

APPROVED - May 9, 2011

Council Advisory Committee

MINUTES

April 11, 2011 – 1:30 p.m.

PRESENT

Mayor David Corkum, Councilor Nola Folker-Hill (left at 1:30 p.m. and returned at 2:52 p.m.), Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Eric Bolland (arrived at 3:30 p.m.), Councilor Mark Pearl, CAO Keith Robicheau, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

Director Debra Crowell, Director Mark Phillips, Director Bev Gentleman, Director Greg Kehoe, (Interim Town Engineer Hal Henderson)

Regrets: Deputy Mayor Bill Boyd and Police Chief Mark Mander

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 members of Council were present except for Deputy Mayor Bill Boyd who is out of the country, and that Councilor Eric Bolland will be arriving at 3:30 p.m. due to child care arrangements.

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 addition of:
7 (c) Acadian Lines
7 (d) Commercial Development

MOTION CARRIED

PRESENTATION

(a) none

APPROVAL OF THE MINUTES

(a) **March 7, 2010**

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

that the Minutes of March 7, 2011 be approved as

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circulated.

MOTION CARRIED

**BUSINESS ARISING FROM
THE MINUTES**

(a) Water Main Relocation (Cost Sharing Request)

CAO Keith Robicheau reported that the developer of a proposed apartment building at 150 Park Street, has received approval from the Town to relocate the existing water main which runs through the property. As the relocation of this water main added an extra expense on the costs of construction, the developer asked if the Town would consider some form of cost-sharing for this project.

A staff report and recommendation was submitted for Council's review, in which it was noted that this development would enhance downtown development and provide a higher density infilling. Therefore, it would be reasonable to make a financial contribution towards the cost of relocating this infrastructure.

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

***Recommendation to Town
Council***

that a recommendation be made to Town Council that the Town offers 25% of the cost of relocating this water main, up to a maximum of \$15,000, subject to the conditions that the work be completed to the satisfaction of the Kentville Water Commission, and that the developer takes out a building permit for a multiple residential building on this site and commences construction.

MOTION CARRIED

Although an amendment was proposed by Councilor Tony Bentley to increase the Town's contribution, the motion to amend was not seconded.

(Note: In the absence of Councilor Nola Folker-Hill from this part of the meeting, she asked if the following could be included in the minutes:

"I, Nola Folker-Hill, am a negative vote on this issue. I think that we should offer support in the form of our engineer and possible assistance through public works.")

Points from Discussion

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- A previous request for the Town to move a water main was refused, however, that request was for a lower density development and would have little impact on the downtown.
- Council reserves the right to approve, or disapprove each application on its own merits, without having set a precedent with previous decisions.
- It is understood that the work on this project would be completed during the current construction season.

**(b) Canadian Commission for UNESCO
(appointments)**

Town Clerk Carol Harmes noted that a letter from the Canadian Commission for UNESCO congratulated the Town of Kentville for joining the coalition, however, pointed out that in doing so, the Town has committed to developing its Plan of Action for the elimination of racism and discrimination. A request was further made for the appointment of a council member and staff person as contacts for the Town.

It was moved by Councilor Mark Pearl and seconded by Councilor Bernie Cooper

***Recommendation to Town
Council***

that a recommendation be made to Council that Deputy Mayor Bill Boyd be appointed as leader on this project, with a staff member to be appointed later.

MOTION CARRIED

Points from Discussion

- The Interim CAO will either appoint a staff person or ask for a volunteer.
- The Action Plan will follow from future meetings with this team.

**DEPARTMENTAL
REPORTS**

**(a) Finance
(i) Director's Report**

Director Crowell noted that utility meters have been read and the fourth quarter billing will be mailed out by mid April; work is underway for the year-end process, as is the preparation for the 2011-12 budget. The audit has been booked for the week of May 24th.

Although Schedules A and B (Revenue and Expenses) are not available due to year-end, Schedule C (Summary of Outstanding Taxes) indicates that 94.6% (\$426,717) is

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outstanding, which compares favourably to the previous year. She added that Schedule D (Sanitary Sewer Area Services and Schedules E and F (Perpetual Investment Fund) are also not included, as information is not available because of year-end work. She reported that the Investment Advisory Committee will meet on April 13, 2011.

Therefore, it was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

that the report from the Director of Finance be received.

MOTION CARRIED

(Note: Councilor Pearl wished to thank staff for moving ahead on the e-council technology, as the presentations at this first meeting are much more legible.)

(ii) CPI Recommendation

Director Crowell reported that the Cost of Living increase is based on the average CPI for the Province, for the period March the prior year, to February the current year, as posted by Statistics Canada. For this period the average cost of living is 2.3%.

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

Recommendation to Town Council

that a recommendation be made to Town Council that the cost of living increase be granted to non-bargaining employees of the Town of Kentville, effective April 1, 201, and further that the rate applied to non-union employees' salary scales be based on the statistics as per the policy, from March 2010 to February 2011, which indicates a rate for April 1, 2011 at 2.3%.

MOTION CARRIED

(iii) Spring Debenture - Recommendation

Director Debra Crowell reported that with the spring debenture fund issuance, Council must approve pre-approval resolutions and forward them to the NS Municipal Finance Corporation.

Therefore, it was moved by Councilor Bernie Cooper and

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seconded by Councilor Tony Bentley

***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 10/11-01	\$1,226,600
Sanitary Sewer	TBR 10/11-03	\$ 127,400

MOTION CARRIED

(iv) Withdrawal Capital Fund – Recommendation

Director Debra Crowell reported that another resolution is required to fund, or partially fund, some late-arriving invoices for 2010-11 capital investment plan. She provided information on the grand total reserves (\$429,112) and noted that following the withdrawals, the total reserves will be \$418,391.

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 resolution be approved, as attached, to withdraw \$10,720.93 from the Town's Capital Reserve to fund various capital construction projects.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Gentleman reported that there were 5 permits for March with a total building value of \$217,000, thereby bringing the yearly total to \$1,054,600. A Public Hearing was held on March 28th for amendments to the LUB, following which Second Reading was given for their adoption. The appeal period for this matter will end today, and should there be no applications for appeal, the changes will come into effect on April 19th.

With the Transportation Master Plan, growth forecasts were developed for Delphi MRC; and work has taken place to assist the Salvation Army in their building expansion project, which will involve a Development Agreement. Lastly, Director Gentleman identified a number of meetings in which she has participated.

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

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

MOTION CARRIED

Points from Discussion

- The “for sale” sign has been removed from the unsold property on the Kentville Futures Site.
- A review of previous interest groups for development on the Kentville Futures Site has been carried out and none appear to be interested at this point.
- Contact has been made with Kings RDA to encourage potential developers to consider this property.
- A professional broker is required to move this sale along and an action plan must be put in place.
- Council must be more pro-active in this sale.
- It was agreed that the Director of Planning would ask realtors to list this property for sale. National and international firms could be approached and invited to take this listing.
- Development is driven by the economy and this may not be the time for large construction projects.

(c) Parks and Recreation

(i) Director’s Report

A report from Director Phillips noted that the Home Show (this weekend) is being advertised and registered on line and in fact, a QR code is available to link this information. (Access to this code is available through a smart phone.)

At the arena, the ice has been removed following last week’s John Deere Show, and several events have been planned before ice is installed again in July. The light retrofit is well underway and should be completed this spring

With the new KCA school, the Mayor and Recreation staff was given a tour of this facility and Director Phillips gave an update on that the community use agreement, playground development, land issues, traffic and pedestrian movement and opening ceremonies.

With the Friends of the Library, meetings continue, with the County currently negotiating on its contribution towards

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capital costs. With video-conferencing, a policy is being prepared and some of the hardware has been installed; and with the Smoke-free Public Places Bylaw, signs will be installed around town and the larger signs will be erected in larger outdoor places like the parks.

Work continues with hiring and preparing for summer programs, and Lindsay Young has completed her training with the Farmers Market, and the first market will be held on May 25th. The Apple Blossom Festival Committee has been meeting and plans are underway. The Kings Partnership Steering Committee will be investigating partnerships for regional capital projects for recreational facilities.

Lastly, he listed the special events and meetings he attended.

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

that the report from the Director of Parks and Recreation be received.

MOTION CARRIED

(Note: A general tour of the new KCA property will be arranged for the first week in May for staff and Council.)

(ii) Community Development Issues

Director Mark Phillips reported that Tiffany Connell has been back for a couple of weeks and is working on several reports and the newsletter. Meetings with the Kings RDA, branding of the Town, and the VIC and tourism review are high on the list of things she is doing.

(d) Police

(i) Chief's Report

CAO Robicheau noted that Police Chief Mark Mander is attending a PANS negotiation meeting in New Glasgow, however, has submitted a written report. He reported that the Board met on March 31st and that a special budget meeting is scheduled for April 14th.

With foot patrols, he noted that 63 hours were dedicated for this function, compared to fewer hours in previous months and during the same period in the previous year. He also provided statistics on a number of other issues, noting that there were 261 calls for dispatch in March and 77 parking

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tickets issued for the month

It was moved by Councilor Bernie Cooper seconded by Councilor Mark Pearl

that the report from the Chief of Police be received.

MOTION CARRIED

(ii) Board Report

Councilor Bernie Cooper reported that there was a meeting on March 31st and the Alarms Bylaw was reviewed. This will be sent back to the committee for review and should be received at the Board level again next month. The lawyers have reviewed this document.

The subject of the traffic problems at the Tim Horton's drive-thru was addressed and the Police have been trying to keep traffic moving. The manager of this restaurant has been advised of this problem and solutions are being considered.

(e) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that Public Works staff was kept busy maintaining safe road conditions created by ice and snow with fluctuating temperatures. These warmer days also allowed for some pot-hole patching which is ongoing at the present time.

He added that with the spring melt, the West Main Storm Water Pumps and the new cover at the culvert were seen in operation, and these worked very well. Also the Transportation Master Plan is underway with Delphi MRC and will recommend long term road linkages. The Town continues to work with Superior Propane in their relocation to the industrial park, and also with the businesses on Webster Court to discuss the proposal of having this street made into a one-way street to maximize parking and public safety.

He noted that interviews will be held to hire a replacement for Leroy Cavanagh who will be retiring in May.

Lastly, Director Kehoe noted that work is progressing on capital projects (regional forcemain, drum screens and an aeration study). A review of the existing governance structure is being considered and the next meeting will be on

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April 28th at which budgets will be discussed.

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

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

MOTION CARRIED

Points from Discussion

- Council is very supportive of the Webster Court project and commends those residents for taking such pride in their properties and making this street a very attractive addition to the Town.

(f) Water Commission

(i) Directors Report

Director Greg Kehoe reported that a KWC meeting was held on March 15th to address financial reports and future Capital Projects, and that the next meeting will be on June 7th, 2011.

In addition to regular monitoring and maintenance, meters were read; a course on trenching and excavation was attended; new customers were connected; the annual report was submitted to the Province; work continued with the contractor to activate a new well on Mitchell Avenue; and general enquiries were addressed.

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

that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum had nothing further to report.

(g) (i) Chief Administrative Officer's Report

CAO Robicheau reiterated some items on his written report, attached, noting that:

- Work continues on the sale of the Kentville Futures Site lands.
- Letters have been sent to Cobalt Properties regarding the claim for clean-up of the River Street site and the Town's solicitor has been in contact with Irving and now awaits their response.

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- Superior Propane - positive letters of intent have been exchanged and the full agreement is being prepared by the solicitor.
- The Purchase and Sale Agreement has been initiated for the 2 acre parcel of land in the Annapolis Valley Regional Industrial Park for Superior Propane, and a License Agreement to do some clearing and grubbing work early has been arranged.
- A meeting of the Mayors, Warden and CAOs of KPSC on March 22nd was very positive.
- Contact with Kings RDA continues and a report on the need for long and short term industrial land is anticipated soon.
- There have been a number of meetings - PANS, CUPE, Perpetual Fund, etc.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

- Members of County Council seem anxious to resume meetings of the KPSC.

(Note: Councilor Nola Folker-Hill returned to the meeting at 2:52 p.m.)

(ii) Town Clerk's Report

Town Clerk Carol Harmes outlined the status of several bylaws which she has been reviewing and gave a status report on each. In addition to this project, she advised that work has begun on the selection process for the student bursary fund and then reminded Council and staff that the Social Committee has organized a pot luck lunch as a "bon voyage" event for our current CAO and Town Engineer.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(Note: Councilor Tony Bentley volunteered to serve on the Student Bursary Selection Committee and Councilor Bernie

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Cooper volunteered to be the back up)

NEW BUSINESS

(a) Kentville Library - Update

Director Mark Phillips reported that capital contributions from the County and other issues relating to this project have been discussed. Expectations are that approximately 50% (\$250,000) of the capital funds will be provided by the County and matched by the Town. There has been little discussion on the Operating Costs and there may be some opportunity for such funding through the review and establishment of a funding formula for regional capital projects, as directed by the KPSC. The River Street site seems to be the one of choice and a value of this property will be determined, so as to adjust the Town's commitment to the project.

Councilor Tony Bentley (also a member of this committee) added that a formal response should be forthcoming shortly, as this commitment was being discussed by the County Council today.

(b) KCA Playground - Update

Director Mark Phillips reported that the playground is a \$125,000 project and is part of the bigger issue of recreation facilities at the new school, one of which is soccer field replacement. The Recreation Director is proposing that the Town support the playground project at a 1/3 ratio, to be shared with the KCA Playground Committee and the Department of Health and Wellness. This will be brought forward in the capital budget this year.

Conceptual plans are available for this playground, which will be a community facility, as well as one for the school. It will provide an area for families to spend time with younger children while attending soccer games nearby.

(Note: Councilor Eric Bolland arrived at 3:13 pm)

Points from Discussion

- The Department of Education has standards for play spaces for schools, however, playgrounds are generally not given priority, as they are considered community facilities and not necessarily part of the school.
- There are many recreation facilities nearby, town-owned, which are available to the students (i.e.

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walking trails, indoor soccer, ball parks, etc.)

- The Town must be careful to spend tax dollars carefully, representing the majority of the population.

(c) Acadian Lines

Mayor David Corkum expressed his concern (and that of a member of the public) regarding the shut-down of the Acadian Lines terminal in Kentville. He felt that as the largest centre in the Valley, there should be a stop in Kentville. Further, he felt that this service brings in a number of citizens, who visit our services and shops.

Councilor Mark Pearl responded that the decision to move the terminal to New Minas was made over a year ago, as Acadian Lines operates beneath the Kings Transit umbrella, and depends upon Kings Transit for its financial support. A three-year deal has been arranged with Acadian Lines to continue to operate its passenger and parcel transport from the new Kings Transit's building.

Over the last year, there has been a decline in the number of passengers and other services provided by Acadian Lines and as a result, a new agreement has been signed that is based on conditions that would be revenue-positive.

(Note: Councilor Pearl has agreed to find out if there will be a stop in Kentville for Acadian Lines.)

(d) Commercial Development

Councilor Mark Pearl expressed his concern about the increasing amount of vacant commercial space in Kentville (i.e. Edge Property, People Works Property, etc.). He felt that Town Council should have a strategy session or a brain storming session for ideas on how to encourage new commercial development.

Points from Discussion

- There is often an ebb and flow to development and this is often dictated by the economy.
- There are some good things going on in the area (A study and report on the wine industry and the enhancements that Towns could make to capture this aspect of tourism.)
- Locally, the branding issue for the Town would be helpful for this exercise.
- Kentville has a new school, great recreation

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facilities, growing subdivisions and lots to offer families considering this area.

- Downtown commercial property is available.
- KCDC will address the issue of commercial development through projects like support of street-scaping and work on Webster Court.
- The downtown area is attractive and people do care about what goes on; the responsibility must rest with business owners and not just the Town.
- KCDC has prepared an Action Plan and this should be shared with Council at a future CAC meeting.
- In the past, the downtown business community supported development through financial support.
- Some businesses on the outskirts of Town, just beyond the downtown core, feel isolated and not included in things like Christmas decorations, street beautification, and so on.
- With the budget sessions scheduled over the next few weeks, additional meetings or a strategy session would be demanding of staff and council time and would be difficult to schedule.

CORRESPONDENCE

(a) Kentville and Area Youth Association

A letter from this organization outlined the activities being provided through the “Girls on the Go” and “Guys on the Go” programs and the newly developed ball hockey program. These continue to be popular, and in April, a partnership will begin with the NKEC senior girls basketball players for weekly camps for 10 to 14 year olds.

Lastly, it was noted that the association appreciates, and puts to good use, the Town’s \$1,000 donation toward these programs, and hopes that this donation will be available next year.

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

that the letter from Kentville and Area Youth Association be received and sent to the Finance Department to be considered during budget deliberations.

MOTION CARRIED

(b) Paddy’s and Rosie’s Request

A letter was received from John FitzGerald, the General

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Manager of this downtown establishment, asking for the Town's permission to erect an outdoor patio, on the sidewalk on Aberdeen Street, for the enjoyment of their customers over the summer months. The Traffic Authority has verbally confirmed that there have been no problems resulting from traffic flow and the loss of a few parking places, resulting from these arrangements.

In addition, Mr. FitzGerald requested that the south part of Aberdeen Street be closed to vehicular traffic during the Saturday of the Apple Blossom Festival, and that his establishment be permitted to erect tents, for an extension of their outdoor restaurant service.

Following some discussion, it was moved by Councilor Tony Bentley and seconded by Councilor Eric Bentley

*Recommendation to Town
Council*

that a recommendation be made to Council that approval be granted to allow the use of the sidewalk on the west side of Aberdeen Street, in front of Paddy's and Rosie's, for the purpose of an outdoor patio from May 1st to the end of September, as per *Policy Statement G29-Sidewalk Cafes*.

MOTION CARRIED

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

*Recommendation to Town
Council*

that a recommendation be made to Council that the south part of Aberdeen Street (from Webster to Main) be closed during the Apple Blossom Festival and that permission be granted to allow Paddy's and Rosie's to erect tents for the outdoor service of food and beverages during the Apple Blossom Festival on Saturday, May 28th.

MOTION CARRIED

ADJOURNMENT

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

that the meeting adjourns at 3:55 p.m. to go "In Camera" to discuss land negotiations and legal advice eligible for solicitor-client privilege.

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MOTION CARRIED

IN CAMERA

- (a) Land Negotiations (Belcher Street)**
- (b) Legal Advice Solicitor/Client (KTA)**

CAC RESUMES

It was moved by Councilor Mark Pearl and seconded by Councilor Bernie Cooper

that the In Camera Meeting adjourns at 4:33 p.m. and returns to Council Advisory Committee.

MOTION CARRIED

ADJOURNMENT

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

that the CAC meeting adjourns at 5:10 p.m.

MOTION CARRIED