

COUNCIL ADVISORY COMMITTEE

April 10th, 2017

PRESENT

Mayor Sandra Snow, Deputy Mayor Eric Bolland, Councillor Cate Savage, 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 with the exception of Councillor Andrew, in addition to all department heads, Solicitor Geoff Muttart, and himself as CAO.

Regrets were received from Councillor John Andrew.

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 Lynn Pulsifer and seconded by Deputy Mayor Eric Bolland

that the agenda of April 10th, 2017 be approved with the following correction and additions:

- i. **4. a. Correction - Approval of the Minutes, date corrected from March 03 to March 06, 2017**
- ii. **Move 8. b. Valley Spots and Multi-Purpose Facility Association to 5. d.**
- iii. **Add 8. c. - Phasing out of bottled water where appropriate**
- iv. **Add b. Land - In Camera**

MOTION CARRIED

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

PRESENTATIONS

(a) Acadia University – Community Development Students
Students of Professor Mary Sweatman engaged in a learning exercise in Kentville to investigate our community through an-depth immersion study. The results were presented to Council by Acadia

students Tom Goguen, Victoria Hendrycks, Brandan Kimura, Hailey Morgan and Tineke Weld.

Report attached.

(b) The Youth Portal – Russ Sanche

Russ Sanche presented his report “Homeless No More” and requested \$10,000 in funding to help provide the leadership and coordination for the Homeless No More Project.

Report attached

(c) Valley Sports and Multipurpose Facilities Association

Randall and Matt representing the Valley Sport Soccer Dome gave a presentation to Council regarding this facility and what it offers to our community. Randall reported that this organization is a not for profit organization. A request was asked of the Town of Kentville to provide some tax relief such as a change in assessment to a non-profit group status.

Report attached

(d) KDCL Presentation – Leigh Morrison

Leigh Morrison presented KDCL’s Operating Budget and requested funding from the Town of Kentville to help support this organization.

Report attached

**APPROVAL OF THE
MINUTES**

(a) Minutes of March 06th, 2017

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

that the Minutes of March 06th, 2017 be approved as amended

MOTION CARRIED

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

**BUSINESS ARISING
FROM THE
MINUTES/OLD
BUSINESS**

(a) Report on the Calkin Building

CAO Phillips read the report provided on the Calkin Building.

Report attached

(b) Report on the Visitors Information Centre

CEDC Lindsay Young reported on the information compiled involving the expense and resources required to move the VIC from Cornwallis Street back to its original location on Park Street.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION
TO COUNCIL**

**that the Visitors Information Centre be moved back to
Park Street**

MOTION CARRIED

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

Report is attached.

(c) KDCL Strategic Plan and Financial Request

CAO Mark Phillips remarked on the KDCL report and noted their request for \$107,500 in funding, to be given out over a four year period. He stated that Council should look at this request under two different increments:

- Performance, Strategic Planning and Service Delivery
- KDCL Funding Request

At this time a motion was made for discussion on: *Performance and Service Delivery received from KDCL to Town of Kentville.*

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

**that the floor be open for discussion regarding the
Performance and Service Delivery received from KDCL**

MOTION CARRIED

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

Some Points from Discussion:

- The rebranding of KDCL should not be a priority item.
- Perhaps change the funding request over a four year commitment to a one year commitment.
- Concern was expressed of the possible overlapping of services provided by the Town of Kentville and KDCL.
- Quarterly reports from KDCL should be provided to Council.

At this time, Mayor Snow asked a question of Council –**“Are we satisfied with the Performance and Service Delivery criteria presented from KDCL?”**

MOTION CARRIED

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

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

that the floor now be open for discussion regarding the funding request received from KDCL

MOTION CARRIED

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

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

that Council proceed with the funding for KDCL for one year with an option to renew at the end of that year pending a performance review

At this time CAO Phillips presented information on the Town's previous financial backing of KDCL and recommended that the Town support the core function of KDCL and 50% of the facade program, through the previous formulas that we used. Also put in place was an option to review KDCL's performance prior to the fiscal year end.

*Councillors who voted in favour of this motion:
Gerrard and Maxwell*

*Councillors who voted against this motion:
Bolland, Savage and Pulsifer*

MOTION DEFEATED

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

**RECOMMENDATION
TO COUNCIL**

that a four year funding agreement be approved with a performance review to be completed ninety days prior to the March 31 year end

MOTION CARRIED

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

(d) Valley Sports and Multi-Purpose Facility Association
CAO Phillips reported on the current agreement between the Valley Sports and Multi-Purpose Facility and The Town of Kentville. A background history had been presented earlier in the evening.

Report attached.

Therefore, it was recommended by Deputy Mayor Eric Bolland and seconded by Councillor Craig Gerrard

RECOMMENDATION TO COUNCIL

that Chapter 87- Partial Tax Exemption By-Law for the Town of Kentville be fully applied to the property of the Valley Sports and Multipurpose Facility on Park Street and that Schedule “A” be amended to include the VSMPF facility for a four (4) year term

Further

that the Town receives 100 hours of facility use annually over the term of the agreement

Further

that the existing agreement be amended to reflect these changes and noted term; effective April 01, 2017 and expire on March 21, 2021.

Further

that the Council and Staff commit to supporting the VSMPF in securing additional financial support from other municipal units within the region

Some Points from Discussion:

- With this new agreement the Town could lose 100 hours of facility time.
- It would be appropriate for the Facility Director’s to also request financial support from the Municipality of Kings.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Savage and Maxwell*

*Councillors who voted against this motion:
Bolland and Pulsifer*

DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

1) Director’s Report

Director Debra Crowell presented a report for the period ending March 31st, 2017. Some of the highlights from that attached report were:

- Water meters were read in March for the 4th quarter utility bills.
- Work continues on the Town’s various budgets.
- As of March 31st, 2017, 98.7% of the 16/17 levy has been collected.

2) 2016/17 Budget Projections

Director Debra Crowell presented a report for the period ending February 27th, 2017. Some of the highlights from that attached report were:

- This is the sixth (6) and final projection report to March 31st, 2017.
- Overall, actual revenue is projected to end the year under budget \$111,100.
- Overall expenditures are projected to be under budget \$155,200.

3) Resolution - Withdrawals – Town Capital Reserve

Director Crowell reported that the 2016/2017 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserves. Four projects-two budgeted and two additions require funding.

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

that the resolution be approved for a withdrawal of \$16,049.68 from the Town's Capital Reserve Fund as follows:

- **Town of Kentville Capital Reserve-General Allocation for \$7,052.29**
- **Town of Kentville Recreation Capital Reserve for \$8,997.39**

**RECOMMENDATION
TO COUNCIL**

This will fund capital acquisitions (as denoted above) during the year 2016/2017. After this approval , I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.

MOTION CARRIED

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

4) Resolution - Withdrawal – Sanitary Sewer Capital Reserve

Director Crowell reported that the 2016/2017 Sanitary Sewer Capital Budget provides for partial funding of capital acquisitions from the Sanitary Sewer Capital Reserve Fund. Two budgeted projects are now complete and require final funding. Also replacement of

equipment is required, which was not included in the 2016/2017 Sewer Capital Budget. This equipment is added to the capital program and requires funding from the Sanitary Sewer Capital Reserve.

Therefore, it was moved by Councillor Lynn Pulsifer and seconded by Councillor Craig Gerrard

that the resolution be approved for a withdrawal of \$54,177.01 from the Sanitary Sewer Capital Reserve to complete the funding of 2016/17 capital acquisitions of the sanitary sewer capital program. After this approval , I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

5) Resolution for Pre-Approval of Debenture Issuance– Spring 2017

Director Crowell reported that Paul Wills, Chief Executive Officer of NS Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring.

The Town of Kentville requires debenture funding for the following:

<u>Resolution #</u>	<u>Purpose</u>	<u>TBR Limit Approved</u>	<u>Funding Requested</u>
TBR-16/17-01	Various	\$1,198,200	\$1,039,900
TBR-16/17-02	Sanitary Sewer	\$130,500	\$119,100
TOTAL Town			\$1,059,000

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

that the resolution for Pre-approval of Debenture Issuance be approved and forwarded to the next Council meeting for ratification. After ratification ,they will be forwarded to Nova Scotia Municipal Finance Corporation.

**RECOMMENDATION
TO COUNCIL**

<u>Resolution #</u>	<u>Purpose</u>	<u>Funding Requested</u>
TBR-16/17-01	Various	\$1,039,900
TBR-16/17-02	Sanitary Sewer	\$119,100

MOTION CARRIED

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

6) Resolution –Withdrawal – TOK Operating Reserve

Director Crowell reported that as of April 05th, 2017 the Town of Kentville Operating Fund is projecting a current operating surplus as of March 31st, 2017 of \$44,100. However, the final position of the Town will not be assured until early to mid-May.

If the Town's position changes to a deficit position over the course of the year-end process, this deficit figure is the first line item in the 2017/2018 Operating Budget , as municipalities are not permitted to carry deficit positions.

The Town can easily mitigate this possibility by the passage of a “blanket” resolution for transfer from the Town's Operating Reserve Fund to offset the deficit position.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

that CAC approve a blanket resolution for withdrawal from the Town of Kentville Operating Reserve in the amount of a current operating deficit, should one occur at March 31st, 2017, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end of year

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

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

- A Public Hearing and Second Reading was held on March 16th, 2017. The last day to appeal to the NSURB is April 6th, 2017.
- Seven (7) development permits were issued for the month of March.

2) Proposed Land Use Bylaw Amendments – Commercial (C-1) Zone

Director Bev Gentleman reported that due to discussions at the Public Hearing on March 16th, 2017; Planning Staff and CAO Philips met to review the Commercial General (C-1) regulations and

permitted use to determine if any other uses should be considered in this round of amendments. Two (2) uses were identified – “farmers markets” and “daycare and nursery schools”.

- 1) It was decided that the following uses be added to the list of permitted uses within the Commercial (C-1) Zone:
 - Craft Distilleries
 - Farm Markets
 - Day Care and Nursery School
- 2) That the current definition in Part 1 of the LUB **1.40 “Day Care Centre”** means a place where fourteen or fewer persons are cared for on a temporary daily basis without overnight accommodations , but does not include a school

be deleted and replaced with

1.40 “Day Care and Nursery School” means an establishment that provides for the care and supervision of children on a temporary basis without providing overnight accommodations.

- 3) That the following definition be added to Part 1 of the Land Use Bylaw:
 - 1.38.1 Craft Distillery** means a place where alcoholic drinks etc., are made by distillation.
 - 1.55.1 Farmers Market** means an indoor or outdoor market or group of stalls and booths where farmers and other vendors sell their products directly to consumers.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Craig Gerrard

**RECOMMENDATION
TO COUNCIL**

that Council give First Reading to the Resolution to amend the Land Use Bylaw on April 24th, 2017 and hold a Public Hearing on Tuesday May 16th, 2017 at 6:00 p.m.

MOTION CARRIED

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

Resolution attached

3) Community Development Coordinator’s Report
CAO Phillips presented CEDC Lindsay Young’s attached report which included some of the following highlights:

- The Town of Kentville will be featured in the Business View Magazine.

- An RFP has been issued for potential Calkin Building Tenants.

(c) Parks, Recreation and Community Development

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

- Ice is out of the arena and the facility has been prepped for summer showcases.
- The Library has a confirmed floor plan.
- Julia Stephenson has been hired to be our new Active Living Community Coordinator.

Report attached

(d) Police Report

1) Chief's Report

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

- 268 vehicle were checked during the past month.
- There was 125 hours of foot patrols.
- Funding for the Mentoring Program for Seniors and Youth has been approved for \$22,800.00.

2) Police Board Report

None

(e) Engineering and Public Works

1) Directors Report

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

- First Aid training began for staff.
- Above average amount of snow received this year.
- The annual Water Report has been submitted to NSDOE.

2) Water Commission Report

None

(g) Administration

1) Chief Administrative Officer's Report

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

- The conclusion of APA Collective Bargaining.
- Police Chief Recruitment process is underway.
- An open house was held at the Calkin Building.

Report is attached.

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

that the reports from the directors be received

MOTION CARRIED

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

CORRESPONDENCE

(a) Human Values Day – Ron Naidoo – April 24,2017

CAO Phillips read the attached letter and noted that a proclamation will be created.

(b) Kentville Active Transportation Route – Windle Smith, March 17, 2017

CAO Phillips read the attached letter and noted that this letter will be catalogued into the system regarding the conversation on this matter.

(c) Eco-Kings Action Team – Van Rooyen – March 18, 2017

CAO Phillips read the attached letter and noted that this group is requesting each municipal unit to appoint a member to this Eco-Kings Action Team.

(d) Notification of Provincial Actions and Programs – Minister of Municipal Affairs – March 23, 2017

CAO Phillips read the attached letter.

(e) Michelin invitation – Marcel Leclerc – March 27,2017

CAO Phillips reported that an invitation was sent to Mayor Snow to help celebrate Michelins 35 year anniversary.

(f) Hike for Hospice – Valley Hospice Foundation – March 08,2017

CAO Phillips read the attached letter.

(g) Hantsport withdrawal from Valley Waste- Cathy Osborne – March 21,2017

CAO Phillips read the attached letter.

(h) Smoke Free Nova Scotia – March 31,2017

CAO Phillips read the attached letter and noted that they are looking for a letter of support.

NEW BUSINESS

(a) Policy Statement G34 Temporary Development Officer

Director Bev Gentleman noted that there was a need to provide for a stand-in or substitute for the Development Officer of the Town.

Currently the policy directs the stand-in office to be the Director of Planning. When the Director of Planning is away, it is appropriate for the stand-in to be the Assistant Development Officer. Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

that Policy Statement G34 be amended to reflect the change in language

After some discussion it was decided that this recommendation needs to be revised and will be brought back to Council for review on April 28, 2017.

(b) Valley Sports and Multi-Purpose Facility Association
Moved to 5.d.

(c) Kings County Municipal Complex
CAO Mark Phillips reported that the County have been hosting public input sessions regarding their move to another building outside the Town limits. CAO Phillips stated that the Town of Kentville should send a letter to the County, supported by a motion of Council, requesting the County of Kings build their new municipal complex or lease space within the Town of Kentville.

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

that the Town of Kentville send a letter to the County of Kings to encourage them to build or lease within the Town of Kentville

MOTION CARRIED

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

(d) Robinson Building Report
CAO Phillips reviewed the completed report compiled on the Robinson Building at 374 Main Street. Some points noted were:

- He noted that an extensive report was done on this building and stated that extensive repair work and upgrades would be required to bring the structure of the building up to current code standards.
- The majority of the work noted in the attached report would have to be completed before this building could be put up sale.
- There have been no official purchase offers from the groups that did a walk through on this building.
- The expense involved between having hazardous material removed for a rebuild compared to a demolition is very significant.

- Several Action Items listed should be considered by Council and the Public before a final decision is made.

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

RECOMMENDATION TO COUNCIL

that Council Advisory Committee endorse the “staff report” and move towards the demolition of the Robinson building at 374 Main street as outlined

MOTION CARRIED

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

Report is attached

(e) Phasing Out of Bottled Water Where Appropriate

Deputy Mayor Eric Bolland requested that tax payers stop paying for bottled water consumed at the Town Hall.

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

that the purchasing of bottled water for use within Town Hall be phased out

MOTION CARRIED

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

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

that Council Advisory Committee retire to go IN CAMERA at 10:45 p.m.

MOTION CARRIED

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

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

IN CAMERA

(a) Personnel

(b) Land

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

that Council go back into session at 11:20 p.m.

MOTION CARRIED

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

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

that the Council Advisory Committee adjourn at 11:25 p.m.

MOTION CARRIED

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