

APPROVED – March 7, 2011

Council Advisory Committee

MINUTES

February 14, 2011 – 1:30 p.m.

PRESENT

Deputy Mayor Bill Boyd, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Eric Bolland, CAO Keith Robicheau, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

Director Debra Crowell, Director Mark Phillips, Director Bev Gentleman, Director Greg Kehoe, Police Chief Mark Mander

Regrets: Mayor David Corkum and Councilor Mark Pearl.

CALL TO ORDER AND ROLL CALL

Deputy Mayor Bill Boyd called the meeting to order at 1:30 p.m. and CAO Robicheau reported that all members of Council were present except for Mayor David Corkum and Councilor Mark Pearl.

NOTE

“Points from Discussion” below show various comments made by individual councilors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information

APPROVAL OF THE AGENDA

It was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

**that the agenda be approved with the addition of:
10. In Camera – Land Negotiation**

MOTION CARRIED

PRESENTATION

(a) Craig Gerrard

A proposal was submitted to Council for the construction of an apartment building on the corner of Gladys Porter Drive and Park Street, owned by Medical Associates. Consultant Wayne Gibbons noted that 150 Park Street is currently zoned Commercial General (C-1) and that his clients wish to use this property for an apartment building, instead of the office building, that currently exists on this site.

He added that 2 problems exist with this development, the first being a 12 inch water main which currently runs through the centre of the property, splitting the property in

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half. Council is being asked to relocate this line and Mr. Gibbons presented a plan indicating the route the new water main would take. This work would not create any interference with traffic in the area, while at the same time, would expand the amount of useful property, to better position the proposed building on the lot.

The second area of concern is the cost of relocating this water main. Hiltz and Seamone has estimated a cost of \$53,000, however, Mr. Gibbon's clients had hoped that the Town would consider a cost-sharing arrangement. He added that this construction will be a high-end building of 12 units initially, with underground parking.

Points from Discussion

- Architectural plans are not available until it is known if the existing waterline can be relocated.
- There would be a substantial return in tax revenue from this proposed building.
- The relocation plan would mean a number of changes in the angles of the waterline, however, the engineer feels confident that these changes will pose no problems in flow.
- There is a need for good quality apartments near the downtown.
- The main issue is to have Council's support to relocate the line, cost-sharing is another question and can be dealt with when more information is available.

It was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Town Council to support the concept of relocating the water line which runs through the property owned by Medical Associates at 150 Park Street.

MOTION CARRIED

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

Recommendation to Council

that a recommendation be made to Town Council that staff prepares a report for the next meeting of CAC, on scenarios for payback, on various levels of cost sharing by the Town.

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MOTION CARRIED

Points from Discussion

- the next CAC meeting will be on March 7.

**APPROVAL OF THE
MINUTES**

(a) January 10, 2010

It was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

that the Minutes of January 10, 2011 be approved with a name change on page 6.

MOTION CARRIED

**BUSINESS ARISING FROM
THE MINUTES**

(a) RFP Kentville Futures Site

CAO Keith Robicheau reported that he will try to have the ads seeking commercial brokers, placed in the Chronicle Herald for next Saturday and Wednesday, along with some ads in the local paper. Submissions will be due by March 4th and hopefully, a report will be available at the next meeting of CAC.

**(b) MPS/LUB Amendments to R1 and RF zones
(recommendations)**

Director Gentleman submitted a written report, in which she noted various options to facilitate new single family residential growth in serviced areas, under the Residential Futures (RF) zone. She further pointed out that under Section 3.6, Residential Future (RF) Zone, and applicable policies of the Municipal Planning Strategy, it seems that there was some intent to allow single family residential development on small lots in the RF zone, subject to the availability of municipal sewer and water.

As Policy R-34 further states that the Land Use Bylaw does not provide for residential development on small lots in serviced areas, she recommended a few changes to this document that would allow single family residential development to take place and felt that these changes would make it easier to subdivide a lot thereby creating more building lots.

Upon review of this report, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Town Council

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**that First Reading be given to amend the Land Use Bylaw, to allow single family residential development, similar to the R-1 zone, within the Residential Futures (RF) zone,
and further
that a date for a Public Hearing be set at that time.**

MOTION CARRIED

Points from Discussion

- Residential Future lot sizes are consistent with other residential zones.

(c) Edge Building – Fire Inspection (update)

Director Gentleman reported that Council has expressed concerns not only about the appearance of the old Edge Building, but also its safety as it relates to fire and possible exposure to the surrounding buildings. She added that Inspector Rick Corkum had arranged a meeting with the building's owner, however, Mr. Tan does not seem interested in allowing access to the building for these inspections.

The most expeditious way to arrange this inspection may be through the Fire Marshall's Office and it was agreed that the Fire Inspector would be asked to pursue this inspection, and that an update of these proceedings would be given at the next meeting of CAC.

(d) Kentville Representative – Kings RDA Committee Appointment

Town Clerk Carol Harmes reported that two applications have been received for the position of Kentville Representative on the Kings RDA Committee.

Following review of the applications, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

Recommendation to Council

that a recommendation be made to Town Council that David Ritcey be appointed to represent the Town of Kentville on the Kings RDA Committee.

MOTION CARRIED

(e) Kings Transit Building – Future Use

CAO Robicheau reported that senior staff has discussed the

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potential use of this soon-to-be-vacated building and further, that he has met with the General Manager on February 7th. Discussions took place at that time regarding the termination of the lease and the use of the curb-cuts for a bus stop at that location.

The General Manager was to confirm with Acadian Lines what this company's future use of the building for parcel pick up and drop off would be. There appears to be no problem currently with the Kings Transit busses using this location, however, should the building be sold or leased, the new occupants may require parking, which would result in the discontinuance of the buses using that property. As for parcel pick-up and drop-off, several other locations in the downtown area would be suitable for that service.

DEPARTMENTAL REPORTS

(a) Finance

(i) Director's Report

Director Crowell noted that the third quarter utility billings are due later in the month; preliminary budget processes have begun; capital projects for 2010-2011 are nearing completion and are being funded; and preliminary work has begun on year-end processes.

She added that with Schedule A (Revenue), and a benchmark of 83% if spread evenly over the year, overall revenue is above average at 87.9%, Schedule B (expenses) indicates that expenditures are slightly above average at 83.7% due to annual payments, etc., Schedule C (Summary of Outstanding Interim Taxes) indicates that 93.7% has been collected and Schedule D (Sanitary Sewer Area Service), shows 75% of the budget expended.

She added that Schedules E and F (Perpetual Investment Fund) show investments totalling \$13.5 m (at cost) and \$13.18 at market. She attached a comprehensive report giving an overview of the fund, noting in summary that the Fund Manager projects that income and dividends will exceed budget figures of \$550,000 by approximately \$11,800, although capital gains will fall short of the budget.

Following some questions, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

that the report from the Director of Finance be received.

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MOTION CARRIED

Points from Discussion

- As of today, about 40% of the snow budget has been consumed, although there are some related costs which have not yet been posted.
- It costs the Town about \$10,000 for each snow storm.

(ii) Projections Report

Director Crowell submitted a Projections Report as of January 31, 2011, noting that the Town could realize a year-end surplus of \$106,600, which is an increase of \$82,100. She added that Revenue has increased \$41,300 and that expenditures have decreased \$40,800 since the last report.

It was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the Projection Report be received.

MOTION CARRIED

Points from Discussion

- The lease for the Lions Building will identify the responsibility for the roof repairs and this will be checked out.
- It is not known if EMO funds will be available to residents regarding the December windstorm.

(iii) Resolution – Tax Exemption

Director Debra Crowell noted that Council must pass an annual resolution to provide for a partial tax exemption to individual property owners who meet certain requirements, as per Section 69 of the Municipal Government Act. She noted that all 34 residents, who submitted applications for exemptions last year, will be sent applications for the upcoming year, and that ads will appear in the local newspaper. This \$200 exemption will be offered to those persons whose income is less than \$22,817 and who meet those other conditions that apply.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution, as it relates to low

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**income tax exemption for residents of the Town of
Kentville, be approved**

MOTION CARRIED

Points from Discussion

- The exemption that the Town provides, is average in comparison to other municipalities, however, this is reviewed every couple of years.

(b) Planning and Development

(i) Director's Report

Director Gentleman reported that there were 4 permits issued for January, for a total building value of \$710,000, therefore, bringing the yearly total up to \$710,000. It was further noted that with the Centre Square lease renewal process, only Bruce Wile remains to sign.

MPS/LUB amendments have been proposed earlier on the agenda and with Unsightly and Dangerous Premises, 3 properties have been identified – the Edge Building, 492 Main Street (oil tank on front lawn) and 67 Chester Avenue. Lastly, Director Gentleman noted the meetings attended.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

**that the report from the Director of Planning and
Development be received.**

MOTION CARRIED

Points from Discussion

- The walkway between Phinney's and Bruce Wile's building is being used for parking.
- Parking tickets cannot be given to the owners of these vehicles because the Town has not leased the land for parking.
- As there is no lease in place, the Town can discontinue snow removal in that section of Centre Square.
- "No parking" signs should be erected.
- The adjacent property owners on Belcher Street (near the property for sale) have been asked to provide an expression of interest for purchase by March 4th.
- A report should be available on this Belcher Street land purchase at the next meeting of CAC.

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(c) Parks and Recreation

(i) Director's Report

A report from Director Phillips noted that plans are going well for the Kentville Home Show and that Kevin Bennett is doing a great job this year with registration being done on line. The rink is busy with several tournaments coming up during March and with the Silver Gliders Carnival ending the year. The Sledding Party on January 28th was well-attended and was the kick-off to the Take-the-Roof-Off-Winter Program.

At the new KCA school, construction continues although the opening date has not been confirmed. Meetings regarding both the old school and the new school have taken place and an assessment of the old school building was done to determine what value this structure might have. The department has been working with various community groups regarding some potential future uses of the old school.

With the inter-municipal library committee, a meeting was held regarding capital funding from the County of Kings. Both the Warden and Deputy Warden were in attendance and more is expected to follow. Area rates were discussed in relation to municipal funding.

With the e-council and video conferencing issue, Director Phillips has carried out some investigations on what is being done throughout the country. He questioned if a Standard Operating Procedure might be a better approach then to create a policy. Possible amendments to the MGA have been proposed to accommodate this.

Some signage and mail-out material has been created for the Smoke Free Public Places Bylaw, and with the Kentville 125 project, a schedule of events is being created and more will follow on this.

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

that the report from the Director of Parks and Recreation be received.

MOTION CARRIED

Points from Discussion

- 5 athletes are registered at the Canada Games as

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Kentville citizens.

- There were a lot of Nova Scotians in attendance at the Canada Games Opening Ceremonies.
- The participating athletes from our area should be recognized.

(ii) Community Development Issues

Director Mark Phillips reported that the Kentville 125 celebration calendar is being prepared; the Farmers' Market will open in May and some new training has been made available; and both Lindsay Young and Michele Fike will participate in this.

The process of rebranding the Town is being addressed through KCDC and information is being gathered from Kings RDA. Hopefully this branding project will debut on December 7th the Town's anniversary. Tiffany Connell will return to work during the second week in March.

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that the next meeting of the Board will be on February 17th at noon. He added that recently the department worked with two opposing groups regarding security in the Council Chambers of the County of Kings and was pleased to say that all went well.

He added that statistics indicate that there were 53 hours of foot patrol. Also, the department has been tracking commercial and residential alarms and the Chief noted that the Alarms Bylaw is a work-in-progress.

It was moved by Councilor Bernie Cooper seconded by Councilor Nola Folker-Hill

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- Another column showing 2009-2010 statistics will be added to future reports

(ii) Board Report

Councilor Bernie Cooper reiterated that there is a meeting scheduled later this week.

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(e) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that the recent snow and ice conditions have kept the Public Works crews very busy with clean-up. Contractors were also brought in to help clear away the piles of snow in the downtown. He added that there has been some public compliments on the snow removal process, and wished to extend the appreciation of his department to the Police Department for the removal of abandoned vehicles during the snowstorm

He added that capital work is progressing on the Regional Sewer System and the committee recommended the award of the headworks projects at \$474,984, plus HST.

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

**that the report from the Director of
Transportation Services be received.**

MOTION CARRIED

Points from Discussion

- Traffic flow at the intersection of Belcher / Cornwallis can be difficult for those Belcher Street vehicles making a left turn on the arrow.
- Timing for traffic lights (operable to flashing) should be checked as the lights are fully operational very early in the morning when there is little traffic.
- Although the piles of snow can be a problem with traffic flow and parking, the removal involves contractors and staff, and immediate attention is not always possible.

(f) Water Commission

(i) Directors Report

Director Greg Kehoe reported that the Commission will meet next on March 8, 2011. He added that a new well will be drilled at the Mitchell Avenue site and it appears that this will be a good producer of water.

Repairs to the Prospect Avenue tank were done on January 25 with the installation of a new shutoff valve, as there had been restriction in pumping due to a building-up of chemicals in the valve. Work continues with the Dept. of

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Environment to balance the PH levels, and staff attended a course on confined space.

It was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Deputy Mayor Bill Boyd had nothing further to add.

(g) (i) Chief Administrative Officer's Report

CAO Robicheau reiterated some items on his written report, noting that:

- He reviewed the process of removing contaminated soils, as it relates to the 2 commercial lots on the River Street extension. That information will be sent to Council. He met last week with legal counsel and some action should be stimulated.
- With the Industrial Park (joint venture as proposed on January 25) a scope and budget for external consulting work has been done. The Town's share of the costs will not be significant and perhaps some provincial money will be available for the next phase.
- A meeting was held on January 26th on the site plan for the relocation of Superior Propane to the Industrial Park and more will follow regarding the letter of intent which is being sent.
- With Kings RDA, he met with the Executive Director on future initiatives.
- A meeting of the Joint Fire Services gave some follow-up with the consultant doing the review.
- He met with the General Manager of Kings Transit.
- Regular Senior Administration meetings continue.
- Discussions have taken place regarding joint PANS negotiations and some tentative bargaining dates have been proposed.
- The Director of Public Works has signed a letter of understanding with CUPE and a Labour Management Committee meeting is scheduled for March 9th.

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It was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Town Clerk Carol Harmes outlined a number of policy and bylaw documents currently being addressed as part of the review process; noted that April 6th has been set for the next Strategy Workshop; reservations have been made at Digby Pines for the UNSM Conference and at the Westin for the FCM Conference. She also attached an updated list of those serving on the current committees of council and asked that any changes be noted.

It was moved by Councilor Tony Bentley and seconded by Councilor Nola Folker-Hill

that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Policy G22 – Economic and Community Development Policy

Town Clerk Carol Harmes brought forward this policy for Council's consideration to repeal, it relates to a committee that does not currently exist. She added that although there are some similarities between this committee and the existing Kentville Community Development Committee, it might be a cleaner process to repeal this particular policy and create a new one, if needed for the KCDC.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that a recommendation be made to Town Council that Policy Statement G22 – Economic and Community Development be repealed.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

Recommendation to Council

that the issue be tabled for a future CAC meeting, following review by the KCDC.

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MOTION CARRIED

Points from Discussion

- The policy was created to provide guidelines for the purpose of hiring a Community Development Officer.
- KCDC has a clear Terms of Reference from Council, so would not need a policy.
- KCDC could review this policy as it relates to its own Terms of Reference.
- There appears to be no reason to repeal it right away.

(b) Chapter 11 – Regulation of Parking Lots Bylaw

Town Clerk Carol Harmes submitted a report and a copy of this bylaw, in which she noted that the document relates to parking meters. It would, therefore, have no relevance to current and future practices and should be repealed.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to rescind *Chapter 11 - Regulation of Parking Lots Bylaw.*

MOTION CARRIED

(c) Chapter 34 – Parking Lots Bylaw

Town Clerk Carol Harmes noted that this bylaw relates to the business occupancy tax's application to parking lots, and following review of the document with the Town's solicitor, he concurs that it currently serves no purpose.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to rescind *Chapter 34 - Parking Lots Bylaw.*

MOTION CARRIED

(c) Monument for Apple Blossom

Director Mark Phillips reported that the Apple Blossom Monument Committee has proposed a design to commemorate the festival's 80th anniversary in 2012. Copies of that concept plan were presented.

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The Committee proposed that the monument be located along the parade route, and the site selected was in front of the Recreation Centre. As to the design, it depicts an apple blossom, creatively constructed in bronze. Panels would surround this monument on which a history of the festival and other relevant information would be added.

The Town, as well as the County of Kings, may be required to contribute in some way to this monument, although costs have not been established at this time.

Points from Discussion

- This location would also be suitable for a kiosk where notices and information could be posted, if seen appropriate.

CORRESPONDENCE

none

ADJOURNMENT

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the meeting adjourns at 3:45 p.m.

MOTION CARRIED

IN CAMERA

As the matters relating to the In Camera discussions were previously addressed, there is no need to have an In Camera meeting and therefore, that agenda item should be withdrawn.