

decorating campaign, downtown signage project, Devour Food and Film Festival, Visitor Information Centre, and the Annapolis Valley Chamber of Commerce Business Awards.

- Points of Discussion:
 - Discussion about the International Place Making Conference which Ms. Young attended in Chattanooga Tennessee.
 - Disappointment that the Pumpkin Walk could not happen in 2019.
 - What is the downtown signage project? Branded signs that include rules and times for centre square and the public garden. Will the illustrated wayfinding maps be updated? Yes.

See report for more information

Councillor Savage leaves the chambers at 7:21pm.

(c) Parks, Recreation and Community Development

(1) Director's Report

Director Bedingfield presented her report for October 2019. Some of the highlights included the Kentville Centennial Arena (9 free skates each week), muskrats in the Miners Marsh trail, Pumpkin People, walking and tot times, nature school for 4-year-olds, community yoga for the Spike Fund, recreation centre usage, Memorial Park, Harvest Festival, Community Partner Meeting, conferences, Kentville Plays event, and the 2019 Torchlight Parade.

Councillor Savage returns at 7:23pm.

- Points of Discussion:
 - The trail at Klondyke is being assessed to improve safety, and will accommodate private property on the river side of the trail.
 - Update on the Accessibility Advisory Committee, which is still seeking members.
 - Summer budgets were lower because one staff left and was not replaced. Swimming revenue was higher due to the improvements at that facility.

See report for more information

(d) Police Report

(1) Chief's Report

Deputy Chief Brown presented the police report for October 2019. Some of the highlights included a review of calls for service, training, the bylaw report and hiring of 3 new police officers.

- Points of Discussion
 - There could be a considerable value in a human resources staff person at the Kentville Police Service. Discussion about cost sharing opportunities with other municipalities or police services.

See report for more information

It was moved by Councillor Cathy Maxwell

That the CAO explore opportunities for cost sharing of a human resources staff person to be shared between Town Hall and the Kentville Police Service.

MOTION WITHDRAWN

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for October 2019. Some of the highlights of the report included the transition into Town Hall, meetings with public works crew, capital purchase of a skid steer, bridge update, cardlock fuel system, and water main break on Main Street.

- Points of Discussion
 - The slow down signs will be removed before plowing.
 - Discussion about the sod and weed problem on Belcher Street. The contractor did not receive their holdback yet and Director Bell will review this project.
 - The Burke subdivision has been waiting for major infrastructure funding, the Director will review the budget for this work.

See report for more information

(f) Administration

(1) Communication Report

Recording Secretary Jennifer West presented the report for October 2019. Some of the highlights included statistics from the website and activity on social media, as well as a presentation she delivered at the Association of Municipal Administrators annual conference about the Town's communications team and tools.

See report for more information

(2) Chief Administrative Officer's Report

CAO Rice presented her report for October 2019. Some of the highlights included an update on Valley Waste, Kings Transit, Kentville Board of Police Commissioners, CUPE Collective Agreement, Kentville Business Park marketing approach, Calkin building sale, investment advisory committee, and the first senior management meeting.

- Points of Discussion
 - Council would like to have a copy of the CAO's employment contract which has not yet been shared with Council.

See report for more information

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

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) Mentoring Plus Project

CAO Rice gave a report on the Mentoring Plus program, which connects youth entering the work force with local professionals in their fields of interest. The program ran in Kentville in 2018 and has been presented to the Town to be run again through a Federal grant.

Report Available

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

That Council refer this project back to the CAO for time to gather more information and return with a recommendation on the Mentoring Plus project for the November 25 2019 meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(b) Council Meeting Dates for 2020

CAO Rice reviewed the dates for Council and CAC meetings in 2020.

Report Available

It was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer

That Council approve the Council calendar for meeting dates in 2020.

MOTION CARRIED

To be ratified at the November 25, 2019 meeting of Council

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

7. CORRESPONDENCE

(a) Kentville Senior Wildcats Baseball Club – November 4, 2019

CAO Rice read the letter of thanks from the Wildcats for supporting the team for the 2019 season.

Letter Available

(b) 14 Wing Greenwood – November 5, 2019

CAO Rice read the invitation from 14 Wing Greenwood to attend a tour of the base on November 28, 2019. Councillor John Andrew will attend the event with Mayor Sandra Snow and CAO Rice.

Letter Available

- Points of Discussion
 - The new Commander is interested in increasing community engagement.

8. NEW BUSINESS

(a) Kings Regional Emergency Management Organization – Winter Storm Plan

Mayor Snow reviewed the Kings REMO proposal for a coordinated winter storm plan for the Kings region.

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

That Council approve the attached Regional Emergency Management Support Plan – Winter Storm Preparedness and Response Plan, dated September 2019, from the Kings Regional Emergency Management Organization.

MOTION CARRIED

To be ratified at the November 25, 2019 meeting of Council

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

(b) Commissionaires Support of Council and CAC Meetings

CAO Rice presented a report that outlines the Kentville Board of Police Commissioners recommendation for heightened security in Town Hall during public meetings such as Council meetings and Council Advisory Committee meetings.

Report available for more information

- Points of Discussion
 - Security standards and practices in Town Hall are being reviewed and assessed and should be considered as part of security changes to Town Hall.

Staff recommendation was tabled pending results of Kentville Police Service assessment of Town Hall.

(c) Review of Existing Appointments to Council Committees

Mayor Snow reviewed the Council appointments to committees of Council for 2018-2019, and Council discussed a review and updating of this document to reflect the direction of Council.

Report available for more information

- Points of Discussion
 - Staff will review the full list of committees and commissions.
 - Review of the strategic plan will also influence the committees and commissions to accomplish strategic goals.
 - Council will have a chance to review committees of Council, names and terms and conditions as well as policy changes.

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

That Council refer the review of Council committees to the CAO and staff and further, that staff provide an updated recommendation on council committees to the November 25 2019 meeting of Council.

MOTION CARRIED

To be ratified at the November 25, 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 Councillor Eric Bolland

That council move into a closed session at 8:30 pm.

MOTION CARRIED

It was moved by

That Council return to open session at 9:14 pm

MOTION CARRIED

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

That Council recommend renewal of the lease at 78 River Street with the Kentville Lions Club for a period of 3 years commencing 1 December 2019

MOTION CARRIED

To be ratified at the November 25, 2019 meeting of Council

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

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

That Council refer the Calkin Building matter to the CAO and staff to develop a report and recommendation on the Calkin Building for the January meeting of Council Advisory Committee.

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 Lynn Pulsifer and seconded by Councillor Eric Bolland

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjourned at 9:20p.m.