

APPROVED MARCH 30, 2009

COUNCIL ADVISORY COMMITTEE

February 23, 2009 – 5:30 p.m.

PRESENT

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

Director Debra Crowell, Director Bev Gentleman, ICSP Coordinator Brennan Vogel, Director Mark Phillips

CALL TO ORDER AND ROLL CALL

CAO Keith Robicheau reported that all Council members were present, except for Councilor Pearl, who was absent for personal reasons.

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.

PRESENTATION

(a) Brennan Vogel – ICSP Introduction

ICSP Coordinator Brennan Vogel outlined some of the features of this project, noting that he has been putting together a steering committee consisting of Council members and staff, who will work together to engage the public in the process.

He added that he has been networking with other ICSP groups and the sharing of information has been very valuable. The March 9th meeting (6:30 until 8:30 p.m.) at the Kentville Fire Hall will be the first Open House involving the public and this will be publicized widely. Council is invited to attend.

The blog (website) set up for this project features the program’s theme - Envision Kentville – and has been designed with the help of the IT department to promote and receive public information and interaction. Brennan will manage this site and collect feedback from discussions posted.

A sustainability focus group will participate in three workshops over the spring – visioning, looking at issues and looking at objectives and goals.

He stated that the steering committee, Kings Transit and Kings

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CED will work together to design a survey and the Town will apply for 4 students through the NS Youth Conservation Corp. If these students are provided, they will carry out the door-to-door collection of information.

Other key meetings will be scheduled to deal with specific issues and goals, as appropriate. A draft plan is expected by the fall and an action list will be prepared at that time for Council's input.

**APPROVAL OF
AGENDA**

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

that the Agenda be approved with no additions.

MOTION CARRIED

**APPROVAL OF
MINUTES**

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

that the Minutes of January 26th, 2009 be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES**

(a) Policy Statement G54 – Council Agenda Packages

Following some amendments to the previously reviewed Policy Statement, a second draft copy was prepared for Council consideration. The purpose of this policy is to provide some guidelines to receive and handle agenda items.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that Policy Statement G54 – Council Agenda Packages, be approved

MOTION CARRIED

(b) Council Recommendations from CAC

Some time ago, Council agreed to review the process of scheduling Councilors to read the recommendations from the Council Advisory Committee. It was suggested that these recommendations would be read by those members of Council who wish to do so, and a survey would be conducted to determine current interest.

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Councilor Nola Folker-Hill volunteered to read the recommendations from this meeting at the upcoming Council Meeting, and it was further agreed that a schedule would be prepared based on those members wishing to participate.

(c) Chapter 79 – Non Smoking in/on Town Recreation Facilities Bylaw

At a previous meeting of Council, the topic of smoking in or on outdoor recreational facilities was discussed. As a result, staff was asked to work with the Town's solicitor to draft a bylaw for consideration at this meeting of CAC.

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

*Recommendation to
Town Council*

**that a recommendation be made to Council that
First Reading be given to Chapter 79 – Non
Smoking in/on Town Recreation Facilities Bylaw.**

MOTION CARRIED

Points from Discussion

- An explanation of the provincial legislation and the new bylaw should be included on the website, to explain the extent of the ban.
- There may be a requirement in the future to prohibit smoking on Town streets, as well.
- If Town streets are included in the smoking ban, then a new bylaw, or an amended bylaw would be required.
- Enforcement will result after signage has been posted, some media coverage has been done, and the usual public notices have been posted.
- Other municipalities are having similar problems and it might be appropriate to have a regional bylaw.
- If this issue proceeds to the Kings Partnership Steering Committee, as a joint venture, Second Reading may be delayed, which would also delay the effective date.

FINANCE

(a) Projections

Director Crowell noted that as of January 31, 2009, the Town is reporting a deficit of \$17,700. She added that the snow removal budget is 91% expended, although the Operating Reserve Fund contains \$30,000 for these purposes.

With the revenue sources, she expected that the overall projections would be over budget \$99,100, however, added

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that expenditures are also projected over budget \$116,800, with a year end deficit of \$17,700. She noted the impact made as a result of moving the \$52,000 surpluses from Valley Waste Resource Management Authority to the operating reserve.

Following the review of the various accounts, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

that the projections from the Director of Finance be received.

MOTION CARRIED

Director Crowell was concerned that operating costs for snow removal have expended the budget, but there may be more winter yet to come. In preparation for additional costs for snow and ice removal, she recommended that funds from the \$30,000 operating reserve be withdrawn for this potential use.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council to withdraw up to \$30,000 from the Snow Removal Operating Reserve, to fund additional costs for snow removal, up to March 31, 2009.

MOTION CARRIED

Points from Discussion

- All department heads have been scrutinizing their budgets for savings, however, there are no apparent savings with the Police Department due to payout of M-time and stat-time.
- The Chairperson for the Police Department reported that work continues to reduce costs by the Chief of Police.
- There should be consideration for the revenue brought in by the Police Department, as it relates to the expenses incurred.

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(b) Withdrawal – Capital Reserve - Various

Director Crowell noted that funds were included in the previous year's budget to accommodate various capital items that were outlined in the attached report. She added that the Capital Reserve contains \$256,150, from which the \$92,498.91 withdrawal will leave a balance of \$163,651.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that a withdrawal of \$92,498.91 be made from the Town's Capital Reserve to partially fund budgeted capital construction costs of 2008-2009, as specified in the capital budget.

MOTION CARRIED

(c) Withdrawal – Capital Reserve Over-Runs

Director Crowell reported that two capital projects ran over the projected costs as outlined in the capital budget, and therefore, she recommended that the funding source be changed from long-term borrowing to capital reserve for a third project.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that the resolution for the withdrawal of \$2,012.87 be approved from the Capital Reserve General Allocation, to fund various project over-runs for 2008-2009.

MOTION CARRIED

(d) Withdrawal Equipment Reserve – Public Works

Director Crowell noted that the Capital Budget for 2008-2009 allowed for the purchase of equipment for transportation purposes (a street sweeper), and as this equipment has been purchased, partial funding is required. She added that following a \$50,000 withdrawal for this item, a balance of \$10,624 will remain in the reserve.

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

Recommendation to

that a recommendation be made to Town Council

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Town Council

that a withdrawal of \$50,000 be made from the Equipment Reserve, to fund the purchase of transportation equipment, as identified in the 2008-2009 budget.

MOTION CARRIED

(e) Withdrawal - Capital Reserve – Sanitary Sewer
Director Crowell reported that the Sanitary Sewer Area Service capital budget requires a withdrawal of \$20,000 from Capital Reserve – Sanitary Sewer to partially fund a construction project.

She further noted that following this withdrawal, a balance of \$90,575 will remain.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

***Recommendation to
Town Council***

that a recommendation be made to Town Council that a withdrawal of \$20,000 be made from the Capital Reserve, Sanitary Sewer portion, to partially fund sanitary sewer capital construction.

MOTION CARRIED

(f) Debenture Funding – Spring 2009

Finance Director Crowell reported that the N.S. Municipal Finance Corporation has declared that debenture funds will be issued this spring, and therefore, she has prepared a Temporary Borrowing Resolution, as required. She further noted that the various items relate to recreation.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that a resolution for Pre-approval of Debenture Issuance be approved as follows:

Various TBR 08/09-02 - \$146,500

MOTION CARRIED

(g) General Insurance

(Mayor Corkum declared a conflict of interest and Deputy Mayor Bernie Cooper assumed the chair at 6:37 p.m.)

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Director Crowell reported that a RFP was issued in January and closed on February 4th for the provision of general insurance for the Town of Kentville. Three firms submitted proposals and were evaluated on their completeness of submission, experience, services offered, proponent's financial statements/stability, references submitted, and price. All 3 compared quite closely on a number of factors, with the exception of coverage offered and pricing.

Following an analysis and comparison of each submission, and a report from the Town's Solicitor (who outlined some concerns regarding liability coverage), Director Crowell proposed that in spite of the difference in premiums proposed, that the Town would be better served by engaging the incumbent for the upcoming term.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that Macdonald Chisholm Trask/Frank Cowan Company Limited be selected to provide the Town's General Insurance coverage for the year ended March 31, 2010, with the option to renew for an additional three years based on Council's satisfaction with pricing and service among other things, with the pricing for the year April 1, 2009 to March 31, 2010 being \$175,949.54 including UNSM fee and Broker Fee.

MOTION CARRIED

Points from Discussion

- The Town's solicitor reviewed the 3 submissions and noted some differences which would affect coverage.
- A "buy local" philosophy should be considered, however, value must be factored first.
- It is not unusual for companies to drastically under-bid and then raise premiums and reduce coverage as the opportunity arises.
- A long-term satisfaction and trust with the incumbent exists, and with this comes peace-of-mind.
- Environmental liability coverage must be weighted heavily, as the Town could find itself financially responsible for some very large settlements.
- If the lowest bid is selected, than the difference in price could be transferred to reserves, to be used for

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deductibles and other payouts not covered in the policy.

- The difference in price would amount to 3 or 4 cents on the tax rate.
- A different broker is now with MacCoy/Jardine and although past service was not good, there may be some areas of improvement.
- The UNSM contribution results from a plan created to provide a more uniform package of insurance to municipal units and a fee is paid to the brokerage company and UNSM.
- Legal consideration must be given to a non-compliant bid.
- With deadlines of April 1 fast approaching, there would be little opportunity for more analysis by these companies.
- It might be an option to have the proponents come before Council to answer any questions.

(Mayor Corkum returned to the chair at 7:35 p.m.)

(h) Utility Account Write-Offs (Sewer Portion)

Director Crowell reported that both internal and external attempts to collect several outstanding utility bills have failed and in accordance with the Town's Collection Policy, she recommended that these be written off.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that the attached list of utility accounts (sewer portion) in the amount of \$1,189.30 be written off.

MOTION CARRIED

(i) Interest Charge for Outstanding Accounts – 2009/10

Director Crowell reported that in accordance with the authority granted by the Municipal Government Act, the Town has prepared a Policy Statement for Interest Charges on Outstanding Accounts. In previous years, the Town has charged 2% per month on outstanding payments. She noted that this rate serves as an incentive for customers to pay their bills, it ensures that the Town has the cash reserves required to operate, and further reduces collection costs and write-offs.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council to maintain the current interest rate charged at 2% per month (26.8% per annum) for the year April 1, 2009 to March 31, 2010.

MOTION CARRIED

(j) Tax Exemptions

Director Crowell reported that in accordance with the authority granted by the Municipal Government Act, the Town of Kentville generally provides a partial tax exemption to individual property owners who meet certain criteria. She outlined the eligibility in the attached report and made a recommendation.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that a partial tax exemption in the amount of \$200 be given to those property owners meeting the requirements as set out in the attached document.

MOTION CARRIED

NEW BUSINESS

(a) Community Living Alternatives Society

A letter from this organization identified an interest in attaining property from the Town at 133 River Street, for the purpose of constructing a 9 bedroom group home. This facility would be licensed by the Department of Community Services.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that this issue be forwarded to the Planning Advisory Committee for review and a recommendation to Council.

MOTION CARRIED

(b) Earth Hour

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Councilor Eric Bolland noted that the Earth Hour project has become an initiative to show that individuals can take action on climate change, by switching off lights and reducing their energy consumption. The Town of Kentville was asked to join the global effort to support this project which will take place from 8:30 to 9:30 p.m. on March 28th.

A short video was shown in support of the global commitment to this project, following which 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 the Town of Kentville supports Earth Hour, beginning at 8:30 p.m. on March 28th and to encourage citizens to participate, as well.

MOTION CARRIED

Points from Discussion

- This project is supported world-wide and by our local municipalities.

(c) New School Impact on West Main Street Traffic

It was noted that rumours abound in the community regarding traffic issues surrounding the construction of the new school at Memorial Park, and that it might be timely to have a public meeting to clear any misconceptions regarding this project. Director Phillips was asked to provide an update and to address some of the concerns of Council.

Points from Discussion

- Director Phillips has committed a huge amount of work into the school project and has done an excellent job.
- Phillip Cox with DOT is working on a traffic study on the traffic patterns for the busses. A site plan will identify space requirements (i.e. parking lot, gymnasium entrance, etc.)
- There appears to be nothing obvious which could be included as enhancements.
- Some additional office space may be required for the Active Living Coordinator and the Community Policing Officer.
- The new school will have a larger gym than the existing gym at KCA.
- The Town might wish to consider giving a gift to the new school (i.e. clock, a piece of public art, a statue,

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or enhanced green space) and some thought should be given to this.

- The previous Council felt that West Main Street should be opened to Harrington Crossing and that flood prevention measures should be undertaken in that area.
- Efforts with the relocation of the oil companies continue.
- When the traffic and site studies are completed, there will be information available for public presentation.
- The hierarchy of the soccer community is in support of the school project being at Memorial Park and those members understand how it will impact upon the fields and traffic.

(d) CAC Meeting Times

Councilor Bill Boyd noted that Council Advisory Committee meetings begin at 5:30 p.m., and depending upon the agenda, can take from 3 to 5 hours to finish. He felt that this can be an unusually long day for both councilors and staff, and that often the last few hours are not productive use of time. He suggested that if the meeting started earlier, this might also help to facilitate the inclusion of presentations at this meeting.

Councilor Boyd noted that Council members, for the most part have flexibility in their jobs, or they are retired, and therefore, might prefer to start the CAC meetings in the afternoon, break for dinner if necessary, and then resume for a couple of hours in the evening.

It was also noted that “in camera” issues could be dealt with at the beginning of the meeting, when Council is not as tired and anxious to end the meeting.

A discussion around the room indicated that to accommodate all councilors, the earliest start time would be 4:30 p.m.

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

**that a recommendation be made to Town Council
that the meetings of CAC begin at 4:30 p.m.**

AMENDED MOTION CARRIED

However, as some adjustment in personal work schedules might be possible, it was amended by Councilor Bill Boyd

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and seconded by Councilor Nola Folker-Hill

*Recommendation to
Town Council*

**that a recommendation be made to Town Council
that Council Advisory Committee meetings start at
3:30 p.m.**

MOTION CARRIED

CORRESPONDENCE

(a) AVRSB – School Enhancements

A letter from the school board reiterated the opportunity given to the Town to provide enhancements to the facility to meet identified needs in the community. It was noted that a committee to review this issue might be in order.

(b) EMO – Municipal Self Evaluation

A letter from the NS Emergency Management Office noted that this self evaluation tool was adopted following consultations with the municipalities, which were later trained in its use. The Kentville EMO self-evaluation carried out in the past identified the need to organize and run an exercise on the potential risks related to issues affected by the Town's geographic location (i.e. flooding). In addition, the need for quarterly planned meetings, updating assessments, and sharing GIS data with other Kings REMO partners were also noted.

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

*Recommendation to
Town Council*

**that a recommendation be made to Town Council
that the EMO Municipal Self-Evaluation be added
to the Council agenda.**

MOTION CARRIED

(c) Uranium Mining

This correspondence is a follow up to a previous presentation and correspondence, asking the Town of Kentville to support the moratorium on Uranium Mining.

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

*Recommendation to
Town Council*

**that a recommendation be made to Town Council to
ask that Mary Lou Harley make a presentation to
the Town at a future meeting.**

MOTION CARRIED

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ADJOURNMENT

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

that the meeting adjourns at 8:35 p.m. to go In Camera to discuss land negotiation and litigation.

MOTION CARRIED

IN CAMERA

- (a) Land Negotiations - West Main St. Oil Properties**
- (b) Litigation - Irving Oil**

CAC RESUMES

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

that the In Camera meeting adjourns and the regular meeting of CAC resumes.

MOTION CARRIED

ADJOURNMENT

It was moved by Councilor Bill Boyd that the CAC meeting adjourns at 9:08 p.m.