

APPROVED – March 5, 2012

Council Advisory Committee

MINUTES

February 13, 2012

PRESENT

Mayor David Corkum, Councilor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Eric Bolland, Solicitor Tom MacEwan, CAO Mark Phillips and Town Clerk Carol Harmes

Also present: Finance Director Debra Crowell Planning Director Bev Gentleman, Director Fred Whynot, Chief of Police Mark Mander.

Absent with approval - Deputy Mayor Mark Pearl

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:33 p.m. and CAO Mark Phillips reported that all members of Council were present (except for Deputy Mayor Mark Pearl who was away on vacation). All Senior Staff were also present, as was the solicitor, Tom MacEwan and Town Clerk.

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 Bill Boyd and seconded by Councilor Bernie Cooper

that the agenda be approved with the addition of:

6.d (iv) Zipline / Rope Course

7 (j) Heating Costs – Town Hall

MOTION CARRIED

PRESENTATION

(a) Valley Waste Resource Management Authority

Points from Presentation

- The new administration building is being constructed towards LEED Gold standards and “Passive House” certification
- Some materials in this building have been reused or recycled.
- Interpretative panels, an outdoor classroom and a re-use centre are being planned as part of the project.

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- The Capital Replacement Reserve is in its third year at \$331,000 plus interest.
- 10% per year has been transferred to reserves and an Investment Policy is being developed.
- Disbursements for the 2010-11 surplus amounted to \$92,788, from which Kentville received 7.66% (\$7,108).

Features of Budget

- COL on salaries at is at 3.66%.
- there is a potential diversion incentive of \$126,000
- A possible supplementary cost exists for the capital budget with wind turbine.
- Volatility with fuel prices continues.
- 5% tipping fee revenue increase (\$87,000).
- The unused capacity in 2011-12 capital budget used to pay down loans from Kings County.
- Increase in Chester Landfill Tipping Fee by CPI.

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 to approve the 2012-2013 Operating Budget, as presented.

MOTION CARRIED

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 to approve the 2012-2013 Capital Budget, as presented.

MOTION CARRIED

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 it guarantees Kentville's share of the Valley Waste Borrowing Resolution, no greater than \$53,620.

MOTION CARRIED

(Note: Following the meeting, the corrected figure of \$41,026 was provided and it was further noted that the percentages will be adjusted when final Uniform Assessment numbers are released.)

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**APPROVAL OF THE
MINUTES**

(a) Minutes of January 9, 2012

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

that the Minutes of January 9, 2012 be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) EKCC / VIC Joint Operations

Lindsay Young, the Community Development Coordinator noted that at a previous meeting of CAC, EKCC proposed a partnership with the Town and its Visitor Information Centre and the County of Kings, in that the Town would provide the former Kings Transit Authority building for the purpose of a joint operation of EKCC and the VIC. The Town would provide free rent, leasehold improvements, maintenance, utilities, taxes and insurance, along with additional parking spaces and the relocation of Kings Transit, in return for the EKCC providing staffing and training, and for the County contributing financially towards the operation.

She pointed out that statistically, the relocation of the VIC from Park Street to the downtown was not a successful enterprise. However, this joint operation would fill vacant space in the downtown, would bring the EKCC into Kentville and would maintain the financial commitment of the County. She added that the budget implications would see a potential loss of rent of \$15,000, and as well, the costs for 4 leased parking spaces, utilities, insurance and taxes and the leasehold improvements, would represent an anticipated cost of \$25,472.36 to the Town.

In summary, Lindsay Young made two recommendations for Council's consideration – one being to relocate the VIC to Park Street once again, and the other, to accept the proposal for a joint operation in the downtown, on a one-year trial basis.

Following some discussion, 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 proposed partnership be accepted, on a one year trial basis, provided that the County of Kings contributes the requested \$14,500 and that measurable outcomes are put into place in order to determine if the project has been successful.

MOTION CARRIED

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Points from Discussion

- The relocation of Kings Transit would not be a problem, as buses have found it difficult to make the tight turn onto and from Station Lane.
- Good signage will be needed to ensure that visitors can find the VIC.
- The County has committed \$14,500 as part of their budget deliberations.
- The Town's contribution to the costs of the VIC seems disproportionately higher than the other partners.
- The downtown location may entice tourists to come to visit our eating establishments and to shop.
- This downtown location is a better starting point from which to direct traffic on to attractions like Hall's Harbour and Grand Pre.

(b) Funding Request from KDCL

CAO Phillips noted that he has prepared a report in which he shared some preliminary research which has been carried out by the Town on how other business development agencies have funded their areas. He noted that Bridgewater, Parrsboro, Spring Garden Road, Sackville, Metro and Wolfville all have commitments of dues or levies, and these provide funding for their respective operations.

He added that there is a need to establish a funding model for Kentville, and he has considered how best this could be done. Existing funding can be obtained from the 2011-12 Operating Budget or from General Operating Reserves. As an alternative, Council can consider the budget request for the upcoming 2012-13 Operating Budget deliberations.

In closing, CAO Phillips made a recommendation regarding support of the project, and it was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

that a recommendation be made to Town Council that the Town supports the request of KDCL by allocating \$10,000 so that the Town and KDCL can jointly conduct research and investigation into a sustainable business model, to identify a practical and permanent source of revenue, to support the ongoing operations of KDCL or a similar Business Development Group and further,
that this allocation of funding be used only if internal, or associated agencies are unable to carry out the project.

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(Note: Mayor Corkum left the chair so he could speak on the motion and Councilor Bill Boyd assumed the chair in his absence.)

An amendment was proposed by Mayor David Corkum and seconded by Councilor Bill Boyd

***Recommendation to
Town Council***

that a recommendation be made to Town Council that the Town supports the request from KDCL, by allocating \$15,000, so that the Town and KDCL can jointly conduct research and investigation into a sustainable business model, to identify a practical and permanent source of revenue, to support the ongoing operations of KDCL or a similar Business Development Group
and further,
that this allocation of funding is used only if internal, or associated agencies are unable to carry out the project.

AMENDED MOTION CARRIED

Points from Discussion

- It would be a more meaningful gesture to increase the amount committed by the Town to one half of what was requested, with KDCL asking for additional funds if they are required.
- As the CAO felt that as some funds exist in the Community Development Fund, the \$10,000 would be appropriate.
- It is important that the Town is proactive in keeping its downtown prosperous.

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**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The new payroll system continues to be working well.
- Third quarter utility bills are due Feb. 24th.
- SNSMR reps met to discuss improvements in service delivery to units.
- Minister, SNSMR met Council to discuss Kentville issues.
- The 2012 assessment roll was received in January – the CAP was set at 3.9%.
- Work continues on various budgets.
- Capital Budgets are complete – various funding being tapped.

She added that with a benchmark of 83%, Schedule A (Revenue) is reporting above average at 88.2%; Schedule B (Expenditures) is reporting slightly lower at 82%, although some departments are reporting over; With Schedule C (Summary of Outstanding Taxes), 97.5% of the current year's taxes have been collected; with Schedule D (Sanitary Sewer Area Service), this reflects the third quarter report with a benchmark of 75%, and as such, revenue is reporting under, as are expenses.

With Schedules E and F (Perpetual Investment Fund) the attached report outlines various aspects of this financial information. The total market value of the investments is \$13,461,863, total combined income was \$449,881 and capital gains were \$308,318 at December 31st. Lastly, she noted that the Fund Manager projects that income will fall short of the budget by \$30,000.

Following a review of each account, it was moved by Councilor Bill Boyd and seconded by Councilor Eric Bolland

that the report from the Director of Finance be received.

MOTION CARRIED

(ii) Projections

Finance Director Debra Crowell noted that a lengthy report has been distributed to Council members, which indicates that the Town may realize a surplus of \$191,700. However, she cautioned that snow and ice removal costs are still uncertain considerations.

The Director expounded on the status of each account, following which it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

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that the Projection Report be received.

MOTION CARRIED

(Note: Mayor Corkum temporarily vacated the chair once again, to which Councilor Boyd assumed the chairmanship.)

(iii) Tax Exemption – Section 69 MGA

Director Debra Crowell reported that in past years, the Town has allowed for a partial tax exemption to individual property owners who meet specific criteria. She outlined the grant specifications as per the *Municipal Government Act* – Section 69 and following an analysis of this exemption over the years, and an explanation of the qualifications, she made a recommendation for the year 2012-2013.

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

***Recommendation to
Council***

that a recommendation be made to Town Council that the attached resolution for Low Income Tax Exemption for the 2012-2013 year be approved for the exemption of \$200, with an income ceiling of \$23,774, and the deadline for applications at June 29, 2012.

MOTION CARRIED

(iv) TBR 11/12-04 Refinance (Water)

Director Crowell reported that a debenture for Phase 2 of the well-field development for a 20 year period will see its expiration of the initial 10 year term. As the Water Utility debenture must be refinanced for another 10 year term, she made a recommendation to this regard.

(Mayor Corkum returned to the Chair.)

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

***Recommendation to
Council***

that a recommendation be made to Town Council that the attached temporary borrowing resolution (TBR 11/12-04 Refinancing – Water) be authorized for the amount of \$460,000.

MOTION CARRIED

(v) Withdrawal Equipment – Public Works - \$50,000

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Director Crowell reported that the Capital Budget for 2011-12 allowed for the purchase of equipment for transportation purposes and now requires funding from the Equipment Reserve.

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

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution be approved for the withdrawal of \$50,000 from the Town's Equipment Reserve, to partially fund the purchase of the transportation equipment.

MOTION CARRIED

(vi) Withdrawal – Town Capital – 2011-12 Construction

Director Crowell reported that the 2011-12 Capital Budget provided for partial funding of capital construction from the Town's Capital Reserve fund and now requires a withdrawal. Following an explanation of the details of the projects, the components in the Capital Reserve and the balances, she made a recommendation for withdrawal.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Bill Boyd

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution be approved for the withdrawal of \$68,866.43 from the Town's Capital Reserve, to fund various capital construction projects for 2011-12.

MOTION CARRIED

(vii) Banking Proposal

Director Crowell reported that the RFPs for banking services have been requested and at the closing date of November 30th, all financial institutions have responded. These have been analyzed over the last few months; the Finance and Administration Committee has met to review the submissions and a recommendation was made based on pricing, products, delivery and customer service.

She noted that reasons identified for the selection proposed were:

- The ability to provide the services required.
- Improved pricing for core banking services over the life of the proposal.
- Improved interest on surplus funds.

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- Improved pricing for short term borrowing.
- An excellent reference provided by a neighbouring municipal government.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

*Recommendation to a
Special Council Meeting*

that a recommendation be made to Town Council that the proposal be accepted, as offered by TD Commercial Banking, for the provision of banking services to the Town, with the period of service beginning April 1, 2012 and continuing for 5 years until midnight March 31, 2017.

And further,

as the acceptance of this banking proposal includes a change in financial institutions, immediate ratification by Council would allow for a seamless transition by April 1, 2012.

MOTION CARRIED

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

that a Special Council meeting would be held following this meeting, to deal with the ratification of this recommendation for banking services and to also deal with a Planning issue.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 4 permits for January, with a building valuation of \$97,500. In addition, she pointed out the following issues:

Blackberry Ridge - Work continues with Mr. Oulton to approve his subdivision and to ensure compliance with the street construction.

SD Bylaw Amendments – Additional proposed amendments have been made to the Subdivision Bylaw, which will allow some flexibility with the Blackberry Ridge project.

Kings 2050 – Staff await the Public Engagement Strategy, which is due February 22nd. The Climate Change Action Plan guidelines will be included in the project.

Salvation Army Expansion – The Development Agreement (First Reading was held at January's Council Meeting). A Public Hearing will be held at 7 pm on February 15th.

Colliers International – Their marketers report that interest

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continues in the River Street property and that the contact list of potential developers has increased.

Industrial Lands Study – a catalogue of the property in the Industrial Park is being prepared as part of a needs assessment.

Environmental Advisory Committee- Research on “green roofs” is being conducted.

MPS Review – Work is underway in documenting issues for the Review Committee.

Director Gentleman identified a number of meetings which she attended.

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

Points from Discussion

- It appears that the #1 item on environmental agendas is green roofing and funds are available up to 80% for these types of projects.

(c) Environmental Advisory Committee

(i) Chairman’s Report

Chairman Eric Bolland reported that a committee meeting was held on January 19th to review the Action Plan and to identify future goals (i.e. local education on alternate energy, reduced GGEs, increased active transportation and the improved environmental character of the Cornwallis River.) He added further details on the energy workshop at the Home Show and on the concept of a commuter bus to Halifax.

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

that the report from the Environmental Advisory Committee be received.

MOTION CARRIED

(d) Parks, Recreation and Community Development

(i) Director’s Report

CAO/Director Mark Phillips reported that:

- The Home Show will be on April 20, 21, 22
- The Arena is very busy with most weekends booked with events.
- A Sledding Party is scheduled for February 24, from 5:30

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- until 9:00 p.m.
- With the Parks and Trails, the trails are groomed when needed.
- A March Break Camp is being offered for children 5 to 12 years old.

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

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

MOTION CARRIED

(ii) Community Development Coordinator's Report

A report from the Community Development Coordinator, Lindsay Young, outlined a number of activities she has addressed over the past month. Some highlights were:

- A KCDC meeting was held on February 8th, as was the Kentville Retail Group.
- Subsidization of a hotel feasibility study is being pursued and our local MLA has been asked to investigate some resources.
- Other projects involved advertising, work on the Great Places in Canada Program for Miner's Marsh, and a community garden initiative being explored.

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

that the report from the Community Development Coordinator be received.

MOTION CARRIED

(iii) KCDC Chairman's Report

Mayor Corkum reported that he has sent a letter to Jim Morton, our local MLA, asking if there were dollars available for a Hotel Study.

(iv) Zip line / Rope Course

Councilor Eric Bolland introduced the concept of zip lining and asked if staff could explore the opportunities that might exist in Town to develop this type of recreational activity. A zip line would add to the activities in Town and perhaps might be a small revenue source.

Council agreed that this request should be sent to staff for review.

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(e) Police Report

(i) Chief's Report

Police Chief Mark Mander reported that the Board met on November 17th however, another meeting is scheduled for February 23 (noon). He asked Council to attend this upcoming Board meeting, as it will be an opportunity to ask questions on some of the statistics. He added that January saw 40 hours of foot patrol, 221 calls to dispatch after hours, 11 commercial alarms and 70 parking tickets issued.

He noted that the contract for the parking ticket administrator with the Commissionaires will be terminated. Other alternatives are being explored. However, the police services will be addressing parking, as needed.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- It might be possible to combine the parking ticket administrator's position with other activities such as bylaw enforcement, etc.

(ii) Board Report

Councilor Bernie Cooper reiterated that Council should attend the upcoming board meeting.

Points from Discussion

Councilor Folker-Hill who sits on the NS Police Board, will be attending a workshop in Ottawa and will share this information when she returns.

(f) Transportation Services

(i) Directors Report

Director Whynot reported that the snow and ice removal budget indicates that only 1/3 has been spent, and although winter is not over, the current projections look good. New LED lights at crosswalks have been installed and a meeting with Efficiency NS will be scheduled soon, to determine what cost savings may be available.

He added that the sewer lateral on Melbourne Avenue was repaired

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and a renewal of the system has been proposed for the 2012-13 Capital Budget. Lastly, with the Regional Sewer System, the next meeting will take place on March 22 and the governance of this system will be discussed. An upgrade of RG6 lift station on West Main Street should begin soon.

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

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

MOTION CARRIED

(g) Water Commission

(i) Directors Report

Director Whynot noted that the water quality at the new KCA school has been rectified with a flushing system and a letter has been sent to parents, as attached. The agreement is being reviewed with Canada – Nova Scotia Building Canada Fund for the replacement of Belcher Street Water Reservoir and the Watermain Extension. Estimated costs are \$1,360,000 with a maximum contribution of \$906,666 by the Fund and the remaining \$453,333 from the Water Commission. He added that should the capital project involving the test well (\$20,000) and the new well development in the west end (\$30,000) be deferred to future years, Capital Budget funds would be freed up in the amount of \$320,000. These could be used for the project.

Possible cost savings with the installation of the variable speed drives for the water pumps will be discussed at an upcoming meeting with Efficiency NS. An alternate source of heat in the transmission buildings is also part of this project.

Water quality and leak detection continue to be monitor and Mr. Whynot noted that approximately 300,000 gallons of water was recently used to fight the fire at the Pineview Inn.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum added that he understood that Mr. Henderson would be returning as a citizen appointee on the Water Commission.

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(h) Administration

(i) Chief Administrative Officer's Report

Highlights not previously mentioned were:

- A preliminary assessment on available vacant lands in the Industrial Park is being done. More will follow on this issue.
- Kings Partnership Steering Committee – meeting schedule for March 8th.
- Kings RDA Meeting held on the Invest in Kings and Commercial BRE programs.
- KCDC – Meeting held on February 8th
- KDCL – meeting held with Bill Denyar to discuss funding.
- Joint Fire Service Committee – Meeting held on January 24th, however, full endorsement of Walsh Report remains to be done. Operating and Capital budgets will be reviewed on February 28th.
- Kings Transit Authority – the workplace improvement plan initiated.
- Valley Waste Resource Management – meeting to be held February 15th.
- The CAO also welcomed the new Director of Public Works and Engineering – Fred Whynot, and noted that recruitment continues for the Director of Parks and Recreation.
- With the PANS agreement he stated that an Arbitration Hearing has taken place between PANS and four units – Bridgewater, Amherst, New Glasgow and Kentville.
- With CUPE, notice has been received and bargaining will start in early March.
- Lastly, other meetings have taken place on the OHSW Committee, Finance and Administration and Electronic Voting.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

Mayor Corkum noted that UNSM's position regarding the Chronicle Herald's survey of municipal councilors, has been to complete the survey if you want to. If some questions seemed inappropriate, simple put a "0" in that space.

(ii) Town Clerk's Report

A report from the Town Clerk noted that the issue of Electronic

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Voting has been time –consuming with meetings, workshops, the preparation of recommendations, and drafting a preliminary bylaw.

She added that a workshop was held on the Coalition of Municipalities Against Racism and Discrimination on February 2nd and she, along with Councilor Folker-Hill and Councilor Boyd attended on behalf of the Town.

With the Policy Review program, she has made a recommendation to Council further on the agenda, to rescind a number of policies.

Lastly, she noted that the solicitor has agreed to offer a series of workshops on legal issues for staff and Council members and registrations are being taken for these sessions.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(i) Council Reports from Workshops and Conferences

(a) Councilor Bill Boyd noted that at the recent workshop of the Coalition Against Racism and Discrimination, there was overwhelming turnout and support of this initiative. He has collaborated with the County to share ideas and resources with them.

(b)Councilor Eric Bolland also reported that he attended the FCM Sustainability Conference with Bob Howell, citizen appointee to the EAC, and is prepared to offer a lunch and learn when the presentation information is available. He highlighted some of the items addressed and some statistics. He stated that about 500 delegates were in attendance.

Councilor Bolland suggested that issues like solar panels, green street projects with tree plantings, and climate change is being considered as a joint project with some local municipalities. The impact of weather on a global level and the thermal/solar heating concept should be considered.

NEW BUSINESS

(a) FCM Conference – Saskatoon – June 1-4

CAO Phillips noted that registration is being taken now for the FCM Conference this year in Saskatchewan, and indicated that there was some interest by Councilors Cooper and Folker-Hill to

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attend.

It was noted that both Councilors Cooper and Folker-Hill may not be able to attend, however, it was suggested that Deputy Mayor Pearl might be interested.

(b) Election 2012 – Resolutions Regarding Amendments to the *Municipal Elections Act*.

Town Clerk Carol Harnes submitted a report, along with a copy of amendments made to this Act, known as Bill #100. She recommended that Council consider adopting a number of resolutions because of these changes. She noted that the appointments of the Returning Officer and the Deputy Returning Officer, are not required for each election, under certain circumstances.

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

Recommendation to Council

that a recommendation be made to Town Council that it delegates its powers of appointment, pursuant to Section 4 of Chapter 300, subsection 1 (c) of the *Municipal Elections Act*, to the Chief Administrative Officer or the Town Clerk.

MOTION CARRIED

Clerk Harnes also noted that Bill # 100 allows the Returning Officer to establish polling days as part of his duties.

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

Recommendation to Council

that a recommendation be made to Town Council that it delegates its authority to the Returning Officer to fix a day, pursuant to Section 114 of Chapter 300, subsection 4(a) of the *Municipal Elections Act*.

MOTION CARRIED

Lastly, she noted that the following recommendation would allow for the CAO to allocate funds for the election and to administer the costs of the election, and therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Bill Boyd

Recommendation to Council

that a recommendation be made to Town Council that it delegates its authority to the Chief Administrative Officer to make, revise and amend the tariff of fees and

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expenses, and provides for a method of rendering and verifying accounts for payment, pursuant to Section 139 – Chapter 300, subsection 1 (a) of the *Municipal Elections Act*.

MOTION CARRIED

(c) Election 2012 – Recommendations from Returning Officer

Al Kingsbury presented a report for Council in which he recommended a number of resolutions, one of which dealt with the preliminary list of electors.

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

Recommendation to Council

that a recommendation be made to Council that the permanent register of electors established and maintained by Elections Nova Scotia, be used as the basis for the preliminary list of electors for the Town of Kentville in the October 20th, 2012 municipal election.

MOTION CARRIED

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

Recommendation to Council

that a recommendation be made to Council that the final list of electors shall be prepared on August 31, 2012.

(Note: Mr. Kingsbury noted that the last recommendation in his report was not required, due to a previous motion to give authority to the Returning Officer.)

(d) Chapter 91 – Electronic Voting at Elections Bylaw

Town Clerk Carol Harmes reported that this Bylaw had been initially put on the agenda, however, just recently, several issues arose that necessitated its delay, and therefore, it will be brought back for consideration in the future.

(e) Gladys Porter Drive – Report and Recommendation

Director Bev Gentleman reported that although the Town has agreed to sell a surplus parcel of land on the corner of Gladys Porter Drive and Park Street to Kent Field Estates, the Town's Engineer recommended that a portion of that lot will be retained for street alignment at a future date.

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Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Town Council that Gladys Porter Drive be expanded to include Parcel B (as part of the public street), as shown on “Plan of Subdivision of Parcel B and Parcel C, land of the Town of Kentville, Gladys Porter Drive, Kentville, Kings County, Nova Scotia” dated September 20, 2011, and prepared by D. Allan Cyr, NSLS, no. 563,

MOTION CARRIED

(f) Amendments to Subdivision Bylaw (Municipal Services Standards and Specifications)

Director Gentleman noted that her department has been working with the developer of Blackberry Ridge. She added that Hiltz and Seamone has designed the proposed roads and primary services in accordance with the Town’s specifications, however, upon completion, it was determined that the water mains were laid deeper than was designed, and deeper than permitted within the Municipal Services Standards and Specifications in the Subdivision Bylaw.

The Town was initially prepared to have the developer dig up the road to have the watermains situated at the acceptable depth, however, with all things considered, it appeared more reasonable to accept the primary services as installed, which were otherwise done well. It was further felt that digging up the mains might destroy the integrity of the street and the main itself, therefore, creating problems where none would otherwise exist.

However, in order to allow this deviation from the bylaw, a waiver or disclaimer to the design and construction standards was proposed by the Town’s Engineer. When reviewing the document, other amendments were identified, as in the attached report.

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

Recommendation to Special Council Meeting

that a recommendation be made to Town Council, at a special meeting of Council following this meeting, that First Reading be given to amend those portions of the Subdivision Bylaw as per the attached resolution, following which a Public Hearing will be scheduled for a date to be determined by Council, perhaps March 1, 2012.

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MOTION CARRIED

(She added that a second Special Council meeting might be proposed for Second Reading at the end of March.)

Points from Discussion

- The proposed amendments are required, however, this particular issue has brought to light the need for immediate action.
- Such amendments give the Town's Engineer the opportunity to use discretion with such issues, to work with developers and sign off on the project upon its completion.
- A Special Meeting of Council will allow the developer to proceed with his development, in a more timely manner, giving him an extra 6 weeks.
- Hiltz and Seamone was hired by the developer and the road was designed properly. The construction company did not follow the plans specifically.
- The Town's Engineer and foreman did a site inspection.

(g) Recommendation to Rescind Old Policies

Town Clerk Harmes identified a number of old policies that have since been replaced by newer documentation or relating to practices that no longer exist. As agreed by the Town's solicitor, these have been brought forward to be rescinded as a group.

Therefore, it was moved by Councilor Bill Boyd and seconded by Council Tony Bentley

***Recommendation to
Town Council***

that a recommendation be made to Town Council that the following policies be rescinded:

- PW 1 – Sidewalk Repairs (Business District)**
- PW 2 – Building Inspection (Swimming Pools)**
- PW 3 – Salting and Plowing Streets**
- PW 4 – Height of Traffic Signs**
- PW 6 – Ice and Snow Control Procedures**
- PW 7 – Public Works Vehicles**
- PW 9 – Street Paving**
- PW 10 – Driveway Culvert Installations**
- PW 12 – Collection for Sewer Accounts**
- GA 8 – Erection of Signs, Posters, etc.**
- GA 25 – Approval of Video Outlet Licenses**

MOTION CARRIED

(h) Parking – Justice Way Petition

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Fred Whynot, the Director of Engineering and Works presented a report in response to a letter and petition from owners, employees and clients of businesses located on Webster Court. The opinion presented was the lack of 2-hour parking spaces in this area.

He added that several options were considered to rectify this shortfall, such as installing angled parking while creating a one way traffic flow, converting current leased parking spots to 2 hour parking, and restructuring the area to create additional parking behind some of the buildings. Following his analysis of the options he proposed, he made a recommendation to Council.

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

*Recommendation to
Council*

that a recommendation be made to Town Council that parking spaces on Webster Court be marked in the field, and additional 2-hour parking signs be installed, and further, that staff explore the possibility of parking on lands owned by the Municipality.

MOTION CARRIED

Points from Discussion

- The number of required parking spaces (for these businesses) is not available at this time.
- The parking lot behind the County building may provide extra parking, but may not be available at this point in time because of the uncertainty with that building's future.
- An assessment should be done on parking needs throughout the core area.
- Leasing all day parking to staff should be considered.

(i) Federal Building – 495 Main Street

CAO Mark Phillips provided an email in which he discussed a number of issues relating to the declaration that the Federal Building on Main Street was surplus property. He noted that 85% of the building is rented to Canada Post Corporation, Correctional Services Canada, Service Canada, and the Canadian Food Inspection Agency. This property is being offered for sale, with a price to be established. After March 31, the Town will be given the opportunity to purchase this building for an approximate \$1million. The Town is currently doing some research regarding the condition of the building.

APPROVED – March 5, 2012

(j) Heating Costs – Town Hall

Councilor Eric Bolland stated that he felt that as oil continues to rise in price, other heating options should be explored and projects involving thermal energy and solar energy should be considered for Town buildings.

He suggested that funding might be available through Ottawa, however, asked if staff would compare the installation of a new system, with the current costs for energy.

Points from Discussion

- This would be an item for future discussion under capital budget considerations.

CORRESPONDENCE

(a) **none**

ADJOURNMENT

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

that the meeting adjourn at 4:38 p.m.

MOTION CARRIED