

Approved - May 10, 2010

COUNCIL ADVISORY COMMITTEE

April 13, 2010 – 1:30 p.m.

PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Eric Bolland, Councilor Mark Pearl, Councilor Tony Bentley, CAO Keith Robicheau, Solicitor Peter Muttart and Town Clerk Carol Harmes

Director Debra Crowell, Director Mark Phillips, Director Bev Gentleman, Police Chief Mark Mander, Director Greg Kehoe

**CALL TO ORDER
AND ROLL CALL**

Mayor David Corkum called the meeting to order at 1:30 p.m., and CAO Robicheau reported that all Council members were present.

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 Bernie Cooper and seconded by Councilor Tony Bentley

that the agenda be approved with the following additions:

7 (c) Council Meeting Dates

7 (d) Clean Up Day

10 (b) Litigation – Education Agreement

MOTION CARRIED

PRESENTATIONS

None

**APPROVAL OF THE
MINUTES**

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Nola Folker-Hill

that the Minutes of March 8, 2010 be approved with no amendments.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

(a) Rotary Town Clock – Update and Budget Commitment

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/ OLD BUSINESS

Councilor Tony Bentley reported that the meeting scheduled for last week was cancelled because of the fire at Town Hall and was therefore, rescheduled for Thursday morning. He indicated that Director Phillips may have some figures regarding the installation and maintenance costs of this structure.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell reported that utility meters were read and the fourth quarter billing has been generated; work is underway on the year-end process and with preparations for the first budget meeting on April 15th. The audit has been booked for the week of May 17th.

She noted that Schedules A and B (Revenue and Expenses) are not included for the year-ended March 31, 2010, as the financial statements are being prepared. With Schedule C (Summary of Outstanding Taxes), 96.4% of the total tax levy has been collected, with the property tax outstanding at \$258,517.

With schedules E and F (Perpetual Investment Fund), she noted that the Balance Sheet for the month ended February 28 shows investments at \$13.4 million (at cost) with a breakdown of this data. The Statement of Reserves shows net interest paid into the fund totaling \$242,563, dividends totaling \$147,379, with distributions at \$28,512. The total income (net of fees) is \$498,261, although capital gains is only \$118,297. Lastly, she noted that the Fund Manager projects that interest income and dividends will exceed the budget figure of \$500,000, by approximately \$16,000, however, capital gains will fall short of the budget.

Following some questions, and further explanations, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

that the Finance Director's report be received.

MOTION CARRIED

(ii) Debenture Funding – Spring 2010

Director Debra Crowell reported that debenture funds will be issued this spring and a resolution is required to set the parameters for the debenture issue. As part of this process,

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the required pre-approval resolutions have been approved.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Deputy Mayor Bill Boyd

***Recommendation to
Town Council***

**that a recommendation be made to Town Council
that the attached resolutions for Pre-approval of
Debenture Issuance be approved as follows:**

Various	TBR 09/10-01	\$790,000
Sanitary Sewer	TBR 09/10-02	\$ 94,000

MOTION CARRIED

(iii) CPI Salary Increases – April 1, 2010

Director Debra Crowell reported that the Personnel Policy Manual states that the cost of living increases shall be granted at the first of each fiscal year, and that the CPI factor is based on the average CPI for the Province of NS for the period March of the prior year, to February of the current year, as posted by Statistics Canada. She noted that the percentage this year is 0.3%

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

***Recommendation to
Town Council***

**that a recommendation be made to Town Council
that a cost of living increase be granted to non-
union employees, effective April 1, 2010, at a rate
of 0.3%.**

MOTION CARRIED

Points from Discussion

- This increase is hardly worth the administrative effort in changing the payroll records.
- As CUPE will be receiving a 3% CPI increase, to be fair, non-union staff increases should receive a higher amount than recommended.

(iv) Withdrawal – Capital Reserve – Various

Director Crowell reported that the Town's Capital Reserve contains \$191,536, from which a late invoice in the amount of \$2,771.30 must be deducted for 2009-2010 Green Areas – Fox Hollow Trail. With this withdrawal, \$188,765 will remain in the reserve.

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Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

***Recommendation to
Town Council***

that a recommendation be made to Town Council that a withdrawal of \$2,771.39 be made from the Capital Reserve, to partially fund budgeted capital construction costs for 2009-2010 as per the capital budget.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Beverley Gentleman reported that there were 8 permits for the month of March at \$915,000, bringing the year total to \$930,500; the ICSP plan has been sent to the Province and Brennan Vogel has accepted a position with the Ecology Action Centre in Halifax; UNSM is holding a workshop on April 28th on implementation of the ICSP. She added that the NS Planning Directors Conference will be held from May 19-21 and will provide a session on how municipalities are moving forward with their respective ICSP plans.

In addition, she noted that the GIS needs assessment is underway and meetings are currently being scheduled with staff. In addition, staff is working with Landmark Geographic Solutions and Emergency Services regarding the civic numbering system. Lastly, she noted the number of meetings she attended over the month.

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

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

MOTION CARRIED

(ii) Committee Report

Chairperson Pearl had nothing to report.

(c) Parks and Recreation

(i) Director's Report

Director Mark Phillips reported that a successful John Deere Show was held last weekend and that the Home Show will see over 70 different vendors this coming weekend. He outlined the number of meetings and events, and added that

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with the new school, negotiations continue with the fuel companies on West Main Street. Plans for the soccer field development, parking lot and green space development continue.

Director Phillips noted that he attended the Recreation Facility Development Workshop, at which was held a session on the construction, operation and governance of facilities. At this session, Kentville was credited as serving healthy lunches (no hot dogs) during Canada Day.

He added that the Provincial Volunteer Dinner was held in Halifax yesterday, with Doug Eaton having been named the provincial volunteer. Summer programs are being prepared and staffing vacancies advertised; work continues on the year-around Farmers Market in the Cornwallis Inn; and signage is in place on the trails. As June is Recreation Month, some additional promotion will be done for the trails during that time. The energy audit consultants are in the building today and a report is expected soon.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the Director of Parks and Recreation's report be received.

MOTION CARRIED

(Note: The dates were changed from the attached report to: April 22 – Kentville Volunteer Dinner and April 29th for the Princess Tea.)

Mayor Corkum added that a National News story took place in Kentville today at noon regarding the importance of road hockey being played in a safe place. A game was staged at the paKr, and a good message on active living and safe environment for play was well presented.

(ii) Community Development Issues

Director Phillips reported that:

- Michelle Fife is working with the Town to develop a year-around Farmers Market.
- Opening Day for the seasonal Farmer's Market will be on May 26th, just before Apple Blossom and will carry through until Harvest Festival.
- The flower baskets have been ordered and some

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advertisement for the Town is being done for the downtown businesses in a coordinated effort.

- Parking initiatives are being addressed at the Cornwallis Inn.
- Many functions normally performed by the Kentville Development Coordinator are currently being done by other staff, during her absence.

Points from Discussion

- Although healthy food choices are preferred at special events, providing these might be difficult for canteens, which are usually run as fund raisers for sports organizations.
- There is concern for continuity on the projects initiated by KCDC and in keeping motivation with the members of that committee.

(iii) Committee Report

Councilor Nola Folker-Hill reported there still has not been a meeting.

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that during the March meeting of the board, the budget was approved and that work continues on the Alarms Bylaw.

He added that there were 54 hours of foot patrol during March and 384 calls to dispatch after hours. He added a number of other statistics regarding calls and noted that 83 tickets were issued for the month, bringing the year-to-date total to 197 tickets.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland

that the Police Chief's report be received.

MOTION CARRIED

Points from Discussion

- There have been very few accidents at stop signs; most accidents in Town result from lane changing.
- There may be a need for a cross walk at Riverside Court, to allow residents to cross safely to the Save Easy Store.
- Left hand turns on red lights on one way streets,

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create some issues in intersections and with other moving traffic.

- Signage should be considered to allow a right-hand turn from Cornwallis to Webster Court.
- Concerns were expressed regarding the traffic around the Tim Horton's Drive-Thru.

(v) Board Report

Councilor Bernie Cooper reported that a commission meeting was held and a number of the items from that meeting will be addressed later in this agenda.

(vi) Recommendation Re: Committee Appointments to Board

Councilor Bernie Cooper, Chair of the Board of Police Commissioners, noted that the NS Police Act covers the process for police commission appointments and asked that Council proceed under that authority.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Mark Pearl

*Recommendation to
Town Council*

that a recommendation be made to Town Council that it recognizes that the Kentville Police Commission should, as per the NS Police Act, proceed with filling vacancies and the election of the Chair and Vice Chair.

MOTION CARRIED

(e) Transportation Services

Director Kehoe reported that work continues on street repairs; that the recent flooding necessitated the installation of a temporary pump for 60 hours to reduce the water in the storm ditch along West Main Street; work continues with the County on the regional sewer system, as it relates to a potential development proposed by ACA/Eastern Protein in the Industrial Park; and meetings continue on lagoon improvements.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

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

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Points from Discussion

- The Traffic Authority will contact the Province regarding the signage at the corner of Cornwallis and Webster Streets.
- The Regional Sewer work will be slowed down as a result of recent organizational changes at the County of Kings.

(ii) Committee Report

Deputy Mayor Bill Boyd reported that there has been no meeting.

(g) Water Commission

(i) Director's Report

Director Greg Kehoe reported that the NS UARB has approved the schedule of water rates to be effective April 1, 2010, for the next two years and a Commission meeting was held to discuss a number of issues affecting the Capital and Operating Budgets for the upcoming year.

In addition, he noted that several alarms were received at the Chester Avenue Reservoir; frozen pipes to the homes of two residents were defrosted during a cold spell in February; some water meters were repaired; and a list of those needing repairs was done; extensive repairs were carried out to a water main on West Main Street; some water service boxes were raised to ensure accessibility in the case of emergency; 2 new chemical pumps were purchased; all water meters were read and follow-up will be arranged for inspection of any very high or very low readings; and testing and repairs were done to some industrial meters.

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

that the report from the Water Commission be accepted.

MOTION CARRIED

(ii) Commission Report

Mayor David Corkum had nothing further to add.

(h) Administration

(i) Chief Administrative Officer's Report

CAO Keith Robicheau made reference to his written report and noted that:

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- Discussions continue on the Kentville Futures land that is for sale.
- The site condition report regarding a portion of this property has been received.
- On the NSPI Solar Thermal agreement, the installation should be completed, with ice making for the end of August.
- The MOU with the Friends of the Library is being prepared.
- More information on the Eastern Protein property and on the park expansion is expected soon.
- Staff is still discussing Town involvement with the VCFN, although financial information regarding the Town's cost does not seem to be available.
- Mainland Cable has purchased fibre strands from VCFN and is serving companies in the area.
- The EcoNS application was not successful.
- Attempts have been made to host a Mayors and Warden's meeting, prior to the next KPSC, however, this may not materialize until May.
- He has met with the new Director for Kings RDA and taken him on a tour of the Town.
- Attended court on March 9 and 16th regarding the Education Agreement. (The decision has been recently received from Justice Warner.)
- Attended meetings regarding the Fire Chief Recruitment and Kings Transit.
- The Fire Area Rate meeting for the public will be held on April 19, at 6:30 p.m. at the Fire Hall.
- The five town's considering joint negotiations on PANS have met to discuss the rules of engagement on this issue. However, this joint bargaining may not materialize, as the Town of Truro has entered into bargaining on its own. There may be the opportunity for joint strategy in spite of this disappointment.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Town Clerk Carol Harmes reported she has been busy with ongoing meetings, research, day-to-day operations and

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review of the bylaws. She also read a thank you note from Stephen Healy for his appreciation of the Town's recognition of the opening of his new office.

It was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the Town Clerk's Report be received.

MOTION CARRIED

NEW BUSINESS

(a) Chapter 14 – Non-Ratepayers Commencing Business Bylaw – Proposed First Reading

Town Clerk Carol Harmes reported that *Chapter 14 – Non-Ratepayers Commencing Business Bylaw* appears to be redundant, as it deals with practices no longer carried out by the Town. In this bylaw, a \$300 payment would be made to the Town by any business owner starting a new business in Town, with this amount refunded after 6 months of operation. In the case of transient businesses, the Town's current *Vender's Bylaw* may apply for governance, and if not, short-term business operators would have little impact on the Town through taxes. She added that the solicitor concurs that the bylaw has no value.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Bernie Cooper

***Recommendation to
Town Council***

that a recommendation be made to Town Council that First Reading be given to rescind Chapter 14 – Non-Ratepayers Commencing Business Bylaw.

MOTION CARRIED

(b) Chapter 16 – Plebiscite Bylaw – Proposed First Reading

Town Clerk Carol Harmes reported that *Chapter 16 – Plebiscite Bylaw* appears to be redundant, as this issue is addressed in *the Municipal Government Act – Part III – Section 53*, and in addition, as the Plebiscite refers to the borrowing of money, *Part IV – Sections 86 and 91 of the Municipal Government Act* address this issue effectively. She added that the solicitor concurs that the bylaw has no value.

Therefore, it was moved by Councilor Bernie Cooper and

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seconded by Councilor Mark Pearl

***Recommendation to
Town Council***

**that a recommendation be made to Town Council
that First Reading be given to rescind *Chapter 16*
– *Plebiscite Bylaw*.**

MOTION CARRIED

(c) Council Meeting Dates

Councilor Pearl reported that he will not be available for the January 31st, 2011 meeting, and asked if the date could be changed.

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

***Recommendation to
Town Council***

**that a recommendation be made to Council that
the Council meeting of January 31 be changed to
January 24th, 2011.**

MOTION CARRIED

Points from Discussion

- It is difficult to reschedule meetings which have been already established.
- There may be very little impact on staff in preparing for this council meeting as there is plenty of time between meetings.
- Lots of notice should allow for council members to make this change in their schedule.

(d) Clean-Up day

Councilor Pearl noted that April 26th is clean-up day. Unfortunately, people are placing articles out at the curb already and this unnecessary litter is unsightly around the community. He added that the Bylaw Enforcement Officer at Valley Waste will deal with these individual situations, if the correct civic address is given when the report is made.

CORRESPONDENCE

(a) EcoNS for Clean Air and Climate Change

This letter stated that the application has been denied.

ADJOURNMENT

It was moved by Councilor Nola Folker-Hill seconded by Councilor Tony Bentley

**that the meeting of CAC adjourn at 3:30 p.m. to
go In Camera, to discuss litigation and
contractual negotiations.**

MOTION CARRIED

CAC
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IN CAMERA

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- (a) Contract Negotiations (Back Check)**
- (b) Education Agreement**