

# COUNCIL ADVISORY COMMITTEE

## January 26<sup>th</sup>, 2009 – 5:30 p.m.

### PRESENT

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

Director Debra Crowell

### CALL TO ORDER AND ROLE CALL

CAO Keith Robicheau reported that all Council members 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.*

### PRESENTATION

- **Valley Health Revitalization Campaign**

Sandra Snow introduced herself, her co-presenter Henry Hicks and some of the other members present. She noted that:

- This project will redevelop parts of the existing hospital and build a new hospice.
- This is an \$8 million campaign and will be presented to 3 other councils.
- Quality hospitals attract new residents to an area and these additions will enhance the community
- Valley Regional Hospital is a major employer and this impacts the local economy.
- Redevelopment of the hospital began in 2005. With renovations to the Chipman Building, this new space allowed for the relocation of addictions and mental health care, and the corporate, human resource and finance departments.
- This move allowed for reallocating this freed space at AVRH for 21 new beds and a better use of space for the emergency department.
- Renovations with this project will see isolation units, updated monitors and new equipment.
- 16% of the overall visits at the hospital are from the residents of the Town of Kentville.
- The hospice is a new model of care, addressing end-of-life issues. It will consist of 8 bedrooms constructed in a “home-like” environment.

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- Operating costs have been included in the current budget of the hospital.
- Mr. Hicks added that the total project will cost \$16 million, with the government subsidizing about 75%. The remaining \$8 million must be financed through other fund raising and sources.
- Kentville will be the first region in the province to have a hospice. The hospice will serve citizens in the Valley Regional only.
- In Kentville's case, the Town will be asked to contribute \$2 million, which relates to \$4 per person per year, over a 5 year period of time.

#### Points from Discussion

- The 21 new beds have already opened and staff is in place to deal with these extra patients.
- The hospice will include 8 bedrooms meeting rooms, general areas, equipment, and an outdoor leisure area.
- Mayor Corkum confirmed that he supports the hospital and owes his own life to this excellent facility and staff.
- There are many major projects being proposed for the area and Council must decide on which would be the best use of tax dollars.

- **Valley Waste Resource Management**

Ross Maybee (General Manager) and Brian VanRooyen (Policy Coordinator) noted that the new budget process will ensure that all partnering Councils will be visited and provided with an opportunity to have questions answered. He added that the Working Group has been meeting and addressing issues regarding long term capital planning, managing surpluses and deficits and making sure that provisions relate to the MGA. Also, the Management Minute is meant to simplify information on various aspects of the operation.

With this draft budget, some service enhancements were included initially (i.e. longer Saturday hours for disposal and a spring leaf collection), however, these were later referred to the following year's budget, as was the construction of a new administration building. However, some employees were reclassified and given raises.

Mr. Van Rooyen outlined several budget drivers (i.e. cost of fuel, impact of slowdown in the economic environment, scrap metals and global issues like bottled beverages), along with some programs and initiatives (i.e. First Nations collection) which are presently operating. Year-over-year expenses saw an increase of \$124,848, with a net budget increase at \$172,328 (2.8%). The future outlook for 2010-11

will see the initial 10 year debentures being retired and this will reduce and stabilize the budget.

He further noted that over \$671,000 was returned to the municipalities as a result of accumulated surpluses - \$51,000 to Kentville. He added that a policy was developed by the Working Group to handle these and future surpluses.

Points from Discussion

- Plastics and cardboard can now be recycled on site, whereas in the past, these products had to be sent from the community.
- There has been only a small increase over the years, although the service has increased.
- About 80% of bottled water containers are returned for recycling.
- Communities that are not partners in the agreement, should not be given the service at the same price, as they do not assume the financial risk that partners do.

**APPROVAL OF  
AGENDA**

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

**that the Agenda be approved with the addition of:  
*7(d) Valley Waste Budget***

**MOTION CARRIED**

**APPROVAL OF  
MINUTES**

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

**that the Minutes of November 24th, 2008 be approved as  
circulated.**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM MINUTES**

**(a) Policy – Council Agenda Packages**

Town Clerk Carol Harmes presented a draft policy to set guidelines for receipt of information that would allow Council enough time to review and prepare for the meeting, and further, would allow staff time to prepare the agenda information.

Following some proposed amendments, it was agreed that this policy would be returned to the February meeting of CAC, and further, that the issue of CAC Recommendations to Council would also be discussed at this time.

## FINANCE

### (a) Projections

Director Crowell noted that as of December 31, 2008, the Town is reporting a surplus of \$12,900. She advised that the actual revenue at the end of the year is over budget \$144,300 and explained the status of the various revenue sources. She added that expenditures are also over budget \$131,400. She confirmed that the advisers for the Perpetual Fund have been working hard to create good returns on these investments.

### Points from Discussion

- The surplus anticipated by year end is welcomed news from the deficit reported last month.
- The perpetual account is doing very well in spite of the economy.
- The police department is reporting that there is an additional \$1400 deficit in their budget.
- The \$51,000 should not be applied as revenue (but placed in the operating reserve), as this gives the false impression that the deficit in the police department has been taken care of.
- All departments must continue to scrutinize their budgets to identify savings.
- With CUPE negotiations presently underway, it is likely that the settlement will affect the Town's financial status.
- The Operating Reserves currently need a financial boost.

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

### *Recommendation to Council*

**that a recommendation be made to Council that the \$51,000 payment from accumulated surpluses by Valley Waste Resource Management, be placed in operation reserves.**

**MOTION CARRIED**

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**

**(b) TBR – River Street Extension**

Director Crowell recommended that because this Temporary Borrowing Resolution has expired, it must be replaced with current authorization. Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Mark Pearl

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council to authorize TBR 06/07-01 for work done on River Street Extension in the amount for \$273,200.**

**MOTION CARRIED**

**(c) Tangible Capital Asset Policy**

Director Crowell reported that in conformance with Section 3150 of the Public Sector Accounting Board Handbook, municipal government must develop a Tangible Capital Asset Policy. Therefore, a draft policy was prepared and Director Crowell reviewed the highlights of this document. Following this, she recommended its approval.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council to approve the Tangible Capital Asset Policy, created to comply with PSAB requirements for new accounting and reporting procedures.**

**MOTION CARRIED**

**(d) Purchasing and Tendering Policy**

Director Crowell reported that new legislation will become effective on July 1, 2009 to ensure that municipal governments adhere to the Atlantic Procurement Agreement. In preparation for this, a draft policy including updates and amendments was presented to Council Advisory Committee for review.

Following an overview of the amended policy, 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 the amended policy, as drafted, be approved.**

**MOTION CARRIED**

**(e) Sundry Account Write-Offs**

Director Crowell reported that both internal and external collection

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attempts have failed, and it appears that the unpaid sundry receivable accounts noted in the attached report can not be collected. Therefore, a recommendation was made to write off those amounts owing.

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 attached listing of outstanding sundry receivables, in the amount of \$5,196.17, be approved for write off.**

**MOTION CARRIED**

Points from Discussion

- It might be a deterrent to others if a list of those who have not paid their bills was published in the local paper.
- There may be times when individuals are unable to pay and it would be unfair to advertise their names.

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

**that a recommendation be made to Town Council that the names of those customers who have not paid their bills from the Town, be published in the local newspaper.**

**MOTION DEFEATED**

**(f) Withdrawal – Town Capital Reserve (Sanitary Sewer) - Sanitary Sewer Area Service Capital Funding 2008-2009**  
Finance Director Crowell reported that the 2008-2009 Sanitary Sewer Area Service Capital budget requires a withdrawal from the Capital Reserve Fund – Sanitary Sewer, as a partial funding source. She pointed out that the project on River Street was budgeted for \$20,000, although these funds were not required. However, with the \$50,000 budgeted for Elizabeth Avenue, \$30,000 was required. She noted that following this withdrawal, a current balance will remain in this fund of \$110,575.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that the attached resolution in the amount of \$30,000 be approved to withdraw funds from the Capital Reserve, Sanitary Sewer portion, to partially fund sanitary sewer capital**

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**construction during 2008-2009.**

**MOTION CARRIED**

**(g) Insurance Claims at January 5, 2009**

Director Crowell reported that there is one outstanding bodily injury claim, one MVA, a slip and fall, 2 rear-end accidents and 2 minor collisions. She added that the Town has paid out \$5,956.33 and the insurers have paid out \$2,655.

**NEW BUSINESS**

**(a) Bottled Water – Town Hall**

A letter from Nestle Waters Canada pointed out the health benefits of water, and offered some suggestions on steps to be taken to reduce the impact of the plastic beverage containers on land fill sites.

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

**that the letter from Nestle Waters Canada be received.**

**MOTION CARRIED**

Points from Discussion

- Bottled water has been singled out as creating problems in the land fills.
- Water is a better health choice and the unavailability of bottled water may be a deterrent for some people to drink it.
- The Town has excellent water and the newly hired Active Living Coordinator has been encouraging everyone to drink tap water.

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

**That a recommendation be made to Town Council that WHEREAS the Council of the Town of Kentville recognizes and appreciates that the Kentville Water Commission provides high-quality municipal drinking water and wishes to promote that fact;**

**AND WHEREAS the Council of the Town of Kentville wishes to promote the use of refillable drinking containers and to reduce and limit the use of single-use beverage packaging;**

**AND WHEREAS the Council of the Town of Kentville wishes to support those who wish to derive the health**

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**benefits of drinking 8 to 12 cups of water each day and to reduce their intake of packaged beverages that contain sugar and/or artificial ingredients.**

**BE IT RESOLVED that the Town of Kentville will provide refillable drinking containers to members of the Council and municipal staff for use at Council and CAC meetings and will not provide bottled beverages.**

**AND BE IT FURTHER RESOLVED that the Town of Kentville will reduce and limit the number of beverage containers used at Town Hall by making bottled water and juice available primarily for visitors and guests attending meetings and will give preference to products that use less packaging.**

Points from Discussion

- This recommendation has come from the Environmental Advisory Committee
- This is a financial and environmental issue, along with the promotion of the Town's good drinking water.
- In venues where there is no tap or fountain, bottled water should be available.
- Individuals sensitive to chlorine or fluoride may suffer if bottled water is not available.
- It can be a practical choice to have bottled water, as the Town is not set up to wash pitchers and glasses for everyone.
- It is unfair to provide water for guests and not for staff.

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

**that the motion be tabled until alternate methods of providing drinking water have been made available.**

**MOTION CARRIED**

**(b) Ban on Smoking – Town of Kentville**

Councilor Mark Pearl expressed concerns regarding smoking on recreational facilities owned by the Town of Kentville. He added that second-hand smoke is an unpleasant and unhealthy condition and that the Town must take a position to protect its citizens against this hazard.

It was further noted that although a policy exists relating to smoking in Town Buildings and Vehicles, this is out of date and should be

replaced with a bylaw which would parallel existing provincial legislation and include outdoor recreation facilities.

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 staff work with the Town’s solicitor to create a bylaw to prohibit smoking in and on Town recreation facilities, and further that consideration be given at a future date to extend the ban on smoking to include all Town property.**

**MOTION CARRIED**

*(Note: A draft bylaw should prepared for review at the February meeting of CAC)*

Points from Discussion

- Only enclosed recreation facilities are covered under the provincial legislation.
- A bylaw (not a policy) would allow for enforcement.
- The future intent would be to include streets, parking lots, and all public places.
- Both Truro and Bridgewater have taken the initiative to control smoking in public places.
- The Town’s original bylaw could be used as a working model.
- The bylaw should be drafted to allow the extension of this ban to all Town properties.

**( c ) FCM attendees**

It was noted that attendance at the FCM conference would include the Mayor, CAO and up to 3 councilors, as per the Town’s policy. It was further noted that four rooms have been booked at the Summit Lodge and Spa for 5 nights and that the deadline of February 1st applies for cancellations. Therefore, a commitment must be made immediately as to who plans to attend.

**(c) Valley Waste Budget**

Following the presentation of the draft budget for VWRM earlier in the evening, it was agreed that this budget should be approved prior to the beginning of budget deliberations for the Town.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that approval be given to adopt the Operating and Capital Budget of the Valley Waste Resource Management Authority, which will include an increase of 2.78% from the previous year, to \$485,917.**

**MOTION CARRIED**

**CORRESPONDENCE**

**(a) CAW/TCA**

A letter from this organization stressed the importance of purchasing local products and services. By way of a resolution, this organization also asked that the Town supports using tax payers money to create manufacturing jobs in Canada.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that the letter be received and that CAW/TCA be notified that the Town has a purchasing policy which includes buying locally.**

**MOTION CARRIED**

**(b) Ross Creek Centre of the Arts**

An email from Chris O'Neill of this organization expressed an interest in speaking to Council regarding funding for their organization.

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

***Recommendation to  
Town Council***

**that a recommendation be made that Chris O'Neill be contacted to determine if their operation is non-profit or for profit and if eligible, advise her that she may come to a Council Meeting for a 10 minute presentation, bringing their financial statements.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourns at 8:30 p.m. to go "In Camera" to discuss negotiations.**

**MOTION CARRIED**

**IN CAMERA**

**CUPE negotiations (Update)**

**ADJOURNMENT**

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

**that the regular meeting of CAC resumes and adjourns at  
8:50 p.m.**

**MOTION CARRIED**