

COUNCIL ADVISORY COMMITTEE

February 13th, 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 Phillips and Recording Secretary Patricia Gourley.

Also present: Finance Director Debra Crowell, Town Engineer Fred Whynot, and CED Coordinator Lindsay Young

Absent: Councillor John Andrew

6:00 p.m.

Note – A snow storm affected some aspects of this meeting as not all Department Heads were able to be physically present.

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:10 p.m., and CAO Mark Phillips reported that all members of Council were present with the exception of Councillor Andrew, in addition were two 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 Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

that the agenda of February 13th, 2017 be approved with the following additions and deletions:

- I. **7e – Addition of Correspondence - Scott and Genevieve Hearn – Active Transportation Study**
- II. **8 c– Remove Kings Transit 2017/18 Budgets**
- III. **8d - Remove Valley Waste 2017/18 Budgets**
- IV. **8 j – Remove Apple Blossom Festival Leadership Candidate – Report**
- V. **8 m- Addition of language to consider for the Land Use Bylaw**

MOTION CARRIED

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

PRESENTATIONS

(a) Canadian Mental Health Association – Affordable Housing

Brenda Main presented a report for the proposed purchase of the old Allen's Motel. CMHA would like to purchase this property and convert it into safe and affordable housing for low income individuals.

Brenda noted that CMHA will be holding a public meeting regarding their project at the Kentville School on February 15th, 2017.

APPROVAL OF THE MINUTES

(a) Minutes of January 09th,2017

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

that the Minutes of January 09th,2017 be approved as circulated

MOTION CARRIED

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

BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Kentville Visitor Information Centre (VIC)- Report

CED Coordinator Lindsay Young presented her report to Council. Some highlights were:

- A conversation needs to take place with the Annapolis Valley Chamber of Commerce as they require a three (3) month notice for any changes to their agreement with the Town of Kentville.
- Anticipated impacts of relocation to Park Street were given, as well the budget implications.

CAO Phillips stated that staff needs to create a relocation information package for the VIC for the start-up of the Tourism season and bring back that report to the March CAC meeting.

At this time 6:50 p.m. Councillor John Andrew arrived.

(b) Calkin Building - Report

CED Coordinator Lindsay Young presented her report to Council. Some highlights were:

- Information was presented on the background of this building.
- Advantages of owning this building were listed which also included the possibilities of unique businesses that could possibly occupy this area.

Five (5) recommendations were listed for Council's consideration.

- I. That all safety and mechanical issues be address immediately to accommodate occupancy requirements.

- II. That Section #1 of the building be advertised for rent and a tenant be secured as soon as possible.
- III. That an invitation to the Kentville Farmer's Market Society be extended and that their commitment to the space in Section #2 be confirmed as soon as possible.
- IV. That professional services be engaged to create an exterior façade plan as well as interior space renovation recommendations.
- V. That staff be directed to create a business plan and lead the start-up process of a Kentville HUB on the Second Floor, in conjunction with KDCL and report back to Town Council.

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

that Council support the five (5) recommendations in this report and that the expense to support these be brought to the March 2017 meeting of CAC

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 January 31st, 2017. Some of the highlights from that attached report were:

- The third quarter utility bills were released at the end of January 2017.
- A Request for Proposals for General Insurance and Risk Management Services was issued on January 20th, 2017. The closing date for proposals is February 15th, 2017.
- The Investment Committee met on January 11th, 2017.
- Work has begun on all operating and capital budgets for 2017/2018.
- To January 31st, 2017 overall revenue exceeds the average at 90.5% recorded.
- To date, overall expenditures are slightly above the average at 84.5% expended.

2) 2016/17 Budget Projections

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

- Currently the Town of Kentville is in a surplus position of \$52,700.
- Actual revenue is projected to end the year under budget \$58,300.
- Expenditures are projected to be under budget \$111,000.

3) Tax Exemption Section 69-Annual Recommendation

Director Debra Crowell remarked that every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements.

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

that the resolution for Low Income Tax Exemption for the 2017/18 year be approved and forwarded to Town Council for ratification

Exemption amount: \$244 to \$519
Income Ceiling: \$26,127
Deadline for Applications: June 30, 2017

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

4) Resolution to Withdrawal from Capital Reserves

Director Debra Crowell noted that several projects are complete and require a resolution of Council to withdraw funds. Also included are several over run and additions.

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

that the resolution be approved for a withdrawal of \$204,568.43 from the following reserves:

- I. **Town of Kentville Capital Reserve- General Allocation-\$99,105.78**
- II. **Town of Kentville Capital Reserve-Kentville Futures-\$53,472.00**
- III. **Town of Kentville Capital Reserve Recreation-\$51,990.65**

**RECOMMENDATION
TO COUNCIL**

MOTION CARRIED

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

**5) Resolution to withdrawal from Sanitary Sewer
Capital Reserves**

Director Debra Crowell reported that the 2016/2017 Sanitary Sewer capital budget provides for partial funding of capital acquisitions from the Sanitary Sewer Capital Reserve fund. The projects are substantially complete and require a resolution of Council to withdraw funds.

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

**RECOMMENDATION
TO COUNCIL**

**that a resolution be approved for a withdrawal of
\$69,575.42 from the Sanitary Sewer Capital Reserve to
partially fund 2016/17 sanitary sewer capital acquisitions**

MOTION CARRIED

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

(b) Planning and Development

1) Director's Report

CAO Phillips read Director Beverly Gentleman's report and noted some of the following highlights:

- Direction Gentleman will be attending a NS Planners Conference May 17-19, 2017 in Halifax.
- New Floodplain mapping shows less flooding risk for property's along West Main Street.

3) Community Development Coordinator's Report

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

- Calking Building continues to draw feedback and inquires on all platforms including social media, drop-ins and calls.
- Active Transportation Connector.
- Revisit the Kentville Farmers Market Policy Documents to improve vendor recruitment.

(c) Parks, Recreation and Community Development

1) Director's Report

COA Phillips read Director Bedingfield's report which included some of the following highlights:

- An incident during our afterschool program emphasizes the need for public awareness of the off leash dog bylaw.
- We depend on our community to help keep us informed if there are any issues on our trails.
- Working with Canoe/Kayak NS to create education piece, and programming opportunities around boating safety to support a boat launch.

(d) Police Report

1) Chief's Report

CAO Phillips remarked that Acting Police Chief Ken Reade provided a report for the month of January 2017. Some of the following highlights included:

- The platoons conducted 185.5 hours of foot patrols in the downtown core. 138.5 of these hours were conducted between Monday –Friday day shifts. The remaining 47 hours were conducted on the nights doing premise checks in the downtown area.
- They had 648 hours of mobile patrols resulting in 1321 vehicle checks with 167 warnings issued and issued 40 SOT's.

2) Year End 2015 Police Comparison Report

Report is attached.

3) Police Board Report

None

(e) Engineering and Public Works

1) Directors Report

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

- Application has been submitted for Co-Op funding for an Engineering Student.
- KRSC Capital Projects proposed to be done in house.
- All measured parameters for the water utility were within the acceptable limits set within our approval to operate

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:

- Police related issues – Collective Bargaining, Arbitrations preparations, HR related issues.
- Interest in the purchase of property and purchase or lease of buildings.
- Attended a Business Park Meet and Greet
- Regional Recreation Needs Assessment
- Cornwallis Inn Tour- There is a significant commitment with matched investment to rejuvenating the building.

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*

7:30 p.m.

CORRESPONDENCE

(a) Carl Kent – Active Transportation Connector Trail

CAO Phillips reported on the letter received.

(b) Dennis Ramsay – Yard Sale Bylaw

CAO Phillips read the letter received from Dennis Ramsay. A discussion took place regarding art vs garage sale items. This Bylaw will go back to staff to investigate and bring back to the next CAC.

(c) Pat VanZoost – “Canada Reads”

CAO Phillips read the letter received and noted that this letter be deferred to the Annapolis Valley Library for further action.

(d) Ian and Patricia Godfrey – 63 Duncan Avenue

CAO Phillips reported on the letter received and their concerns will be entered into the database that has been created to note information received regarding the proposed CMHA purchase of Allen's Motel.

(e) Scott and Genevieve Hearn – Active Transportation Study

CAO Phillips read the letter received.

NEW BUSINESS

(a) Annapolis Valley Trails Coalition – Request for Funding

CAO Phillips reported that the Chair of the AVTA Beth Pattillo, had requested \$3,165 from the Town of Kentville to help support the Annapolis Valley Trail Coalition's 2016/17 Operation Budget. CAO Phillips noted that we have our own trail resource in house.

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

that the Town of Kentville not support this request for funding at this time

MOTION CARRIED

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

(b) Epilepsy Association of NS –Letter

Mayor Sandra Snow remarked that a letter received from the Epilepsy Association had requested that Council support their cause by requesting and wearing their Purple Ribbons at the March meeting of Council. Also by posting pictures of our Council members wearing these ribbons received from the Epilepsy Association of NS, on Facebook and on their Purple Day Website. Purple Day is March 26th, 2017.

(c) Kings Transit 2017/18 Budgets

Tabled until CAC March 06, 2017

(d) Valley Waste 2017/1028 Budgets

Tabled until CAC March 06, 2017

(e) Kentville Fire Service 2017/18 Budgets

CAO Phillips noted that the Fire Services has two budgets. One is the Operating Budget and the other is the Area Rate Budget. The Area Rate has not been set as of yet as it requires public consultation. Only the Operating Budget is on the agenda today for council's approval as proposed.

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

that the Kentville Volunteer Fire Department Inc. 2017/2018 Operating Fund Budget be approved as proposed

MOTION CARRIED

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

RECOMMENDATION TO COUNCIL

(f) Reformatting of Kentville Policies – Report

Mayor Sandra Snow reported that the Town of Kentville Policies have all been formatted to have a consistent look that follows our brand guideline.

(g) Council Code of Conduct Policy G16- Revision

Mayor Sandra Snow reported on Policy G16 and noted the areas that had been revised.

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

**RECOMMENDATION
TO COUNCIL**

that the amended Code of Conduct Policy G16 be approved

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(h) Recognition of Community Contributions Policy G67

CAO Phillips noted that the language in Policy G67 had been amended to acknowledge the contributions made by Citizens towards the programs, special events, facilities and the wellbeing of the Town of Kentville and, further, to ensure equity and fairness during the selection process.

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

**RECOMMENDATION
TO COUNCIL**

that Policy Statement G67 “Recognition of Community Contribution” be amended as proposed

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(i) Chapter 87 Partial Tax Exemption Bylaw- Review

This bylaw states that the property of a non-profit organization is not taxed under commercial rates, but under the residential rate for that year.

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

that staff review Chapter 87 Partial Tax Exemption Bylaw and advise Council on going forward to having a no partial tax exemption policy in the downtown commercial core

MOTION CARRIED

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

(j) Apple Blossom Festival Leadership Candidate – Report
Tabled until CAC March 06, 2017

(k) Regional Recreation Needs Assessment – Report
CAO Phillips noted that the report has been sent out to the other units involved. This report includes a financial formula and we are waiting for their response.

(l) Kings Volunteer Resource Center- Request for Funding
CAO Mark Phillips remarked that the KVRC had requested \$2000.00 in funding to be received by end of February.

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

**RECOMMENDATION
TO COUNCIL**

that Council approve KVRC a \$1000.00 grant from the 2017/18 Operating Budget and defer further consideration to the budget deliberation process for the remaining \$1000.00

MOTION CARRIED

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

(m) Rezoning Application – 45 Main Street
CAO Phillips reported that Barbara and George Fisher have requested the lands at 45 Main Street be rezoned for future development.

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

**RECOMMENDATION
TO COUNCIL**

that CAC recommends to Council to have first reading on the request to rezone PID's 55246466,55508600, 55260764,55260772 and 55507487 from Two-Unit Residential (R2) to Multi-Unit Residential (R-3) Zone at the regular Council meeting on Monday February 27th, 2017 and to further have a Public Meeting on Thursday March 16th, 2017 at 6:00 p.m.

MOTION CARRIED

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

(n) a. Land Use Bylaw (LUB) Amendment – Industrial Land Use

CAO Phillips noted that Director Gentleman had request that Council approve changes to the Industrial Land Use Bylaw as noted in the attached report. Recommended changes would be:

- 1) Add the following uses:
 - Distilleries
 - Recreation sales and services
 - Self-storage facilities
 - Hotels/Motels
- 2) Amend Section 18-4 Restrictions on Open Storage and Outdoor Display. This section limits the amount of land to be used for Outdoor Storage and Outdoor Display to no more than 50%. The difference between outdoor “Storage” and outdoor “Display” is storage refers to the storage of merchandise, goods, inventory, materials, equipment, or other items which are **not** intended for immediate sale: while display refers to items that are intended for immediate sale, such as cars, boats, and recreation vehicles. Maintaining this language could have an unintended negative effect on car dealerships and similar uses due to the size and nature of the products they sell requiring large areas of land for display.

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

**RECOMMENDATION
TO COUNCIL**

that Council give first reading to the resolution to amend the Land Use Bylaw and hold a Public Hearing on Thursday March 16th, 2017 at 6: p.m.

MOTION CARRIED

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

b. Land Use Bylaw (LUB) Amendment – Industrial Land Use –Addition to change language

CAO Phillips reported that Director Gentleman had proposed changes to the Industrial Land Use Bylaw as noted in the attached report. Additional amendments in language have been made to the Industrial Land Use Bylaw recommendation. Proposed LUB Amendments:

- Part 1, Definitions, page 2, is hereby amended by adding the following definition 1.18.1 Beverage Room means a premise licensed as a beverage room under the Liquor License Act.

- Part 1, Definitions, page 2, is hereby amended by adding the following definition 1.18.2 Brewery means a building or establishment for brewing, cider, beer or other malt liquors.
- Part 15, Commercial General (C-1) Zone, Permitted Uses s.15-1, page 81, is hereby amended by adding the following definitions (ee) Beverage Room;(eee) Brewery after the words (e) Banks and Financial Institutions.

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

Further

**RECOMMENDATION
TO COUNCIL**

that the amendment include Brewery's and Beverage rooms within the permitted uses of the Commercial general (C-1) zone and that these amendments , noted in this report be added to the initial report by Director Gentleman being considered for First Reading and a Public Hearing proposed for March 16, 2017 Council

MOTION CARRIED

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

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

**that at 8: 45 p.m., the CAC meeting recess to go
IN CAMERA for a discussion on Labour and Land
issues**

MOTION CARRIED

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

*All staff except for CAO Philips and Solicitor Muttart, vacated
Council Chambers at this time.*

- (a) Land – River Street and Business Park Lands**
- (b) Labor- Police Collective Bargaining and Grievance Arbitrations**

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

**that Council retire from IN CAMERA at 9:11 p.m. and go
back into the regular meeting of CAC**

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 Craig Gerrard and seconded by Councillor Cathy Maxwell

that the Council Advisory Committee adjourn at 9:11 p.m.

MOTION CARRIED

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