

COUNCIL ADVISORY COMMITTEE

June 12th, 2017

PRESENT

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

Also present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, and Recreation Director Rachel Bedingfield.

REGRETS

Regrets were received from CAO Mark Phillips and Acting Chief Ken Reade.

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Acting CAO Director Debra Crowell noted that regrets were received from CAO Mark Phillips and Acting Chief Ken Reade and remarked that all members of Council were present, in addition to all other department heads, Solicitor Muttart, and herself as Acting 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 Deputy Mayor Eric Bolland

- (a) that the agenda of June 12th, 2017 be approved with the removal of:**
8.b. Underground Infrastructure – Nova Scotia Power

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of May 08th, 2017
It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cate Savage

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that the Minutes of May 08th, 2017 be approved with three corrections:

- i. **10. In Camera**
amend agenda to read:
Personnel and Land Issues

- ii. **10. that Council go back into session at 9:20 p.m.**
amended to read:
that Council go back into open session at 9:20 p.m.

- iii. **11. that Council Advisory Committee adjourn at 9:21 p.m.**

MOTION CARRIED

amended to read:

that Council Advisory Committee adjourn

MOTION CARRIED at 9:21 p.m.

MOTION CARRIED

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

DEPARTMENT REPORTS AND RECOMMENDATION

(a) Finance

1) Director's Report

Director Debra Crowell presented a report for the period ending up to May 31st, 2017. Some highlights noted from this report were:

- Fourth quarter utility bills were due May 24th, 2017.
- Interim tax bills were due May 31st, 2017.
- The external audit began on May 23rd, 2017. The draft statements should be available to Council in mid-June, prior to the Audit Committee meeting scheduled for June 26, 2017.

Report attached

(b) Planning and Development

1) Director's Report

Director Beverly Gentleman presented her report and noted the following highlights:

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- 20 Development Permits were issued for May, 2017 for a valuation of \$917,900.
- One Façade Program Permit was issued.
- 2 Dangerous and Unightly Premises complaints were received.
- Attended the 2017 NS Planners Conference along with Mayor Snow and Councillor Gerrard.

Report attached

2) Community Development Coordinator's Report

Acting CAO Crowell present CED Coordinator Lindsay Young's report which included some of the following highlights:

- Citizen Engagement Sessions have been scheduled for June and July.
- KDCL's Downtown Marketing and Events Committee is rolling out "Kentville's Festival of Flowers". This is a promotion aimed at inspiring downtown business to spruce up store fronts, increase curb appeal and beautification with the use of flowers.
- The VIC Grand Opening will be June 15th, 2017.

Report attached

At this time a discussion took place regarding how new businesses are welcomed by Town Hall.

Points from a discussion:

- The Town is not always aware of a new business being opened, as not all new businesses require a visit to the Town Hall for a permit.
- It is the best idea for all new owners to come in to Town Hall, if only to provide us with contact information and discuss promotion to ensure that our citizens are aware of their new business.
- New businesses may require a permit for a change of use or perhaps a renovation. When a permit is taken out our team of employees have a discussion with the new business owner regarding promotion of the business opening, posting that information as well as any contact information on our website and notifying KDCL so that they may also have an opportunity to also prompt this new business.

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- Some businesses rent spaces that are ready to move in and no permit is required from the Town. In these type of incidents Town employees are not always aware of this new business opening. Town staff will be working with landlords to help in this case.
- Employees do try as well as KDCL members to notice any new businesses opening in our downtown core.

(c) Parks, Recreation and Community Development

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

- The Hub Building has been completed and will be used this summer for the summer programs and it includes the addition of nine (9) new public washrooms, one of which is gender neutral.
- Recreation summer staff have been hired and the summer programs are in place.
- Karlee Perry is our returning summer recreation intern.
- The Skatepark received support from the County of Kings in the amount of \$150,000.
- The third annual Oakdene Days will be held on June 24th, 2017 and this event is sponsored by the Rotary Club.
- Funding for day camps from the Jump Start Program will not be available this year. There is a need to advocate to reinstate this program as many children will not be able to attend day camps this year. The Recreation Department is searching several different avenues to help overcome this situation.

Report attached

(d) Police Report

1) Chief's Report

Acting CAO Crowell reported on the Acting Police Chief Ken Reade's attached report:

- 70 warnings were issued while police officers were on the block doing foot patrols.
- Officers put in 185 block hours for the month of May.
- Two term positions will be added to cover off the summer vacations.

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Report attached

2) Police Board Report

None

3) Bylaw Officer Report

Acting CAO Debra Crowell noted that the Bylaw Officer's report was attached.

(e) Engineering and Public Works

1) Directors Report

Director Fred Whynot provided a report with some of the following highlights:

- Public Works is in the process of identifying essential training required for the OH&S Program.
- Staff dealt with a major water break on MacDonald Park Road.
- A picture of the new bridge has been erected on Cornwallis Street.

Report attached

2) Cash In Lieu Parking Calculations

Director Fred Whynot reported that from time to time cash in lieu of parking calculations in the Land Use By-Law are updated to reflect a reasonable present day cost.

The current structural cost of a parking space used in the Land Use By-Law is \$840.00 Based on present day construction costs, a reasonable construction cost would be approximately \$1,650 per parking space, not including land costs which are part of the cash in lieu formula listed below.

Cash in Lieu Formula

$$C=[S+(Lx280)] \times R \times 0.20$$

Where:

C= Developer's Cost

S= Structural cost of a parking space

L= Assessed value of land (ft²)

280=Number of ft²in laneway and parking spot

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RECOMMENDATION TO COUNCIL

R=Number of parking spaces in lieu
0.20= Developer's percentage of cost

Therefore, it was recommended by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that the current structural cost of a parking space be changed from \$840 to \$1,650

MOTION CARRIED

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

Point from Discussion:

- The structural cost of a parking space has not been updated since 2005.

(f) Administration

1) Chief Administrative Officer's Report

Acting CAO Debra Crowell provided a report on behalf of CAO Mark Phillips that included some of the following highlights:

- Adjustments have been made to the Kentville allocation to the Kentville Fire Service due to the frozen allocation from the County of Kings over the past four (4) years.
- At the current time municipal allocations to the Valley Waste Resource Management have been adjusted to the 2016/2017 levels.
- The Freedom of the Town Ceremony was certainly a highlight for the Town.

Report attached.

It was moved by Deputy Mayor Eric Bolland 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*

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BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Designated Smoking Area

CED Coordinator Lindsay Young presented a report on four (4) proposed designated smoking areas in the Town of Kentville. This report was a result of a recommendation that came from the Police Commission. The two (2) potential locations that are considered the most suitable, for a trial period, are :

- The small parking area across from the County building (the North lot).
- The parking area behind the Tim Hortons drive through/behind the former Everett's sporting goods store including the grass area between the parking area and Station Lane Extension.

Report attached

(b) Calkin Building Update

Acting CAO Debra Crowell read the report received from Lindsay Young, CED Coordinator and Jennifer West, Administrative Assistance/ Special Projects. She reported that:

- Leasehold improvements are ongoing.
- Hazardous Materials Assessment has been completed as well as the abatement.

Report attached.

(c) Visitors Information Centre Update

CED Coordinator Lindsay Young noted that the:

- VIC Staff have been hired and began work on June 5th, 2017.
- The VIC building will open on June 15th, 2017 with a Grand Opening and Ribbon cutting ceremony to take place on that day at 3:00 p.m.
- The VIC will be open 55 hours per week.

Report attached.

(d) Robinson Building: Public Engagement

Acting CAO Debra Crowell reported on the status update on public feedback received related to the Robinson Building. A table of comments has been received and will appear later under the correspondence section. The deadline for proposals to the Town of

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Kentville for the Robinson Building is July 28th, 2017, at which time the building will be demolished or alternatives to demolition will be considered.

PRESENTATION

(a) Valley Community Learning Association: Robinson Building

i. Report: Art on the Edge

VCLA Executive Director Peter Gillis presented a vision for the restoration of the Robinson Building. The VCLA group requested that the Town of Kentville restore this building so that it may be turned into an Art Centre for such uses as a cultural hub, make music and videography. Some points from the presentation were:

- The VCLA would like to partnership with the Town and would like to have an agreement in place.
- The Art Centre would not require the full use of this building.
- Director Gillis reported that there are many avenues for funding and grants but none are in place or applied for as of yet. So total available funding is unknown as well as the possible of the time line for any possible funding to be received.
- Five other involved individuals spoke on behalf of the VCLA remarking on the benefits that our community would enjoy by having an Art Centre.
- The VCLA requested that the Town of Kentville place a halt to the proposed demolition of the Robinson Building and complete the structural assessment so that we could have a good community consultation as to what could be done with this building.

Presentation attached.

(b) Inn From the Cold – Cindi Southall and Bobby Matheson

Bruce Caldwell spoke on behalf of Cindi and Bobby and presented the history of Open Arms and Inn from the Cold. He noted that:

- Open Arms is a registered charity and is made up of more than 250 volunteers.
- A history of this group was presented as well as a summary of the programs offered to the community.
- A public information session meeting regarding Open Arms will be held on June 19th, 2017, 6:30 p.m. in Council chambers.

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Presentation attached.

CORRESPONDENCE

(a) Kings County Academy – Request For Funding – May 31, 2017

Acting CAO Debra Crowell read the letter received.

(b) Apple Blossom Festival – Alxys Chamberlain – June 07, 2017

Acting CAO Debra Crowell read the letter received.

(c) Robinson Building – Public Feedback

Acting CAO Debra Crowell reported that information regarding comments and suggestions from Kentville residents is noted in the attached table.

NEW BUSINESS

(b) Capital Projects Update

Acting CAO Debra Crowell reported that Kentville has more than 40 capital projects which are ongoing. This new capital projects table is attached and will be updated on a monthly basis for future meetings.

(c) Citizen Engagement Meeting Series

CED Coordinator Lindsay Young reported that recent correspondence and items of public input have prompted discussion by staff and KDCL regarding the environment in the downtown commercial district, and specifically how that environment related to business activities.

A series of five (5) facilitated meetings will be held providing for Citizen Engagements and collection of public input. All of these sessions will be held in the Calkin Building upper level.

1. Beautification- Engagement session: Tuesday June 20th, 2017 at 6:00 p.m.
2. Safety - Engagement session: Wednesday June 28th, 2017 at 6:00 p.m.
3. Activities/Downtown Events - Engagement session: Tuesday July 04th, 2017 at 6:00 p.m.
4. Signage- Engagement session: Wednesday July 12th, 2017 at 6:00 p.m.
5. Tax Rates/Properties- Engagement session: Tuesday July 18th, 2017 at 6:00 p.m.

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(d) FCM Resolutions

Mayor Sandra Snow stated that the 2017 FCM Annual Conference, “Shaping Canada’s Future”, provided conversation to implement new resolutions and updates for existing policies. The information for these new and updated resolutions came from Towns, Cities and Municipalities across Canada and are an indication of what elected municipal offices sense are important to our Country going forward.

At this time Mayor Snow requested that Council make a recommendation to support these attached resolutions at our next Council meeting.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cate Savage

RECOMMENDATION TO COUNCIL

that support for those recommendations coming out of the annual 2017 FCM Conference be shown

MOTION CARRIED

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

(e) Transparency Policies Amendment

- a. **G5 Council Remuneration and Benefits**
- b. **G4, Travel, Meals and Miscellaneous Expenses**
- c. **GX Hospitality**

Mayor Snow reported that as directed by the findings of the Joint Municipal Accountability and Transparency Committee (JMAT), each municipality shall have an expense policy and a hospitality policy, to address alcohol and special events.

These three proposed polices have been brought forward for review by both Council and staff. Policy G5 and G4 will be updated where as GX Hospitality will be a new policy.

(f) Robinson Building Discussion

Mayor Snow remarked that each Councillor will have a chance to partake in the discussion regarding the future of the Robinson Building. No decision will be made tonight, only a recommendation for staff on VCLA’s proposal before us, for further investigation.

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Points from this Discussion:

Councillor Craig Gerrard:

- The VCLA presented a good vision but perhaps it came a little bit late.
- \$600,000 has to be paid out to complete the structural assessment. We may pay the funds out and discover that the building needs to come down anyway.
- The Town of Kentville should not be financially supporting businesses.
- There was no know time line for funding given by the VCLA.
- The financial cost to the Town will be very high as reconstruction for this building will be expensive.

Councillor Lynn Pulsifer:

- The VCLA group presented an exciting concept.
- The Robinson Building has been vacant for a few years.
- This proposal offers a lot of opportunities.
- More time should be given to the VCLA and allow them to have a chance to provide the Town of Kentville with more of their business plan than what was presented here tonight.
- Perhaps the demolition of the Robinson Building would be a step in the wrong direction.

Councillor Cathy Maxwell:

- The VCLA project be a changing event for the Town of Kentville.
- Perhaps the Art Centre would be a possible solution to the loitering problem we have.
- I have heard Ray Ivany speak a number of times on what we need to do in NS and I think this project is exactly what he was talking about.
- I would like to see the Town partnership with the VCLA to make this project happen.
- The possible grants/funding the VCLA have an opportunity to obtain, would be far above what the cost of the abatement would be.
- It would be an investment over time – a project worth looking at.
- Eventually maybe a sale of the building to VCLA could happen.

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Councillor John Andrew:

- We need to make room for the arts and what they bring to our broader community.
- Our community seems to have a mix of white collar and no collar people and there is a mix of other colored collars that need to be invited in to the community to lend different perspectives.
- There does need to be a solution moving forward.
- Council needs to take more time to look at the situation and move the proposed date back to provide more time.

Councillor Cate Savage:

- The Calkin Building is being developed as a place for the Arts Community.
- The Robinson Building renovations will be very costly.
- I trust the report given to Council by staff with the recommendation for demotion.
- The Art Centre vision is fantastic and I believe that the VCLA would be an ideal fit with the Calkin Building.

Deputy Mayor Eric Bolland:

- The VCLA vision and concept is great.
- The Town of Kentville's budget is already set as well as the Provincial government's budget.
- Grants available are unknown and it will cost \$600,000 to discover if the Robinson Building is structurally sound. That is our tax payer's money, so where is that money going to come from?
- It will cost \$3 million to bring the building up to a safe state of repair.
- There will be an art space available in the Calkin Building.
- Perhaps this could go back to staff to explore and bring it back to Council.

Mayor Sandra Snow:

- After reading the Engineer Report I realized that renovating this building would not be fiscally responsible based on current cost estimates.
- The cost to Kentville residents would be an increase on the current tax rate by 4 to 5 cents.
- I am highly supportive of the initiative of the VCLA group but not at the expense of the Town of Kentville tax payers.

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- There are many vacant and empty buildings in the Town of Kentville that are available and move in ready.
- The Calkin Building is a very suitable area to house an Art Centre.
- I cannot support the extensive renovations required to update the F.W. Robinson Building but I do support VCLA's vision for an Art Centre.

Therefore it was moved by Deputy Mayor Bolland and seconded by Councillor Cate Savage

that staff prepare a recommendation on going forward with the information provided from the VCLA presentation and discussion to the next meeting of CAC

RECOMMENDATION TO COUNCIL

MOTION CARRIED

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

*Councillors who voted against this motion:
Gerrard*

At this time, Councillor Maxwell requested an amendment to the above motion.

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

that Staff and the CAO meet with VCLA representatives to discuss their proposal

MOTION DEFEATED

*Councillors who voted in favour of this amended motion:
Maxwell & Pulsifer*

*Councillors who voted against this amended motion:
Gerrard, Andrew, Cate & Bolland*

PUBLIC COMMENTS

Tracy Horsman – VCLA -Wolfville

- *Abetment cost will be needed to be done before the Robinson Building is demolished.*

IN CAMERA

None

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ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED
Adjourned at 8:50 p.m.

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

DRAFT