

Approved – February 14, 2011

Council Advisory Committee

MINUTES

January 10, 2011 – 1:30 p.m.

PRESENT

Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Eric Bolland, Councilor Mark Pearl, CAO Keith Robicheau, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

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

Mayor David Corkum and Councilor Nola Folker-Hill were both absent with regrets.

CALL TO ORDER AND ROLL CALL

Deputy Mayor Bill Boyd called the meeting to order at 1:33 p.m. and CAO Robicheau reported that all members of Council were present, except Mayor David Corkum, who was away on holidays and Councilor Nola Folker-Hill was absent due to illness.

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 Bernie Cooper and seconded by Councilor Tony Bentley

**that the agenda be approved with the addition of:
7(d) Town of Kentville Website and Webcam.**

MOTION CARRIED

PRESENTATION

None

APPROVAL OF THE MINUTES

(a) December 13, 2010

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

that the Minutes of December 13, 2010 be approved as circulated.

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**BUSINESS ARISING FROM
THE MINUTES**

(a) RFP Kentville futures Site (tabled motion)

CAO Keith Robicheau reported that he has been conversing with the Town Solicitor, regarding specific content in the RFP for the sale of those undeveloped parcels of land in downtown Kentville, known as the Kentville Futures Site. He added that he will give more details when presenting his report later in the meeting.

(b) Downtown VIC - Lease

Director Phillips reported that at a previous meeting, the future of the downtown Visitors Information Centre was discussed, and members of Council agreed to support the current location for another year. The current VIC arrangement involves a partnership with the County of Kings and Destination South West Nova. To determine the position of the other partners, Director Phillips has called the CAO, Don Smeltzer at the County, however, has received no reply. As for DSWNA, staff appear to be reorganizing and were unavailable, however, the deadlines have passed to discontinue the lease agreement.

Director Phillips added that the current funding arrangement is in place until March 31, 2011 and that the Destination Southwest Nova Association had initially taken the lead on this issue. Although the Town has contacted Jeanette Jodrey on DSWNA's position, she has not been able to give any information. The present manager of the VIC has been operating from Monday until Friday, however, there seems to be little activity with DSWNA.

(c) Security Services

The cost of the Town's current security services was discussed at a recent meeting, following which staff was asked to prepare a report on the costs. Director Crowell noted that Armoured Car Services provide the service of daily pick up, off site storage of data and returns receipts and cash to the Town Office, as required. She compared the service and costs provided by this organization, with that which could be provided by either the Kentville Police Service or Finance Department staff themselves. As the current arrangement with Armoured Car Services provides a secure, dependable service, while alleviating the exposure of risk to staff, and the opportunity of mismanagement of the cash or receipts, Director Crowell recommended that the present arrangement be continued.

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Points from Discussion

- It would appear unreasonable for the Town to pay over \$5,000 each year, when a police officer has an office here in Town Hall and could be used for the delivery of the deposits.
- Council must look at all areas where cuts could be made, and this appears to be a logical opportunity to save money.
- Finance staff could perform this service during times when the police officer was not available.
- Staff would be exposed to possible robbery and personal injury.
- Secure transportation and management of deposits and corresponding records is very important with the day-to-day flow of revenue at the Town.
- It is important to ensure a separation of the duties between who is taking the cash at the counter and who is delivering it to the bank, and it is not good practice to blend the functions together.
- There may be some disruption in providing policing, or in providing the delivery of deposits, if a constable is engaged in this capacity.
- If there is an error in the amount of the deposit, then an investigation would need to be undertaken at a large cost to the Town. This would not be the case with the current service.
- It would be necessary to engage a staff member from the Finance Department to accompany the police officer during the transport of the deposits, so as to minimize the risks.
- Off-site storage is necessary, and therefore, the amount to be saved would be \$5200, not \$5800.
- A notice of termination would be required by the Town to discontinue the current security service.

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

that a recommendation be made to Town Council that the Town of Kentville eliminate the Armoured Car Service, based on the fact that the deposits would be picked up by a constable from the Kentville Police Services.

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MOTION DEFEATED

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

Recommendation to Town Council

that a recommendation be made to Town Council that the issue of costs relating to the secure transportation of daily deposits to the bank, be considered during the budget process.

MOTION CARRIED

DEPARTMENTAL REPORTS

**(a) Finance
(i) Director's Report**

Director Crowell noted that the third quarter utility billings are being prepared and that staff has returned from a Christmas holiday break. She added that Schedule A (Revenue), at a benchmark of 75% of the budget, saw overall revenue above average and reporting at 86.2%; Expenses (Schedule B) saw a slightly lower than average results at 74.9%, although some departments have exceeded this benchmark with annual payments and bulk order of supplies. Summary of Outstanding Interim Taxes (Schedule C) saw the collection at 93.4%, with outstanding amounts at \$624,041. Supporting data on these statistics was attached as part of the report.

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

that the report from the Director of Finance be received.

MOTION CARRIED

(ii) Projections Report

Director Crowell submitted a Projections Report as of December 31, 2010, noting that the Town could realize a surplus of \$24,500 at year-end. She added that the costs of the December windstorm are not fully known at this time, and that some of the expenses incurred, might qualify for upper level government emergency funding. In addition, future costs for snow and ice removal up to year-end, could greatly impact on the financial situation of the Town.

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

that the Projection Report be received.

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MOTION CARRIED

Points from Discussion

- Comparing the projections to last year, January 2010 saw the Town in a large deficit position.
- There were no budget figures allocated for professional fees for union negotiations for PANS.
- The Town is 2 years into the settlement of the PANS contract.

(iii) Withdrawal – Sanitary Sewer Capital

Director Debra Crowell noted that the 2010/11 Sanitary Sewer Capital Budget requires a withdrawal in the amount of \$20,000 from the Town's Capital Reserve Fund, as a partial funding source for capital construction projects.

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

Recommendation to Town Council

that a recommendation be made to Town Council that the attached resolution be approved for the withdrawal of \$20,000 from the Town's Capital Reserve, Sanitary Sewer portion, to partially fund sanitary sewer capital construction during 2010-2011.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Gentleman reported that there were 2 permits issued for December, for a total building value of \$81,500, therefore, bringing the yearly total up to \$6,839,625. It was further noted that with the Centre Square lease renewal process, only one business remains to sign.

MPS/LUB amendments are being considered, so as to allow single family residential development (as per the R1 zone) within the Residential Future zone. This rezoning process is part of the routine of existing subdivisions expanding and appears to be unnecessary bureaucracy.

Upon review of the relating documentation, Director Gentleman felt that amendments might be possible to the MPS and LUB for smaller sized lots in the Future

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Residential zone (if serviced by sewer and water). These could allow R1 lots to be automatically subdivided and sold in the RF zone, rather than to go through this cumbersome process of having the developer incur repetitive expenses.

If these amendments to the MPS and LUB are approved, then the Town would be responsible for advertising these changes and for holding public meetings. This would be consistent with what is done in other municipalities.

Lastly, Director Gentleman pointed out that two properties are currently being addressed under the Dangerous and Unsightly Premises Act – the Edge Building on Main Street and a property on Chester Avenue.

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

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

MOTION CARRIED

Points from Discussion

- Notices are sent by registered mail to property owners of unsightly premises.
- The Town must pay for the fire inspection of the Edge Building and such inspections are generally done based on the use of the building.
- The Edge Building is an abandoned building, where access has been restricted, and does not appear to fall into the category of “fire hazard.”
- During a walk around the Edge Building with the Town’s solicitor, there appeared to be no opportunity to force any changes.
- There is a hazard, as access can be gained to that building and this could create a fire hazard, if trespassers are smoking inside.
- Amendments to Policy 34 could be done separately, prior to a complete review of the planning documents, as there is a more immediate need for these changes.

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

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***Recommendation to Town
Council***

that a recommendation be made to Town Council that staff prepare a report on proposed changes to the MPS and LUB to allow single family residential development in the Residential Future Zone and to designate some RF zones to R1 zoning.

MOTION CARRIED

(Note: It was agreed that the Director would arrange for a fire inspection of the Edge Building and provide CAC with a report.)

(c) Parks and Recreation

(i) Director's Report

A report from Director Phillips noted that the Town is assisting the KCA PTA on fund raising for their new playground. After-school skating, indoor tennis and snow shoeing programs are running, and the indoor walking program continues to be popular. He added that the NSPI's Small Business Lighting Solutions Program is providing for the replacement of current T-12 fluorescent light units with T-8 units, at a cost \$12,959.19 (cost to Town \$2,591.84) to retrofit the Town Hall and Recreation Centre, as part of the energy audit. This will result in an estimated savings of \$4,652.42 to be realized after 6 months.

With the Rotary Town Clock, the engraving will be done as soon as possible, and the electrical conduit will be drilled soon.

The trails have been groomed for cross-country skiing. With EMO, there has been some damage with fallen trees, damaged roofs and power outages. Information will be available on the recovery of costs for EMO damage from other levels of government.

Necessary hardware has been ordered for the Video Conference Technology system for the Council Chambers, and a policy is being created to allow for councilors to participate in meetings by electronic means. With the MOU for the Library, Director Phillips reported that a meeting was held last week and several items made up the agenda. He reiterated some points from discussion on these items.

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

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

MOTION CARRIED

Points from Discussion

- The energy audits are showing some good results.
- It is important to have feedback from County Council on their support of the Library project.
- Some of the technology needed for the video conference initiative is uncertain at this time.

(ii) Community Development Issues

Director Phillips reported that there was nothing to report, other than that a calendar of events and a marketing strategy are being prepared for the 125 year celebration. If possible, the approved logo should be used on emails, letterheads and calling cards. Lastly, he noted that Tiffany Connell is expected to return to work in late February or early March.

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that a regular board meeting will be held on January 27th and that the number of foot patrol hours in downtown was 50 hours. This is lower than in previous years, although there have been fewer complaints regarding the lack of visible policing in the downtown. He added other statistics, noting that there were 436 calls to dispatch, 137 disturbances and 108 parking tickets issued.

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

that the report from the Chief of Police be received.

MOTION CARRIED

(ii) Board Report

Councilor Bernie Cooper noted that there would be a Police Board meeting on January 27th.

(e) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that with the recent wind and rain storm in December, Public Works crews were kept very busy cutting up fallen trees that were blocking roads and

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sidewalks, and further, those on the trail which blocked the mobility of the portable generator. This generator was engaged to allow the water to continue to flow during the power outage. Water Commission staff monitored and manually operated the water system during this time. In addition, the Town provided emergency fuel to the RCMP and the ambulance service. The snow storm after Christmas resulted in over 100 truck loads of snow being removed from the downtown area. The snow removal budget is still in good shape.

He added that capital work is continuing on a variety of projects.

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

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

MOTION CARRIED

Points from Discussion

- Work done recently at the Cornwallis River bridge was to install a valve that could be closed off, to prevent rising water from the river from entering into the sewer system. This will result in a savings to the Town.

(f) Water Commission

(i) Directors Report

Director Greg Kehoe reported that the Commission met on November 23 and that he has advertised for a citizen appointee to fill a vacancy. Six applications were received and a recommendation to Council has been prepared.

Commission staff have been busy working on other projects such as the new well at Mitchell Avenue, water leaks, low water pressures and water tasting, hydrant pumping, helping clear fallen trees after the windstorm on December 13 and 14th, monitoring and manually operating the water system during the power outage and the investigation for the future repair of the Prospect Avenue tank valve.

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

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that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Nothing to report

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

CAO Robicheau reiterated some items on his written report, noting that with the Library he made a contact last month regarding the FCM Green Municipal Funds and a feasibility study. With the Industrial Park, a discussion took place with the local CAOs regarding available industrial lands and options available for industrial growth. *(More will follow at the upcoming Strategy Session on January 25th.)* Chief Mander held an informal exchanged of policing information with Berwick and Middleton regarding options that may exist in the community. *(More may follow on that issue.)* He also attended a meeting with the Chief and Mayor regarding joint police negotiations.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

- The draft RFP for the Kentville Future Site should be ready later in the week and this will be sent to Council for comment. It might be possible to proceed within the next couple of weeks.
- The Municipal Intern is for the Kings Partnership Steering Committee and will help reactivate the work on this committee.

(ii) Town Clerk's Report

Town Clerk Carol Harmes reported that work continues on day-to-day administration and with research regarding the policy and bylaw review process. She outlined a number of policy and bylaw documents currently being addressed.

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

that the report from the Town Clerk be received.

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MOTION CARRIED

The Town Clerk added a separate report which was a follow-up to a discussion on the discharge of firearms in Town and the current bylaw, *Chapter 54 – Peace and Good Order Bylaw*. This document had been sent to the solicitor for comments on its relevancy, following which Solicitor Muttart proposed a number of amendments. The Town Clerk recommended that the bylaw be considered for First Reading, under a new document known as *Chapter 85 – Peace and Good Order Bylaw*, which in its adoption, will rescind Chapter 54.

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

Recommendation to Town Council

that a recommendation be made to Town Council to give First Reading to adopt *Chapter 85 – Peace and Good Order Bylaw*.

MOTION CARRIED

(Note: the covering report for this bylaw will be amended to clarify that firearms had not actually been discharged in Town, but individuals have been reported carrying firearms.)

NEW BUSINESS

(a) Citizen Appointee – Kings RDA

With the recent resignation of Kentville representative, Jim Morton from the position of citizen appointee on this committee, the Kings RDA has asked the Town to appoint another individual.

Points from Discussion

- In the past, Council has proposed individuals (without advertising in the local paper) to fill some of the positions where Kentville representatives were required.
- Members of KCDC might have an interest in a more global vision to those issues of Kentville only.
- Council will pass along to the Town Clerk any names of individuals they would propose for this position.
- Those individuals not selected for the Kentville Water Commission vacancy might

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in interested in considering an appointment on the Kings RDA, and the Town Clerk can contact them.

(Note: It was agreed that names would be brought forward to the next meeting of CAC, following which a recommendation would go to Council.)

(b) Citizen Appointment – Kentville Water Commission

Director Kehoe reported that six applications were received for the vacancy on the Water Commission, one of which was the previous director and Town of Kentville Engineer, Hal Henderson. As this applicant has maintained a working relationship with the Town and has an intimate knowledge of its infrastructure, Director Kehoe felt that he could make a major contribution on the committee level and therefore, recommended his appointment.

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

Recommendation to Town Council

that a recommendation be made to Town Council to appoint Hal Henderson to the Kentville Water Commission for a two-year period.

MOTION CARRIED

(c) Infrastructure Stimulus Fund/Building Canada Fund – Resolution

Director Greg Kehoe noted that although the majority of the work has been completed under this application, (the reconstruction of West Main Street, construction of the Connector Road and the paving of some of the trail system) some additional work remains to be completed. This involves a final lift of asphalt on the connector road and the replacement of water lateral lines on West Main Street.

As a formal resolution of Council is required by the Province, to allow for the extension of this project work, he asked that Council meet immediately following this meeting of CAC, to ratify the resolution, so that the January 14th deadline date could be met.

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

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that a recommendation be made to Town Council as follows:

therefore, be it resolved

that the Town of Kentville attests that it will continue to contribute its share of the required funding for the aforementioned project;

and be it further resolved

that actual claims for all eligible costs incurred by March 31, 2011, for the aforementioned projects must be and will be submitted no later than April 30, 2011 to the Province.

And be it further still resolved

that the Town of Kentville will ensure that the project will be completed.

MOTION CARRIED

(c) Town of Kentville website and webcam.

Some concerns have been expressed regarding the Town's web cam which has been inoperable for a time. It was agreed that the Town's IT staff should correct this problem.

CORRESPONDENCE

(a) Kent Field Estates Limited

The attached request from Terry Whynot asked the Town to consider the sale of a small piece of land on Belcher Street, adjacent to property he currently owns.

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

that this matter be moved to In Camera, following this meeting of CAC.

MOTION CARRIED

(b) Kings Transit Authority

A letter was received from this organization giving notice of the termination of their lease with the Town the Kentville, effective March 30, 2011. Staff will discuss this vacant building and a report, prepared on potential uses, brought back to Council.

Points from Discussion

- Kings Transit is very appreciative of all the assistance given to this operation over the years and its move to New Minas provides an opportunity to consolidate the operation.

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ADJOURNMENT

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

that this meeting adjourn at 3:30 p.m. to go In Camera to discuss (a) land negotiations and (b) contract negotiation.

MOTION CARRIED

IN CAMERA

- (a) land negotiations
- (b) contract negotiations

CAC RESUMES

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

that the In Camera meeting adjourns and returns to CAC.

MOTION CARRIED

Following discussion regarding the sale of unused property situated on Belcher Street, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that a recommendation be made to Town Council that the property on Belcher Street, known as PIN 55258164 and owned by the Town of Kentville, is found to be such that it can be sold pursuant to Section 51A of the Municipal Government Act and, therefore, that it be sold at market value,

and further

that abutting land owners be notified that the property is being sold;

and

that the abutting landowners be advised that it is mandated that Council invite expressions of interest from abutting landowners prior to such sale;

and that

the abutting landowners be requested, if interested, to submit proposals to purchase, to the Chief Administrative Officer, for review by Council

MOTION CARRIED

Points from Discussion

- The Town must set the price which is not less than market value at the time of the sale.
- It would be wise to have an appraisal to determine

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market value.

- Requests for proposals regarding the price and use of the property will be considered by Council.

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

that the meeting of CAC adjourns at 4:35 p.m. to go into a Special Meeting of Council for the purpose of approving the recommendation regarding the resolution on the Infrastructure Stimulus Fund/Building Canada Fund.

MOTION CARRIED