

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: June 10th, 2019

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard, 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, Police Chief Julia Cecchetto, Finance Director Debra Crowell and Planning Director Beverly Gentleman.

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and CAO Phillips reported that all members of Council were present, 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 Councillor Eric Bolland and seconded by Deputy Mayor Cate Savage That the agenda of June 10<sup>th</sup>, 2019 be approved with the following changes:

- Delete item 8.c Kings Transit
- Delete item In Camera - Lease

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

#### (a) Council Advisory Committee meeting minutes of May 13<sup>th</sup>, 2019

That the Minutes of May 13, 2019 be approved as circulated.

### MOTION CARRIED

### 4. PRESENTATIONS

(a) None.

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

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

Director Crowell presented her report for the period ending May 31<sup>st</sup>, 2019. Highlights from the first financial report of the fiscal year include benchmarks for revenues and expenditures, outstanding taxes, and the perpetual investment fund.

- Points of Discussion

- Planning Department attended a conference for the Economic Development Officers training (listed under Environment).

*See report for more information*

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

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

Director Gentleman presented her report for May 2019. Some of the highlights included a building valuation of \$14,344,606 for a year total of \$16,678,151. The department is working with the Green Parsons Development for 2 new buildings, and also with the Glooscap Curling Club, the developers of the former KCA property, and Viking Homes parkland dedication requirements.

- Points of Discussion:
  - The Parsons Green Development properties' driveways will be realigned to reduce their slopes. There are good discussions and conversations happening around this new development in Kentville.

*See report for more information*

### **(2) Special Events Bylaw**

Director Gentleman presented her report for an amendment to Chapter 96 "Special Events Bylaw". The change is regarding the removal of the reference to the zone "Residential Futures" and replacing it with "Large Lot Residential" which is consistent with definitions in Kentville's Municipal Planning Strategy and Use Bylaw.

- Points of Discussion:
  - How would this policy affect the event held at the Cornwallis Inn during the Apple Blossom Festival over the weekend? This policy isn't related to community events.
  - Discussion around bylaw amendments.

*See report for more information*

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

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

**That Council forward the proposed amendment to the Special Events Bylaw Chapter #96 regarding the amendment of Part 4.11.3 to replace "Residential Futures" with "Large Lot Residential" which is consistent with definitions in Kentville's Municipal Planning Strategy and Use Bylaw.**

#### **MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

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

CAO Phillips presented the CEDC report for May 2019. Some of the highlights included the Placemaking Program, showings at the Calkin Building, and a grant from Municipal Affairs for a public garden on Main Street.

- Points of Discussion:

- The CEDC sits on the Board as ex-officio and it may not be appropriate for her to speak on their behalf. A Board member might be more appropriate to provide comment. CEDC could share about activities and engagement with KBC in her monthly report.
- A discussion with staff might be more appropriate than a formal report from staff.
- Some councillors are not clear on the difference between the activities of the CEDC and KBC. Are the resources for KBC being put to good use?
- KBC is hosting their Annual General Meeting- this is a good opportunity to ask these questions about their activities and mandate.
- The KBC Board consulted with the planning director regarding the signage bylaw, parking and other issues on behalf of local businesses. They are considering a council representative on their board to strengthen connectivity.

*See report for more information*

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

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

Director Bedingfield presented her report for May 2019. Some of the highlights included ramping up of park and trail maintenance, the addition of Brittany Longley as summer intern, a community campout, lunchtime guided walks in Miners Marsh, and the upcoming opening of the outdoor pool. The Gorge is set to be an Olympic qualifying event venue in 2020. The Department is seeking donations for the Spike Fund to help send local kids to camp.

*See report for more information*

#### **Parks, Recreation and Community Development**

##### **(2) Active Transportation Plan Presentation and Recommendation**

Director Bedingfield presented the draft Active Transportation Plan for the Town. The plan considered public engagement events, existing conditions, spatial equality, existing barriers in the Town, focussing on potential of high-volume traffic around the centre, existing plans and strategies. The approximate cost to implement the plan is \$150,000 annually over 15 years.

- Points of Discussion:
  - The previous project was a research plan regarding Active Transportation (AT) through the downtown.
  - This is a strategy for the Town that was established by Council. This strategy will support future AT decisions for the Town.
  - This motion will allow council to accept it in principle and dissect the plan moving forward.
  - Active transportation is not difficult to implement. It is easy to create an environment where different modes of transportation coexist.

*See report for more information*

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

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

**That Council accept the Kentville Moves: Active Transportation Plan and approve in principle, the projects contained within;**

**And further, council and staff commit to a detailed review of the strategy and the implementation of policy and projects.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

**(3) Kentville Parade Float Discussion**

Councillor Pulsifer reviewed her concerns about the Town's parade float and outlined some different approaches to supporting the community float prior to the Apple Blossom Parade. A group of volunteers could be mobilized in March to create a more artistic and thematic parade float.

- Points of Discussion:
  - Community involvement is always encouraged. It is up to Council to make this as formal or informal as appropriate.
  - If there are volunteers who are interested in building the float, the Department would welcome their support.
  - In the past, the float has been the responsibility of the Parks and Recreation Department, with support from various staff and or volunteers. The float cannot have a political message.

*See report for more information.*

*Note: the CAO portion of this report was filled out by Councillor Pulsifer and not by the CAO.*

**(d) Police Report**

**(1) Chief's Report**

Police Chief Cecchetto presented the police report for May 2019. Some of the highlights included crime prevention and critical incident training, and many events and meetings. A new staff person was hired to fill the vacancy created by Carla MacDonald moving to Town Hall.

- Points of Discussion
  - Speed signs have been ordered for Chester Avenue.
  - Signage for the smoking bylaw at the skate park exists. More attention by officers at that park is having a positive impact on safety and respect among users.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

CAO Phillips presented his report for May 2019. Some of the highlights included the delay in asphalt and sod activities, street sweeping, special event support, site meetings and correspondence.

- Points of Discussion
  - What is the status of hiring a new engineer? No progress since the last meeting, satisfied with our services and activities.

- Does the Town need an engineer? Some complex projects may require more technical expertise for design and implantation. There is a need for this technical leadership in the department.
- What is the timeframe for hiring? The Town has a positive experience with recruitment for positions across all departments despite this delay.

*See report for more information*

**(f) Administration**

**(1) Communication Report**

CAO Phillips presented the report for May 2019. Some of the highlights included the new website, and a new animation program for information posts. There is good information being shared through our platforms.

- Points of Discussion
  - The website is nearly complete and staff training on the new system will begin next week.

*See report for more information*

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

CAO Phillips presented his report for May 2019. Some of the highlights included the John Dunlop award for community service, union negotiations, the Kentville Business Park purchase of land, Calking building viewings and tenant, and the Federation of Canadian Municipalities meeting in Quebec City.

*See report for more information*

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) Kentville Business Community Request for Funding**

CAO Phillips indicated that this issue has been resolved and will be discussed in the correspondence section of the meeting.

*See report for more information*

**(b) Policy Review**

CAO Phillips reviewed the feedback from the review period of 4 Town policies. After a policy statement is reviewed by council, the policy is reviewed and discussed after 6 months in use. The following policies were reviewed and feedback was provided by Mayor Snow:

- Policy Statement G5 Council Remuneration and Benefits
- Policy Statement G57 Committees of Council
- Policy Statement G69 Council Reports
- Policy Statement G70 Council Meetings

See report for more information

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

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

**That Policy Statement G5 Council Remuneration and Benefits be approved with the attached amendments.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

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

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

**That Policy Statement G57 Committees of Council be approved with the attached amendments.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

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

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

**That Policy Statement G69 Council Reports be approved with the attached amendments.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

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

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

**That Policy Statement G70 Council Meetings be approved with the attached amendments.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

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

## **7. CORRESPONDENCE**

### **(a) Kings Transit Authority – Summer Pass Program – May 29, 2019**

CAO Phillips read the letter from Kings Transit launching the student summer pass program for 2019.

*Letter available*

### **(b) Kentville Business Community – Bylaw Proposals – May 31, 2019**

CAO Phillips read the letter from Zach Best of the Kentville Business Community regarding the organization's concerns about signage in the Town. KBC has withdrawn their request to

amend the Land Use Bylaw but will continue to work with staff on this issue. KBC invites council, staff and residents to attend their upcoming Annual General Meeting.

*Letter available*

**(c) Nova Scotia Solid Waste Resource Management Regional Chairs Committee – Extended Producers Responsibilities – June 5, 2019**

CAO Phillips read the news release from the Nova Scotia Solid Waste Resource Management Regional Chairs Committee regarding “A Proposal for Extended Producer Responsibility for Packaging and Printed Paper in Nova Scotia”. This is a policy that will shift responsibility and costs of managing specific wastes and recyclable materials from municipalities to producers.

*Press release and backgrounder available*

**8. NEW BUSINESS**

**(a) Kentville Public Gardens Project**

CEDC Young presented her report on the development of a public garden space in downtown Kentville at 390 Main Street. Funding for the garden has been approved in the 2019-2020 budget, and additional funding has been awarded by the Provincial Department of Municipal Affairs. The property owner would like to lease the site to the Town for 10 years for a total of \$10.00.

- Points of Discussion
  - The Town would maintain control of the property and is intended for the display of plants for the enjoyment of citizens.
  - The owner of the land is responsible for the site during the weekend of Apple Blossom Festival weekend- this puts liability on the property owner during that time.
  - This is a good partnership between a business owner and the Town.

*See report for more information*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

**THAT COUNCIL ADVISORY COMMITTEE RECOMMEND TO COUNCIL:  
That Council approve the Public Garden draft lease agreement.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council  
Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Valley Waste Management Authority Next Steps**

CAO Phillips reviewed the background of the annual budget process with the Valley Waste Management Authority. The contribution request is consistent with the approved amount in the TOK 2019-2020 Operating Budget.

- Points of Discussion
  - Where does this organization stand around efficiency and updates? Operations are moving ahead to maintain the full operations of this organization. The budget has increased without impacting service.
  - Activities at Valley Waste seems to indicate that operations are falling behind by volume.



*See report for more information*

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

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

**That Council approve the Valley Waste Management Authority approved 2019-2020 Operating budget in the amount of \$9,964,825 of which \$652,900 is the Town of Kentville share under the Municipal Agreement.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

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

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

**That Council approve the Valley Waste Management Authority approved 2019-2020 Capital budget in the amount of \$97,700.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

(c) *Removed from the agenda*

**(d) Town of Kentville Sanitary Sewer 2019-2020 Operating and Capital Budget**

CAO Phillips presented the Sanitary Sewer Area 2019-2020 Operating and Capital Budgets. Highlights include a decrease in revenue by 2.5% (\$33,400), and a decrease in expenditures by 2.4% (\$31,200). The proposed capital budget is \$210,000.

*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 approve the Kentville Sanitary Sewer Area Service Operating Budget 2019-2020 as follows:**

**Revenue \$1,284,600 with expenditures of \$1,283,400 leaving a surplus of \$1,200.**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council*

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

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

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

**That Council approve the Kentville Sanitary Sewer Area Service 2019-2020 Capital budget in the amount of \$210,000 including its funding sources.**



**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council  
Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(e) Legislative Update Sessions**

Mayor Snow reviewed the upcoming consultation sessions to be hosted by the Department of Municipal Affairs on legislative changes to Bill 99 and Bill 101. Bill 99 relates to the taxing of short-term accommodation operators, and Bill 101 relates to the registration of short-term accommodations providers.

- Discussion
  - Equitable housing in the province has been negatively impacted from the activities of Air BNB type operations. This is a good step to help this issue.
  - **ACTION: Please send comments to the Recording Secretary to forward to the Province.**

*See report for more information*

**(f) Hardware Gallery Quarterly Report**

CAO Phillips read the quarterly report provided by the Hardware Art Gallery and opened the discussion about their operations and funding.

*See report for more information*

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

**That Council accept the Hardware Gallery quarterly report as provided**

**MOTION CARRIED**

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

**(g) Parkview Road Tax Exemption Request**

CAO Phillips read the letter from Sherdon Developments describing the property at 36 Parkview Road, where a structure was damaged by fire in May 2018. The property owner is requesting that the Town provide a reduction in their tax rate under section 69A of the MGA.

*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 support the request for tax exemption IAW Policy 37F “Tax Exemption”**

**MOTION CARRIED**

*To be ratified at the June 24<sup>th</sup> 2019 meeting of council  
Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(h) Deed Transfer Tax Discussion**

Councillor Maxwell read her request to discuss and make a decision regarding the use of a deed transfer tax in Kentville to support the funding of a recreation complex in the coming years. CAO Phillips read his response to this request which outlined suggestions for funding recreation infrastructure. The option of using this tax depends on the size and scale of the projects that council is considering.

- Discussion
  - Kentville does not yet know what the needs are for a recreation facility. We cannot make a financial plan for a project that has not been finalized.
  - The proposal is based on a new recreational complex. The usage by the County is around 70%. The upkeep of existing or the construction of a new facility should be shared by Kings County.
  - There may be support for the deed transfer tax if Kings County is initiating this tax.
  - Response on this issue from the real estate community is negative. There are home buyers who will look in the County and Kentville for property because of the lack of this tax. Home buyers are interested in Berwick because of their high-quality recreational facility.
  - Recreational facilities are what bring homebuyers to Towns. Kentville will directly benefit from the building of a recreational facility. A disruption to the arena or pool operations would have a significant negative impact on the Town.
  - Kentville and Kings County should consider joining the rest of the municipalities in applying this tax.
  - Council has newly identified a recreational complex as a priority. Funding is an element of this priority. Do we continue to fund older buildings or do we make a plan to replace buildings altogether?
  - **ACTION – Staff should provide a report to council with the primary purpose to provide options for the funding of a recreational complex, including the option of a deed transfer tax. The report should also address comments from the Facilities Manager and the findings of the Kentville Rotary recreational needs study.**

*See report for more information*

## 9. PUBLIC COMMENTS

### (a) Logan Morse, 2019 Apple Blossom Festival President

On behalf of the Apple Blossom Board of Directors, want to share gratitude to the Town for their help with this years' festival. On all accounts the festival was very successful. Thank you to Parks and Recreation and Police staff.

## 10. IN-CAMERA

It was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Cate Savage

**That council move into a closed session at 9:10 pm to discuss a legal issue.**

**MOTION CARRIED**

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

**That Council return to open session at 9:30pm**

**MOTION CARRIED**

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**11. ADJOURNMENT**

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

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjourned at 9:30 p.m.**