

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: April 8th, 2019

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, and Councillor Lynn Pulsifer.

Also present: Solicitor Geoff Muttart, Chief Administrative Officer (CAO) Mark Phillips, Recording Secretary Jennifer West, Recreation Director Rachel Bedingfield, Chief Julia Cecchetto, Finance Director Debra Crowell, Community and Economic Development Coordinator Lindsay Young, and Planning Director Beverly Gentleman.

### REGRETS

Councillor Craig Gerrard sent his regrets for this meeting.

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and CAO Phillips reported that all members of Council were present, with the exception of Councillor Gerrard, in addition to all department heads.

*Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

### 2. APPROVAL OF THE AGENDA

**It was moved by Deputy Mayor Cate Savage and seconded by Councillor John Andrew**

That the agenda of April 8<sup>th</sup>, 2019 be approved with the following changes:

- Addition 8.c Selection of Council Member to Student Bursary Selection Committee

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of March 11<sup>th</sup>, 2019

It was moved that the Minutes of March 11<sup>th</sup>, 2019 be approved as circulated.

### MOTION CARRIED

### 4. PRESENTATIONS

#### (a) Hardware Gallery – Quarterly Report

Sasha Nelson, Coordinator of the Hardware Gallery, and Hillary Drummond, Board Chair from the Hardware Gallery, gave a presentation about the activities at the Hardware Gallery and made a request to extend their lease to September 2019.

- Points of Discussion:
  - What steps have you taken to bring about sustainability? After 24 months of operation, the organization becomes eligible for more broad funding. The fundraising committee is working to identify opportunities.
  - Are there opportunities for a new space? Yes, the organization is seeking partnerships with other groups.
  - What fundraising has happened to date? Crowd sourcing, public funding and sponsorship. Retail space. Fundraising committee has been on pause since December because of uncertainty of space.
  - There are artists booked until the end of September 2019. Artists have been creating their work based on the dimension of the existing space. The location of the gallery will impact the artists' work.
  - What is the status of the October 2017 sponsorship package? The package has not been updated since that time.
  - Additional terms and expectations of the lease were not met- how do you speak to that? Volunteer run, coordinated by a volunteer coordinator.
  - The quarterly report did not include the financial statements- will this be included? Yes, it is being prepared. What is the evidence of sponsorship and donations? In the financial statements the Town in kind support is not clearly stated.

*See presentation for more information*

**(b) Kings Volunteer Resource Centre**

Bruce MacArthur and Jim Dorey gave a presentation about the recent activities and successes at the KVRC, including the VolunteerNS.ca website, which supports their application for a community grant.

- Points of Discussion:
  - The provincial volunteer awards ceremony was a great way to highlight the many kinds of volunteers across the province.
  - There may be opportunities for the website to support other volunteer organizations such as the Hardware Gallery.

*See presentation for more information*

**(c) Kentville Business Community**

Zach Best, Development Coordinator with the Kentville Business Community, gave a presentation about recent activities, member survey around signage, and the annual financial status of the organization. KBC has three suggestions for council and staff to consider around signage in the Land Use bylaw.

- Points of Discussion:
  - Reducing restrictions around signage makes it subjective and difficult to enforce. What review will be available for new signage allowances or applications?
  - Is there still a theme to façade improvements? Try to follow the original guidelines, realize there are new businesses that want different themes. Balance between guidelines and new businesses. The underlying theme is to make the Town look better.

*See presentation for more information*

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending March 31<sup>st</sup>, 2019. At this time, staff are preparing the working paper files and financial statements for the end of the fiscal year.

*See report for more information*

#### (2) Projection Report

Director Crowell presented the second projection report for the period ending March 31<sup>st</sup>, 2019. Currently, the Town is in a deficit position of \$3,800 however this will change as further review and calculations are reviewed and finalized.

*See report for more information*

#### (3) Withdrawal #3 from Capital Reserve

Director Crowell presented the report recommending a withdrawal of \$56,125.43 from the Capital Reserve (General Allocation) to fund upgrades to the Visitor Information Centre, the Gorge to support Canada Cup, and administrative projects.

*See report for more information*

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

#### **THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the attached resolution for a withdrawal of \$56,125.43 from the Town of Kentville Capital Reserve – General Allocation, to partially fund several capital acquisitions (as listed) during the year 2018-2019.**

#### **MOTION CARRIED**

*To be ratified at the April 29<sup>th</sup> 2019 meeting of council*

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

#### (4) Debenture Preapproval

Director Crowell presented the report outlining the debenture funds which will be issued this Spring by the Nova Scotia Municipal Finance Corporation in the amount of \$731,400.

*See report for more information*

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

#### **THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the Resolution TBR-18/19-01 for pre-approval of Debenture Issuance in the amount of \$731,400 and forwarded to a Special Council meeting for ratification on April 8<sup>th</sup> 2019 (following the CAC meeting).**

**And further, after ratification, it be forwarded to the Nova Scotia Municipal Finance Corporation to complete the Town's debenture issue for Spring 2019.**

**MOTION CARRIED**

*To be ratified at the April 29<sup>th</sup> 2019 meeting of council  
Councillors who voted in favour of this motion: Andrew, Bolland, Maxwell, Pulsifer, Savage and Snow*

**(b) Planning and Development**

**(1) Director's Report**

Director Gentleman presented her report for March 2019 and stated a building valuation of \$622,550 for a year total of \$1,677,345. Highlights of this report include preparation for a Utility and Review Board hearing, meetings regarding the Glooscap Curling Club property easement, and meetings regarding the former KCA property.

- Points of Discussion:
  - What is the format of the UARB hearing? It is similar to a court process with evening public comments.

*See report for more information*

**(2) Planning Advisory Committee**

Director Gentleman presented her report on the development of a planning advisory committee, as presented to the Council Advisory Committee in March 2019.

*See report for more information*

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

**That Council defer the attached Planning Advisory Committee Policy to the May 2019 CAC meeting.**

**MOTION FAILED**

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

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

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council approve the attached Planning Advisory Committee Policy.**

**MOTION FAILED**

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

*Note: tied motions automatically fail.*

- Points of Discussion:
  - Why does the membership include 7 members? This is similar to other PACs in the province and to past versions of this committee. 1 year term is also common.

- Citizen membership in some committees requires some knowledge and experience. It's an opportunity for residents with a vision of the Town to help realize it.
- This committee seems like an extra step in an already efficient process. The Planning Director and Council already review these in that context and the PAC may be unnecessary.
- Citizens' voices are stronger when they speak directly to council than if they are part of the planning committee. The planning committee process would always include a public process, and this is an opportunity for the public to provide input. There will always be an opportunity for the public to provide input in any process.
- Did previous PACs provide value? Previous groups were not very engaged and did not provide a lot of value to the application or process.

### **(3) Crescent Avenue Property (Glooscap Curling Club)**

Director Gentleman presented her report on the request from the Glooscap Curling Club regarding a portion of their parking lot and entrance which is on Town property. They are requesting that the Town gift the property to the Club so they can install an accessibility feature at the front entrance.

*See report for more information*

It was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

#### **THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Council direct staff to move forward with closing a portion of Crescent Avenue and deed it to the Glooscap Curling Club for the sum of \$1.00.**

**And further, Glooscap Curling Club pay the first \$5000, with the Town assuming additional costs up to \$5000.**

**And further, Glooscap Curling Club solicit donations of services from membership.**

#### **MOTION CARRIED**

*To be ratified at the April 29<sup>th</sup> 2019 meeting of council*

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

- Points of Discussion:
  - The sale should be a straightforward issue, but there are some issues that might complicate the process. There is an advantage to relieving the Town of this public street that is not being maintained by the Town. It is a liability for a piece of land that may have no value to the Town.
  - There may be an opportunity for the Club to cover some or much of the costs through in-kind services.
  - Council should consider the donation and the costs associated with the donation, including donation of services by the Club.
  - ACTION – Staff will determine the full cost of this process.

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

Community and Economic Development Coordinator Young presented her report for March 2019. Highlights included interprovincial publications, showings of the Calkin Building and listing, the end of the term for the planning intern, and a place-making project with the Active Living Coordinator including community art.

- Points of Discussion:
  - Beautification and street scaping program application will be submitted soon.
  - The public garden on Main Street will be located next to the Kings Arms Pub and has been offered to the Town for a donation of \$1.
  - The new tenant in the Calking Building is hoping to open by the end of the month.

*See report for more information*

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

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

Director Bedingfield presented her report for March 2019. Highlights included closing the arena to skating, John Deere Days occurred last week, parks and trails are very wet, a campout in the Kentville Ravine (with the "A for Adventure" team), the Leadership Tea (Apple Blossom Festival candidate), the Kentville Volunteer Awards, and the upcoming Home Show.

- Points of Discussion:
  - When the Town does improvements to the Ravine, the Town should consider some indigenous names for some of the trails. The discussion about the street naming were associated with us respecting the First Nations community process of relationship building, and not forcing our own process on this community.
  - Is the Town considering interpretive signs at the Ravine trail? This year is a planning phase to include the right stakeholders in the process. A student is currently working on the highlights of the trail that would be part of this trail.

*See report for more information*

### **(d) Police Report**

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

Chief Cecchetto presented the police report for March 2019. Highlights included statistics for callouts and bylaws, meetings and training that the chief and her staff participated in. New young officers are very keen and are working very hard in the community. A missing person case took a lot of time this month.

*See report for more information*

### **(e) Engineering and Public Works**

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

CAO Phillips presented his report for March 2019. Highlights included daily operations meeting with public works staff, assessment of potholes and patching process, the Director of Public Works position posting, curb cuts with development activity, and street sweeping.

- Points of Discussion

- When will the garbage can at the lower end at Oakdene Ave be replaced? It ill be replaced shortly.
- Applicants are still interested from the first posting, and new applicants have been interested in the position.

*See report for more information*

*Biological break starts at 8:42pm. Ends at 8:49pm.*

**(f) Administration**

**(1) Communication Report**

CAO Phillips presented the report for March 2019 on behalf of the communications team. Highlights for this month included ongoing social media management and the final stages of the website development project.

*See report for more information*

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

CAO Phillips presented his report for March 2019. Highlights include several recent meetings of Valley Waste, Kings Transit, the Kentville Business Park, activity at the former KCA property, the Calkin Building, and the Valley Regional Enterprise Network.

*See report for more information*

- Discussion
  - Collective agreements are being negotiated for the CUPE and Police Union groups.

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, Maxwell, Pulsifer, Savage and Snow*

**6. UNFINISHED BUSINESS**

**(a) Smoking Bylaw Revision**

Chief Cecchetto presented her report on the recommendations provided by the Kentville Police Commission regarding Kentville's Smoke Free Public Places Act. The changes include wording that reflects the national legislation around cannabis.

*Report available*

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

**THAT THE COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council rescind Chapter 84 "Smoke Free Public Places" and enact a new bylaw, Chapter 99 "Smoke Free Public Places", with expanded definitions covering cannabis, public places, smoking and vaping or other methods of inhalation.**

**And further, that the attached revised bylaw Chapter 99 “Smoke Free Public Places” be sent to the April 29<sup>th</sup> 2019 council meeting for first reading.**

**MOTION CARRIED**

*To be ratified at the April 29<sup>th</sup> 2019 meeting of council*

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

- Points for Discussion
  - The CAO and solicitor have some minor language pieces that need to be adjusted. Suggest that council approve the bylaw in intent with minor changes being presented to Council at the end of the month.
  - Important to also have education with this bylaw.

**(b) Nova Scotia Power Inc. Property Easement**

CAO Phillips gave a verbal report on the status of the easement on Main Street. There is no update on this issue.

*Report available*

**7. CORRESPONDENCE**

**(a) Valley Wildcats 2021 Telus Cup National Midget Hockey Championship**

CAO Phillips highlighted the letter of support for the Valley Wildcats for this event. There is no financial request for this event until the location of the tournament is determined at a later date.

**8. NEW BUSINESS**

**(a) Request from the Hardware Gallery**

Mayor Snow reviewed the support to date provided to the Gallery from Council and outlined the organization’s request.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That staff negotiate a lease extension with the Hardware Gallery to the end of September 2019.**

**MOTION CARRIED**

*To be ratified at the April 29<sup>th</sup> 2019 meeting of council*

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

*Councillors who voted against this motion: Snow*

- Points for Discussion
  - Is it possible to amend a sale agreement to support this request? Yes, a buyer can negotiate this. A buyer could reject any lease that is offered to the gallery. This request has the potential to affect the sale of the building.
  - The decision is between the sale of a building and the support of a community group.
  - The existing resolution of council is a month to month lease, this should be considered during this request for a 6-month lease.
  - The gallery is at a point of being eligible for new grants to galleries for programming.



- The letter from the gallery was not appropriate language for council. Council has supported the gallery from the onset but the letter was considered offensive by some.

**(b) Request from the Kentville Business Community**

CAO Phillips reviewed the request from the Kentville Business Community regarding signage in Kentville's Land Use Planning Bylaw.

*See report for more information*

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

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That council send the recommendations to amend the Land Use Bylaw around signage to staff for review.**

**MOTION CARRIED**

*To be ratified at the April 29th 2019 meeting of council*

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

- Points for Discussion
  - It seems inappropriate to have such large signs in the downtown square. In the "pedestrian friendly" zone, signs should be more modest.
  - A building with many tenants would have many signs on the outside.
  - Don't want to have every sign brought before council and don't want staff to be measuring every sign.

**(c) Council member on the Student Bursary Selection Committee**

Mayor Snow reviewed the selection committee that supports Policy Statement G18 Student Bursary. Councillor Maxwell has been appointed to this committee in 2017 and 2018 and is interested in continuing this work.

*See report for more information*

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:**

**That Councillor Maxwell be appointed to the Student Bursary selection committee for 2019-2020.**

**MOTION CARRIED**

*To be ratified at the April 29th 2019 meeting of council*

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

## 9. PUBLIC COMMENTS

- (a) None

## 10. IN-CAMERA

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

**That council move into a closed session at 9:41 pm to discuss:**

- (a) Legal – Land Sale

**MOTION CARRIED**

**It was moved by Councillor John Andrew and seconded by Deputy Mayor Cate Savage**

**That Council return to open session at 10:00 pm.**

**MOTION CARRIED**

**11. ADJOURNMENT**

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**  
Adjourned at 10:00 p.m.