

# COUNCIL ADVISORY COMMITTEE

## February 8, 2010 – 1:30 p.m.

### PRESENT

Mayor David Corkum (left at 1:50 p.m. and returned at 4:30 p.m.), Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Eric Bolland, Councilor Tony Bentley, CAO Keith Robicheau, Solicitor Geoff Muttart and Town Clerk Carol Harmes

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

Absent with regrets – Councilor Mark Pearl

### CALL TO ORDER AND ROLL CALL

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

Mayor Corkum noted that he will be leaving shortly to attend the Minister of Finance’s meeting at 2:00 p.m., however, Deputy Mayor Boyd will chair the meeting until he returns.

### 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 Nola Folker-Hill and seconded by Councilor Bernie Cooper

**that the agenda be approved with the addition of**  
***5 (c) Econs Municipal Program***  
***5 (d) Irving Oil Update***  
***5 (e) Superior Propane***  
***7 (c) UNSM Spring Workshop***  
***7 (d) Watershed***

**MOTION CARRIED**

### PRESENTATIONS

**(a) Nova Insights Market Research and Consulting (ICSP Survey)**  
Paul DesBarres presented survey data which he gathered on

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the ICSP. He noted that random surveys were completed with 273 interviews – 205 online and 68 telephone. 36 interviews were completed on the Envision Kentville survey. These numbers represented a sampling error of plus/minus 15 percentage points. The most important priorities were seen as (#1) economic development through recruitment of more businesses to Town, (#2) community development through a focus on arts, culture and recreation and (#3) environmental progress through investments in greener technologies and initiatives.

On infrastructure priorities, priorities were listed in order as the water system, energy conservation, active transportation, sewer system, public transportation and environmental research and programs.

Community priorities were trails, sidewalks and bike lanes (78%); investment in trails and parks on Cornwallis River (75%); Investments in a dedicated location for the Farmer's Market (74%). Under economic development, priorities were to create policies to support new businesses in Kentville, invest in infrastructure (77%), promote Kentville as a service centre (74%) and create policies that favor businesses and industries which have little impact (69%).

With neighbourhoods, the priorities were to support more home-based businesses, build new single family homes (fill in) and create new apartments in existing homes, with no change to building exterior.

With environmental, the priorities were to education and an incentive program for homeowner conservation, provide municipal support to residents to adopt alternative energy sources, and to do a study on storm water and run-off flooding issues.

In summary, Nova Insights reported that economic development was a top priority, changing neighbourhood make-up was a low priority and enjoyment of community was a top priority.

Points from Discussion

- Kentville has twice the number of parking spaces as per the national average, although the perception is that there is not enough parking.

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- Some residents feel that the Town should have everything – great recreation, shopping, other services, culture, etc.

**Valley Waste – Budget Presentation (to be held at 3:30 p.m.)**

**CHAIRMAN CHANGE**

As Mayor David Corkum had a meeting conflict and left the meeting at 1:50 p.m., Deputy Mayor Bill Boyd assumed the chair.

**APPROVAL OF THE MINUTES**

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

**that the Minutes of January 11, 2010 be approved as circulated.**

**MOTION CARRIED**

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

**that the Minutes of January 18, 2010 be approved as circulated.**

**MOTION CARRIED**

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

**(a) Review of CAC Meeting Format**

CAO Keith Robicheau noted that when Council implemented a change to the meeting times and format for CAC and Council meetings, the intent was to review these changes after a 4 to 6 month trial period. He reported that things are working well for staff with this change in time and format. A brief poll of Council members indicated that they supported the change, although they recognized that from time-to-time there may be conflicts with other commitments.

**(b) Committees of Council Policy Statement G-57**

Following the workshop meeting held on January 18<sup>th</sup> for the purpose of reviewing the committee structure, members of CAC directed staff to amend the Policy Statement to include the recommendations made at that time. Accordingly, Town Clerk Carol Harmes drafted these changes to the attached policy and presented it for Council's consideration. She identified some areas of change and reviewed the section of the policy that related to the newly

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proposed committee, the Town Services Advisory Committee.

Points from Discussion

- There should be 3 or 4 councilors on the committee.
- The Parking Committee would be dissolved and parking would be addressed under Transportation Services issues.
- Voting by Ex Officio members is practiced on some committees.

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

**that Policy Statement G-57 – Committees of Council be tabled until the next meeting of CAC.**

**MOTION CARRIED**

**(c) ECONS Municipal Program**

CAO Keith Robicheau reported that applications were submitted for the retrofits for solar thermal panels for the Police Station, the Recreation Centre, Town Hall and Public Works' shop for space heating and hot water heating. More information is required on the GHG reduction figures and other information which supports the application, and this will be sent later. Consideration was given for marketing and promotion within the community and for bringing the NS Power Community program to the public.

**(d) Superior Propane**

A meeting held last Friday involved discussions with Superior Propane, however, this should be dealt with more fully In Camera, as the issue relates to negotiations.

**(e) Irving Oil –Update**

This item was also referred to In Camera

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**(i) Director's Report**

Director Debra Crowell reported that work continues with the Investment Advisory Committee, the audit process, the preliminary budget and her work with the Town's Caucus.

In addition, she noted that with the benchmark of 83%,

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revenue overall exceeds the average and expenditures are slightly above the average, primarily because of annual payments and bulk purchases. With Schedule C – Summary of Outstanding Taxes, she added that 95% of the total tax levy has been collected, with outstanding taxes of \$362,791 remaining uncollected.

With Schedule D – Sanitary Sewer Area Service, she noted that with the ending of the third quarter (75% of the budget would be consumed, however, revenue is under the benchmark, as are expenditures.

With Schedules E and F (Perpetual Investment Fund), she noted that total investments are reporting at cost - at \$13,522,196 and market at \$13,010,146. With reserves, she added that total income (net of fees) at December 31<sup>st</sup> was \$405,267, with capital gains at \$112,637 and management fees at \$23,992. Lastly, she reported that the fund manager projects that income and dividends will exceed the budget figures by \$10,000, but capital gains will fall short.

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

**that the Finance Director's report be received.**

**MOTION CARRIED**

**(ii) Projections**

Director Crowell reported that projections at January 31, 2010 indicate that a deficit of \$93,100 will be reported at year end. This compares to the previous month at \$ 77,500. She expounded on several of the accounts, pointing out that loss of revenue sales and service from the Police Department impacted these projections, however, this appears to have stabilized at this point. She reminded Council that although this winter has been relatively mild and has not unduly stressed the snow and ice removal budget, the winter is not over yet.

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

**that the report on the Projections to year-end be received.**

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**MOTION CARRIED**

**(iii) Tax Exemption Resolution**

Director Crowell reported that, as provided in the Municipal Government Act, the Town has provided for a partial tax exemption to property owners who meet certain criteria. She outlined specifics relating to this exemption and provided an analysis of the statistics for the last five years.

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

*Recommendation to Council*

**that a recommendation be made to Council that the attached resolution be approved for Low Income Tax Exemption, for a \$200 for the period April 1, 2010 to March 31, 2011, providing that the total income from all family members in that household does not exceed \$22,749, among other things.**

**MOTION CARRIED**

**(iv) Interest Charges on Outstanding Accounts**

Director Debra Crowell recommended that in accordance with a policy statement which addresses interest charges on outstanding accounts, the authority for which is provided by the MGA, that the Town maintains the rate of interest at 2% per month (26.8% per year)

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

*Recommendation to Council*

**that a recommendation be made that Town Council approves the interest rate on outstanding accounts at 2% per month (26.8% per year) for the year April 1, 2010 to March 31, 2011.**

**MOTION CARRIED**

**(v) Withdrawal – Capital (Various)**

Finance Director Crowell reported that the capital budget approved by Council in May 2009, allowed for various work to be carried out in the amount of \$428,300. However, since then some of these projects have been postponed for next year, thereby resulting in a reduction for the withdrawal. As such, \$76,574.43 is now required for the projects identified.

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

*Recommendation to Council*

**that a recommendation be made to Council that funds in the amount of \$76,574.43 be withdrawn from the Capital Reserve Fund to partially fund the budgeted capital construction costs for 2009-2010, as per the Capital Budget.**

**MOTION CARRIED**

**(vi) Withdrawal Town Capital Reserve (Sanitary Sewer)**  
Director Debra Crowell reported that funds should be withdrawn from the Capital Reserve fund – Sanitary Sewer for capital work on the River Street pumping station and for Nichols Avenue.

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

*Recommendation to Council*

**that a recommendation be made to Council that funds, in the amount of \$44,026.80, be withdrawn from the Capital Reserve Sanitary Sewer portion, to partially fund the capital construction during 2009-2010.**

**MOTION CARRIED**

**(vii) Withdrawal – Equipment – Public Works**  
Finance Director Crowell reported that the 2009-2010 Capital Budget allows for the purchase of equipment for transportation purposes and the project requires partial funding at this time.

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

*Recommendation to Council*

**that a recommendation be made to Council that a withdrawal of \$50,000 from the Town's Equipment Reserve be made to fund the purchase of transportation equipment in the 2009-2010 budget.**

**MOTION CARRIED**

**(viii) Withdrawal – Equipment Reserve – Public Works**

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– **Street Sweeper**

Director Debra Crowell reported that the 2008-2009 budget for the street sweeper was \$200,000, however, the landed costs was for \$236,066.93. In consideration of funding sources, a shortfall of \$36,066.93 remained, with \$13,566.42 being funded from the 2009-2010 equipment TBR, thereby leaving a shortfall of \$22,500.51. She added that \$20,625 can be funded from the Equipment Reserve, leaving a balance of \$1,875.51 to be funded from the Capital Reserve General Allocation Fund.

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

***Recommendation to  
Council***

**that a recommendation be made to Council that a withdrawal of \$20,625 be made from the Equipment Reserve to assist in funding the purchase of the street sweeper identified in the 2008-2009 budget.**

**MOTION CARRIED**

**(b) Planning and Development**

**(i) Director's Report**

Director Beverley Gentleman reported that three permits have been issued during January in the amount of \$12,300, and further noted that CityView is not accessible at the time of writing this report, so detailed information on these permits could not be generated.

Director Gentleman gave an update on the ICSP program, pointing out the work that remains to be done and the presentations scheduled for this project. She noted that the ICSP submission will come to CAC in March and then be adopted by Council on March 22, to allow for the submission to the province on March 31<sup>st</sup>.

She added that staff met with the Town's solicitor regarding the park land off Spring Garden Road for the development proposed by Kevin Sanders. She has also been involved in discussions regarding development on Justice Way and also on Webster Street. Also, she has been putting together a Public Participation Program policy which outlines procedures, attendance and other issues, and that this is in anticipation of some changes in the Committee of Council policy review. Lastly, she listed the meetings she attended

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throughout the month and elaborated on some of the work being done.

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

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

**MOTION CARRIED**

**(ii) Committee Report**

It was noted that the committee meeting was cancelled and that Mr. Morrison would be notified that the Tax Exemption Policy remains as approved by Council.

**(d) Parks and Recreation**

**(i) Director's Report**

Director Mark Phillips reported that planning is well underway for the Home Show and that the first annual sledding party was well attended and was a great opportunity to promote winter fun. He added that work continues on the new school and many meetings have been held regarding various issues surrounding the construction and the use agreement.

He also indicated that an arena beam inspection was carried out to establish the structural integrity of the roof, and that it is in good shape. A Comfort Centre was set up at the Recreation Centre to temporarily house those who were forced from their apartments during the fire on River Street. Following this, he noted the meetings he attended as indicated in the attached report.

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**

Points from Discussion

- The new Ducks Unlimited bridge will be set in place tomorrow.
- The proposed site for the year-around Farmers Market is in the basement of the Cornwallis Inn.
- West Main Street land negotiations will allow for

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access to the soccer fields, however, a plan is in place for a temporary solution.

- More signage is required to direct visitors to Memorial Park and other facilities in Town.
- More sledding parties can be held, however, the weather, ice conditions on the hill, and the limited illumination under lights can all add an element of risk.
- With the work-in-progress on the new school, there will be some inconveniences for other facility users over the summer, in particular.
- Concerns have also been expressed regarding the loss of washroom facilities at the soccer fields, however, portable toilets will be brought in.

**(iii) Recommendation Re: Ice Re-surfacer**

Director Mark Phillips noted that he reported a few months ago, that the current ice re-surfacer at the arena needs to be replaced and funding for this has been included in the budget. He attached a report which noted that 2 tenders were submitted and that the machines were different, as explained. He added that the Zamboni 525 was the machine of choice at \$91,640.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

***Recommendation to Council***

**that a recommendation be made to Council that approval for purchase be given for the Zamboni 525 for the price of \$91,640 and further that the purchase of this equipment be funded by the Recreation Capital Reserve.**

**MOTION CARRIED**

Points from Discussion

- The electric re-surfacer may qualify for a “green fund” however, the replacement of the battery is about \$30,000.
- The Zamboni 525 will stand up to the hours of use and will allow two floods to be done, as it has a large water tank. Cost recovery would be better on this unit, as well.
- This motion does not reflect an increase in the budget.

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**(ii) Community Development Issues**

Director Phillips reported that:

- A meeting took place on January 26
- Highlights of meeting was to discuss the tri-government complex and its impact, etc.
- A discussion took place regarding Kentville promotion tools – ball hats, license plates, etc, which could be sold from the new VIC.
- Tiffany Connell is scheduled to begin her maternity leave at the end of this month and a discussion took place regarding her replacement.

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

**that Council receives the Community Development Officer's Report**

**MOTION CARRIED**

**(iv) Committee Report**

Councilor Nola Folker Hill reported the committee meeting was cancelled due to regrets from four of its members.

**(e) Police**

**(i) Chief's Report**

Police Chief Mark Mander reported that on February 11<sup>th</sup>, Insp. Reade, Sgt. Brown and Sgt. Delorey will be awarded exemplary service medals by the Lt. Governor in Halifax. Both he and Mayor Corkum will attend.

He also noted that 51 hours of foot patrol were carried out and he offered further statistics on the calls to dispatch, alarms, etc. He added that an Alarms Bylaw is being created and that the current Parking Enforcement Officer will be on sick leave for 5 or 6 weeks, however will be replaced shortly.

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

**that the Police Chief's report be received.**

**MOTION CARRIED**

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Points from Discussion

- The disturbances in downtown Kentville from the patrons of Kings Arms Pub have stopped, as it appears that this group has moved to another establishment.

**(ii) Board Report**

Councilor Bernie Cooper reported that the last meeting was cancelled however, a meeting will be held later this month.

**(f) Transportation Services**

**(i) Director's Report**

Director Greg Kehoe reported that Public Works crews have worked long hours with ice and snow removal as a result of the snow storm on January 29<sup>th</sup> where 31 centimeters of snow fell. The crews also provided assisted to a fire in the early morning hours on River Street on January 31, a water main break on Kent Street later that evening and additional snow removal throughout the weekend.

With the regional sewer system, discussions have continued regarding the accommodation of a potential development in the industrial park, and also the committee continues to meet to discuss improvements on the lagoon and other potential development.

Lastly, Director Kehoe noted that a Transportation Master Plan (on the future cross town arterial road) is proposed for the upcoming budget, along with work on upgrading the West Main Street / Park Street intersection and extension of Glenview Avenue. A Storm Water Master Plan is also being proposed.

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

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

**MOTION CARRIED**

**(ii) Committee Report**

Deputy Mayor Bill Boyd reported that the Public Works crews work very hard and often behind the scenes. He

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asked that Council's appreciation be passed along to them, to recognize all the work that they have been doing recently.

He added that there was no meeting held because of the expected absenteeism of members, however, the meeting has been rescheduled.

**(g) Water Commission**

**(i) Director's Report**

Director Greg Kehoe reported that the Nova Scotia UARB has approved the Town's schedules of water rates, effective April 1<sup>st</sup>, 2010, 2011 and 2012. He added some highlights regarding an imposter of the Water Commission visiting homes in Kentville and a power outage at the Prospect booster station which resulted in no water to many residences in that area. Repairs have since been carried out.

Director Kehoe added that Hiltz and Seamone is working with the Town on creating a water model for the distribution system and that this will be a great tool for future use.

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

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

**MOTION CARRIED**

**(ii) Commission Report**

Deputy Mayor Boyd noted that no commission meeting has been held, however, one is scheduled for March 22. The Water Model for the distribution system is very important.

**(h) Administration**

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

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

- The proposed sale of the lot on River Street fell through (more In Camera)
- Work with the Solar Thermal Demonstration Community Project at the arena continues, with the Recreation Director working closely with NPS and the solicitor on the draft agreement.
- Friends of the Library letter was sent to designate the River Street location for their library, outlining some

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of the conditions with this arrangement.

- Discussions have been held with Dan Dooks regarding the expansion of 32 acres in the Annapolis Valley Industrial Park
- Participated in a full day workshop with UNSM regarding the cap assessment program (There may be a long list of corrections for the Province to put in place to rectify this situation.)
- Met with mayor and finance administration committee for his annual review, and appreciated the discussion regarding what works well and what areas need to be improved. He attached a Work Plan for the upcoming year.

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

**that the report from the Chief Administrative Officer be received.**

**MOTION CARRIED**

**(ii) Town Clerk's Report**

Town Clerk Carol Harnes reported on some of the projects she has been working on over the last month, pointing out meetings on the HR Committee, AMA Communications Committee, research on bylaws, policies, etc. and the general day-to-day issues in the preparation for the Council and CAC meetings.

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**

**(iv) Recommendation – First Reading to Rescind Chapter 13 – Licenses**

Town Clerk Carol Harnes reported that she has reviewed this bylaw and has found its content either irrelevant to today's practices or that other aspects have been better addressed through the current Vending Bylaw and Taxi Bylaw. The solicitor has agreed that this document serves no purpose and that it should be rescinded.

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

***Recommendation to Council***

**that a recommendation be made to Council that First Reading be given to rescind Chapter 13 – License Bylaw.**

**MOTION CARRIED**

**NEW BUSINESS**

**(a) Presentation by Valley Waste Resource Management – Budget.**

Wolfville Town Councilor Irving (Chairman of Valley Waste Resource Management Authority) and Brian Van Rooyen presented the budget and answered questions. Chairman Irving added that Ross Maybee sends his regrets for not attending, as he is ill.

He also noted that a strong partnership exists in the Valley with Valley Waste, and that as a result a good service is provided, efficiently at an affordable price. With all citizens considered in Annapolis and Kings Counties, this amounts to 38,500 units to which the service is delivered at a rate of \$151 per unit. He also gave an overview on the Strategic Plan which VWRM recently adopted, and pointed out that this year the Authority was able to retire \$10 m in debt. This represented the amount of money borrowed and the interest in starting the Authority.

Points from the Presentation

- The presentation schedule was set to allow all partners (8 units) to be informed on the proposed budget.
- The major budget drivers were identified.
- Changes in Expenses were addressed, showing a net decrease in expenses of \$702,262.
- Changes in Revenues were presented, showing a decrease in revenue of \$168,336 and an overall budget decrease of \$533,926.
- With the capital budget, the requirements amount to \$1,664,960, the majority of this being the administration building.
- A chart showing the municipal Operating Cost Shares, showed Kentville with a reduction of \$38,405 from the \$473,054 budgeted for the upcoming year.

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- The Debt Guarantee Shares showed Kentville at 7.67% or \$127,702.43

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

*Recommendation to Council*

**that a recommendation be made to Council to approve the Operating Budget and the Capital Budget for 2010-2011 for Valley Waste Resource Management Authority and further that Kentville's share of the Borrowing Guarantee also be approved.**

**MOTION CARRIED**

**(b) March Meeting of CAC**

This was removed from the agenda, however, there is a conflict with the CAO due to court dates and he will have a department head fill in for him.

**(c) UNSM Spring Workshop**

It was noted that the Spring Workshop will take place this year at the Old Orchard Inn and in the spirit of co-operation, the four towns and the county should support some of the expenses associated with this event. In addition, a member of Kentville Town Council should be appointed to serve on the Social Committee.

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

*Recommendation to Council*

**that a recommendation be made to Council that the Town donates \$500 towards some expenses associated with the UNSM Spring Workshop And further that Councilor Tony Bentley be appointed as a Kentville representative on the Social Committee for this workshop, if required.**

**MOTION CARRIED**

**(d) Watershed**

Councilor Nola Folker-Hill asked about the future C & D Disposal site proposed by the Shaffers. It was noted that as the application with the county was dependent upon a study

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done by a third party on the environmental impact, and the developer was not prepared to do this, this project appears to be stalled.

**CORRESPONDENCE**

**(a) Northeast Kings Education Centre**

A letter was received from NKEC in which pictures were included of the bursary presentations to four recipients at last year's graduation ceremonies. They also asked if the Town could write a brief description of the service it provides for next year's graduation.

**ADJOURNMENT**

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

**that the regular meeting of CAC adjourns at 4:30 p.m. to go In Camera to discuss property negotiations.**

**MOTION CARRIED**

**CHAIRMAN CHANGE**

Mayor David Corkum returned to the chair at 4:30 p.m.

**IN CAMERA**

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

**that the regular meeting of CAC adjourns and that an In Camera meeting be held to discuss property negotiations.**

**MOTION CARRIED**

**CAC RESUMES**

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

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

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the regular meeting of CAC adjourns at 5:06 p.m.**

**MOTION CARRIED**