

# COUNCIL ADVISORY COMMITTEE

## January 11, 2010 – 1:30 p.m.

### PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Mark Pearl, 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

### CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:35 p.m., and 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.*

### APPROVAL OF THE AGENDA

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

**that the agenda be approved with the addition of:  
*5(d) Eco NS Municipal Program Projects***

**MOTION CARRIED**

### PRESENTATIONS

#### **(a) Ken Crichton – CBDC**

Mr. Crichton gave the annual report from CBDC to members of Council, noting that:

- They had an excellent year in 2008-2009.
- There was a surplus last year of \$909,555.
- This money all stays in the “pot” to grow the portfolio.
- He updated Council on the current board members, and sadly reported that one board member had recently passed away.
- Shown in the budget is a contract with ACOA for a contribution of \$400,000 on a one-time basis.
- This is earned money to be used for providing programs for ACOA.

- Only four CBDC loans were taken in Kentville/New Minas, which created 6 jobs.
- Kings County residents represent most of the participants.
- There were 18 deals executed under the Seed Loan Program.
- The Self Employment Benefit program has been successful.
- 60% of the activity taking place in the province is being done in Kings County
- Overall the losses were kept to a minimum and the year was considered a success.

Mr. Crichton left information to be distributed to the public should there be an interest.

**(b) Valley Waste – Budget Presentation**

CAO Robicheau reported that representatives from Valley Waste Resource Management will contact the Town regarding another date to present the budget information.

**APPROVAL OF THE MINUTES**

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

**that the Minutes of December 14, 2009 be approved as circulated.**

**MOTION CARRIED**

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

**(a) Committee Restructuring (Set Date for Strategy Session Workshop)**

CAO Keith Robicheau noted that when this item was brought forward for discussion during the last meeting of CAC, it appeared that Council wished to have a more in-depth debate of the topic. It was suggested that a strategy session be held. Upon review of individual calendars, a 2-hour period of time was dedicated on January 27<sup>th</sup> from 7:00 p.m. until 9:00 p.m. (However, this was later changed to January 18<sup>th</sup>)

**(b) Committees of Council Policy Statement G-57 (Deferred to January CAC)**

As this policy relates to the above agenda item, it would seem appropriate to review this policy later, as well.

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

**that this issue be further tabled until after the workshop discussion on committee restructuring.**

**MOTION CARRIED**

**(c) Maternity/Parental Leave Policy (Deferred to January CAC)**

CAO Robicheau noted that some discussion has taken place regarding this issue at both the senior staff level and the council level. In addition, a survey of other municipalities and of the Province of Nova Scotia was carried out. Although he noted that very few municipal units do a “top up”, the province does this for 15 weeks. Therefore, he recommended that the Town consider a “top up” of wages for 15 weeks for the birth mother.

Points from discussion

- There are costs associated with replacement personnel and payment of benefits.
- Benefits like this should be negotiated within the labour contracts.
- The current EI policy appears fair and equitable for everyone and there appears to be no need to commit the Town to paying more money.
- This “top-up” does not relate to parental leave.
- This policy would apply to all female employees.
- Cost sharing for benefits continues.
- If Kentville wants to be an “employer of choice” benefits such as this must be considered.
- If this policy is in existence, then the issue may not find its way in union contract negotiations.
- This policy may open the door for other situations involving payment of benefits and top-ups.

It was moved by Councilor Mark Pearl and seconded by Councilor Nola Folker-Hill

**that the policy on Maternity/Parental Leave Policy, as presented, be approved.**

**MOTION DEFEATED**

**(d) Eco NS Municipal Program Projects**

CAO Robicheau reported that the Federal Government still has money available under this program and he has

addressed this issue in a recent e-mail. He noted that the Town can meet the January 31<sup>st</sup> deadline for applications and suggested municipal projects like solar thermal panels at other facilities (i.e. Town Hall, police station). The Town could include these projects in the capital investment planning, with payback being relatively quick. Recovered costs would be in energy savings.

An educational program on a community level might also be a project, although he suggested that some other joint projects might be too ambitious within a short period of time.

Points from Discussion

- A separate promotion of energy reduction might be appropriate, especially as it relates to the solar thermal project currently being undertaken by the arena.
- The deadline for applications should be confirmed.

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

*Recommendation to Council*

**that a recommendation be made to Council that staff be directed to prepare applications under the Eco NS Municipal Program for some of the Town-owned buildings.**

**MOTION CARRIED**

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**(i) Director's Report**

Director Debra Crowell reported that utility bills are being prepared, that she participated in the UARB Hearing on December 8<sup>th</sup>, attended an Investment Advisory Committee meeting on December 9<sup>th</sup> and enjoyed a Christmas break. She added that with a benchmark of 75%, overall revenue exceeds the average; Expenditures are overall below average; and 94.6% of the total tax levy has been collected. She expounded on some of the accounts and answered questions.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

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

**MOTION CARRIED**

**(ii) Insurance Claims Report**

Director Crowell reported that as of November 30<sup>th</sup>, 2009 the Town has paid a \$10,000 deductible on a bodily injury claim which is outstanding.

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

**that the report on the Insurance Claims be received.**

**MOTION CARRIED**

**(iii) Projections**

Director Crowell reported that projections at December 31, 2009 indicate that a deficit of \$77,500 will be reported at year end. This compares to the previous month at \$74,000. Director Crowell expounded on several of the accounts and answered questions by Council.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

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

**MOTION CARRIED**

**(b) Planning and Development**

**(i) Director's Report**

Director Beverley Gentleman reported that 3 permits have been issued during December in the amount of \$425,000, thereby bringing the total to year-end to \$8,092,832. She added that there had been 16 single family residents and 1 semi-detached built during the year.

Director Gentleman added that a great deal of time and work has been committed to the ICSP program as related in the attached update. She noted that the next steps would involve scoping action items based on information sheets. With the CP Lands, the planning and engineering departments have been working together to delineate the River Street right-of-way and the adjacent properties, specifically the Irving Site. A survey will determine the dyke road intersection at River Street.

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

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

**MOTION CARRIED**

**(ii) Committee Report**

Councilor Mark Pearl reported that there was a scheduled meeting for later in the month, however, there was nothing new to report at this time.

**(d) Parks and Recreation**

**(i) Director's Report**

Director Phillips reported that several events have been planned for the arena over the next few months; the Ice Rink Energy Project is available to provide work at the rink with lighting and heat recovery in the amount of \$79,000. Of this, the Town would be responsible for \$15,625; winter activities are well underway; the Christmas tree and lighting has been removed; the MOU for the downtown Visitors Information Centre has been signed; progress continues on the new school and a walking package has been developed for the indoor walking program.

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

**that the Director of Parks and Recreation's report be received.**

**MOTION CARRIED**

**(iii) Recommendation Re: Arena Project – 2010/2011 Capital Works Budget**

Director Mark Phillips had previously submitted information regarding the Ice Rink Energy Project and noted that several proposed initiatives for the Kentville Centennial Arena would cost \$78,125 to complete. He further noted that considering the various funding partners associated with this project, the Town of Kentville would be responsible for only \$15,625 of the total costs. In order to take advantage of this proposal, Council would be required to support this work as part of the 2010/2011 Capital Works Budget.

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

***Recommendation to  
Council***

**that a recommendation be made to Town Council to support the Ice Rink Energy Project, as presented for the 2010-2011 Capital Budget, up to \$20,000.**

**MOTION CARRIED**

**(ii) Community Development Issues**

Director Phillips reported that:

- An Open House was held with the businesses for Christmas.
- there is a good communication program with the businesses and they appear to appreciate the well-coordinated effort made in various promotions.
- A KCDC meeting will be held later in the month.
- The Development Coordinator is working on the preparations for the new downtown VIC.
- The current VIC may be leased for other uses and any proposal will be evaluated.
- This facility is more or less seasonal, so its future use may have to be seasonal, as well.

It was further noted that new businesses to Kentville seem to appreciate the flowers and “welcome to Kentville” overtures made by the Town.

**(iv) Committee Report**

Councilor Nola Folker Hill reported that the committee has not met.

**(e) Police**

**(i) Chief’s Report**

Chief Mark Mander reported that with the holiday season, came an increase in incidents relating to mental health, domestic abuse, alcohol/drug consumption and disturbances typical of those suffering stress this time of year. He presented statistics surrounding these increases, along with other calls to dispatch. Further, Chief Mander noted that during the month of December 32 hours of foot patrol were carried out.

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

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

**MOTION CARRIED**

Points from Discussion

- The foot patrols are down substantially and this might be for a variety of reasons.
- There has been an increase in loitering with individuals sitting on window ledges of some of the banks.
- The late night disturbances in downtown Kentville are almost non-existent.

**(ii) Board Report**

Councilor Bernie Cooper reported that there is a meeting scheduled soon.

**(f) Transportation Services**

**(i) Director's Report**

Director Greg Kehoe reported that Public Works crews are busy with ice and snow removal although crews have had to contend with equipment breakdowns and the installation of a new salt box to the other tandem plow. A new pickup truck has arrived and this is part of the capital program.

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 the report and costs regarding the Irving Oil clean up will be sent to Irving once administration has reviewed it, and that the next meeting will be on January 19<sup>th</sup>.

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

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

**MOTION CARRIED**

Points from Discussion

- Perhaps there should be signage at the corner of Cornwallis and Webster Court, to indicate that traffic can turn right, as well as go straight and turn left.
- River Street Extension is a two-way street, although no sign indicates this.

- Some downtown businesses have been told by the Public Works Department not to remove the snow banks in front of their businesses, however, this makes it difficult for people to get in and out of their cars when parking.

**(ii) Report and Recommendation Re: River Street Opening**

Director Greg Kehoe reported that Council has the authority to open and dedicate streets, and therefore, with the completion of the paving of a section of River Street, he is recommending that Council approves this street.

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

***Recommendation to Council***

**that a recommendation be made to Council that the Town dedicates those parcels indicated on the survey plan for the extension of River Street.**

**MOTION CARRIED**

**(ii) Committee Report**

Deputy Mayor Bill Boyd reported there will be a meeting on January 19<sup>th</sup>, however, he wanted to pass along comments regarding the efficient snow and ice removal by the Public Works Department during recent storms.

**(g) Water Commission**

**(i) Director's Report**

Director Greg Kehoe reported that there was a break in the water main on Main Street on December 28<sup>th</sup> (a holiday), however, staff was able to re-route water during the repairs to minimize the inconvenience to the area. In addition, there was flooding of the Canaan Avenue Pressure Reducing Value Chamber also on December 28<sup>th</sup>. Water Commission staff were able to have NS Power disconnect the power which allowed the chamber to be pumped dry as part of the repairs. This chamber relates to the Balsor Subdivision connection and both the Town and the County are dealing with the problem.

Lastly, he noted that the Town has answered the five undertakings set out during the Rate Hearing and awaits further word from UARB.

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

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

**MOTION CARRIED**

**(ii) Commission Report**

Mayor David Corkum had nothing further to report, other than he has heard a number of compliments regarding the snow clean-up around town.

**(h) Administration**

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

CAO Keith Robicheau reported that:

- On December 21, he and Jason Bethume attended a meeting of the VCFN (MITT); They will attend another meeting and then report back to senior administrative staff and then to council.
- Work is moving forward on the site for the Friends of the Library. (i.e. boundaries of lot)
- With the ICSP, staff has worked with the co-ordinator to help move this project forward; the final piece (with Nova Insights) will provide clear direction on public priorities through online and telephone surveys. An action plan will then be created.
- A meeting of Joint Councils will be held on February 17<sup>th</sup> to address the KTA/KPT budgets and the fire training facility.
- An offer for settlement regarding the educational funding agreement will be discussed In Camera later today. However, he wished to explain that the towns have complied with the educational agreement as prescribed over 27 years ago and this arrangement had been agreeable to all parties, including the county. The towns were not trying to complicate the legal proceedings and make them more costly. Each municipality now finds itself in the position to spend more on legal costs to defend a fair and equitable agreement that dictates that each unit pays \$1252 per student, and that this is considered fair and progressive. Although the agreement did not provide a termination date, it does allow for amendments should all parties agree and this is usual for government contracts. A user-pay formula is the

most fair way of paying for services, unlike payment relating to the assessment of property.

- A meeting was held in December to discuss the full-time fire chief, and the job description, the ad and the candidate profile was prepared.
- He and Chief of Police attended a meeting last Friday regarding PANS (re: unified contract proposals) and this will be addressed In Camera, as well.

It was moved by Councilor Bernie Cooper and seconded by Councilor Mark Pearl

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

**MOTION CARRIED**

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

Town Clerk Carol Harmes reported that staff enjoyed a very nice Christmas break and those few who did come into the office between the Christmas and New Year holidays, used the time to catch up on some reading and other paperwork, and to work on some projects without the usual daily interruptions. She added that although she has not submitted a written report, work continues on several projects – updates for bylaws and policies, research items, work on various committees and Council related business.

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

**that the verbal report from the Town Clerk be received.**

**MOTION CARRIED**

**NEW BUSINESS**

**(a) CAC Meeting on April 12<sup>th</sup> (Proposed Date Change)**

Mayor Corkum reported that the Provincial Volunteer Luncheon, held each year in Halifax has been rescheduled to April 12<sup>th</sup>, which conflicts with the April CAC meeting. As both he and the Director of Parks and Recreation attend this event, he asked that Council consider rescheduling the regular meeting of CAC.

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

***Recommendation to  
Council***

**that a recommendation be made to Town Council that the April meeting of Council Advisory Committee be rescheduled to 1:30 p.m. on April 13<sup>th</sup>.**

**MOTION CARRIED**

**CORRESPONDENCE**

**(a) Annapolis Valley Regional Library**

A letter was received from this organization in which it was noted that the Friends of the Library have agreed to accept the River Street location as the site of the new library. They asked that Council confirm agreement to this offer in a letter and a written valuation of this property.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that a letter of confirmation be prepared for review by Council at the next meeting, regarding the Friends of the Library request for the parcel of land formerly known as the “Welton land” on River Street, and further to incorporate those conditions that would apply to this property.**

**MOTION CARRIED**

Points from Discussion

- It would appear that the value of the land would be considered as part of the contribution towards the library project.
- There may be a delay in determining the value of this property.
- There is no funding formula in agreement at this point.
- Funding for this project would be received from various partners
- Participating partners must also support the operating expenses of this facility.
- Any past motions/direction to staff or communications with the Friends should be brought forward for review by Council, as well.
- A time frame regarding start-up and completion of the construction should also be incorporated in this letter.
- When this information becomes available, a Memorandum of Understanding should be signed by

all parties.

- A letter of support for this River Street site is important at this time to keep the project moving forward.

**ADJOURNMENT**

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

**that the meeting of CAC adjourns at 4:26 p.m. to go “In Camera.”**

**MOTION CARRIED**

**IN CAMERA**

- (a) Educational Funding Settlement Proposal**
- (b) PANS Contract**