

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE

### Meeting Minutes: March 9<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 Lynn Pulsifer
- Councillor Cate Savage

Staff:

- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- ~~Julia Cechetto, Chief of Police~~
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jennifer West, Recording Secretary
- Kelly Rice, Chief Administrative Officer

#### REGRETS

Councillor Cathy Maxwell

#### 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 March 9, 2020 be approved with the following changes:

- Deletion, 6.a Crescent Avenue Land Sale
- Deletion, 10.a Sale of properties

#### MOTION CARRIED

#### 3. APPROVAL OF THE MINUTES

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

#### MOTION CARRIED

(b) Council Advisory Committee meeting minutes of February 10, 2020

#### MOTION CARRIED

#### 4. PRESENTATIONS

##### (a) Friends of the Kentville Ravine – Ken Harrison and Peter Hicklenton

Members of the Friends of the Kentville Ravine gave a presentation about the activities and stewardship of the Kentville Ravine, which is owned by the Federal government and managed by the Town of Kentville.

*See presentation for more information*

- Points of Discussion:
  - Is there an inventory for the damage caused by storms? The damage caused by beavers is more significant than the damage by storms. A boardwalk would be ideal infrastructure for the lower section. A new bridge near the lower section would be key to connect the trail to the lower entrance. Opening up the lower section will make the trail more accessible to everyone.
  - The presenters offered a tour of the Ravine to Council when the weather is warmer.

##### (b) Kentville Multicultural Festival – Nancy Henry, Kate Adams and Bee Soh

Nancy Henry and Kate Adams, members of the organizing committee for the Kentville Multicultural Festival, gave a presentation about the past, present and future of the festival, including a new funding model. Bee Soh spoke about the value of the festival to New Canadians in Kentville and beyond.

*See presentation for more information*

- Points of Discussion:
  - Appreciation for the presentation. More details about this event will be found in their application through the Grants to Organization policy.

##### (c) Kings Transit Authority Budget – Glen Bannon

General Manager of Kings Transit Authority Glen Bannon gave his presentation about activities for the 2019-2020 season and shared the proposed 2020-2021 budget.

*See presentation for more information*

- Points of Discussion:
  - Ridership is up 2.4% in the core- what was the source of this increase? There are many factors including more reliable service due to GPS technology and a bus locator app.
  - An asset management system has been implemented.
  - Recently retired buses had over 2,000,000 km, and newly acquired used buses have around 650,000 km.

#### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

##### (a) Finance

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

Director Crowell presented her report for the period ending February 29, 2020. To this date, overall revenue exceeds the average at 93.9%. To date, overall expenditures are slightly over the benchmark at 91.7% expended. Outstanding taxes at 100.5% collected, which is related to pre-payments of next year's taxes.

*See report for more information*

## **(2) Projection Report**

Director Crowell presented her projection report for the period ending February 29, 2020. Highlights included decreased revenue, and the projection of a year-end surplus of \$70,300.

*See report for more information*

- Points of Discussion:
  - The hydrant area rate will increase this year and increased revenues would be transferred to the County.

## **(3) Withdrawal – Capital Reserves**

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support the various projects including paving, public garden and gateway signage.

*See report for more information*

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

**That CAC recommend for approval the withdrawal of \$12,439.38 from the Town of Kentville Capital Reserve – General Allocation.**

*To be approved at the March 30, 2020 meeting of Council.*

### **MOTION CARRIED**

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

## **(4) Withdrawal from Town Capital Equipment Reserve (Draw #2)**

Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Equipment Reserve to support the purchase of capital equipment.

*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 withdrawal of \$27,054.47 from the Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions.**

*To be approved at the March 30, 2020 meeting of Council.*

### **MOTION CARRIED**

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

## **(5) Debenture Funding**

Director Crowell presented her report on the Debenture Funds that will be issued to the Town of Kentville by the Nova Scotia Municipal Finance Corporation this year.

*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 Pre-approval of Debenture Issuance for the following:**

<b>TBR-19/20-01</b>	<b>Various</b>	<b>\$529,700</b>
<b>TBR-16/17-03</b>	<b>Robinson Building</b>	<b>\$96,400</b>

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(6) Withdrawal – Operating Reserve**

Director Crowell presented her report on the management of the Town’s Operating Fund on March 31, 2020 to avoid a year-end deficit position.

*See report for more information*

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

**That Council Advisory Committee recommend a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2020, after all year-end transactions are quantified. These funds will be transacted only if the Town was facing a current operating deficit end-of-year.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(7) Temporary Borrowing Resolution – Kentville Police Department**

Director Crowell presented her report on the Nova Scotia Municipal Finance Corporation debenture relating to the construction of the Kentville Police Service building in 2004/2005.

*See report for more information*

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

**That Council authorize the temporary borrowing resolution TBR 20/21-01 to refinance the Town of Kentville Police Station in the amount of \$300,000. After ratification it be signed and forwarded to the Minister for Department of Municipal Affairs for Provincial authorization.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(b) Planning and Development  
(1) Director’s Report**

Director Gentleman reviewed her report for February 2020. Highlights included a building valuation of \$652,100, activity regarding the Glooscap Curling Club, former KCA lands, MacDougal Heights subdivision, and parkland in Brison Developments.

*See report for more information*

- Points of Discussion:
  - When might construction begin at the former KCA land? Possibly in the fall.
  - There is interest about a property on River Street.

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

Director Gentleman reviewed the report for CEDC Young for February 2020. Some of the highlights included planning for summer marketing, appraisals in the Business Park, student intern, Mentoring Plus Coordinator, and the Public Garden.

*See report for more information*

- Points of Discussion:
  - The Visitor Information Centre will be opening on May 15.

## **(c) Parks and Recreation**

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

Director Bedingfield reviewed her report for February 2020. Some of the highlights included the Kentville Ravine Advisory Group, memory cafes in Kentville and Wolfville, sensory kits, student interns, accessibility committee, regional recreation agreement, active transportation plan working group, and the green plan.

*See report for more information*

## **(d) Police Report**

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

Mayor Snow referred to the police report for February 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 February 2020. Some of the highlights included a tender for two pick up trucks, KCA geothermal wells, and sanitary sewer utility.

*See report for more information*

- Points of Discussion
  - Is there a list of streets to be paved in 2020-2021? There is a priority list of paving, including Burke subdivision.
  - The asphalt plant is not planning to be open until May. Treating potholes now uses the cold patching method which is a temporary fix.
  - Nova Scotia Federation of Municipalities has a survey about roads in Towns for Councillors.

**(f) Administration**

**(1) Communication Report**

Recording Secretary West presented the report for February 2020. Some of the highlights included increased traffic to the website and Facebook page for job postings and community events.

*See report for more information*

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

CAO Rice presented her report for February 2020. Some of the highlights included meetings regarding the Federal funding announcement for the Mentoring Plus program, Code of Conduct issues, Flag Day, and the contract for the Dedicated Communication System for the Kentville Police Service.

*See report for more information*

• **Points of Discussion**

- Appreciation to Director Crowell for covering the CAO role while Ms. Rice was away.

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, Pulsifer, Savage and Snow*

**6. UNFINISHED BUSINESS**

**(a) Removed from the agenda**

**7. CORRESPONDENCE**

**(a) Annapolis Valley Regional Library – Annual Report**

CAO Rice presented the AVRL annual report to the Council Advisory Committee.

*Report Available*

**(b) Annapolis Valley Regional Library – Funding Model – February 26, 2020**

CAO Rice read the letter from AVRL Chief Executive Officer Anne-Marie Mathieu regarding a new proposed funding model to support the library. This letter will be discussed during New Business.

*Letter Available*

**8. NEW BUSINESS**

**(a) Annapolis Valley Regional Library – Funding Model**

Mayor Snow reviewed the Annual Report from the Annapolis Valley Regional Report and reviewed the funding model proposed by the library organization.

- Points of Discussion

- Councillor Pulsifer encouraged Council to consider this new funding agreement during budget deliberations.
- There is a funding agreement signed by all the partners, so a new funding model must be agreed by all partners. The library system gave a one year notice that an increase is forthcoming, but UNSM determined that a formal one year notice with a dollar amount is required for this rate increase.

It was moved by Mayor Sandra Snow and seconded by Councillor John Andrew

**That Council Advisory Committee send the request to staff for review with the 2020-2021 and provide a report to the April 27 2020 Council meeting.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(b) Municipal Election – Returning Officer Report**

Mayor Snow read the letter and the recommendation from the Returning Officer for the Town of Kentville. The report outlines the polling areas and gave a recommendation about the final list of electors.

*Report Available*

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

**That Council Advisory Committee accept the report from the Returning Officer and accept the recommendations therein.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

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

**That Council Advisory Committee accept the report on submission of the final list of electors.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(c) Municipal Election Sign Ban**

Councillor Bolland read his report on the reduction or elimination of municipal election signs to reduce clutter and plastic in the community.

*Report Available*

• **Points of Discussion**

- Recommend getting legal advice on this motion- currently there are no municipal elections that have enacted this ban. This motion would impact jurisdiction of

elections outside of Kentville boundaries. Some municipalities are discussing this issue as well.

- Cost for election signs is a factor that decreases equity for potential candidates.
- It is a good consideration of the environment and equity.

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

**That Council Advisory Committee accept the recommendation to ban all plastic election signs in the Town of Kentville.**

**MOTION FAILED AMENDED**

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

**That Council Advisory Committee requests a review of current plastic election sign policy (all levels of government) by staff and legal and provide a recommendation back to Council.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

#### **(d) Council Remuneration Policy**

Mayor Snow read the report which outlined the review of Policy Statement G5 “Remuneration and Benefits”.

*Report Available*

- **Points of Discussion**

- The change of remuneration is effective November 1, 2020.

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

**That Council Advisory Committee task the Chief Administrative Officer to conduct a market analysis of current Council remuneration in accordance with section 4.3.1 of Policy Statement G5 Council Remuneration and Benefits.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

#### **(e) Kings Transit Authority 2020-2021 Budget**

CAO Rice reviewed the presentation and budget by the Kings Transit Authority for the 2020-2021 fiscal year.

*Report Available*

- **Points of Discussion**

- Encouraged by discussions at Kings Transit about fares, subsidies and this budget.



- All partners need to contribute to the funding agreement.
- Is there an update on the status of the Kings County position on Kings Point to Point. KPTP is in an agreement for one year.

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

**That Council Advisory Committee recommends approval to Council on 30 March 2020 of the Kings Transit Authority approved 2020-2021 Operational budget in the amount of \$1,860,184 of which \$194,341 is the Town of Kentville and 2020-2021 Capital budget in the amount of \$80,000 of which \$16,000 is the Town of Kentville share under the Municipal Agreement. The total commitment to the Town of Kentville 2020/2021 Operational Budget is \$210,341.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

**(f) Proclamation of a Climate Emergency**

Councillor Bolland read his report on the declaration of a climate emergency in the Town of Kentville. Council should send a message to residents that climate change is part of our decision making.

*Report Available*

● **Points of Discussion**

- What actions will staff take on as part of this declaration? Staff are already doing a number of activities as part of their work to address climate change.
- This may be a far-reaching declaration that is open to interpretation. Is there a standardized way to ally with this movement? Could staff bring us more information about this declaration?
- A declared emergency must be meaningful and must engage citizens for their buy-in. There needs to be complimentary action at all levels of government. The Town already actively makes decisions around sustainability. Work is ongoing on the Town's green plan. Environmentally sustainability is present in all parts of the strategic plan. Should not call an emergency- first need to engage citizens and make a plan. Need to make a personal commitment to climate change.
- Could Council remove the word emergency and affirm the Town's ongoing work on sustainability?

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

**That Council Advisory Committee recommend to Council that the Town of Kentville acknowledges and recognizes on behalf of its residents that a climate emergency is real and must be addressed. The Town of Kentville will take all reasonable steps within its ability and resources to reduce our carbon footprint.**

**MOTION FAILED**

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

**That Council Advisory Committee recommend to Council that the Town of Kentville acknowledges and recognizes on behalf of its residents that climate change is real and must be addressed through adaptation and a call to action of the citizens. The Town of Kentville will take all reasonable steps within its ability and resources to reduce our carbon footprint.**

*To be approved at the March 30, 2020 meeting of Council.*

**MOTION CARRIED**

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

## 9. PUBLIC COMMENTS

### (a) Nora Wigley, Oakdene Terrace

Why is the idle free bylaw not enforced? Will be part of future work of the Bylaw Officer. This should be promoted and advertised.

The word emergency is being used around the world relative to climate change, and this term should be used in communications. Using the word emergency is about public perception-raising awareness about an emergency.

## 10. ADJOURNMENT

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjournment at 9:02 p.m.**