

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE

### Meeting Minutes: January 13<sup>th</sup>, 2020

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 the following members of Council and staff were present:

#### PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor John Andrew
- Councillor Eric Bolland
- Councillor Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Carla MacDonald, Recording Secretary
- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary

Staff:

#### REGRETS

Police Chief Julia Cecchetto

#### 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 by Councillor Lynn Pulsifer and seconded by Councillor Cate Savage that the agenda of January 13, 2020 be approved with the following changes

- Deletion, 8.a Dangerous and Unsightly Administrator
- Addition, 10.d in camera, Update on legal
- Points of Discussion:
  - Addition of Code of Conduct discussion, proposed by Councillor Maxwell, initially denied by the chair
  - Vote to include this item on the agenda, motion passed
- Addition, 11.a Code of Conduct

#### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of December 9, 2019

It was moved that the Minutes of December 9, 2019 be approved as circulated  
**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Kentville Business Community Annual Report

Kentville Business Community Executive Director Zach Best presented the annual report for KBC for 2019. Highlights included the façade program, #wearekentville, the strategic plan and performance indicators.

*See presentation for more information*

- Points of Discussion:
  - Thankful for hard work of board and KBC staff and shift toward success over the past 3 years.
  - Discussion of the mandate of the organization, and the benefits of KBC on the Town.
  - How does KBC represent and support home-based businesses? This has been a point of discussion for several years, but home-based businesses are difficult to reach and track. Current resources support bricks-an-mortar businesses.

#### (b) Kentville Business Community Request for Funding

Kentville Business Community Executive Director Zach Best presented a request by KBC for \$25,000 from the Town through the special projects funding agreement for the 2020-2021 fiscal year. The funding will be used for a promotional project that includes professional videos, purchase of production equipment, marketing and communication, and research into a business development hub.

*See presentation for more information*

- Points of Discussion:
  - Does the success of the organization support enabling KBC to continue to grow in 2020-2021? This request is part of staying the course of the existing funding agreement and would allow more in-depth planning for the 2020-2021 fiscal year.
  - Discussion about the business hub (support of home-based businesses, collaborative team meetings, and shared resources).

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

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

Director Crowell presented her report for the period ending December 31, 2019. To this date, overall revenue exceeds the average at 89.9%. To date, overall expenditures are slightly over the benchmark at 77.4% expended.

*See report for more information*

- Points of Discussion:
  - The County payment toward sewer services was what they calculated as payment owing.

## **(2) Projection Report**

Director Crowell presented her projection report for the period ending December 31, 2019. Highlights included decreased revenue, and the projection of a year-end shortfall of \$45,400.

*See report for more information*

- Points of Discussion:
  - The Province has recently opened a streamlined grant program relating to emergency management organization. In the coming weeks, the Director of Engineering and Director of Finance will review the claim forms for the Town. The deadline for application for all applicants is March 31, 2020.
  - The upper limit for these grants is \$200,000, for residents, non-profits and municipalities.

## **(b) Planning and Development**

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

Director Gentleman reviewed her report for December 2019. Highlights included a building valuation of \$19,165,590, and activity regarding the national building code, tiny homes, the former KCA lands, Parsons Green developments, and land sales in the Kentville Business Park.

*See report for more information*

- Points of Discussion:
  - The square footage of tiny homes is around 300 square feet.
  - Discussion about the increased traffic near the Parsons Green development. A turning lane will be incorporated into the area.
  - Discussion about new architect for the Enqore development with the former KCA lands.
  - Discussion about billing for fire inspections, and decreased revenue related to the change in permits and inspections associated with the building code.
  - The Town has access to the revenue data associated with building inspections.

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

CEDC Young reviewed her report for December 2019. Some of the highlights included the Find your Fresh campaign, appraisals in the Kentville Business Park, an updated hotel feasibility report, and the How to Grow your Business document.

*See report for more information*

- Points of Discussion:
  - Discussion about the Centre Square Activation project (parking lot layout, permanent features, mapping and visuals)
  - Discussion about the hotel feasibility study. The previous hotel feasibility study is out of date and suggested that the Town increase the number of year-round activities.
  - Discussion about greening around the Town Clock intersection region.

- Council will soon have the notes of the strategic planning session to review and approve initiatives and projects. Upon approval, staff will develop budgets to support implementation.

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

**(1) Director's Report**

Director Bedingfield reviewed her report for December 2019. Some of the highlights included activities at the Centennial Area, the lunchtime winter wellness series, pop-up events, Valley Connect photography, public skate stocking stuffers, and planning for next fiscal year.

*See report for more information*

- Points of Discussion:
  - Discussion about the lunchtime wellness classes, and the arena pass stocking stuffers and the community puzzle project.

**(d) Police Report**

**(1) Chief's Report**

Mayor Snow referred to the police report for December 2019, which was approved by the Board of Police Commissioners.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for December 2019. Some of the highlights included working on the draft 2020/2021 capital and operational budgets, updates on the Kentville Bridge, a fleet cardlock system for Town vehicles, and a watermain break on Chester Avenue.

*See report for more information*

- Points of Discussion
  - Appreciation from Council for work to clear roads during storms.
  - Discussion about bottled water relating to lead at KCA School.
  - Discussion about snow clearing by business owners along sidewalks.
  - Discussion about the status of the crosswalk study, and high priority spaces that could be removed in the spring to increase safety.

**(f) Administration**

**(1) Communication Report**

Executive Assistant Jennifer West presented the report for December 2019. Some of the highlights included the efforts of the Recreation, Planning and Administration Departments to improve targeted promotions and communication to residents.

*See report for more information*

- Points of Discussion

- How should organizations approach the team to promote their events and initiatives? There are several ways to bring information to the team: directly through the website, email [communications@kentville.ca](mailto:communications@kentville.ca), call the members of the team or visit Town Hall to learn how to target communication effectively.

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

CAO Rice presented her report for December 2019. Some of the highlights included the purchase of a new bus for Kings Transit, land sales in the business park, the ongoing sale of the Calkin Building, the Mentoring Plus agreement and workshop, and the dedicated communication service for the Kentville Police Service.

*See report for more information*

- Points of Discussion
  - Discussion about increased promotion of the business park properties by the real estate team.
  - Discussion about Mentoring Plus Coordinator costs. Federal grants that support Dalhousie University are used for the majority of this project. The project requires at least one councillor and one staff to sit on an implementation and oversight committee.

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor 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) Review of Committee and Commission Appointments**

CAO Rice outlined the existing appointments of Councillors to internal and community committees. This committee policy was reviewed and approved at the December 2019 meeting of Council Advisory Committee.

*Report Available*

- Points of Discussion
  - The CAO Evaluation Committee include all members of Council.
  - Councillor Pulsifer indicates that the Friends of the Library committee is no longer active.
  - An advertisement will be developed for all committee vacancies for citizen appointments.

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

**That the CAO evaluation committee include all members of Council.**

*To be ratified at the January 27, 2020 meeting of Council.*

**MOTION CARRIED**

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

## 7. CORRESPONDENCE

### (a) Municipality of Barrington – Personal Development Education Credits – December 11, 2019

CAO Rice read the letter from Chris Frotten, Chief Administrative Officer of the Municipality of Barrington, regarding the proposal to the Province to allow the Department of Education to provide personal development credits to students who join a volunteer fire department and complete the required training. The municipality requests that other municipalities support this initiative.

*Letter Available*

- Points of Discussion
  - Does the Kentville Fire Department have a junior fire department volunteer program? Not at this time. How do local students engage with the KVFD? The leadership at KVFD is likely interested in facilitating this kind of initiative.
  - Mayor Snow should reach out to the KVFD Chief to discuss this initiative.

## 8. NEW BUSINESS

### (a) Deleted

### (b) Federation of Canadian Municipalities 2020 Conference Attendance

Mayor Snow reviewed the Town of Kentville participation in the annual national conference for elected officials. This year the conference is in Toronto from June 4-7, and Council needs to confirm who is attending the conference.

*Report Available*

- Points of Discussion
  - CAO Rice indicates that registration and familiarization workshops fill up quickly and need to have early registration.
  - Councillor Maxwell is not able to attend this conference.
  - Councillor Pulsifer will provide a response in the coming weeks.
  - Any councillors interested in attending in place of Councillor Maxwell should contact Mayor Snow as soon as possible.

### (c) Kentville Business Community Funding Agreement

Mayor Snow reviewed the presentation by the Kentville Business Community and their request for special project funding. The group is looking for a commitment for the \$25,000 to be secured in the 2020-2021 Town of Kentville budget.

*Report Available*

- Points of Discussion
  - The request is for \$25,000 with \$5,000 coming from KBC reserves.
  - Council wants to see more engagement with families attending summer tournaments, so they do not leave to shop in New Minas.
  - There are 25 new businesses in the Town over the past 3 years.

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

**That Council support the request from the Kentville Business Community for an optional grant of \$25,000 in accordance with the Town of Kentville / KBC funding agreement for a Special Projects for the 2020-2021 budget year.**

*To be ratified at the January 27, 2020 meeting of Council.*

**MOTION CARRIED**

*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 John Andrew and Councillor Eric Bolland

**That council move into a closed session regarding land, legal and leases, at 8:13 pm.**

**MOTION CARRIED**

It was moved by Councillor John Andrew and Councillor Cathy Maxwell

**That Council return to open session at 9:44 pm**

**MOTION CARRIED**

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

**That staff proceed as directed in camera on the sale of Town property.**

*To be ratified at the January 27, 2020 meeting of Council.*

**MOTION CARRIED**

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

*Councillors who voted against this motion: Gerrard*

## 11. ADDITIONS TO AGENDA

(a) Code of Conduct

Councillor Maxwell reviews the Town of Kentville's Code of Conduct issues over the past years. The intent of this policy is for Council to use discretion to deal with Code of Conduct issues internally. A letter reporting Code of Conduct issues against Councillor Andrew by Councillor Maxwell was delivered to Mayor Snow, and a letter reporting Code of Conduct issues against Mayor Snow by Councillor Maxwell was delivered to Deputy Mayor Gerrard, in October 2019. It is felt that these issues were not adequately resolved by the Mayor and CAO.

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

**That Council agrees that having and enforcing the Code of Conduct is important for accountability and that Council will follow the Code of Conduct according to Policy Statement G16.**

*To be ratified at the January 27, 2020 meeting of Council.*

**MOTION CARRIED**

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



Councillors who abstained from voting on this motion: Andrew

- Points of Discussion
  - The current Code of Conduct policy was reviewed several times by Council.
  - All Code of Conduct issues have been investigated and resolved.
  - Discussion about process of Code of Conduct investigation process conducted by the Mayor.
  - Mayor Snow has **received offers of assistance** with the help Code of Conduct workshop in the past from representatives from the Department of Municipal Affairs and the Nova Scotia Federation of Municipalities, however this invitation was not accepted by Council. Council may now be interested in accepting this invitation of help.
  - **At the request of Councillor Maxwell her verbatim statement is included as follows:**  
*“Having and enforcing a Code of Conduct is very important for any organization today. Otherwise there is no accountability for behaviours amongst the members. This can cause many problems to arise within an organization some of which I feel we have experienced, for example, lack of trust. Basically, when there is no accountability, I can sit here and be as bad as I want knowing full well that based on our recent inaction with the Code of Conduct nothing is gonna happen to me. I can sit here and lie. I can misrepresent facts. I can bully and harass. I can slander my colleagues and so on. I can do all of that, and we have seen that. I believe as a Council we need to decide if we are going to enforce our Code of Conduct G16 as it is written and hold each other accountable for our behaviours.”*
  - *Although not standard minute writing procedures (RONR (11<sup>th</sup> ed) page 468, II 16-18), the member of Council’s request is granted as an exception. CAC Meeting February 10<sup>th</sup>, 2020.*
  - Councillor Maxwell was cautioned several times for speaking out of turn when another member had the floor. The Councillor did not heed the remarks of the chair and continued the behaviour. The Chair stated that the Councillor was “out of order”. The Councillor continued the behaviour and was named by the Chair for speaking out of turn, at which time Councillor Andrew called a Point of Order.

It was moved by Councillor Cathy Maxwell

**That Council will apply Policy Statement G16 following the process to the 2 reports submitted on October 10, 2019 and October 29, 2019, and any future reports brought forward.**

**MOTION NOT SECONDED-MAYOR DECLARED MOTION OUT OF ORDER**

- The wording of the motion implies that the policy is not being followed.

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

**That Council Advisory Committee direct the Chief Administrative Officer to investigate whether Policy Statement G16 was applied to the two reports submitted on October 10, 2019 and October 29, 2019, and that the Chief Administrative Officer report back to Council Advisory Committee on this matter in February 2020.**



*To be ratified at the January 27, 2020 meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Bolland, Maxwell, Pulsifer and Savage*

*Councillors who abstained from voting on this motion:*

*Andrew, Gerrard and Snow*

**12. ADJOURNMENT**

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjourned at 10:37p.m.**