
Council Advisory Committee

MINUTES

January 9, 2011

PRESENT

Deputy Mayor Mark Pearl, Councilor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Eric Bolland, Solicitor Tom McEwan, Acting CAO Debra Crowell and Town Clerk Carol Harmes

Director Bev Gentleman, Director Hal Henderson, Chief of Police Mark Mander.

Mayor David Corkum and CAO Mark Phillips (absent)

CALL TO ORDER AND ROLL CALL

Deputy Mayor Mark Pearl called the meeting to order at 1:34 p.m. and Acting CAO Debra Crowell reported that all members of Council were present (except for Mayor Corkum who was away on vacation). All Senior Staff were also present, as was the solicitor and Town Clerk, with the exception of CAO Mark Phillips who was also away.

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 :

7 (c) Leon’s Parking Lot

7 (d) Town of Kentville’s Website

MOTION CARRIED

PRESENTATION

(a) Eastern Kings Chamber of Commerce - proposal

Andy Woolaver, of EKCC introduced members of EKCC in the audience and gave a brief history of the Board of Trade, from its inception to its current status; he noted that the name was changed in 2000 to better reflect boundary changes. Later this year, members will consider expanding the boundaries once again to include Lawrencetown, which will be cause for a new name – Annapolis Valley Chamber of Commerce.

Points from the Presentation:

APPROVED – FEBRUARY 13, 2012

- The proposal presented was for a joint operation of the EKCC and the Visitor's Information Centre, to be located at the site of the Train Station Building on Station Lane. The partners would be EKCC, the Town of Kentville and the County of Kings.
- The VIC would be open 7 days per week from June until September, with extensions for special events.
- EKCC will supply technology, furniture, equipment.
- The Town will provide free rent, lease hold improvements to building, repairs and maintenances, utilities, taxes, insurance and additional parking spaces. No cash contribution would be expected from the Town.
- The County will be requested to pay \$14,500 per year.
- The benefits will be: (1) an attractive VIC in downtown which will increase traffic; (2) EKCC will assume authority over the VIC staff for supervision, training, etc; (3) the offices will be located in the centre of downtown and (4) vacant space will be filled.
- The opening date would be anticipated for May 2012, but in the meantime, the bus stop for Kings Transit would need to be moved elsewhere.

Points from discussion

- Although funding may be provided for summer staff, EKCC will support staffing during the off-summer months.
- The building is sufficiently large enough for all operations, except for a board room, which can be provided elsewhere.
- The parking at the VIC would need to be expanded by the Town, to accommodate RVs.
- With the current "information age" and fewer physical visits to VICs, it might be realistic to expect minimal growth in the VIC service.
- Past use of this building has provided a revenue stream.

(The consensus of Council was that this matter will be considered by staff who will prepare a recommendation as to how to proceed, and that further discussion will take place at the next meeting of CAC.)

(b) Bill Denyar – KCDL

Bill Denyar stated that he has sent a report to Lindsay Young which answers some questions that Council might have regarding his

APPROVED – FEBRUARY 13, 2012

previous request for funding. He added that as this was sent just prior to the meeting, it may not have been distributed in time for Council to receive and review it.

Points from Presentation:

- The mandate of KDCL is to focus on business attraction, retention and expansion, while collaborating with other stakeholders, including the Town and Kings RDA. This focus has been largely ignored in the past.
- KDCL has a volunteer Board of Directors, with Bill Denyar as President and other prominent business owners as members.
- Membership includes over 100 businesses and individuals. However, approximately 400 businesses (as per the Town's list) are potential members, as are any residents who may be interested.
- The public meeting held to introduce the concept was very well attended, and although it did cost \$2,500, the advertisement and other costs were kept at a minimum. This initial meeting indicated lots of public support.
- The financial request has been supported by KDCL and KCDC members, and would involve the Town providing \$30,000 for research and investigation into a sustainable business model which would identify a practical and permanent source of revenue.
- Currently KDCL's financial assets are \$1,300 in cash.
- Business taxes represent 40% of tax revenue in Town, as businesses pay a higher rate than residents. (More than \$1.7 million).
- KCDC and Kings RDA support the mandate of KDCL and the role they propose to play.

Points from Discussion

- This \$30,000 is an unbudgeted amount, and therefore, may not be considered in this year's budget. Perhaps a delay in starting the project may be an option, as this would allow funds to come from the new budget.
- It is important now to maintain the momentum and to begin the process, as several weeks have already passed by.
- The Town of Wolfville's model should be reviewed as to how it might apply to Kentville. Wolfville has continued to levy the BID tax itself over the years, but Kentville has not.
- The Kentville Merchants Association is an independent body and their mandate is for advertising. This is separate from the mandate of KDCL.

APPROVED – FEBRUARY 13, 2012

-
- Kings RDA has a regional approach on the same mandate.

(Note: The consensus of Council was that staff would be asked to review the proposal for available funding, prior to the introduction of the new budget, and make a recommendation to Council as soon as possible.)

**APPROVAL OF THE
MINUTES**

(a) Minutes of December 12, 2011

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

that the Minutes of December 12, 2011 be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) St. Joseph's Roman Catholic Church / Town – Land Swap

Director Bev Gentleman reported that the most recent contact with St. Joseph's Church indicated that the agreement prepared to execute this land swap has arrived in their office, and with a small correction on the agreement (language), it should be executed by the end of the week. In spite of this, the money has been received at the solicitor's office.

(b) Habitant for Humanity Project

Planning Director Bev Gentleman reported that she has contacted the Habitant for Humanity to determine how the Town of Kentville could become involved in this project. She met with Greg Herbert of that organization and discussed the requirements for building lots, and is prepared to make a recommendation on some sites, should Council wish to proceed with the project. Lastly, she added that any new project may take up to 2 years to begin.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The new payroll module has been installed and tested successfully. This system would allow more efficiency, the inclusion of more complete records, and will be more cost effective.
- The interim audit took place in December and a preliminary scoping and testing was conducted.
- The final claim for the Building Canada Fund project was completed and has been accepted by the Secretariat.
- SNSMR has asked to use the Town's Request for Audit

APPROVED – FEBRUARY 13, 2012

Proposals as a standard for other municipalities.

With Schedule A (Revenue) based on a benchmark of 75% of the budget, overall revenue is above the average at 84.4%, With Schedule B (Expenditures), overall expenses are below the average at 72.3%, Schedule C (Summary of Outstanding Taxes) shows 96.7% of the current year's tax levy collected.

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

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 \$101,700, up substantially from last month, which showed a surplus of \$83,500.

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

that the Projection Report be received.

MOTION CARRIED

Points from Discussion

- A surplus at this time can easily be turned into a deficit, and therefore, until the books are closed for the year, the Town should be cautious about ear-making any projected surplus for special projects.

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were no permits issued during December, however, with the end of the planning year (2011), the total for building valuation was \$11,329,685.

Highlights from the Planning & Development report were:

- Blackberry Ridge – meetings continue regarding the completion of the R2 subdivision and work continues towards compliance in the construction of the streets prior to the Town's takeover.
- Rezoning of Chester Avenue –No appeals have been

APPROVED – FEBRUARY 13, 2012

-
- submitted on this rezoning and the property has been placed for sale with Century 21.
- Kings 2050 – With the Visioning Process, the consultants are addressing key issues relating to core objectives and needs, along with the identification of the primary targets, and the method for reaching those groups.
 - Salvation Army Expansion – A Development Agreement will be brought forward to Council for First Reading later in the month, with the proposed Public Hearing for February 15th at 7:00 p.m.
 - The listing agreement with Colliers International has been extended for 6 months. Their marketing staff report increased interest in this site and noted some of the additional contacts being made to further expose this site to developers.
 - Industrial Lands Study – Vacant land has been identified by staff in a report.
 - Subdivision Bylaw Amendments – First Reading will be proposed to Council to amend the Subdivision Bylaw as it relates to paving and curbing in new residential subdivisions. Should this proceed, a Public Hearing will be held on February 15th at 7:00 p.m.
 - Director Gentleman listed the number of meetings she has attended.

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

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

MOTION CARRIED

Points from Discussion

- Follow-up continues with the new floral shop in Town, as the required permits were not taken out in advance to renovations.
- The proposed changes regarding paving and curbing have been sent to current developers and there have been no objections.
- The activity at the old Harvey's site is remediation work resulting from oil having been found on the site. The DOE has given the direction for clean-up.
- The former VIC space is vacant; the space at the Salvation Army Thrift Store and AP Reid will be vacant soon.
- The Cornwallis Inn expansion project continues as the owner has funds available.

APPROVED – FEBRUARY 13, 2012

-
- No further information has been received on the Irving site.
 - When businesses leave Town, it is important that the Town makes contact to determine the reason.

(c) Environmental Advisory Committee

(i) Chairman's Report

Chairman Eric Bolland had no report.

(d) Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- The new playground at KCA is now complete, although signage, landscaping and other work will resume next year.
- After School Programs – Skating, indoor tennis, and snow shoeing programs have been created.
- The Indoor Walking Program at the indoor facility continues to be popular.
- Nichole Lutz has been scheduling gym time for community and school use at KCA, and her inclusion into the school environment has been beneficial.
- The Arena continues to be busy; the new lighting, the water purification system and the heat recovery system are proving to be good investments.
- A membership drive and Board recruitment for the Friends of the Library is underway.
- Plans are underway for another large and successful Home Show in April.

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

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:

- Joint Advertising – 17 businesses took advantage of a successful joint advertising campaign for the Christmas season.
- Kentville Retail Group – Individuals from this group met in November and developed some action items which will be

APPROVED – FEBRUARY 13, 2012

- discussed later this month.
- Hotel Feasibility Study – KDCL has been asked to submit an application on the Town’s behalf for funding from NSERDT to undertake this study. Three proposals from consulting firms have been received.
 - Meetings – KDCL held a public meeting on December 7th; a KCDC meeting was held on December 21st and a meeting was held with the organizers of a special event, which involves a 2 day social and physical activity component (more will follow on this issue)
 - Other Projects – CBC Toronto has asked Kentville to participate in a national campaign – “Live Right Now” which is a competition between communities.
 - Work with the Cultural Mapping project continues and public meetings have been held – Over 300 cultural assets have been identified.

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

that the report from the Community Development Coordinator be received.

MOTION CARRIED

(iii) KCDC Chairman’s Report

Mayor Corkum was not available to give a report.

(e) Police Report

(i) Chief’s Report

Police Chief Mark Mander reported that a board meeting will be held on January 26th. He added that the statistics in his report are based on the calendar year, so are up-to-date. There were 35 hours of foot patrols for December, 200 calls to dispatch after hours, 16 commercial alarms and 42 parking tickets issued.

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

that the report from the Chief of Police be received.

MOTION CARRIED

(ii) Board Report

Councilor Bernie Cooper noted that there is a meeting scheduled for later in the month.

(f) Transportation Services

(i) Directors Report

Director Henderson reported that applications have closed for the position of the Director of Engineering and Public Works and the new staff person should be announced shortly. Although salt usage has been high because of cold temperatures, snow removal work has been minimal, therefore, favourably affecting the budget. Lastly, with the Regional Sewer System, the next meeting will be on January 19th.

It was moved by Councilor Bill Boyd 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 Henderson noted that a meeting is scheduled for March 6. He added that fourth-quarter results of the water distribution system analysis have been received, and the Town's water continues to fall within acceptable levels of quality.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum was not present to give a report.

(h) Administration

(i) Chief Administrative Officer's Report

Highlights not previously mentioned were:

- The Town's senior management is preparing a report on the availability of industrial land over the next 10 years.
- KCA/Superior Propane – A final meeting with Superior is anticipated next week.
- KPSC – A meeting is scheduled for January 26th and a number of agenda items have been identified.
- JFSC – The Town was well represented at the recent Annual Christmas Awards dinner; the next meeting of this committee will be on January 24th.

APPROVED – FEBRUARY 13, 2012

-
- Kings Transit Authority – Work continues with the General Manager and Chair of this operation regarding an internal review.
 - Valley Waste Resource Management – A Budget Meeting was held on December 15th regarding capital and operating budgetary items.
 - Kentville Rotary Club – This group’s Community Development Committee continues to meet for discussions on a recreational facility project.
 - Staff Vacancies – An Offer of Employment has been made to an individual for the position of Public Works Director and interviews for the Recreation Director will continue next week.
 - Arbitration dates (Jan. 31 and Feb. 1) have been set for PANS negotiations.
 - CUPE Notice has been received, indicating an expiry date of March 31.
 - A Finance and Administration Committee meeting has been scheduled for January 17th.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk’s Report

A report from the Town Clerk noted that work on the bylaw review process has been completed, and the Town’s policies are being organized for review over the next few months. She is still waiting for Intelivote to schedule some available presentation times and will make this arrangement with Council.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(i) Council Reports from Workshops and Conferences

Councilor Tony Bentley pointed out the efforts being made by Kings RDA with immigration to the area, and was very impressed with this project.

APPROVED – FEBRUARY 13, 2012

NEW BUSINESS

(a) KDCL Funding Request

A letter from Bill Denyar has been received, in which he asked for funding to assist in the preparation of a business plan. A presentation by Mr. Denyar earlier in the evening answered several of Council's unanswered questions.

It was moved by Councilor Bill Boyd and Councilor Bernie Cooper

that the letter from KDCL be received.

MOTION CARRIED

(b) KCDC Recommendation Re: KDCL's Funding Request

Community Development Coordinator Lindsay Young reported that at a recent meeting of this committee, members discussed the funding for KDCL, and a recommendation was made to support the request.

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 staff review and make a recommendation on this request for discussion at the next meeting of CAC.

MOTION CARRIED

Points from Discussion

- The information that Council needed, in order to make an informed decision, was given at the beginning of the meeting. However, the short period of time since receiving this information has not allowed staff the opportunity to pursue further answers or to do research on this subject.
- The Mayor should be a part of this decision and therefore, it is unreasonable to be able to move forward immediately.

(c) Leon's Car Parking

The owner of the property formerly occupied by Leon's Furniture has decided to barricade the property until such time as the property is sold or leased. It appears that there is a liability issue.

(d) Town's Website

The problem that some Councilors are having with accessing their accounts can be resolved by individually contacting the Town's IT staff person.

APPROVED – FEBRUARY 13, 2012

In addition, Agendas for both Council and CAC meetings continue to be posted later than expected to the Town's website.

(Note: The Town Clerk responded that often the agenda is a work-in-progress until late in the day that it should to be posted to the website. When ready, and sent to the IT department for posting, staff there may not be able, or be available to post it in time to meet public expectations.)

Points from Discussion

- The basic agenda remains more-or-less the same with staff reports, etc., however, those additions of new business and correspondence, are often added at the last minute, and these items would likely be the ones of most interest to the public.
- There should be no need for members of the public to continually contact Council members, as the most up-to-date agenda would be available by calling the Administration Department.
- More than one individual should be able to post items to the website, as it is not a difficult task.
- Agenda items that do not arrive in time to be included in the package, should be held until the next meeting. This refers to not only information that relates to a presentation, but also reports and other items.
- It is unfair for the Town Clerk to be placed in the position of racing against the clock to make sure that last minute items are posted, nor is it appropriate that Council has no background information on items being presented to them. This results in unnecessary questions and puts Council in the position of not being able to deal with certain matters immediately.

CORRESPONDENCE

(a) **none**

ADJOURNMENT

It was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill that the meeting adjourn at 3:45 p.m. to go In Camera to discuss Contract Negotiations.