

APPROVED – SEPTEMBER 12, 2011

Council Advisory Committee

MINUTES

July 11, 2011

PRESENT

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

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

CALL TO ORDER AND ROLL CALL

Mayor Corkum called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that all members of Council are 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 Councilor Bernie Cooper and seconded by Councilor Eric Bolland

that the agenda be approved with the addition of 7 (f) Downtown Appearance

MOTION CARRIED

PRESENTATION

none

APPROVAL OF THE MINUTES

(a) Minutes of June 13, 2011

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

that the Minutes of June 13, 2011 be approved as circulated.

MOTION CARRIED

BUSINESS ARISING FROM MINUTES/OLD BUSINESS

(a) Friends of the Library

CAO Mark Phillips read the letter from this organization in which this group announced that they have decided to cease further work on this project until such time as the financial support for the costs of operation can be established.

Points from Discussion

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- This project may not be of interest to many of the other partners in the KPSC, even though it would be a regional facility.
- It might be appropriate for members of the Town to ask for an audience of County Council to discuss their commitment to the Operating Costs of the library.
- It's important to keep the momentum moving forward as a great deal of work has been done already.

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

*Recommendation to
Town Council*

that a recommendation be made to Council that a delegation of Council members arrange to be on the agenda of County Council, so as to encourage them to financially support the new Kentville Regional Library.

MOTION CARRIED

(b) Heavy Traffic – Gary Pearl Drive

Traffic Authority Hal Henderson was asked to prepare a report and recommendation on various options that exist to reduce the amount of heavy traffic on Gary Pearl Drive. Concerns centered around student safety as a result of the number of large trucks using this street as a short-cut between Park Street and West Main Street.

Director Henderson noted that there will be signage in the area, indicating a school zone, reduced speed, etc., however, he suggested that another sign be erected that states “no through truck traffic when children are present.”

Points from Discussion

- Having a time limit on the sign which restricted traffic (i.e. between 7:45 a.m. and 3:30 p.m.) may be more confusing to truck drivers, as In-Service Days, after-school activities, holidays, etc. would need to be factored in.
- The Traffic Authority will monitor the flow of traffic and has the authority to make changes without having to come to Council for a recommendation.
- Vegetation at the corner of Gary Pearl Drive and Park Street should be maintained, as it currently blocks visibility of oncoming traffic.

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(c) Street Naming Policy (amendments)

This policy (*G-27 Street Naming Policy*) has been reviewed a number of times over the last few months, and the latest draft copy, along with guidelines on the definitions of street descriptions, was brought forward for discussion.

Points from Discussion

- To establish streets, roads or avenues by their direction (N.S.E.W.) would be an issue for discussion during a review of the MPS or LUB.
- It's more important now to establish the name of the street, with the description to be added later (i.e. street, avenue, etc.)
- A survey was carried out with other municipalities, however, any policies that existed were not much different from our own.
- The policy as presented, includes an amendment regarding citizen involvement.
- It might be reasonable to expect that citizen involvement would be sought only during times when the Town might take over a privately owned street.
- The situation of honouring an individual several times in the community (i.e. street, building, bridge, etc.) might be best handled with a separate policy that includes more than street naming.
- This policy allows some flexibility, while providing guidelines, to the council-of-the-day.
- Some aspects of the policy should be changed grammatically.
- Amendments can be made in the future.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that the attached policy statement *G27- Street Naming Policy* be accepted.

MOTION CARRIED

(d) Colliers International (agreements) update

Director Bev Gentleman reported that a copy of the signed listing agreement has been received and reflects input from Council and the Town's solicitor. Colliers is currently preparing brochures and other marketing devices.

DEPARTMENTAL

(a) Finance

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**REPORTS AND
RECOMMENDATIONS**

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The Town's Operating and Capital Budgets, the Sanitary Sewer Area's Operating and Capital Budget, and the Water Commission budgets have all been ratified.
- The Audit Committee has met and reviewed the consolidated financial statements and the Auditor's Report has been received.
- Paymaster Wanda Whitlock is adjusting very well as a new employee.
- Work has been undertaken on the completion of several upper-level governmental reports.

Director Crowell reviewed the content of Schedules A and B (Revenue and Expenditures), Schedule C (Summary of Outstanding Taxes) and E and F (Perpetual Investment Fund), noting that the benchmark for her data is based on 25% of the year having been completed.

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

that the report from the Director of Finance be received.

MOTION CARRIED

(ii) TBR – Refinance – Water - \$1,207,000

Finance Director Debra Crowell noted that as part of the Spring debenture issue, the Town refinanced the debenture issuance for the well-field development for another 10 years. Although the re-financing was put in place on May 30, 2011, SNSMR had not issued a TBR, and the attached document must now be submitted for their records.

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

***Recommendation to
Council***

that a recommendation be made to Council that the attached Temporary Borrowing Resolution be ratified, as follows:

**TBR 11/12-01 – Refinancing (Water) -
\$1,207,000**

MOTION CARRIED

Points from Discussion

- The interest rates for this refinancing are now much lower than they had been 10 years ago.

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(iii) TBR – Town Capital - \$1,229,700

Finance Director Debra Crowell noted that the attached TBR relates to the Town's 2011-2012 capital program and must be authorized by Council.

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

*Recommendation to
Council*

that a recommendation be made to Town Council that the attached Temporary Borrowing Resolution be ratified, as follows:

TBR 11/12-02 – Various Purposes - \$1,229,700

MOTION CARRIED

(iv) Interest on Outstanding Accounts

Finance Director Debra Crowell reported that as per the Town's policy regarding the interest charges on over-due accounts, the Town currently charges an interest rate of 2% per month (26.8% per annum), however, must established the rate annually. She added that this percentage has been in effect since 2002, has been very effective in prompting the payment of accounts in a timely manner, and is in keeping with other municipalities and large companies.

Therefore, it was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

*Recommendation to
Council*

that a recommendation be made to Town Council that the interest rate on outstanding accounts remains at 2% per month (26.8% per annum) for the year April 1, 2011 to March 31, 2012.

MOTION CARRIED

(v) Non-owned Automobile Excess Coverage

Finance Director Debra Crowell reported that the Town's insurers require a Resolution of Council approving that the standard coverage provided by the Non-Owned Auto – SEF 96 be extended to those who operate a personal vehicle on the Town's behalf. This would provide coverage in excess of the limits on anyone's own personal automobile insurance policy, and would apply to directors, councilors, employees and volunteers. The excess coverage would not attract an additional premium.

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

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*Recommendation to
Town Council*

by Councilor Eric Bolland

that a recommendation be made to Town Council that Council approves the attached resolution for Non-Owned Automobile Excess Coverage – SEF 96.

MOTION CARRIED

(vi) Reappointment of Auditor

Finance Director Debra Crowell reported that on November 29, 2010, Grant Thornton LLP was appointed as the Town's auditors for the year ending March 31, 2011, with the option of renewing this appointment in years ending 2012 and 2013, contingent upon Council's satisfaction. As there appear to be no concerns with this firm, she recommended reappointment.

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

*Recommendation to
Council*

that a recommendation be made to Council that the Town re-appoints the audit firm, Grant Thornton LLP for the year ended March 31, 2012, at the contracted fee for audit services of \$23,250, plus HST.

MOTION CARRIED

(e) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 16 permits issued for June totalling \$2,570,550 in building value, thereby bringing the year total to \$4,623,145. She added that the Belcher Street project is progressing and that a Notice of Decision will be published advising citizens of their right to appeal Council's decision to approve the rezoning. With the Kentville Future's site, Colliers International is preparing marketing brochures and signage, which will be presented to the Town for approval.

She added that the appraisal of the town-owned land, on the corner of Gladys Porter Drive and Park Street, has not been received at this time; and the cash in lieu of parking for the expansion at the Cornwallis Inn has been determined to be \$11,400. A list of meetings she has recently attended was also included in the report.

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

that the report from the Director of Planning and

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Development be received.

MOTION CARRIED

Points from Discussion

- The Town is waiting for the solicitor for St. Joseph's Catholic Church to complete the work regarding the land swap with the Town. This has been very slow in coming.
- With the Climate Change Adaptation, some modeling has been done regarding the Minas Basin, for issues like flood plains.

(c) Parks, Recreation and Community Development

(i) Director's Report

Director Mark Phillips reported that repairs have been made at the arena and that the ice schedule will begin on August 6th. The pool opened on July 1 and lessons started on the 4th. The hanging baskets are up, the camps have begun. Canada Day events have been well attended and successful; the Life Cycle event was hosted by the Town and was well done, well attended and lots of fun.

With community development, a Movie Night was held on June 30th, the Street Fest will be on August 13th, and other projects are underway, such as the rebranding of the Town, a joint advertising strategy, the store front beautification program and workshops for the business community.

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

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

MOTION CARRIED

Points from Discussion

- There have been some difficulties in keeping the attendance up for the KCDC meeting, with summer holidays, other commitments, etc.
- A review of past work was given at the KCDC meeting and it served as a good opportunity for Lindsay to share her enthusiasm with the group.
- The Business Expo and the Christmas Meet and Greet are always well attended.

(d) Police Report

(i) Chief's Report

Police Chief Mander reported that the hours of foot patrol for June were not available in time for this report, but 346 calls to dispatch

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after hours were recorded in May, and 290 for June. Along with other statistics, Chief Mander noted that there were 82 parking tickets issued in June.

He added that members of the Police Service were very involved with helping with the Life Cycle event, through putting on a bike rodeo, conducting traffic, participating in the event itself and in other aspects.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- With the Alarms Bylaw process, the RCMP has withdrawn from this project as they have their own policy.
- The bylaw will involve police and fire alarms in both the Town and County.
- Year-to-date comparisons between the previous year and the current year should be added to the statistics.
- It appears that staff of downtown businesses, (not the owners) are taking up those spots meant to be used for customers.
- These stats are based on the calendar year.

(ii) Board Report

Councilor Bernie Cooper had nothing to report.

(e) Transportation Services

(i) Directors Report

Director Henderson reported that Public Works crews continue to be busy with street work and that the 2011 Capital Works projects will begin shortly. Several Town employees will be writing their waste water operator-in-training certification exams, and the upcoming meeting of the Regional Sewer Committee will hopefully see the approval of the Operating and Capital Budgets. In addition, a technical working committee continues to assess performance at the lagoon.

It was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

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

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MOTION CARRIED

(f) Water Commission

(i) Directors Report

Director Henderson noted that the Water Commission has recently met to review and approve the Capital and Operating Budgets, the account write-offs and the dividend. In addition to regular water related work, the fire hydrants have been flushed. Those needing repairs have been identified for later work and summer students will paint them.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum had nothing further to report.

(g) Administration

(i) Chief Administrative Officer's Report

CAO Mark Phillips reported that the agreements with Colliers have been finalized and their marketing details are being prepared; the NSPI Solar Thermal Demonstration Community Program continues for the Police Station, and signage and promotion are being prepared; the Friends of the Library project is temporarily on hold, however, plans will be pursued to include this issue on a future KPSC agenda; phase two of the Annapolis Valley Regional Industrial Park project is underway, and work continues with the move of Superior Propane to the Industrial Park.

In addition, CAO Phillips noted that he attended the Association of Municipal Administrators Spring Workshop on June 23, 24 and that media communication is being done by the province to correct the perception that all municipalities are facing financial hardships; building tenders have been issued for the VWRM building, and another AIMS report (Atlantic Institute of Marketing Studies) has been published.

CAO Phillips added that he also attended PANS negotiations in Bridgewater on July 8th and noted that remuneration, benefits and pensions seem to be common concerns identified. Seasonal training has been undertaken for the Occupational Health and Safety, the Finance and Administration Committee has met, as has the Audit Committee, which presented the consolidated financial statements on June 27th.

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Points from Discussion

- The AIMS report should be addressed by UNSM.
- The less attention this publication gets, the better, as it contains a great deal of inaccurate information and the report is based on out-dated information.
- The people on the AIMS Board are established, credible people who do some good work, although they use old information in compiling statistics on municipalities.
- The second annual AIMS Report once again contains inconsistent and questionable findings which are not supported by SNSMR, AMANS or UNSM.
- The report has resulted in some outcry by municipalities that have been portrayed in a negative light.

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

that Mayor David Corkum carries the concerns of Town Council to UNSM regarding the second Annual AIMS Report and its grading system of Nova Scotia Municipal units.

MOTION CARRIED

(Note: The previous motion was withdrawn, and later reintroduced, as there was a motion on the floor to receive the Chief Administrative Officer's report.)

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(iii) Town Clerk's Report

Town Clerk Carol Harmes gave an overview of a number of the Town's old bylaws which she will be bringing forward for council's consideration to rescind and some policies which require amendments. She also reported on the Student Bursary process, thanking Pat Gourley for all her work, and the Selection Committee for choosing 4 recipients.

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

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that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Canada Day Celebrations

Councilor Mark Pearl wanted to discuss the current format of the Canada Day celebrations, as he felt that there are a number of events that involve staff resources, and when attendance is spotty, as it was on Canada Day, the event should be reviewed.

Points from Discussion

- Even though most of the attendees were from outside of Town, Canada Day is an opportunity for everyone to celebrate being a Canadian, and the event should continue.
- Council members should be given the opportunity to visit other communities on Canada Day.
- It might be possible to start the Town's event earlier if Council members or Princess Kentville have difficulty attending other events on the same day.
- These events set Kentville apart from other communities; it gives Princess Kentville, Councilors, the Mayor and staff an opportunity to showcase the Town and their commitment to the community.
- Staff should have the day off to also enjoy Canada Day.
- Staff could review the event (considering use of financial and staff resources) and make a recommendation to Council.

It was moved by Councilor Mark Pearl and seconded by Deputy Mayor Bill Boyd

*Recommendation to
Town Council*

that a recommendation be made to Council that staff prepare a report on the Canada Day celebrations, based on the comments made during this discussion.

MOTION CARRIED

(b) G57-Committees of Council Policy (proposed amendments – Finance and Administration Ad Hoc Committee)

CAO Phillips noted that the Finance and Administration Committee, although identified as an ad hoc committee in Policy Statement G57, has been mandated several times recently.

Points from Discussion:

- This committee should be a Standing Committee of Council, with members appointed on a yearly basis.

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- As a Standing Committee, one of its first functions will be to establish its mandate and structure.

Therefore, it was moved by Councilor Mark Pearl and seconded by Councilor Nola Folker-Hill

that a recommendation be made to Town Council that the Finance and Administration Committee be reinstated as a Standing Committee.

MOTION CARRIED

(b) First Reading (Rescind Chapter 36 – Curfew Bylaw)

Town Clerk Carol Harmes presented a copy of this document, along with a recommendation that it be rescinded, as it is out-of-date and unenforceable. She added that the Police Chief, Chairman of the Police Commission and the Town Solicitor all agree that it has no value.

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

Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to rescind Chapter 36 – Curfew Bylaw.

MOTION CARRIED

(d) First Reading (Rescind Chapter 17 – Elections and Enumerations Bylaw)

Town Clerk Carol Harmes reported that this bylaw is being brought forward for Council's review, as much of its content no longer applies to current practices, and that the Municipal Elections Act now replaces this document. She has confirmed this with the Town's Returning Officer and with the Town's Solicitor.

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

Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to rescind Chapter 17 – Elections and Enumerations Bylaw.

MOTION CARRIED

(e) Highway Improvement Plan – 2011-12 (Bridge)

Mayor David Corkum stated that he has been in discussion with the Provincial Government and our local MLA regarding an announcement on highway improvements. It was noted that the

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Cornwallis River Bridge has been mentioned as a future project, although information did not specify whether that would be a new bridge as a replacement, or maintenance on the current bridge. He added that he has prepared a letter to the Eastern Kings Chamber of Commerce, asking for its support for this initiative. He will continue to update Council as information becomes available, however, urged Council, staff and the County of Kings to continue to “drive home” the need of these upgrades.

(f) Downtown Appearance

Councilor Mark Pearl wanted to discuss the lack of cleanliness in the downtown area, as he noted that garbage and debris is littered in Centre Square and around the core area. He felt that even though the individual who had been dedicated to clean up the downtown is no longer available, consideration should be given for a replacement staff.

Points from Discussion

- The lack of cleanliness needs to be addressed immediately.
- Councilor Bolland noted that he spent 6 hours with his student group, cleaning up garbage last month, but the streets still need a lot of work.
- Tourists coming into town don't get a good impression with this lack of care.

CORRESPONDENCE

(a) Friends of the Library

This issue was addressed previously.

(b) Apple Blossom Festival

CAO Phillips read the letter from the Vice President of this organization, which noted that the festival was a great success this year for several reasons: the choice of theme, the participation of the Town's Princess, and the Town's involvement. It was noted that the theme next year will be “Growing Together for 80 Years.”

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

that the correspondence from the Apple Blossom Festival be received.

MOTION CARRIED

ADJOURNMENT

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

that the CAC meeting adjourns at 3:51 p.m. to go In

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Camera to discuss 2 items on land negotiations and 2 items on contract negotiations.

MOTION CARRIED

IN CAMERA

This meeting was held from 3:51 p.m. until 4:50 p.m.

CAC RESUMES

It was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

that the In Camera Meeting adjourns at 4:50 p.m. and that the Council Advisory Committee Meeting resumes.

MOTION CARRIED

(a) Town Owned Property – Gladys Porter Drive /Park Street

Director Bev Gentleman reported that following an offer of purchase to the Town from a local developer, she was directed by Council to arrange a property appraisal to establish the value of this lot. This was just received and was not included in her report.

She noted that considering the location of the storm water lines across the property, and the section required by the Town to straighten Gladys Porter Drive, there remained only a small portion that could be used for development. As such, the land has little value to abutting property owners or to other interested parties. As such, she felt that the tentative offer of purchase was reasonable.

Subsequently, it was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

Recommendation to Town Council

that a recommendation be made to Town Council that the Town enter into a Purchase and Sale Agreement with developer, Terry Whynot of Kent Fields Estates, for that portion of PID 55250328, located on the southwest corner of Gladys Porter Drive and Park Street, for the price of \$5,000.

MOTION CARRIED

ADJOURNMENT

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

that the meeting adjourns at 4:55 p.m.

MOTION CARRIED