

COUNCIL ADVISORY COMMITTEE

July 10th, 2017

APPROVED SEPTEMBER 11TH, 2017

PRESENT

Mayor Sandra Snow, Deputy Mayor Eric Bolland, Councillor Cate Savage, Councillor John Andrew, Councillor Craig Gerrard, Councillor 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, Town Engineer Fred Whynot, Acting Chief Ken Reade and Recreation Director Rachel Bedingfield.

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, 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 Lynn Pulsifer

that the agenda of July 10th, 2017 be approved with the following additions:

- i. 5f. 2017 Student Bursary Winners**
- ii. 7e. Carol Goodwin**
- iii. 7f. Dennis Ramsay**
- iv. 8c. Kings 2050**
- v. 9c. Personnel**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Minutes of June 12th, 2017

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

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that the Minutes of June 12th, 2017 be approved as circulated

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, 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 2017. Some highlights from this attached report:

- New sanitary sewer rates came into effect on April 01st, 2017 as cited in the new sewer rate study.
- Kent & Duffett met with the Audit Committee on June 21st, 2017 and again on June 26th, 2017. At the latter meeting, the Audit Committee heard details of the consolidated financial statements for the year ending March 31st, 2017. The Town of Kentville received an unqualified audit opinion. These statements were ratified at the Council meeting held the same evening. Once the audited statements are signed internally and digitized, they will be available for public dissemination.

Report attached

2) TBR- Town of Kentville Capital 17/18 Water Utility Capital 17/18

Director Debra Crowell reported that the attached temporary borrowing resolutions (prepared by the Department of Municipal Affairs) relate to the Town's 2017/2018 capital program and the Kentville Water Utility's capital program. These resolutions require Council's authorization before they are forwarded to the Minister for Department of Municipal Affairs for ministerial consent.

Once all approvals are in place, funds can be drawn down, as required to finance (on a temporary basis) the 2017/2018 capital construction for the Town of Kentville and Kentville Water Utility.

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

RECOMMENDATION TO COUNCIL

that CAC authorizes the temporary borrowing resolutions noted below and then forwards these resolutions to the

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next meeting of Town Council for ratification. Following this event , the documents will be sent to the Minister for Department of Municipal Affairs for Provincial authorization.

<u>ISSUE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
TBR 17/18-01	Water expansion	\$400,000
TBR 17/18-02	Various purposes	\$986,900

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

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

- The total of building valuation for June 2017 was \$903,000.
- Special event weddings have begun for the Healy property.
- There were no appeals to the NSURB concerning the C-1 Zone amendments.

Report attached

2) Community Development Coordinator's Report

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

- Festival of Flowers was a success.
- The VIC has been operational for three weeks and has served 175 visitors since June 15th.
- 101 signage is in the design phase.

Report attached

3) Bruce Beaton – MPS/LUB Amendment Request

Director Bev Gentleman reported that Bruce Beaton had submitted a Development Permit application on June 08th, 2017 to change his mixed use building located at 7 River Street (Commercial on the ground/street level and residential on the second level) to multi-unit residential by converting the street level into six (6) new residential units.

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- The Development Officer (DO) reviewed this application and determined that the proposed change of use would not be in compliance with the Land Use Bylaw. Per the Municipal Government Act, the DO notified the applicant of her decision and further advised the applicant of his right to appeal the DO's decision to the NS Utility and Review Board (URB).
- Aside from a successful appeal (of the DO's decision) before the URB, Bruce was notified that he had an option to request that Council consider amends to the Land Use Bylaw to allow such conversions/developments within the C-1 General Commercial Zone.
- On Monday June 26th, 2017, Bruce Beaton came before Council and requested changes to the Land Use Bylaw to facilitate the conversion of his property at 7 River Street from mixed use to multi-use residential. Council subsequently requested staff to provide more information on the request and make a recommendation.

Director Gentleman provided Council with the requested information as noted in her attached report.

Therefore, it was moved by Councillor John Andrew and seconded by Deputy Mayor Eric Bolland

RECOMMENDATION TO COUNCIL

that Council send this request to the Planning and Review Committee for their consideration as part of the Municipal Planning Strategy review process

MOTION CARRIED

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

Report attached

(c) Parks, Recreation and Community Development

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

- Oakdene design was released to the public during Oakdene Days.

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- The Library furniture tender has closed, awarded and ordered. Projected move in date is set for the end of September.
- The Splashpad has been tendered and awarded.

Report attached

(d) Police Report

1) Chief's Report

Acting Police Chief Ken Reade noted from his attached June 2017 report that:

- Officers put in 179.5 block hours (not 185 as noted in report) for the month of June.
- 48 warnings (not 70 as noted in report) were issued while on the block doing foot patrols.
- The mentoring program for seniors and youth has been cut from Saint Mary's Continuing Education program.

Report attached

2) Police Commission Report

None

(e) Engineering and Public Works

1) Directors Report

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

- Staff currently clearing areas within the business park as part of a chainsaw safety course.
- The James Street watermain tender closes on July 21, 2017.

Report attached

3) Water Commission Report

None

(f) Administration

1) Chief Administrative Officer's Report

CAO Phillips provided a report that included some of the following highlights:

- Regional Sewer Governance meeting.

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- 2017 Devil's Half Acre Motorcycle Rally was successfully planned and operated.
- Kings 2050-Adoption of Statements of Interest.

Report attached

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

that the reports from the directors be received

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Calkin Building Update

CAO Mark Phillips noted that the report is attached and that the main focus for the moment will be preparing the main level for occupancy.

(b) Town Twinning Update – Official Deliberation from Castel di Sangro

Mayor Sandra Snow reported that she will be representing the Town of Kentville at the Twinning Ceremony between the Towns of Kentville and Castel di Sangro, Italy in July 2017.

Mayor Snow noted that the people of Castel di Sangro had the names of the fallen WWII West Nova Regiment soldiers engraved on their Cenotaph after the war. Flags from the Town of Kentville, Province of NS and Canada will be presented during these ceremonies as well as small flags to be placed on the Canadian war graves.

Ceremony Schedule attached.

(c) Robinson Building - 374 Main Street

CAO Mark Phillips reviewed his attached report which noted:

- A full report regarding 374 Main Street had been presented to Town Council on April 10th, 2017 at the CAC meeting and further endorsed by Town Council at the April 27th, 2017 Council meeting.

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- At the June 12th, 2017 meeting of CAC the Valley Community Learning Association (VCLA) gave a presentation that advocated the preservation of the building to accommodate their project titled “Art on the Edge”.
- VCLA / project representatives met with Town Staff on July 4th, 2017 to ensure there was a greater understating of existing reports and VCLA’s presentation.
- In addition to the VCLA report, Town staff expressed the need for a balance of information surrounding economics, property, social, environmental and public opinion to support the decision making process of Council.
- Areas of the proposal requiring more information were
 - I. Time requirements to complete the business plan.
 - II. Time requirements to complete the project.
 - III. A more in-depth confirmation of “need” in our community for the project/activities.
 - IV. Funding confirmation.
 - V. Confirmation of sweat equality resources and other stake-holder engagement.
 - VI. Evidence the building can be saved.
- Town of Kentville staff and Council have relied upon the information provided to the Town from the independent engineering firm, CBCL.
- It is important for the joint acknowledge of the existing report from CBCL as it is the most up-to-date professional assessment of the building. If VCLA does not agree with the report it is their responsibility to provide evidence that would support any conflicting concerns.
- Ensuring that parties have a strong understanding of this matter is the most responsible consideration at this time. This can be achieved by a more thorough review of the existing reports or by further structural assessment.

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

RECOMMENDATION TO COUNCIL

that the structural assessment be reactivated and carried out where access to the building’s structure is not prohibited by the presence of unknown or hazardous material

And Further

that the structure assessment be carried out so that the results can be presented and revisited on or before the

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September 11th, 2017 CAC meeting , if possible

MOTION CARRIED

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

(d) 2017/2018 Capital Budget Additions Report

CAO Mark Phillips reported on the current approved Capital Budget and noted the following capital budget changes were as a result of additions, increased cost and loss or unconfirmed funding. A total of \$245,174 is required to cover the cost of these proposed changes.

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

**RECOMMENDATION
TO COUNCIL**

that CAC approve the 2017/2018 Capital Budget additions

MOTION CARRIED

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

Report attached

(e) Capital Projects Update

CAO Phillips noted that the update is attached for viewing.

(f) TOK 2017 Student Bursary Winners

Councillor Cathy Maxwell presented a verbal report on the student bursary winners for 2017. Those students chosen were: Noah Archibald, Miriam Hutten, Jade Windrow and Bailey Whynot who was awarded the Nola Folker-Hill Award.

Councillor Maxwell noted that a request came forth from the Bursary Committee to increase the funds awarded for the Nola Folker-Hill Bursary from \$500 to \$1,500.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION
TO COUNCIL**

that an additional \$1000 be added to the Nola Folker- Hill Student Bursary for a total of \$1,500

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MOTION CARRIED

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

PRESENTATIONS

(a) Pedal for Others – Paul Finnemore

Paul Finnemore presented information on the program Pedal for Others. Some points from this presentation were:

- The Refuge is located at 437 Main Street and is a transitional housing facility for men who are at risk of homeless.
- The Pedal for Others is a new cycling club intended to enhance the social and character development of these residents.
- The aim is to deliver a fitness oriented program that will combat stress , boost morale, enhance self-esteem, inspire teamwork, provide a sense of purpose , all while raising funds for others.

Presentation attached

CORRESPONDENCE

(a) Robinson Building Update

CAO Phillips noted that this report is ongoing and continually being updated.

Report attached

(b) Princess Hantsport – Courtney Galland

CAO Phillips read the thank you note received from Princess Hantsport, 1st Lady-In-Waiting to Queen Annapolisa 85th.

(c) Western Reginal Housing Authority

CAO Phillips read the letter received from the WRHA and noted that the Authority is seeking a citizen volunteer to become part of this board.

(d) Kentville Pool Heater

CAO Mark Phillips read the letter received from Freda VanFleggelan. This letter noted the need for installing a heater for the pool as well as other issues encountered at the Pool Building and change rooms.

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Points from Discussion:

- The funds the group raised had been set aside in a Capital Reserve and is still there.
- Pool would require six (6) heat pumps for a cost of \$30,000, \$5,000 for an installation cost and another \$20,000 for electrical updates.
- Councillors Gerrard, Maxwell, Andrew and Pulsifer all noted that the water at the Kentville Pool was uncomfortably cold.

At this time, Freda VanFleggelan was invited by Mayor Snow to address Council. Freda noted that :

- She was a parent of two children who have been involved with the Marlin Swim team for the past seven (7) years,
- Three (3) years ago we were advised that if half the funds for the pool heater was raised, the Town would approve it.
- The group was not aware of the extensive cost to have the pool heaters installed until this year.
- A ramp at the front door of the pool had not been installed yet as well as other concerns need to be addressed by staff.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that the report be sent back to Recreation Staff for recommendations on the best timelines and mechanisms to get the water temperature up and ensure a maintenance schedule to address any concerns

MOTION CARRIED

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

(e) Carol Goodwin

CAO Phillips reported that a letter had been received from Carol Goodwin and this will be added as an update to the Robinson Building Report.

(f) Dennis Ramsay

Mayor Sandra Snow reported on the letter received from Dennis Ramsay. Dennis, who is known as a local folk artist, has requested that the Town of Kentville allow him to sell his painting seven (7) days a week on his front lawn at his residence.

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Points from Discussion:

- Dennis has previously received a letter from the Town of Kentville that granted him permission to display five (5) paintings at a time at his residence on Fridays, Saturdays and Sundays only.
- Town staff have provided positive and favourable offers to Dennis to enable him to display his painting elsewhere in Town. An offer of a free table at the Farmers Market with transportation back and forth as well as his paintings be on display at the VIC office were offered.
- All offers are positive and fair and the existing situation should stay status quo.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

**RECOMMENDATION
TO COUNCIL**

that the Town of Kentville provide Dennis Ramsay with an updated letter noting all current opportunities presented to him and that the existing policy stays in place

MOTION CARRIED

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

NEW BUSINESS

(a) National Drowning Prevention Week

CAO Phillips read the letter received from the Lifesaving Society.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION
TO COUNCIL**

that July 16-22, 2017 be proclaimed as National Drowning Prevention Week in the Town of Kentville

MOTION CARRIED

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

(b) Town of Kentville Communications Plan

CAO Mark Phillips presented the Operation Policy of the Communications Team for Council's review.

Report attached

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(c) Kings 2050

CAO Phillips reported on the attached Kings 2050 report. He noted that this report had resurfaced at a Joint Council Meeting. A decision to revisit this and explore and perhaps implement four (4) statements of interest was discussed. These statements of interest will be used as guiding statements.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor John Andrew

that CAC recommend adoption of the Statements of Regional Interest proposed in the Kings 2050 Report. Those four statements are:

- 1. *Settlement* – To ensure an effective, efficient, equitable and focused pattern of development that will support planned residential growth in response to the needs of the public.**
- 2. *Economic Development* – To encourage the development of the Kings regional economy for the benefit of all communities and residents.**
- 3. *Municipal Facilities* – To ensure the efficient provision of culture, recreation and other facilities required to serve and enhance the lives of all residents in the Kings region.**
- 4. *Environmental Protection* – To ensure the protection and enhancement of valued features of the natural environment in the Kings region.**

MOTION CARRIED

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

Report attached

It was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

that Council recess from CAC to a CLOSED session at 08:45 p.m. to discuss Kentville Business Park Real Estate, Calkin Building Lease Agreement and Personnel – Code of Conduct

MOTION CARRIED

Councillors who voted in favour of this motion:

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Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

Only Council, CAO and Solicitor Muttart remained in Chambers at this time

IN CAMERA

- (a) Real Estate – Kentville Business Park**
- (b) Real Estate – Calkin Building Lease Agreement**
- (c) Personnel – Code of Conduct**

It was moved by Councillor and seconded by Councillor

that Council retire from CLOSED session at 10:10 p.m. and return to the regular meeting of CAC

MOTION CARRIED

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

The following two (2) recommendations came forward from the CLOSED session:

(a) Real Estate – Kentville Business Park

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

RECOMMENDATION TO COUNCIL

that Council recommended to sell the remaining option on the land to Canahort at the price agreed in CLOSED session

MOTION CARRIED

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

(b) Real Estate – Calking Building Lease Agreement

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Eric Bolland

RECOMMENDATION TO COUNCIL

that Council recommend that the principles captured in Lease Agreement Executive Summary associated with the Calkin Building be drafted to the Lease Agreement with the option to renew amendment and removal of the termination clause. Common Area fees will be determined by staff

MOTION CARRIED

Councillors who voted in favour of this motion:

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Andrew, Gerrard, Maxwell, & Pulsifer Savage

(c) Personnel – Code of Conduct

Council was provided with an updated Code of Conduct

ADJOURNMENT

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

that Council Advisory Committee adjourn

MOTION CARRIED

Adjourned at 10:16 p.m.

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage