

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: February 10th, 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

Staff:

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 February 10, 2020 be approved with the following changes:

- Addition, 8.b Violence in the Workplace Policy

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of January 13, 2020

The Minutes of the Council Advisory Committee meeting of January 13, 2020 will be further reviewed and brought for review at the March Council Advisory Committee meeting.

4. PRESENTATIONS

(a) Valley Regional Enterprise Network Quarterly Report – Jennifer Tufts

Chief Executive Officer Jennifer Tufts presented the Valley REN’s quarterly report with updates on the Valley Manufacturing Taskforce, regional marketing, the BusinessNOW program, the

Connector Program and communications. Opportunities ahead include a regional workforce strategy, investment readiness tools, and the STAR program.

See presentation for more information

- Points of Discussion:
 - The Valley REN hopes that the Workforce development strategy will address labour issues.
 - The Valley REN is working with other agencies as many as they possibly can, once the RFP is issued and the consultant is engaged, they are hoping to start up a working committee to work with as many organizations as possible. The Regional Marketing website will be the umbrella that will provide individuals with information about jobs, more information about the demographic information for our Region.

(b) Kentville Historical Society – Stephen Pearl

Board member Stephen Pearl gave a verbal report on the activities of the Society including recent events including the Grand Opening of the Heritage Centre, the Spring Jane’s Walk, projects with Acadia University, and interpretive boards in the community.

- Points of Discussion:
 - Compliments given to Kentville Historical Society regarding growing the Society.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director’s Report

Director Crowell presented her report for the period ending January 31, 2020. To this date, overall revenue exceeds the average at 92.5%. To date, overall expenditures are slightly over the benchmark at 83.3% expended. Work has begun on the Town’s various budgets and year and processes.

See report for more information

- Points of Discussion:
 - CAO Rice, Director Bell and Director Crowell will be meeting with the Provincial Emergency Management Organization regarding municipal grants. The Program is open for 4 to 5 years and it seems that the Town of Kentville may have to pay for the damages from Dorian and be reimbursed from the grants at a later time.

(2) Projection Report

Director Crowell presented her projection report for the period ending January 31, 2020. Highlights included decreased revenue, and the projection of a year-end surplus of \$25,000.

See report for more information

(3) Sundry Accounts Receivable Write Offs

Director Crowell presented her report outlining the need to write off a sundry receivable account in the amount of \$563.94 which has been outstanding since September 2018. The account has been sent to the external collection agency.

See report for more information

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

That Council Advisory Committee recommend for approval of the write off the sundry receivable account as attached in the amount of \$563.94 to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

- Points of Discussion:
 - Why can we not collect money from Sun Alliance? When the collection officer got in touch with Sun Alliance, they stated they won't be paying.
 - *ACTION: CAO Rice will provide a report of claims that have been written off and collected in the last 5 years.*

(4) Withdrawal Equipment Reserve (Draw #1)

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Equipment Reserve to support the purchase of various equipment. These purchases require a resolution of Council to withdraw funds.

See report for more information

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

That CAC recommend for approval the withdrawal of \$31,945.53 from the Town of Kentville Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

(5) Withdrawal from Town Capital Reserve (Draw #1)

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support several projects. Several projects are complete or partially complete and require a resolution of Council to withdraw funds.

See report for more information

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

That Council Advisory Committee recommend for approval the withdrawal of \$299,898.48 from the following reserves:

- 1. Town of Kentville Capital Reserve – General Allocation - \$232,054.20**
- 2. Town of Kentville Capital Reserve Recreation - \$67,844.28**

To partially fund several capital acquisitions and one addition during the year 2019-2020, to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

7:03 p.m. Councillor Savage leaves Council Chambers

7:04 p.m. Councillor Savage returns to Council Chambers

(6) Tax Exemption – Section 69, 2020/2021

Director Crowell presented her report on partial tax exemptions to property owners meeting certain requirements. Council must pass a resolution annually setting the maximum exemption and the income ceiling. In general, the Town sets the income ceiling to the maximum Old Age Security, and Guaranteed Income Supplement (GIS) paid to a married couple.

See report for more information

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

That Council Advisory Committee recommend for approval the resolution for Low Income Tax Exemption for the 2020/2021 year at the February 24, 2020 Council meeting:

- **Exemption Amount: \$256 to \$544**
- **Income Ceiling: \$27,619**
- **Deadline for applications: June 30, 2020**

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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 reviewed her report for January 2020. Highlights included a building valuation of \$36,000, and activity regarding the Glooscap Curling Club, MacDougal Heights, and Brison Developments.

See report for more information

(2) Community Economic Development Coordinator's Report

CEDC Young reviewed her report for January 2020. Some of the highlights included planning for Spring and Summer marketing, appraisals in the Business Park, incoming Planning intern, and the Mentoring Plus program.

See report for more information

- Points of Discussion:
 - The estimated cost for New Hotel Market Study is around \$10,000 and can be added to the 2020/2021 budget if Council wishes.
 - Pumpkin walk was initially a NSCC project and they are no longer able to coordinate this event. The Town can take over and NSCC is willing to help along with other groups and private citizens who have expressed interest in helping.
 - The Town no longer has a partner in the implementation of the Chalk Art Festival. The event needs more artists and more participants with the overall organizing. There is interest in expanding this Festival such as a mural component as well as some local artist have expressed interest in helping with the organizing of this event.
 - The Kentville Multicultural Festival was previously a KBC funded event. The event is going to need more individuals and fundraising to continue.
 - KBC completes surveys after every event and businesses have opportunity to express their opinions.
 - *ACTION: Request from Council to have a copy of the KBC surveys once completed.*

(3) Centre Square Activation Project

CEDC Young presented her Centre Square Activation Project proposal which lays out a plan for Centre Square to become a 3rd place for residents of the Town with more shade trees, benches, festival lighting, greenery and flowers, water bottle fill station, signage and entertainment schedule. Council is invited to consider these potential project components to enhance enjoyment of this space.

See report for more information

- Points of Discussion:
 - The new trees can be funded through a \$5,000 grant that is available, and there may be grants available to help cover costs.
 - There is an interest in making the two entrances of Centre Square more attractive to the public to draw them to the new space. New signs will be installed at the two entrances of Centre Square and lights and banners could be as well.
 - In the winter the space could possibly be made into an outdoor rink.
 - This is a pilot project to give it a chance to have a positive impact for TOK and will consult with KBC.
 - The CAO directed CEDC Young to provide Council with a higher level of detail for this project.

(c) Parks, Recreation and Community Development

(1) Director's Report

Director Bedingfield reviewed her report for January 2020. Some of the highlights included activities at the Centennial Arena, trail grooming, summer planning, youth engagement committee and development program, a new ice resurfacer and many community programs and events.

See report for more information

- Points of Discussion:

- Youth that move on from programming are provided with items such as TOK swag in the skills they have built. Youth that attend TOK summer programs receive a certificate when completed.
- Council would like to see budget items related to the Active Transportation Plan clearly parsed out of budget documents, and not spread over several departments, where possible.

(d) Police Report

(1) Chief's Report

Mayor Snow referred to the police report for January 2020, 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 January 2020. Some of the highlights included development of the 2020-2021 operating and capital budgets, snow and ice removal (at 37% of budget), KCA geothermal wells, issues with pumping in the source water wells, and the purchase of two new pick up trucks for the Public Works fleet.

See report for more information

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

That Council Advisory Committee recommend for approval \$80,000 for purchase of two Pick-Up Trucks in fiscal 2020/2021 for tenders in early March and payment in April on delivery.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

- Points of Discussion
 - Director Bell feels that the Geothermal System is the best solution for KCA, its is a vertical system and is safer with no wasting of water.
 - Any changes made to the Geothermal System at KCA the cost is on the Province to hook up to TOK system.

(f) Administration

(1) Communication Report

Mayor Snow presented the report for January 2020. Some of the highlights included a survey about recreation programs, and a new Instagram strategy for stories and promotion.

See report for more information

(2) Chief Administrative Officer's Report

CAO Rice presented her report for January 2020. Some of the highlights included meetings regarding Valley Waste Resource Management, Kentville Police Commission, Union negotiations, the Mentoring Plus program, and the contract for the Dedicated Communication System for the Kentville Police Service.

See report for more information

- **Points of Discussion**

- CAO Rice will have her report on the Code of Conduct investigation within the next 5-7 days and Council will be notified. A Special Council Meeting regarding the results of the investigation will be held if Council wishes.

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

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) Street Closure – Crescent Avenue

Director Gentleman presented her report outlining the need to close a portion of Crescent Avenue to facilitate renovations and changes to property lines at the site. A policy was developed that facilitates the permanent closure of a portion of this street.

Report Available

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

That CAC recommend the approval of the attached policy to close a portion of Crescent Avenue to the February 24, 2020 Council Meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

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

(b) Approval of Street Names – MacDougal Heights

Director Gentleman presented her report her report describing the street names proposed by Parsons Development for the MacDougal Heights community, according to Policy Statement G67 Recognition of Community Contributions.

Report Available

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

That CAC recommend for the approval the proposed street names Mount Allison Place and Mount Vincent Drive for the MacDougal Heights community to be approved at the February 24, 2020 Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

- **Points of Discussion**

- Note: The name “Mount Vincent Drive” does not include the Saint (Mount St. Vincent University), this is not a misprint or error.

(c) Chief Administrative Officer Code of Conduct Report

CAO Rice discussed her report on Policy Statement G16 Code of Conduct in her staff report. Her will be presented to Council at a Special Council Meeting.

7. CORRESPONDENCE

(a) Ms. Glennie Langille – Order of Nova Scotia – January 27, 2020

CAO Rice read the letter from Ms. Glennie Langille regarding nominations for the 2020 Order of Nova Scotia.

Letter Available

- **Points of Discussion**

- Deadline for nominations is March 20, 2020

(b) Ms. Sarah Parsons – Fundraiser – January 30, 2020

CAO Rice read the letter from Ms. Sarah Parsons regarding a fundraiser to support a school trip to Mexico.

Letter Available

- **Points of Discussion**

- *ACTION: Staff will send Ms. Parsons an application for the Grants to Organizations Policy*

8. NEW BUSINESS

(a) Kentville Business Community Request for Decision

Mayor Snow reviewed the report submitted by the Kentville Business Community outlining the request for the remaining \$4,909 of the Town’s 2019-2020 special project funding for this organization.

Report Available

- **Points of Discussion**

- Support from Council regarding the purchase which can be used for such events as Devil’s Half Acre.

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

That Council Advisory Committee recommend approval to allocate the remaining \$4,909 of the 2019-2020 budget special projects funding to KBC to procure a portable stage to the February 24, 2020 Council meeting.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

*Councillors who voted in favour of this motion:
and Snow*

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

(b) Violence in the Workplace Policy

CAO Rice introduced a Violence in the Workplace policy, which is required by provincial law in every workplace, and will support a safe work environment for staff and Council.

Report Available

• **Points of Discussion**

- When a complaint is brought forward it will be investigated and the CAO will have a procedure of how a complaint is followed incorporated into the HR policy.

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

That Council Advisory Committee recommend approval of the attached Violence in the Workplace policy to the February 24, 2020 meeting of Council.

To be approved at the February 24, 2020 meeting of Council.

MOTION CARRIED

*Councillors who voted in favour of this motion:
and Snow*

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

9. AJOURNMENT

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

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:51 p.m.