

Council Advisory Committee

MINUTES

December 8, 2014

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill (arrived at 1:32 p.m. – left at 3:30 p.m.), Councilor Bill Boyd, Councilor Eric Bolland, Councilor Bernie Cooper, Councilor Tony Bentley, Solicitor Cris Shirritt, CAO Mark Phillips and Town Clerk Carol Harmes.

Also present: Finance Director Deb Crowell, Planning Director Bev Gentleman, Town Engineer Fred Whynot, Recreation Director Rachel Bedingfield and Acting Police Chief Ken Reade.

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that all members of Council were present, all department heads, along with Solicitor Cris Shirritt, Town Clerk Harmes and himself.

NOTE

“Points from Discussion” below show various comments made by individual councilors 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 Councilor Bill Boyd and seconded by Councilor Eric Bolland

that the agenda be approved with no additions.

MOTION CARRIED

PRESENTATIONS

(a) Russ Sanche – The Portal

Russ Sanche, the Director of this organization reported that The Portal provides a safe home, friendship and the basic needs in life for a number of youth who are victims of poverty. It delivers services to homeless youth, who might otherwise be living in unsafe conditions either on the streets or couch-surfing. Mr. Sanche added that often the facility is filled to capacity, as it is now with 60 youth in-house and another 40 some “on the radar.” Unfortunately, the premises can only accommodate 9 male overnight guests; services for females is often difficult to arrange. There have been times when the demand has been so great that some youth have had to be transported to The Phoenix Youth shelter in the city. During the summer months, the Portal is busier, with up to 20 youth a day walking through the doors.

Approved by Council – January 12, 2015

Although the Town has offered assistance through the Parks and Recreation Department for facilities and youth programs, more support is needed. The Town can “bring to the table” an education piece for the youth themselves and for the general public, as it is hoped that if the public can accept these youth as part of the community, perhaps individuals can reach out and help them.

Services are available to meet some of these needs in the area, however, the system is difficult to navigate and access. Many other government agencies refer youth to The Portal through the education, mental health and corrections systems. It appears that more coordination of these services is needed – not additional social services. Youth need those services here in Town, as many wouldn’t travel to other areas to access the services. At this point 60% of the funding comes from the Province, which leaves the remainder to be raised through other sources. (i.e. fund raising and other levels of government)

Although some of the youth are from out-of-town and have come to Kentville for the services, an estimated 90% are from the Kentville area itself and have family here. The County needs to pitch in, as well, because statistically, there are more county participants in programs than those from the Town. A Youth Outreach Staff Worker is needed for pro-active work with the youth. It has been proven that between 3:00 and 6:00 p.m., younger youth need “something to do” as that is typically the time when they might find themselves in trouble.

Points from Discussion

- Although the Town can help facilitate with some of the projects with this group, the Town cannot provide all the services that are required.
- Housing shortages for youth is a real problem.
- Only 9 men 18 years and older can be accommodated at the Portal, although younger youth and females cannot be.
- Families are being asked to help with housing, but this can only be temporary.
- The need identified through the 5 high schools in this area has been so high that these children had to be turned away.
- The Recreation staff can continue dialogue on what shared dedicated space would look like, shared with the County tax-payers and the Town tax-payers.
- It is necessary to identify what the core responsibilities are (i.e. housing). After this has been done, the Town will be in a better situation to determine on what level help can be given.

Approved by Council – January 12, 2015

(b) J.D. MacCulloch

Cate Savage, the President of KDCL reviewed the content of the semi-annual report, highlighting some areas, such as:

- Last year the Strategic Plan was developed and focused on (1) business development, (2) marketing and communications, (3) infrastructure and investment, (4) business representation and advocacy and (5) people and the community.
- Highlights have been the office start-up, Imagine Kentville, Community Profile (Marketing and Public Relations), Progress Magazine's Kentville Supplement, Operations and Data Collection, Collaboration with the Town, Working with the Business Community, Downtown Merchants Committee, KDCL Communications Plan and KDCL Website/Twitter Account.
- New Projects Proposed and Started
 - ✓ The Kentville Way Project (Based on Halifax Airport Model of welcoming people)
 - ✓ The Building Façade Program – 50/50 cost sharing.
- Strategic Plan – 97 Action Items – 85.5% are completed, have been started or are in progress.
- Priorities 2015-2016

Points from Discussion

- A bus that could leave Kentville and go to Hall's Harbour and some of the local attractions could be an economic engine for Kentville.
- It might be possible to work with the idea of the recreation activity for the Town.
- A great deal of work has been accomplished by KDCL at this time and when reviewing the goals, they look achievable.
- The Façade Improvement Program will provide funding for core buildings for improvement and beautification. This will make a great impact on the Town.
- Care must be taken to engage the banking, legal and accounting community in KDCL, as these businesses constitute a huge part of downtown and although not retail, must buy into what KDCL is doing.

**APPROVAL OF THE
MINUTES**

(a) Minutes of November 10, 2014

It was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland

that the Minutes of November 10, 2014 be approved as

Approved by Council – January 12, 2015

circulated.

MOTION CARRIED

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

(a) Benches – Bus Shelters

At a previous meeting, Council discussed the need to have additional benches at certain locations along the bus route, in particular those stops that collect many people. It was suggested that staff could explore the availability of these and report back to Council.

CAO Phillips noted that there is nothing to report at this time, however, a follow-up meeting is needed with Kings Transit to determine locations where the greatest needs exist.

(b) Kinsmen Leaf Pick-Up

With the recent cuts in service by the Valley Waste Resource Management Authority, the Kinsmen Club agreed to provide a leaf-pick up from Kentville residents on Saturday, November 22, 2014. The Town had agreed to assist with this project.

CAO Phillips noted that the Kinsmen reported that this was a lot more work than anticipated (i.e. wet leaves are heavy and difficult to handle). They, however, do not anticipate offering this service next year, although individuals wanting leaf pick-up might be matched with those who have leaves.

Points from Discussion

- Some people want leaves for their compost and as others want to dispose of them, it might be possible to co-ordinate this in future years.

(c) Building Bylaw

Although Chapter 95 Building Bylaw was discussed at the previous meeting of CAC, with a recommendation that it be rescinded as much of its content is out of date, along with the fact that the County of Kings now provides the service.

However, the Director of Planning noted that during discussions with the solicitor, he advised that a new bylaw should be created to replace the one being repealed, and that this should be in place prior to the removal of the previous bylaw. Therefore, Director Gentleman worked with the solicitor to provide a new bylaw which is being presented at this time with a recommendation that the adoption process begin.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

Approved by Council – January 12, 2015

**Recommendation to
Town Council**

**that a recommendation be made to Town Council that
First Reading be given for the adoption of Chapter 95 -
Building Bylaw**

MOTION CARRIED

Points from Discussion

- There is a difference in fees between the County and Town.
- Schedule A brings the fees up-to-date and these may need to be updated again in the future.
- The County is a service provider for building inspection.
- Building inspection fees go to the County, and the Town pays a flat rate to buy the service from the County.
- The Agreement with the County indicates that the fees should be updated.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

**(a) Finance
1.Directors’s Report**

Director Debra Crowell reported that:

- Utility bills were due on November 25th.
- KVFD audit is complete and draft statements were approved by both the Joint Fire Services Committee and the Society.
- Director Crowell was a judge at the AVCC awards and was surprised by the number of entrepreneurial ventures and unique businesses in the Valley.

As to Revenue and Expenditures (Schedules A and B) with a benchmark of 67%, the overall revenue exceeds the average at 85.2% and the overall expenditures are above average at 1.37%, due to annual payments and bulk order of supplies. Schedule C (Summary of Outstanding Taxes) saw 94.8% of the 2014/15 tax levy collected, with property tax outstanding at \$462,214.

The Balance Sheet for the Investment Advisory Committee (Schedule E) showed investments totalling \$13.5 million (at cost), the Statement of Reserves (Schedule F) showing interest paid into the fund at \$81,855 dividends paid into the fund at \$97,880 and capital gains at \$292,008.

It was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

that the report from the Director of Finance be received.

MOTION CARRIED

2.Projections

Director Debra Crowell reported that based on the yearly figures to date, it would appear that the Town will see a deficit of \$51,700.

Approved by Council – January 12, 2015

She referenced some parts of this report, pointing out some areas that would affect the current financial position.

Most notably were:

- An increase in revenue this month of \$3700, would project for the year at \$43,700.
- An increase in expense of \$10,500 for November.

It was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

that the Projection Report be received.

MOTION CARRIED

(b) Planning and Development Report

1. Director's Report

Director Beverly Gentleman reported that there were 3 building permits issued during November for a building valuation of \$70,500, bringing the yearly total to \$9,081,980.

- She added that staff has been working with public works to update mapping and with NS Civic Addressing to identify a number of problematic civic addresses.
- Cornwallis Developments has proposed renovations to the Cornwallis Inn with 14 apartments planned. Change in use is being proposed with a request for cash-in-lieu of parking. Staff is working with the architect to design a new parking plan and a report has been prepared for this meeting.
- RFPs for a new Library have been reviewed and the sites have been visited.
- A new Building Bylaw has been prepared in conjunction with the solicitor and has been brought forward previously under Old Business.
- The MPS Review continues and Ben Sivak from the County of Kings presented a draft Municipal Planning Strategy at a recent meeting.

It was moved by Councilor Eric Bolland and seconded by Deputy Mayor Mark Pearl

that the report from the Director of Planning and Development be received.

MOTION CARRIED

Points from Discussion

- Media is reporting that other municipal units are experiencing a downward trend in building permits and

Approved by Council – January 12, 2015

construction, however, Kentville is going against the trend at this time.

2.Environmental Advisory Committee Report

Chairman Eric Bolland noted that there has been no meeting, however, a meeting is expected on January 7, 2015 to look at the lighting audit

3.Community Development Coordinator’s Report

A report received from CDC Lindsay Young, indicated that:

- Marketing for holiday shopping is up and running and a feature in Fine Lifestyles Magazine focuses on outdoor activities in Kentville. The Mayor has recently recorded a Christmas message.
- Four video vignettes of specific events and community features have been created and are available online. Miner’s Marsh, the Kentville Ravine, the Gorge and Pumpkin People were represented.
- Meetings and information has been made available to business owners who are interested in locating in Town.
- An App Creation company has presented a Kentville app which may be of value across all departments for updating users about current events, news, festivals, parking, etc.
- The Downtown Merchants Group has been assisted by a volunteer who has coordinated a shopping event with entertainment, an art show and farmer’s market on December 7th.

It was moved by Councilor Bill Boyd and seconded by Councilor Eric Bolland

that the report from the Community Development Coordinator be received.

MOTION CARRIED

Points from Discussion

- The free WiFi downtown should be promoted, especially through the downtown business community.
- The volume of users of WiFi is being recorded and this information can be provided.

(c) Parks, Recreation and Community Development

(1)Director’s Report

Director Bedingfield reported that:

- The arena has been busy with events and programs and capital projects are almost completed.
- The old Shell building on West Main Street is being re-

Approved by Council – January 12, 2015

sided and a deck will be added soon after to ensure its accessibility.

- The AV Trails Coalition notes Kentville as a destination trail and a consultant is being sought, through an RFP, to help name the 115 km trail from Grand Pre to Annapolis Royal. A partnership with Tourism Nova Scotia will focus on way-finding, information and amenity signage and the closing date for that RFP is December 11th. This will promote both tourism and active living.
- A consultant has also been hired through capital funding to develop effective way-find that will promote recreational resources. The hope is to make it easy for users to navigate Kentville's recreational opportunities.
- Capital projects at the Gorge continue to ensure a more user friendly system that addresses all skill levels for both bikers and hikers.
- The Great Kentville Family Wilderness Adventure was held on November 8th, involved over 60 adults and children and may become an annual event.
- An RFP will be sent out early in the new year for a consultant who will gather information for a Community Needs Assessment for programs and facilities in the area.
- Winter programs for Trailblazers and Girls SoAr are being planned for the winter months.
- Kentville is due this year for a check-in on physical activities and Nova Insights has been conducting a random telephone survey.
- On November 28, the Town hosted four events as part of RBC Learn to Play Day which involved an afternoon of activities to develop physical literacy and fundamental sport skills. About 50 primary to Grade 5 children took place and a short video was created on the event.
- Fun physical family activities are provided on Sunday morning at the Valley Sports and events Centre and have enjoyed a growing number of participants.
- A fun series of recreational races were held every second Saturday over the fall months and targets aged 12 years and up and involved an introduction to racing on the new 4X course.
- An RFP on skateboard design will be released this week for the provisions of a conceptual plan for the Kentville Skatepark Association. A fund-raising sign will be installed shortly.
- The Annual Torchlight Parade that as held on November 21 was a great success.
- Work with the Canada Council for the Arts is hoped to

Approved by Council – January 12, 2015

result in the creation of new programs that provide youth with skills to create their own short films. Along with summer concert series in Town Square, it may be possible to showcase a summer film festival.

- Turtles About Town is a partnership project with Ducks Unlimited and KDCL to increase awareness of the turtles and their habitat in Miner's Marsh. This project focuses on concern for the turtles and their safety. This project will involve treasure hunt maps that give clues where models of turtles are located at sites of interest in the town core area. This project will educate the public about the turtles through stories and rhymes and will encourage the community to get out, explore, be active, support the local merchants and have some family fun.
- A number of student groups from Acadia have been working with the Town on projects. One from the Nutrition Department will develop a lunch program for the camps to ensure that all campers receive a healthy meal this summer at minimal cost.
- About 40 students (10 from KCA) attended a training and action planning session on how they can eliminate racism, discrimination and exclusion in their schools. KCA students identified 2 main goals; break down social barriers that divided students, bring together students of different grades and academic programs and better connect with the community outside of the school. Our Active Living Coordinator will continue work on this project.
- The Annual Frostbite downhill bike racing will take place this coming Sunday.

It was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

that the report from the Recreation Director be received.

MOTION CARRIED

Points from Discussion

- The RFP for the trail naming project follows the models of other trails (i.e. Lunenburg County and Cape Breton). A catchy name is preferred.
- Matt MacLeod, the current president of the Skateboard Park has been working with the County and the Province for funding assistance. An RFP for a conceptual plan leaves a wide-range of possibilities for submissions. The specs are provided in the RFP, along with the background and vision for the project.

Approved by Council – January 12, 2015

- Another part is required before the sign at the park can be put into operation.
- Further paving of the trail on the east end is not determined at this point, although the intent is to pave the complete trail.

Councilor Folker-Hill requested permission to leave the meeting at 3:30 p.m. as she just received word for the need to attend a meeting in Halifax at 5:00 p.m.

(2) Charter for Anti-Racism, Discrimination and Exclusion.

A report and recommendation from the Director of Parks and Recreation noted that the Town is responsible for creating its own actions in response to the goals found in the Action Plan for ending racism and discrimination by the Municipality of the County of Kings. As the Town signed the Canadian Coalition for the Municipalities Against Racism in February of 2012, it would seem appropriate that current policies and newly created policies would be viewed through this lens. Therefore, Director Bedingfield recommended that a Charter be adopted and, therefore, provided a draft copy for Council's consideration.

Upon review of this, it was moved by Councilor Tony Bentley and seconded by Councilor Eric Bolland

*Recommendation to
Town Council*

that a recommendation be made to Town Council that the attached Charter be adopted and that the Mayor sign and date this document on behalf of the Town.

MOTION CARRIED

Points from Discussion

- December 10th is Human Rights Day and the Mayor will be required to sign the Charter on behalf of the Town.
- This document is a cultural acceptance that will provide a lens in viewing specific issues.
- This charter is similar to those adopted by other municipalities.
- This area has a long way to go to eliminate racism, discrimination and exclusion.
- The Town does not have dedicated staff people to work on this, unlike the County who drove this issue forward.
- Perhaps the Town should implement affirmative action plans in some of its business.
- A balance is required when reviewing policies and general practices.
- When running for council, not everyone is in the position to run for council (i.e. the ability to take time off from work, to

Approved by Council – January 12, 2015

take a hit in income, to be able to afford child care, and so on.)

(3) Family Adventure Day (previously addressed)

An outline of the activities included in The Great Family Wilderness Adventure held on November 8th. Several photographs show the families involved in this program.

(d) Police Report

(1) Chief's Report

Acting Police Chief Ken Reade presented a department report in which he noted that:

- Statistics mischief, fraud and suspicious persons are identified.
- Breach of court orders remains high at 6 again this month.
- There were 98.5 hours of foot patrols – down from the previous month due to weather.
- 17 alarms, 9 emergency 911 calls, 9 mental health calls for service.
- There were 222 calls for service and 21 parking tickets issued.
- Further reporting will relate to a number of other items which will be measured against member performance.
- If additional information is required, this should be brought to either the CAO or Chairman of the Police Commission.

It was moved by Councilor Tony Bentley and seconded by Deputy Mayor Mark Pearl

that the report from the Acting Police Chief be received.

MOTION CARRIED

Points from Discussion

- A Provincial protocol recognizes 2 hits to the alarm before a response, however, Kentville's members attend all alarms.
- Usually repeat offenders for alarms sounding are malfunctions of the systems and are for only a short period of time.
- The stats are for the calendar year.
- Foot patrols are for day time only.
- "Persons checked" may be unknown individuals moving through the community for the purpose of gathering intel.
- There have been 4 attempted murders and although this has not been included in this report, things like this can be added.
- Mutual aid to other government levels is given as a call to

Approved by Council – January 12, 2015

- service and a supplementary report is sent on that.
- The short-cut from Prospect Avenue is being abused by motorists, and although can be a convenience, clean-up of garbage from the area and some drinking and drugs take place.
- It might be necessary to block passage to this area.

(2)Board Report

Councilor Bernie Cooper reported that there has been no meeting since last reporting. The next tentative meeting has been scheduled for January 9th.

(e) Transportation Services

(1) Directors Report

Director Whynot reported that:

- Some snow and ice control was during November
- With heavy rain and leaf and soil-clogged drains, some flooding and clearing work took place
- Use of salt to date totals \$20,000, which includes ice and snow storms last April.
- We reviewed preliminary plans on the revised stormwater management plan for the Salvation Army property. The Salvation Army is obtaining quotes from local contractors which will allow better drainage and minimize local flooding.
- Water and sewer services to a dwelling in north Kentville was exposed and undermined due to very heavy flooding and erosion of the ditch in that area. In the interim the services are protected, however a permanent solution must be undertaken by the Province, as they maintain the road in that area.
- Regional Sewer Technical Committee meetings continue.
- Flooding on Park Street near Condon Drive was as a result of gravel, soil and debris washing down from the ravine.
- The issue on Acadia Drive relates to natural water flooding from the clearing of property by the developer, which unfortunately, has created problems on a neighbouring property.

It was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

**that the report from the Transportation Services
Director be received.**

MOTION CARRIED

(f)Water Commission

Approved by Council – January 12, 2015

(1) Directors Report

Director Whynot noted that:

- Water quality continues at acceptable levels.
- Two watermain breaks (Canaan Avenue and MacDonald Park Road) were repaired with minimal disruption to customers.
- Fall flushing of fire hydrants was completed in November

It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

that the report from the Director of the Water Commission be received.

MOTION CARRIED

(3)Commission Report

Mayor David Corkum had nothing further to report.

(g) Kings Partnership Steering Committee

CAO Phillips will report under the CAO report. A meeting December 18th, workshop scheduled in the Spring with Gordon MacIntosh will be the prime issue.

(h) Regional Enterprise Network (REN3)

CAO Phillips reported under the CAO report.

(i) Administration

(1)Chief Administrative Officer's Report

CAO Phillips noted that:

- As mentioned previously a meeting is scheduled for December and the joint workshop in the Spring will be the topic of discussion.
- Kelly Ells has been hired by REN and began employment on November 24th. She is temporarily located at the Town Hall and will develop an RFP for office space. Board Training is in progress, as are budget formation and the Office Space RFP. Strategic Planning has not begun and preliminary discussions have taken place regarding asset mapping. Work is taking place regarding recruitment of additional board members and the CAOs will meeting in early January to revisit the current funding formula due to the withdrawal of Berwick from the Agreement.
- Joint Fire Services committee members met on November 27th to approve financial statements, accept the auditor's report and to review the Inter-Municipal Funding Service Agreement. The KVFD's Christmas

Approved by Council – January 12, 2015

- party was held on December 6th.
- Police Commission Members met on November 13th and will meet again on January 9th. Ken Reade was appointed Acting Police Chief during Chief Mander's absence from work. This appointment was ratified by Council on November 24th with a review of the situation within the month.
 - Kentville Growth Centre / Library – RFPs closed on November 21st with 4 proposals having been received. The Review Committee evaluated each proposal and visited the sites.
 - Kings CAOs met in November and will meet again on January 8th. The group committed to attending joint meetings of Valley Waste, Kings Transit, VCFN and the REN.
 - Kentville Ravine – A meeting took place on November 14th regarding the evaluation of the property by the Town. A Community Management Committee will be created to share in education, preservation, maintenance and expansion responsibilities of the property.
 - Old KCA – AVRSB requested support of the Town's acquisition of the lower section of the property on Elizabeth Avenue from the Department of Education. A signature from the Minister is required.
 - Joint Police Services and Community Safety Advisory Committee have scheduled to meet on January 7th. The Committee will review the report – "Policing Canada in the 21st Century: New Policing for New Challenges." The Kentville Police Commission and Town Council should familiarize themselves with this document.
 - A Labour Management Meeting will take place regarding CUPE Collecting Bargaining, on December 10th.
 - The Christmas Social was enjoyed and well attended. The Town office will close from Dec. 24 until Jan. 2nd.

It was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper

that the report from the CAO be received.

MOTION CARRIED

Points from Discussion

- The Joint Police Services and Community Safety Advisory Committee is a provincially driven group, whose purpose is to review policy and legislation.

Approved by Council – January 12, 2015

- The proposed bridge construction has been postponed by the Province, however, Mayor Corkum will contact the Minister to discuss this issue in the hope that it can be brought back into the budget for this year.
- With climate change considerations, the elevation of the bridge has been doubled and associated costs have multiplied. It appears that the project is now in the 2016 budget.

(ii) Town Clerk's Report

Clerk Carol Harmes reported that:

- The UARB Public Hearing for council size and boundary review was held on December 2. No public response was received and a response to the Town's application is expected over the next many weeks.
- The IT department will explore the available of conversion programs that will allow the scanned documents to be searched.
- A Health Assessment and recertification for First Aid and CRP was provided to staff and council.
- The Social Committee has been busy with seasonal events.
- The CAC and Council meeting schedule is attached for review. (*Some additional changes were proposed due to conflicts.*)

It was moved by Councilor Bill Boyd and seconded by Councilor Eric Bolland

that the Town Clerk's Report be received.

MOTION CARRIED

(h) Council Reports from Workshops and Conferences

Mayor David Corkum - none

Councilor Bill Boyd - none

Councilor Bernie - none

Councilor Eric Bolland - none

Deputy Mayor Mark Pearl - none

Councilor Nola Folker-Hill – not available

Councilor Tony Bentley - none

CORRESPONDENCE

(a) None

NEW BUSINESS

(a) Councilor's Liability

Deputy Mayor Mark Pearl asked what the liability to individual councillors would be in the performance of their jobs, as there

Approved by Council – January 12, 2015

appeared to be some recent developments in other municipalities that would bring forth the need of a discussion on this topic. It was felt that a discussion at the Strategy Session might be in order. The Town's insurers could be asked to attend a session on the Friday afternoon of the Strategy Session.

The general reaction to such liability was that if you follow the rules within the code of conduct; do not commit any crimes; and perform your duties to the best of your ability, then the Town's insurance should cover you.

(b) Cash-in-Lieu Request – Nathanson, Seaman and Watts

A request was received from this law firm for a Development Permit to expand the building at 24 Webster Court to add 868 square feet for additional offices. As the Parking Requirements noted in the Land Use Bylaw require 1 parking spot be provided for each 300 square feet of office space, a provision was made to the MPS and LUB in 1988 for the option of cash-in-lieu paid for the development of new parking lots or the maintenance of those existing lots. (Section 15-5, Policy C-11 – Land Use Bylaw)

Director Gentleman noted that \$1250 was offered in lieu of parking requirements as a result of expansions to 24 Webster Court and recommended Council's support of this.

Therefore, it was moved by Councilor Eric Bolland and seconded by Deputy Mayor Mark Pearl

*Recommendation to a
Special Meeting of Town
Council*

that a recommendation be made to a Special Meeting of Council following this meeting, that the amount of \$1249.92 be accepted as cash-in-lieu of parking for the expansion of the property located at 24 Webster Court.

MOTION CARRIED

ADJOURNMENT

As there was no further business on this agenda,

the Council Advisory Committee meeting adjourned at 4:57 p.m.

MOTION CARRIED