

Approved by Council - January 10, 2010

Council Advisory Committee

MINUTES

December 13, 2010 – 1:30 p.m.

PRESENT

Mayor David Corkum (left at 4:03 p.m.), Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Nola Folker-Hill, Councilor Eric Bolland, 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, Police Chief Mark Mander

MOMENT OF SILENCE

A Moment of Silence was observed in remembrance of Doug Eaton, a local resident and long-serving volunteer in the community. Mayor Corkum noted that Doug represented the Town of Kentville as Volunteer of the Year at the Provincial Awards Ceremony this year.

**CALL TO ORDER AND
ROLL CALL**

Mayor David Corkum called the meeting to order at 1:37 p.m. and CAO Robicheau reported that all members of Council 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 Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

that the agenda be approved with the addition of:

3 (b) Councillor Presentation

7 (c) 2015 – Women’s World Cup

7 (d) Security Services

7 (e) Fire Chief – Statement

8 (a) Mr. and Mrs. Ledouceur

MOTION CARRIED

PRESENTATION

(a) Dr. Jim Retallack, P.Eng. President and CEO Acadia Management Group Inc. Re: County of Kings

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Administration Building

This presentation related to the various options presented to the County in response to their requirements for a new or renovated administration building. Some points made were:

- Dr. Retallack is an engineer whose work is focused upon energy audits and conservation programs.
- Consideration was given to combining multi-levels of government for efficiency and energy savings.
- Substantial levels of funding are available for net zero energy programs.
- Watson and Associates did economic analysis of building options and concluded that a new building with energy options would be preferable. However, four options were given (build a new complex and sell existing one, expand existing building to meet current needs, build and retain existing revenue, build a smaller building for only municipality and sell existing building).
- Should a complex be constructed, tenants could include other government organizations (i.e. Town of Kentville and Premier of Nova Scotia, etc.),
- Proposed tenants and residents must be involved in the construction processes from the beginning of the project.
- A comprehensive report would be expected within 6 months, with a list of tenants committed, refinement of energy parameters (zero energy), refinement of cost estimates, subsidies defined and applications completed. Within 6 months tender preparations would begin.
- The committee would consist of Council members, other levels of government and resources, such as architects, energy experts, etc.
- Location is a primary issue, along with access to the building, zero energy outcomes, funding and tenant commitment.
- The concept of a Town and County joint building will also be considered, if seen as a viable option.

Points from Discussion

- The building is 35 years old, with sections older than that. The concept of a new building was based on saving tax payers dollars, and to embrace the energy reduction concept, while providing more space.

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- The relocation of this new complex could create a lot of inconvenience and extra expense for many doing business with the county, as well as with other operations like the Department of Justice, Registry of Deeds and so on.
- A recommendation was made that those wishing to do business or have lunch in Kentville could travel by bus, however, this does not seem like a workable solution.
- To lose the County of Kings from the downtown area, would create a very negative impact and the Town is interested in keeping the County operations in town.

(b) Councillor's Presentation

As Councillor Pearl was not available at the Annual Christmas Party to receive his 5-year award, this was presented to him by Mayor Corkum.

**APPROVAL OF THE
MINUTES**

(a) November 8, 2010

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

**that the Minutes of November 8, 2010 be
approved, as circulated.**

MOTION CARRIED

**BUSINESS ARISING FROM
THE MINUTES**

(a) Sewer Rates – Industrial Park Users (report)

Director Greg Kehoe reported that there is a need for an increase in the spill recovery rate, because of additional costs for collecting and treating the high strength BOD loads that the industrial users add to the Town's share of the Regional Sewer System. Although high BOD strength industrial users were given notice, additional time and limits that exceed the normal 200 mg/litre, to date they have not implemented any suitable pre-treatment, and continue to spill high strength waste. Therefore, the Engineer has proposed several recommendations to amend the attached schedules of this bylaw, so as to bring it in line with the costs associated with the demand for higher levels of treatment, and to update the content of the bylaw.

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

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Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to amend those sections in the *Chapter 72 - Sewers Bylaw, Schedule A, the Rbod Spill Recovery Rate*, to increase the fee to \$0.50 per pound of BOD

And further,

that in *Schedule "A,"* the words "rate in" and "as approved by Council each year" would be removed from Rbod, Rss and Rfog and that the actual figures be inserted following the dollar signs.

And further,

that an amendment be made to *Schedule "C"* that it be entitled "Building Service Connection Charge" to correspond with the text of the Bylaw.

MOTION CARRIED

(b) MOU – Friends of the Library

Director Mark Phillips reported that the draft copy of this document came initially from the Annapolis Valley Regional Library. Upon review of this MOU, it appeared that there were several areas which need to be addressed, such as roles of the Town, the AVRL, and the Friends of the Library; the ownership issues of the building; some operational matters; funding formulas (funding principals as outlined by Council); the County's participation; and the appraisal of the property.

A meeting is being organized to discuss these issues and it will be brought forward following this.

(c) RFPs Kentville Futures Site

CAO Robicheau reported that there are a few issues remaining on this RFP, which he must review with the solicitor prior to proceeding, and therefore, asked that discussion on this issue could be tabled until the next meeting of CAC.

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

that the review of the RFP for the Kentville Futures' Site be tabled until the next CAC meeting.

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MOTION CARRIED.

(d) VIC – MOU (Update of County and DSWN’s Position)

Director Mark Phillips reported that at a previous meeting, Council endorsed its interest in participating in this project for another year, although, this partnership also involves the County of Kings and Destination South West Nova. A reply has been received from DSWN who advised that this organization is still interested in continuing the partnership, at least until March, although they must confirm the position of the County of Kings, as well. DSWN is aware that the landlord must be given a 3 month notice, however, Director Phillips agreed to determine which of the partners has signed the lease.

(e) Street Naming Policy - amendments

Town Clerk Carol Harmes reported that following a review of proposed amendments to this policy at a previous CAC meeting, further revisions were made. A copy of the *Policy Statement G-27 – Street Naming Policy*, including those amendments proposed is attached for review.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

Recommendation to Council

that the amendments to *Policy Statement G-27 – Street Naming Policy* be approved, as presented.

MOTION CARRIED

(f) Name Proposals for West Main –Park Street Connector Road

Councilor Mark Pearl submitted a biography of past mayor Gary Pearl, and asked if Council would consider naming the new connector road after this individual.

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

that a recommendation be made to Council that pending the approval of the amendments to *Policy Statement G-27 - Street Naming Policy*, that the name of the new connector road between West Main Street and Park Street be called “Gary

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Pearl Drive.”

MOTION WITHDRAWN

(The motion was withdrawn, as it was considered out of order until such time as the amendments to the Policy Statement have been officially adopted by Council)

Points from Discussion

- The solicitor stated that had the motion been made prior to the recommendation to approve the previous policy (to amend the policy), then it would have been in order.
- If the recommendations to Council appear in the order that they presently exist, then this motion must comply, and is contrary to the previous resolution.
- The motion can be made again at the next Council meeting.
- The civic number for the new school was given out by the Planning Department, however, this has been given as a Park Street address, as a delivery address was needed during construction. It can be changed.

(g) 125 Anniversary Logo

Director Mark Phillips presented some draft copies of logos which he suggested that Council might consider in recognizing the Town’s 125 anniversary of incorporation. This logo would involve the Town’s current logo with a tag line indicating the 125 year anniversary.

He recommended option C, which was the general preference, as indicated in a survey from staff. He asked CAC to make a recommendation to Council to adopt that logo for the anniversary year’s celebration.

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

Recommendation to Council

that a recommendation be made to Town Council to approve Option C of those logos presented for consideration.

MOTION CARRIED

(h) Council Remuneration Policy Amendments

CAO Robicheau was given direction from Council to review

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and propose amendments to the policies relating the Council's remuneration, in so far as to simplify the process and more easily identify taxable and non-taxable expenses. He recommended that *Policy Statement G5 – Council Remuneration and Benefits* be amended to eliminate paragraphs 9 and 10 and that Schedule A be adjusted to include cost of living increases that have been applied since 2008, along with those costs associated with travel, etc. If these changes were approved, they would become effective as of January 1, 2011 and would eliminate those flat monthly amounts, would compensate for income tax impacts and would conform to the requirements of Income Tax Act of Canada.

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

Recommendation to Council

that a recommendation be made to Council to approve those amendments as proposed in the *Policy Statement G5 - Council Remuneration and Benefits*, as attached.

MOTION CARRIED

(i) MPS and LUB Review

At a previous meeting of Council, a discussion took place regarding signage and a need to review the Municipal Planning Strategy and Land Use Bylaw. Deputy Mayor Bill Boyd advised that it has been 8 years since the last review of these documents and it might be in order review them sometime soon.

Director Bev Gentleman reported that both she and the Development Officer have been keeping track of some of the items which should be included in a future review. Although there is no requirement to have a five year review, as was the case in the past, it might be in order to begin this process. The Province allows the municipalities to review these documents as they see needed.

She suggested that matters such as the rezoning of property designated as future land use, could be identified at a strategy session, and perhaps some legal guidance could be provided during these discussions.

Points from Discussion

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- Review of the MPS and LUB will be a good education for Council members, who will learn what these planning documents are and how they guide the planning and development issues of the Town.

**DEPARTMENTAL
REPORTS**

(a) Finance

(i) Director's Report

CAO Robicheau reiterated some items from the report submitted by Director Crowell, noting that the second quarter utility bills were due on November 24th and the Investment Advisory Committee also met on November 24th and again on December 6th. With Schedule A (Revenue), (and at a benchmark of 67% of the year spent) overall revenue would be above average at about 84.1%, With Schedule B (Expenses) she noted that expenses are slightly above average, at 69% , however, this reflects bulk ordering and annual payments from some departments.

With Schedule C (Summary of Outstanding Interim Taxes), as of November 30th, 92.0% had been collected, which compares to last year at 94.4%. With Schedules E and F (Perpetual Investment Fund), the report noted that investments total \$13.2 million (at cost) as of November 30th. A detailed report regarding other aspects of this fund was presented, including a projection from the Fund Manager that the interest income and dividends would exceed the budget figure of \$550,000 by \$16,000, although generating capital gains continues to be a challenge.

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

that the report from the Director of Finance be received.

MOTION CARRIED

(ii) Projections Report

Director Crowell submitted a Projections Report as of November 30, 2010, which indicates a surplus of \$11,400, a \$17,900 increase over the \$6,500 deficit previously projected. She expounded upon the various aspects that have affected this change in status.

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

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that the Projections Report be received.

MOTION CARRIED

Points from Discussion

- The cheque from Valley Waste Resource, as surplus to the partners, has been received since the writing of this report and would show revenue with an additional \$ 23,000 to the Town.

**(iii) Recommendation – Policy Statement G26-
Investments – Special Perpetual Reserve Fund**

CAO Robicheau noted that Director Crowell prepared a report and recommendation for amendments to this policy. She noted that the definition of “Investment Committee” should be updated, as the make-up of this committee has changed since the inception of the committee and the writing of this policy.

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

Recommendation to Council

that a recommendation be made to Town Council that the definition of “Investment Committee” in Policy Statement G26-Investments – Special Perpetual Reserve Fund, be changed to include “a Council member, two (2) citizen appointees, and a Council alternate.”

MOTION CARRIED

Points from Discussion

- It was noted that the CAO and the Director of Finance sit on this committee as resource persons and ex-officio members.
- The change allows for an odd number, which would prevent a tie situation during voting.

(b) Planning and Development

(i) Director’s Report

Director Gentleman reported that there were 4 permits issued for November, for a total building value of \$152,800, thereby, bringing the yearly total to \$6,758,125.

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She also outlined some of the activities taking place in the Planning Department, noting that with the Centre Square Lease Renewals, the TD bank has signed their lease and it will be circulated for other lessee signatures when received. She added that discussions have taken place regarding extending Acadia Drive, and to more easily facilitate this, staff is reviewing other options for new single family residential growth in existing subdivisions.

In addition, she noted that staff is preparing a report for proposed amendments to the residential future zoning designation, along with other areas of review. Lastly, she recapped some of the meetings she has been attending. It was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

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

MOTION CARRIED

Points from Discussion

- There is a recognized shortage of high-end apartments in the Town which has caused some long-term residents to find that type of housing outside of Kentville.
- There still exists a number of off-site signs advertising New Minas businesses. These have been placed on poles throughout Town and are being taken down when seen.
- There has been no activity on the development proposed by B.D. Stephens at the old Crow's Nest Golf Course, although it is expected that this project will resume in the spring.
- Mr. Oulton seems to be busy with many other issues, other than further development to his property.

(c) Parks and Recreation

(i) Director's Report

A report from Director Phillips noted that he attended a meeting for the KCA - PTA Committee whose members were concerned about land for the playground.

Thoughts were that there will not be enough playground space for its current needs and further that this would be a shared playground with the community. He added that the

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Recreation Department will be working with a group who has submitted an application to Health Promotion and Protection and that the proposed project might be in the range of \$100,000. It is hoped that a cost-share arrangement can be put in place.

After-school programs are up and running (indoor skate boarding and indoor tennis), and indoor walking has resumed at that facility. The water purifier and the heat recovering systems have arrived and these are being installed; replacement of the light system will be done soon; assistance was provided to the Valley Regional Hospital in their tree lighting event and this involved musical entertainment and sledding. Acadia Minor Hockey is mourning the loss of Doug Eaton, who was a long-standing member of the hockey community, and the association plans to recognize his contribution to the sport of hockey. The Christmas Hockey Tournament will start on December 26th and lastly, the Rotary Club's Town Clock is being prepared, however, Council must decide which messages it wishes to place on the 2 sides of granite base. The Rotary Club has chosen their two messages and when Council has decided, the clock can be made ready for installation in January.

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

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

MOTION CARRIED

Points for Discussion

- Town Council members should be proud of the partnership it has with the Rotary Club on this particular project, and adding their names to the granite face of the clock shows endorsement of the project and community pride.
- The onus is on the community to enlarge the playground to meet the needs of the school and general population.
- A space north of the trail has been designated for a playground space.
- An agreement will be signed between the School Board and the Town regarding the use and liability of Town owned property.

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(ii) Community Development Issues

Director Phillips reported that a number of businesses are signing up to have ballot boxes in their stores for the prize draw, which is valued at \$1200. A calendar of events is being prepared for the upcoming year, which is the Town's 125 anniversary. The Christmas Meet and Greet is scheduled for December 16th.

Mayor Corkum noted that he has arranged a meeting with the principal of Kingstec to discuss a possible project of the horticultural class creating a flower bed with the new anniversary logo.

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that the Board met on November 25th and the next meeting will be on January 27th. With foot patrols, he noted that hours logged have been higher - at 49 for November, compared to 31 for October and September, although much lower in comparison to other years. He quoted other statistics, as requested by Council and noted that there have been 912 parking tickets issued to date.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- There appear to be a number of false alarms, however, a bylaw is be prepared that will impose a fee for these.
- The much larger number of disturbances than previous years results from issues in the downtown bars, and more recently, incidents surrounding the strike in the Industrial Park.

(ii) Board Report

Councilor Bernie Cooper had nothing to report other than a meeting in January in Halifax and another Board meeting scheduled for January 27th.

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(e) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that road maintenance continues by Public Works staff and preparations for winter have been done. Capital works construction projects on the connector road by the new KCA school and on the culvert on West Main Street.

With the Regional Sewer, he noted that at a recent meeting, operational and capital projects were discussed; no problems currently exist. With the recent heavy rain, the Town installed a valve on a pipe near the library and lift station to eliminate water entering the sewer system from the Cornwallis River, and this should lower the amount of volume the Town is charged for sewer treatment. Other work continues on Capital Projects.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

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

MOTION CARRIED

(f) Water Commission

(i) Directors Report

Director Greg Kehoe reported that a meeting was held on November 23rd at which time construction of the Mitchell Avenue well and operating and capital budgets were discussed. Citizen appointee Fred Ward is due to retire from this committee and advertisements for interested individuals have been placed.

Other projects for the department have involved the new well on Mitchell Avenue and removal of a valve at that location; reports on a number of water leaks; low water pressure and water testings; installation of a new pump on the West End well site; training undertaken by staff; maintenance on fire hydrants to eliminate freezing; work relating to the new construction on Park Street; and work on the altitude valve on Belcher Street.

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

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that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor David Corkum had nothing further to report.

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

CAO Robicheau reiterated some items on his written report, noting that the NS Thermal Power project at the Police Station is underway. This is a change from the original application for the arena, however, the installation of panels at that location was not feasible. He added that a municipal discussion took place with Kings RDA regarding industrial space in the park, as it relates to both short and long-term needs. He felt that this item should be part of the discussion at the next Strategy Session.

The CAOs of KPSC have met recently and a January meeting date will be scheduled. The application for a municipal intern has been successful and this individual will work on the recommendations from the Fire Services review along with other administrative duties.

Police Chief Mander will be hosting delegates from Berwick and Middleton to discuss policing needs in those communities.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

- There were a number of technical problems with the installation of the solar panels on the arena, which made it unfeasible as a project. The Police station is a newer building and a good "fit" for this program.

(ii) Town Clerk's Report

Town Clerk Carol Harmes reported that her work continues with the review of current policies and bylaws and noted that the Smoke-Free Public Places Bylaw has had First Reading

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and Second Reading has been advertised in the newspaper. She attended a number of meetings and has worked on the committee for the Awards Ceremony and annual Town Social Event. Year-end calendar and scheduling changes have been done and other work continues relating to year-end and seasonal issues.

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

that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Advertising of Council Meetings

An analysis was carried out on the costs associated with the advertising in the local paper. Of particular interest were notices for Council and Council Advisory Committee meetings. Although some years see more ads for regulatory advertisement than others, however, in comparison to other notices, the advertising costs for these meetings are in line.

Staff are mindful of the costs associated with ads, and the visibility and impact is weighed.

Points from Discussion

- It is important to support our local media with these ads.
- The rates are very good and the Town receives good news coverage
- Although reference was made to a policy created in 2002, this was presented to Council as a draft however, it was never approved.

(b) Dangerous and Unsightly Premises

This item was removed to the In Camera part of the agenda.

(c) 2015 Women's World Cup

Councilor Tony Bentley reported that Halifax has placed a bid to host the Women's World Cup for soccer in 2015 and this will benefit both that city and the whole province. It is the second biggest athletic event and will involve the construction of a larger stadium and other relating infrastructure. He suggested that a letter be prepared from

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Mayor Corkum to Mayor Peter Kelly of HRM, supporting the bid for this event.

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

Recommendation to Council

that a recommendation be made to Council that Mayor Corkum send a letter to Mayor Peter Kelly wishing the City of Halifax success in its bid to host the 2015 Women's World Cup, with a copy to local Councils and to Mike Trinacity of the Department of Health Promotion and Protection.

MOTION CARRIED

(d) Security Services

Councilor Mark Pearl noted that recently Kings Transit Authority engaged a security firm to deliver its receipts to the bank, however, this cost was rather large. He felt that as the Town uses a security service as well, it should consider if there would be a savings to the Town by providing this service through the Town Police or through the constable currently maintaining an office at the Town Hall.

It was agreed that staff would prepare a report on the current service for next CAC meeting.

(e) Fire Chief – Statement

Deputy Mayor Bill Boyd wanted to publicly state that Fire Chief Shawn Ripley has been suspended with pay, pending an internal review. Further, for the record, he wanted to state that Mr. Ripley is not an employee of the Town or of the County, but has been hired by the Fire Department, which is an independent body which provides a service to both the Town and the County. The Kentville Volunteer Fire Department is dealing with the matter internally.

CORRESPONDENCE

(a) Mr. and Mrs. Ledouceur

Mayor Corkum read a thank you note from this couple thanking Council for its effort in helping with their move into the area, and further, congratulated Kentville on its beautiful decorations and seasonal plantings.

ADJOURNMENT

The meeting adjourned at 4:30 p.m. to go In Camera to discuss legal advice and land negotiations.

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