

## COUNCIL ADVISORY COMMITTEE

July 09<sup>th</sup>, 2018

APPROVED SEPTEMBER 10<sup>TH</sup>, 2018

### PRESENT

Mayor Sandra Snow, Councillor Cate Savage, Councillor John Andrew, Councillor Craig Gerrard, Deputy Mayor Lynn Pulsifer, Councillor Cathy Maxwell, Solicitor Geoff Muttart, CAO Mark Phillips and Recording Secretary Patricia Gourley

Also, present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Recreation Director Bev Gentleman, and Inspector Darryl Brown

### REGRETS

Regrets were received from Councillor Eric Bolland

### CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and CAO Mark Phillips reported that all members of Council were present, in addition to all department heads (Inspector Brown had stepped in for Chief Cecchetto), Solicitor Geoff Muttart, and himself as CAO.

### 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.*

### APPROVAL OF THE AGENDA

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

**that the agenda of July 09<sup>th</sup>,2018 be approved as circulated**

**MOTION CARRIED**

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

### APPROVAL OF THE MINUTES

**(a) CAC Minutes of June 11<sup>th</sup>,2018**

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

**that the CAC Minutes of June 11<sup>th</sup>,2018 be approved**

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### MOTION CARRIED

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

### DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

##### 1) Director's Report

Director Debra Crowell presented a report for the period ending June 30<sup>th</sup>, 2018. Some highlights from this report were:

- Kent & Duffett met with the Audit Committee on June 25<sup>th</sup> to provide the results of the year ended March 31<sup>st</sup>, 2018;
- Council ratified the audited consolidated financial statements at its meeting on June 25<sup>th</sup>, 2018;
- Once the auditor's reports are received and the statements are signed internally, they will be digitized for placement on the Town's website;
- Year-end work now begins on the Kentville Volunteer Fire Department, whose statements will be completed for a JFSC meeting in September/October.

#### (b) Planning and Development

##### 1) Director's Report

Director Beverly Gentleman presented her report which included some of the following highlights:

- There were seventeen (17) development permits issued for the month of June;
- Business Park Lands – Staff have staked the proposed boundaries of the lots. As potential buyers start looking at the land the stakes help buyers to visualize the business park layout;
- Drew Russell, our summer student, has been updating the permit history database, scanning large format drawings, and updating the GIS infrastructure data base.

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

CAO Mark Phillips presented CEDC Lindsay Young's report which included some of the following highlights:

- The gift shop area of the VIC is open for business and our inventory of items continues to grow;
- 101 signage still awaits installation by DOTIR, an update was

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received on July 03<sup>rd</sup> indicating August as the expected delivery date;

- The Devil's Half Acre Motorcycle Rally event was very well attended in its second year.

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

#### **1) Directors Report**

Director Rachel Bedingfield presented her report which included some of the following highlights:

- The Court Yard pocket park (located across from the Court House) is now complete;
- Our Tennis building struggled this year, as it was discovered that someone was using it as their home. Summer staff have done a great job of cleaning up the facility, getting it ready for our summer programs;
- This year we have seen a spike in pool passes being sold;
- We are still seeking sponsorship for our summer series and seeking donations for our SPIKE Fund. The SPIKE Fund contains \$3000 and \$6000 in requests for funding have been received so far.

### **(c) Police Chief's Report**

Inspector Darryl Brown presented Police Chief Julia Cecchetto's report which included some of the following highlights:

- In June, there were 131 hours of foot patrol;
- One KPS member successfully completed the DRE training in Florida;
- On July 5<sup>th</sup> – six (6) members attended the Lt. Gov. Residence in Halifax and received long service awards. Constables Lutz and Goss - 20 years, Sgt. Delorey – 30 years and Sgt. Dunfee and Sgt. Andrews - 40 years. Also receiving an award but not present was Inspector Reade.

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

#### **1) Directors Report**

CAO Mark Phillips presented this report which included some of the following highlights:

- The job positing for the Director of Public Works position has been advertised. A closing date of August 17<sup>th</sup>, 2018 has been assigned;

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- Planning and design for the Capital and Operating Budgets for 2018-2019 are underway;
- Vertical traffic calming signs have been ordered for subdivisions entrances and to experiment on side streets. These signs are mounted to the asphalt and stand vertically and with no greater width than the yellow lines. They will replay a message that tells the motor vehicle to slow down.

### **(f) Administration**

#### **1) Communications Report**

CAO Mark Phillips stated that the Communications Report was there for Councils review.

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

CAO Phillips presented his report that included some of the following highlights:

- The CAO working group continues to support the Valley Waste Resource Management Board;
- Kentville Business Park – the infrastructure work being carried out at the park is nearing completion. The completion date has been extended to July 16<sup>th</sup> for Phase 1;
- The Town has recently received an inquiry for thirty (30) acres of Industrial Zoned lands;
- There have been on going meetings with the Kentville Historical Society group regarding a possible lease agreement of the old VIC building on Cornwallis Street.

It was moved by Councillor Cathy Maxwell and seconded by Councillor John Andrew

**that the Department Reports be received**

**MOTION CARRIED**

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

*Reports are attached*

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### PRESENTATION

#### (a) Zach Best, Kentville Business Community – Funding Agreement

Zach Best presented a proposal to the Town of Kentville that would allow KBC more flexibility in supporting and funding special projects, events and organizations that go toward their mandate, fostering economic and/or community growth.

Some highlights from Zach’s presentation were:

- Currently KBC’s funding structure as outlined in the funding agreement for 2018 is as follow:
  - i. KBC Core Program of: \$59,562.50 Administration + \$25,000 for Façade Program = \$84,562.50
  - ii. Plus, Additional Funding of \$25,000 identified but optional for additional funding for Façade Program
- KBC is requesting the following *amendment* to the funding agreement with the Town of Kentville:
  - i. The additional funding of \$25,000 identified but optional for additional funding for the Façade Program be changed, and identified as funding for “*Façade Program & Special Projects*”
- Through this proposed amendment KBC is asking for more flexibility and discretion in the use of the funds received through the Town of Kentville-KDCL funding agreement;
- Funding the Façade Program will remain KBC’s priority, and this amendment would not change the administration of the Façade Program in any way;
- With this change KBC would be able to use any funds not allocated to the Façade Program for a given phase to more effectively fulfill our commitment to support, promote, and grow the Kentville business community thereby helping to ensure a prosperous, sustainable future for all citizens.

At this time, a motion was made to place this proposal for *Amending the Funding Agreement* on the Council Meeting Agenda under:

#### **New Business 8(e) KBC Proposal**

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

**that the KBC Proposal for Funding Agreement Amendment be added under New Business 8 (e)**

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MOTION CARRIED

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

### **(b) Beverley Gentleman, Planning Department – Draft Municipal Planning Strategy and Land Use Bylaw**

Director Gentleman presented the Town of Kentville’s Municipal Planning Strategy and Land Use Bylaw Review. Some highlights from her report included:

- New drive thru’s will be permitted in the Industrial Zone and Highway Commercial Zone and prohibited in the General Commercial Zone however, stacking and queuing requirements will be added;
- Co-location of telecommunication infrastructure on existing towers shall be encouraged; and encourage towers to locate no closer than three times the tower height from a property line;
- Add provisions to permit solar panels and small “mini” wind turbines with a maximum capacity of 1kw per turbine as-of-right in all zones subject to the size, location, setback and height requirements in accordance with the LUB;
- Reducing the height of ground signs within the General Commercial Zone from twenty-five feet to ten high;
- Digital signage in C-1 Zone will no longer be permitted;
- Regulate the size, height and location for A-frame signs;
- Maximum height for residential fences increase to eight feet from six feet measuring from grade to top of fence;
- This Municipal Planning Strategy recognizes the changing demographics and the need not only for a full range of housing types, but also the growing need for affordable housing;
- Accessory Dwelling Units (ADU’s) can be integrated into a variety of architectural styles without disrupting a neighbourhood’s character;
- Residential Care Facilities will be permitted in all residential zones, the scale/bulk of the facility will be regulated to ensure compatibility with its surrounding neighborhood;
- Two chickens shall be permitted on a single family or semi-detached lots;
- The sale of eggs or meat is prohibited as well as the slaughtering of urban chickens shall be prohibited.

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At 8:10 p.m. Council took a five minutes recess.

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

**that Council recess for five (5) minutes**

**MOTION CARRIED**

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

*Council resumed at 8:15 p.m.*

#### BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

##### **(a) Municipal Planning Strategy Recommendation**

Director Bev Gentleman presented her recommendation regarding the Municipal Planning Strategy and Land Use Bylaw Draft.

Therefore, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Lynn Pulsifer

**that a Public Information Meeting be held on Tuesday July 24<sup>th</sup>, 2018 at 6:00 p.m.**

#### RECOMMENDATION TO COUNCIL

**And Further**

**that Council hold First Reading on the document at the regularly schedule Council Meeting Monday July 30<sup>th</sup>, 2018**

**And Further**

**that a Public Hearing be held on the matter Tuesday September 11<sup>th</sup>, 2018 at 6:00 p.m.**

**MOTION CARRIED**

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

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*Mayor Sandra Snow noted that the above recommendation will be placed on the agenda for the Special Council Meeting to be held immediately after CAC.*

### **(b) Capital Projects Update**

CAO Mark Phillips remarked on the information prepared by Jennifer West, and noted that it was there for review.

## CORRESPONDENCE

### **(a) Nova Scotia Federation of Municipalities – Tax Exemption Changes – July 09<sup>th</sup>, 2018**

CAO Mark Phillips read the correspondence received from Councillor Geoff Stewart, President of NSFM. This correspondence included a press release which noted that under the 2019 tax law:

- A councillor in a small - to midsized Nova Scotian town with no other sources of income could see about 10.5 per cent less in their pockets, and 12.0 percent less for a rural councillor;
- The NSFM is recommending that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the 2019 laws take effect.

### **(b) Faye & Robert Houghton- Property Tax Adjustment – July 05<sup>th</sup>, 2018**

CAO Mark Phillips read the correspondence received from Faye and Richard Houghton requesting that Council adjust the taxes for the property located at 260 Harrington Road. This home was destroyed by a house fire on February 26<sup>th</sup>, 2018 and the rebuild has not begun yet.

Therefore, it was moved by Councillor John Andrew and seconded by Deputy Mayor Lynn Pulsifer

## RECOMMENDATION TO COUNCIL

**that a new re-evaluation for the property at 260 Harrington Road be requested**

**MOTION CARRIED**

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



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*Mayor Sandra Snow noted that the above recommendation will be placed on the agenda for the Special Council Meeting to be held immediately after CAC.*

### **(c) Kings Historical Society – Clarification of Grant – July 03<sup>rd</sup>, 2018**

CAO Mark Phillips read the letter received from Kelly Bourassa, President of the Kings Historical Society thanking the Town of Kentville for the grant of \$3000.00. Also noted in this letter was a request for clarification of the Town's grant process.

*At this time, a lengthy discussion occurred noting the differences and objectives of the Kings Historical Society and the Kentville Historical Society.*

It was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

### **ACTION**

**that a letter addressing the questions asked in the letter from the Kings Historical Society be addressed**

### **MOTION CARRIED**

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

Correspondence attached

### **NEW BUSINES**

#### **(a) Policy Statement Check in**

##### **a. G67 Recognizing Community Contributions**

CAO Mark Phillips stated that this policy G67 needs to be amended to reflect the more current view and will be brought back for Council's review.

### **ACTION**

##### **b. G28 Request for Funding from Organizations**

CAO Mark Phillips stated that this policy G28 does not require any amendments at this time.

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### **(b) Policy Statement Review – Draft G70 Council Meeting Policy**

CAO Mark Phillips remarked that this policy was a consolidation of nine (9) policies into a single policy addressing activities and processes at meetings of council.

Therefore, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Lynn Pulsifer

### **RECOMMENDATION TO COUNCIL**

**that Council approve the Council Meeting Policy G70 as written**

### **MOTION CARRIED**

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

At this time Geoff Muttart remarked that:

- This could be seen as very useful because it consolidates a lot of information in one spot but there is a risk of doing that, and that is when it simply repeats what legislation says, that legislation may change and you may continue to refer to your policy which may not reflect the legislation;
- The proposed policy will need to be updated on a continual level.

### **(c) Audit Committee Citizen Appointees**

CAO Phillips read the report received from Mayor Sandra Snow requesting that Chis Blanchette and Susan Hayes be appointed to the Audit Committee.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

### **RECOMMENDATION TO COUNCIL**

**that, as per G57 Committees of Council Policy, Council appoint Chris Blanchette; and Susan Hayes, as citizen committee voting members to the 2018/2019 Audit Committee**

### **MOTION CARRIED**

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

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### **(d) Valley Waste Regional Management 2018-2019 Operating and Capital Budget**

CAO Mark Phillips presented to Council the proposed VWRM twelve month 2018-2019 Operating and Capital Budget. CAO noted that:

- The Intermunicipal Service Agreement requires the Administrative of VWRM to create an annual operating and capital budget which is reviewed by the Board for recommendation to the parties for final approval;
- At the June 29<sup>th</sup>, 2018 Authority Board meeting, a final proposed twelve-month budget was considered and recommended for approval of the parties;
- The proposed budget maintains the current level of the Authority approved programs and services while addressing a number of concerns such as the roll out of the organization salary review, capital improvements necessary for NSE regulation and occupation health and safety;
- The greatest adjustment in the proposed 2018-2019 budget pertains to increases in residual disposal costs at the Chester Landfill over the 2017-2018 Approved Budget;
- The VWRM believes that this proposed budget takes a balance approach to their service obligations and the ability of the parties to fund these services;
- VWRM considers the impact to commercial service providers by delaying a tipping fee increase until October 01<sup>st</sup>, 2018 ensuring residential property owners are not subsidizing commercial suppliers;
- The Authority acknowledges the value of the VWRM staff with a small increase in salary and pension while focusing on efficient operations and health and safety considerations in its capital budget.

It was moved by Councillor Cate Savage

**that CAC approve the VRSWRM 2018-2019 twelve (12) month draft Operating Budget as proposed**

**MOTION DEFEATED**

*As a result of discussion, the following recommendation represented current points of views.*

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### RECOMMENDATION TO COUNCIL

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

**that CAC approve the VRSWRM 2018-2019 twelve month (12) daft Operating Budget except for the one (1) % pension increase**

**MOTION CARRIED**

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

### RECOMMENDATION TO COUNCIL

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

**that CAC approve the VRSWRM proposed Capital Budget as presented**

**MOTION DEFEATED**

*Councillors who voted in favour of this motion:  
Pulsifer, Savage*

*Councillors who voted against this motion:  
Andrew, Gerrard, Maxwell*

#### Points from Discussion:

- Budget seems to show discrepancies in expenses proposed for truck replacements;
- Such a large salary and pension adjustment is not acceptable;

*At this time, Solicitor Muttart remarked that:*

- Council could provide an explanation to the VWRM Authority as to why the Capital Budget was rejected;
- Request that the Authority come back to the table and to only include those Capital expenditures that are absolute necessary for the operating year.

### ACTION

**(e) KBC – Proposed Funding Agreement Recommendation**

CAO Mark Phillips remarked that Zach Best had made a presentation earlier this evening regarding a proposed change to

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the Funding Agreement that KBC has with the Town of Kentville.

KBC had requested the following *amendment* to the funding agreement with the Town of Kentville:

- The additional funding of \$25,000 identified but optional for additional funding for the Façade Program be changed, and identified as funding for “*Façade Program & Special Projects*”

Points from Discussion:

- Funding given is for certain Façade projects, KBC should come to Council with specific requests and not be given a license to use as they see fit;
- Special projects should be new projects and not TOK recreation projects that we already fund;
- Prefer more clarity on this proposal before making a decision.

### ACTION

As a result of this discussion it was recommended that Council ask KBC to provide a list of special projects with a scoring matrix.

### PUBLIC COMMENTS

**(a) Larry Eaton – Belcher Street**

Larry Eaton discussed the difference between the Kentville Historical Society and the Kings Historical Society. Mr. Eaton noted that:

- The Town of Kentville’s history has been neglected;
- The Kentville Historical Society wants to specifically deal with preserving and presenting the history of the Town of Kentville;
- The Kentville and Kings Historical Societies are not the same entities doing the same thing but very separate groups.

### IN CAMERA

None

### ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Lynn Pulsifer

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that Council Advisory Committee adjourn

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

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