

# KENTVILLE TOWN COUNCIL

## MINUTES

### June 26<sup>th</sup>, 2016

#### PRESENT

Mayor Sandra Snow, Deputy Mayor Eric Bolland, Councillor Cate Savage, Councillor John Andrew, Councillor Craig Gerrard, Councillor Lynn Pulsifer, Councillor Cathy Maxwell, CAO Mark Phillips, and Solicitor Geoff Muttart.

#### CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 7:00 p.m., and CAO Phillips reported that all Council members were in attendance along with Town Solicitor Geoff Muttart, Recording Secretary Patricia Gourley and himself, CAO.

Also in the audience was the Director of Finance, Debra Crowell.

#### APPROVAL OF THE AGENDA

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

**that the agenda be approved with the following changes:**

- i. **8a. Recommendation from Audit Committee will be moved to come after - 3a. Presentation from Kent and Duffett - Audit Report**
- ii. **10a. In Camera - Land – be held at 8:00 pm**

**MOTION CARRIED**

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

#### PRESENTATIONS

##### **(a) Audit Report – Kent & Duffett**

Harold Duffett presented the results of Kent & Duffett's audit of the Town of Kentville for the year ending March 31, 2017.

Mr. Duffett noted that the objective of this audit was to obtain reasonable assurance that the consolidated financial statements were free of material misstatement and was not designed for the purpose of identifying matters to communicate.

He reported that:

- Full financial statements were reviewed.
- Audit report covers two sections:
  - A - Operating, General and Reserve Funds
  - B - Water Utility
- The Towns financial statements are in complete conformance with the Canadian Charter of Professional

Accountants handbook on Public Sector Accounting Principles. And they also conform to the financial reporting framework with the Province of NS which encompasses the Municipal Government Act.

The Town of Kentville Audit Committee met on June 23, 2017 and discussed the results and conduct of the audit with Andy Forse from Kent & Duffett. The Audit Committee met again on June 26, 2017 with Harold Duffett to receive the audit statements and letters.

The Audit Committee subsequently provided two recommendations to Council.

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

**RECOMMENDATION  
TO COUNCIL**

**that Council accept the audit report and documentation as presented**

**MOTION CARRIED**

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

At this time, Director Crowell requested that Council support Kent & Duffett for the upcoming year of 2017/18, as auditors for the Town of Kentville and stated that they were currently in their second year term of a third year term.

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

**RECOMMENDATION  
TO COUNCIL**

**that Council appoint the firm of Kent & Duffett Chartered Professional Accountants to provide audit services for the year 2017/2018. The firm was previously selected and approved for a three year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.**

**MOTON CARRIED**

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

The letter received from Kent & Duffett Chartered Professional Accountants, the Town of Kentville's Annual Report and the Kentville Audit Committee recommendations are attached.

**(b) River Street Properties – Bruce Beaton**

Bruce Beaton reported to Council that he had met earlier with Planning Director Bev Gentleman to apply for a development permit for his property at 7 River Street. He noted that his

intention was to turn the downstairs commercial property space into residential apartments.

Points from presentation:

- Due to the current setback regulations the above proposal was denied.
- Should River Street really be considered as downtown C-1 Zone as it is not really in the downtown core?
- The MPS is very supportive of having more residential development in the downtown area.
- The Commercial market in Kentville is very soft and there is a high demand for ground floor residential units.
- Council should reconsider the Municipal Planning Strategy and look at River Street as both a commercial and residential area.
- The Land Use Bylaw language needs to be amended to the reality of what is happening in our downtown core.
- Amend the LUB to allow this project to go forward on an existing building.

*More discussion on this issue is located under 8b.- New Business – River Street*

**APPROVAL OF THE  
MINUTES**

**(a) Kentville Town Council- May 29<sup>th</sup> , 2017**

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

**that the Council Minutes of May 29<sup>th</sup> ,2017 be approved as circulated**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**BUSINESS ARISING  
FROM THE  
MINUTES/UNFINISHED  
BUSINESS**

**(a) Calkin Building Update**

CAO Mark Phillips read the reported received and noted that the work is ongoing for this building. More information will be forth coming at the July meeting of CAC.

Points from Discussion:

- No tenant leases signed as yet.
- Possible problem with full accessibility for the upstairs area. Discussion for a solution is ongoing.
- Spirit to commit to the Calkin Building will be long term.

**RECOMMENDATIONS  
AND REPORTS**

**(a) Council Advisory Committee – Councillor Craig Gerrard  
(1) Cash In Lieu Parking**

Councillor Craig Gerrard reported that at the June 12<sup>th</sup>, 2017 meeting of Council Advisory Committee , Director Fred Whynot

stated that from time to time cash in lieu of parking calculations in the Land Use Bylaw are updated to reflect a reasonable present day cost.

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

**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, & Savage*

**(2) Federation of Canadian Municipalities Resolution**

Councillor Craig Gerrard reported that at the June 12<sup>th</sup>, 2017 meeting of Council Advisory Committee, Mayor Sandra Snow reported that the 2017 FCM Annual Conference, "Shaping Canada's Future", provided conversation to implement new resolutions and updates for existing policies.

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

**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, & Savage*

**(b) (i) Fire**

None

**(ii) Joint Fire Services Report**

None

**(c) Valley Waste Resources Management – Representative's Report**

Councillor Craig Gerrard presented the May report for Valley Waste. Some highlights from the attached report were:

- 2017-2018 Budget discussions are still on going.
- In the near future 90% of the waste (Chester landfill) will be turned into Bio Diesel and wood pellets to sell to NSPI.

Report attached

**(d) Kings Transit Authority**

Councillor John Andrew presented the June report for Kings Transit. Some highlights from his oral report were:

- There is a 60% position available at KTA.
- New busses will be delivered in February 2018.

## IN CAMERA

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

**that Council retire to go IN CAMERA at 7:50 p.m. to discuss 10 a. Land**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

*Only Council, CAO and Solicitor Muttart remained in Chambers at this time along with the presenter.*

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

**that Council go back into open session at 8:30 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

### **( e ) Councillors Reports (Highlights)**

Councillor John Andrew:

- Attended all meetings as required.
- *No written report available due to electronic problem.*
- Joint Fire Service meeting
- VIC Grand Opening
- VCLA Coffee House
- Devils Half Acre Event

Deputy Mayor Eric Bolland:

- Attended all meetings as required
- FCM Conference in Ontario

Councillor Cate Savage:

- Attended all meetings as required
- Kings 2050 Meeting –Joint Council

Councillor Cathy Maxwell:

- Attended all meetings as required
- Bursary Selection Committee meeting

Councilor Lynn Pulsifer:

- Attended all meetings as required
- Annual meeting of the AVRL

Councillor Craig Gerrard:

- Attended all meetings as required.
- Multi Culture Fair meeting

**( f ) Mayors Report:**

Mayor Snow presented her report to Council and some of the highlights from her attached report are:

- Attended all meetings as required.
- Audit Committee Meeting
- Valley REN AGM
- Meeting with KVFD and Kings County

*Full reports are attached as well as each councillor and Mayor's financial statements.*

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

**that the reports from Council and Mayor be accepted as presented**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**CORRESPONDENCE**

**(a) Apple Blossom Festival – Tessa Swetnam**

CAO Phillips read the thank you card received from Princess Canning.

**(b) Apple Blossom Festival – Maria Longmire**

CAO Phillips read the thank you card received from Princess Annapolis Royal.

**(c) Request for Funding – Annapolis Valley Regional Library**

CAO Mark Phillips read the letter received from the Annapolis Valley Regional Library. He noted that they will be hosting the NS Library Association and the Library Boards Association annual conference to be held from September 29<sup>th</sup> to October 01<sup>st</sup>, 2017. The AVRL is requesting a \$200.00 contribution from each municipality in our region to support this joint conference.

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

**RECOMMENDATION  
TO COUNCIL**

**that Council make a donation of \$200 to help support  
the AVRL 2017 Conference**

**MOTION CARRIED**

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

**(d) Bonavista Estates – Concerned Residents**

CAO Mark Phillipe reported that the residents of Bonavista Estates have presented the Town of Kentville with letters and a signed petition requesting the installation of 3 way Stop Signs at each intersection point in the Bonavista Subdivision and also the placement of 30km Signs.

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

**that Council endorse the requested petition and forward  
on to staff for a recommendation**

**MOTION CARRIED**

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

**(e) Halifax Regional Library – Invitation to Commemoration  
–June 21,2017**

CAO Philips remarked that an invitation to attend the 100<sup>th</sup> Anniversary Halifax Explosion Memorial Service was received. The anniversary date will be December 6<sup>th</sup>, 2017 and members of Council are invited to attend both the Memorial Service and reception.

**(f) Robinson Building Feedback Update**

CAO Mark Phillips presented additional feedback and comments regarding the Robinson Building received since June 12<sup>th</sup> 2017. This is a growing document and will come back to CAC in July 2017.

Summary of feedback table attached.

**(g) Princess Kentville Brittany Long – Thank You – June  
2017**

CAO Phillips read the thank you card received from Princess Kentville.

**(h) Kings Point to Point Transit – Financials**

CAO Mark Phillips read the letter received from Fay Brown, Manager of Kings Point to Point.

A copy of the 2016-2017 Financial Statements prepared by Maynard, Bent & Fagan are attached for review.

**NEW BUSINESS**

**(a) Recommendation from the Audit Committee**

Discussed under Presentation 3 a. – Audit Report – Kent & Duffett.

**(b) River Street – Bruce Beaton**

CAO Phillips remarked that this discussion was a follow up to Bruce's presentation - 3.a. He noted that Beverley Gentleman, Director of Planning and Development had provided a report on Multi-Unit Residential dwellings in C-1 Zone.

Some highlights from Director Gentleman's report :

- Bruce submitted an application to change his mixed use building (Commercial on the street level and residential on the second level) to multi use residential by converting the street level into six (6) new residential units.
- The proposed change would not be in compliance with the LUB as 7 River Street is within the C-1 General Commercial Zone.
- The applicant's proposal does not meet the open space/amenity space or setback requirements of the R-3 Multi-Unit Residential Zone.

Bruce Beaton, Director Gentleman and CAO Phillips had met to discuss how to proceed with the conversion of the property at 7 River Street to Multifamily residential, at which time Bruce was advised he could request council to consider amendments to the Land Use Bylaw to allow such conversions/developments within the C-1 General Commercial Zone.

Mayor Sandra Snow reported that Bruce Beaton had requested Council amend the Land Use Bylaw to allow more residential housing on River Street. Mayor Snow requested that each Council member speak on this request.

At this time Solicitor Muttart reminded Council of the process required to amend the Land Use Bylaw and that a final decision from Council cannot be made until the public has a chance for input.

Councillor Andrew:

- This is a worthwhile project to proceed on.



- Look forward to follow up information coming back from staff.

Councillor Savage:

- Going to defer Bruce's request back to Director Gentleman for further follow up.
- The Town may be giving up a commercial tax base piece.
- Acknowledged that replacement commercial tenants are hard to find.

Deputy Mayor Bolland:

- The downtown core is not what it used to be.
- Need more information from staff but supports amending the LUB for this project.

Councillor Maxwell:

- There are more residential properties than commercial on River Street.
- Send the request back to staff for more information to see if we can make amendments for this situation.

Councillor Pulsifer:

- Liked Bruce's proposal for converting the commercial space into residential apartments.
- There is a good mixture of commercial and residential already on River Street.
- There is a need for more of the type of housing Bruce has proposed.

Councillor Gerrard:

- Why does there have to be an amendment to the LUB if current residential do not have the setbacks required?
- We need to decide what type of residential housing we want in the downtown core.
- Refer back to Planning staff for further information.

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

**that this go back to staff for review and come back with a recommendation for the July CAC meeting**

**MOTON CARRIED**

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

**(c) NSPI Easement – Former CP Lands Storm Water System**  
CAO Mark Phillips noted from Director Whynot's report that a large area of land within the Town of Kentville relies on a storm water lift station to remove collected drainage through a pipe

underneath the protective berm north of West Main Street. This is done through the operation of large pumps which discharge water through a check valve at the end of the stormwater outfall. Currently this station is operated by a portable generator due to the absence of permanent power.

In order to provide permanent power to the lift station, the Town of Kentville needs to provide a grant of easement over property owned by the Town of Kentville to Nova Scotia Power.

Therefore, it was recommended by Deputy Mayor Bolland and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION  
TO COUNCIL**

**that Council approve a grant of easement to Nova Scotia Power to allow installation of permanent power for the stormwater lift station near West Main Street**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(d) Annapolis Valley Trail Coalition –Board Membership**

Mayor Sandra Snow reported that the Town of Kentville granted the Annapolis Valley Trail Coalition \$1,500 in the 2017/18 budget. As such the Town of Kentville provides a member of council to represent the interest of the municipality on their board.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Lynn Pulsifer

**RECOMMENDATION  
TO COUNCIL**

**that Council approve the appointment of Councillor Cathy Maxwell to the Board of Directors of the Annapolis Valley Trail Coalition for the 2017-2018 fiscal year to include the next AVTC AGM in June 2018**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**PUBLIC COMMENTS**

None

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

**that Council retire to go IN CAMERA at 9:40 p.m. to discuss Land**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

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

**IN CAMERA**

**(b) Land**

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

**that Council go back into open session at 10:05 p.m.**

**MOTION CARRIED**

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

**ADJOURNMENT**

As there was no further business to discuss, it was moved by Councillor John Andrew and seconded by Deputy Mayor Eric Bolland

**that the Council meeting adjourn**

**MOTION CARRIED at 10:15 p.m.**

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

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