

APPROVED – July 11, 2011

Council Advisory Committee

MINUTES

June 13, 2011

PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Nola Folker-Hill (arrived at 2:42 p.m.), Councilor Eric Bolland, Councilor Mark Pearl, Interim CAO Mark Phillips, Town Solicitor Geoff Muttart and Recording Secretary Patricia Gourley.

Director Debra Crowell, Director Mark Phillips, 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 Interim CAO Mark Phillips reported that Peter Muttart is being represented by Geoff Muttart at this meeting, Nola Folker-Hill will be late, and Town Clerk Carol Harnes is 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 Eric Bolland and seconded by Councilor Tony Bentley.

that the agenda be approved with these additions under New Business:

- 7. (j) *Downtown Retention & Attraction***
- (k) *Town of Kentville Bursary***

MOTION CARRIED

PRESENTATION – AVR SB

Margot Tait, the Superintendent of AVR SB, along with Nancy Acker the Kentville Representative, gave an update of recent events. Points made were:

- The new school should be ready by the end of June.
- The old KCA school will not be left empty, as Aldershot School will be doing extensive

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renovations and their students will be using that facility - possibly for the full school year.

- There will be a new Vice-Principal for KCA, Mike Penard.
- The after-school programs that the Town operates are very popular with the students.
- There are 564 students currently enrolled at KCA and 575 are anticipated for next year. Approximately 70 grade primaries are anticipated.
- An inventory is being prepared for the trophies and other memorabilia left after the move, and the storage or disposal of these items will be determined later.
- A lot of fund-raising has been carried out for the construction of a new playground and the organizers have applied for a grant.
- There are currently 1031 students at NKEC but a slight decrease in enrolment is expected next fall.
- A significant decrease in expenses for the AVRSB Budget was made, and 16 positions in the regional office were eliminated, as mandated by the province. In addition, 21 teaching positions and teaching aid positions were eliminated across the province, due to lower student enrolment.

PRESENTATION – Friends of Library

Jenny Evans, Mary Davis and Jennifer Bolt represented the Friends of the Library before Council. Jennifer Bolt gave an update on the financial status of this project, reiterating the content of a letter which had been sent to the Town and the County in April, asking for confirmation of funding. She expressed the group's concern on the County's lack of support for the operating costs of this facility, and feared that shortfall would ultimately affect the Town's support. She stated that their members are very grateful to the Town, however must now take more time to find different funding, unless the Town could influence the County's decision on this support.

She added that the fund-raising feasibility study is to determine the interest in the community for this project and to determine how much funding might be available to support it. This group felt that there are currently a number of large projects being funded by the community.

A statement was read from Chair Jenny Evans which

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outlined the board's position on moving forward at this point in time.

“As of Wednesday, June 22, 2011 at 12 noon , the Friends of the Library board will cease to function until the issue of cost sharing is resolved.”

Points from Discussion

- Although the Town pays about \$30,000 towards the operating costs of the current library (and would continue to pay this amount to a new library), it is not in the position to pay much more.
- The majority of the library participants are now, and will continue to be, County residents and the County should contribute to operational costs
- A 7,600 square foot space would cost about \$60,000 a year to operate, but the new space is smaller and more efficient.
- One area to reduce operating costs would be the cleaning costs.

APPROVAL OF THE MINUTES

(a) Minutes of May 9, 2011

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

that the Minutes of May 9, 2011 be approved as circulated.

MOTION CARRIED

(Note: Councilor Nola Folker-Hill arrived at 2:42 pm)

BUSINESS ARISING FROM MINUTES/OLD BUSINESS

(a) Friends of the Library

Interim CAO Mark Phillips commented on this project, noting that the group has done a great deal of work over the years. The current building would be about 6,000 square feet and would cost about \$2 million. From the attached breakdown on the funding proposal, it was noted that \$250,000 has been approved by County Council, with the same amount proposed for the Town. This has been budgeted under Capital. The cost of the land would reduce this financial obligation, albeit at a reduced per square footage rate. A MOU on the property on River Street is currently outstanding and a number of recommendations were identified.

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

Recommendation to Town Council

that a recommendation be made to Council that the Town of Kentville cost-shares the operational expenses of the new library with the Municipality of the County of Kings on an equal basis, and further, confirms its financial contribution up to \$30,000, or 50%, of the total operating costs per year.

MOTION CARRIED

Points from Discussion

- Funding for the Feasibility Study at \$6800 should be discussed at another time.
- This building would be a future asset for the Town.
- The County has agreed to support the capital costs but not of the operating costs.
- This project is no different from others that are addressed under a mutual agreement or through regional cooperation.
- Perhaps a Library Rate, much like the Fire Area Rate, could be initiated.
- The building should be known as the Kentville **Regional** Library, as the it serves a large area.
- The LEEDS construction standards will reduce the use of power and those costs would be less.
- Bridge financing would have to be arranged by the Town, costs may come due prior to the receipt of all funding.
- The Town will approach the County regarding cost-sharing the operating costs.

**DEPARTMENTAL REPORTS
AND
RECOMMENDATIONS**

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

Director Debra Crowell noted that payment dates for the fourth quarter utility bills and interim tax bills were due in May; the Operating and Capital budgets are complete, and these, along with the Sanitary Sewer Area Service budgets, will come before Council later this evening. The Water Commission budgets were ratified at a recent Commission meeting.

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She added that a *Summary of Outstanding Taxes (Schedule C)* indicates that interim taxes were billed at \$3,852,755 and as of May 31, 88.5% has been collected, leaving an outstanding balance of \$658,865.

Schedules E and F – Perpetual Investment Fund shows investments totalling \$12.9 million, with a breakdown included. The Statement of Reserves total \$16,275, interest income received is \$11,172, and this was a good month for capital gains. The 2011-2012 budget figures for the Operating Budget show income at \$565,000, compared to last year at \$550,000.

Director Crowell noted that the draft financial statements will be available shortly and the audit meeting will take place at 7:00 p.m. on June 27, 2011, followed by the regular Council Meeting.

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

that the report from the Director of Finance be received.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 9 permits issued for May totalling \$589,595 in building value, and bringing the year total to \$2,052,595. Other related issues involved the Belcher Street property sale, and she reported that the purchase and sales agreement has been signed, and that the rezoning report had been presented to Council for First Reading in May. A Public Hearing will take place at 7:00 p.m. on June 21, 2010.

With the Environmental Advisory Committee, draft policies have been prepared by staff and these will be brought to Council in the near future. The solicitor has reviewed the proposal and listing agreement from Colliers International, on the unsold Kentville Future Site land, and his amendments are currently being addressed.

Negotiations with Thom Oulton (Fox Hollow) continue with the next phase of his development, which consists of R-2 semi-detached dwellings. Proposed street names and

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the parkland allocation are currently being discussed. Director Gentleman added that the triangular lot (currently owned by the Town) on the corner of Gladys Porter Drive and Park Street, if of interest to a local developer. The history of this property is being reviewed and a survey is being done to determine boundaries. The Town is also trying to establish where the storm water lines are located, as their location will impact the property value. Lastly, Director Gentleman listed the number of meetings she recently attended.

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

(c) Parks and Recreation

(i) Director's Report

Director Mark Phillips reported that the Rotary Clock was acknowledged with a ribbon-cutting ceremony on May 25th and this event was well represented. Planters and markers will be added around this structure in the near future.

With KCA School, fund- raising has been very active for new playground, with over \$40,000 raised for this \$125,500 project. He added that \$41,800 will be donated through the Department of Health and Wellness Nova Scotia, and the Town has allocated funds in its 2011-2012 capital budget. Work continues with the Friends of the Library, whose members are awaiting Council's discussion on this matter. Another Apple Blossom Festival was enjoyed and well-attended.

The Active Living Coordinator has been busy with the school travel plan (walking school bus), with the Provincial 55 plus Games in Kings County and with work seeking volunteers as Trail Wardens.

With Community Development, work is underway on store front beautification; Facebook now allows notices for businesses in Kentville and webisodes (youtube broadcasts) are available. The Farmers' Market is operational; the newsletter has been sent; and the

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rebranding project is underway.
It was moved by Deputy Mayor Bill Boyd and seconded
by Councilor Bernie Cooper

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

MOTION CARRIED

(d) Police Report

(i) Chief's Report

Police Chief Mander reported that a Commission meeting will be held on June 16th and that there were no significant incidents relating to the Apple Blossom Festival. He has been working on a project on Restorative Justice, assisting a community in England. He added some statics, noting that 63 foot patrol hours were logged and there were 346 calls to dispatch after hours.

There appears to be less availability now of prescription drugs on the street and that our province is better off than others in this regard. Work continues with medical staff, who will address some of these issues.

It was moved by Councilor Nola Folker-Hill 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 was nothing additional to report other than the upcoming commission meeting.

(e) Transportation Services

(i) Directors Report

Director Henderson reported that paving and patching continues on Town streets; Terry MacLeod has been promoted to a skilled labourer position; a *conditional* safety rating was received by the Town from SNSMR, because the log books showing the hours worked and hours off were not available, for those drivers whose vehicles exceed 4500 kg.

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He added that the closing date is June 23 for tenders on capital works projects, following which additional work will take place on Webster Court, West Main Street culvert, Gary Pearl Drive, Glenview, sanitary sewer renewal and some water projects.

Draft copies of the Sanitary Sewer budgets have been done and the final figure on the user charge from the Regional Sewer System will be established at the June 23rd meeting of this committee. He added that several employees are ready to write for their introductory certificate for sewer collection.

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

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

MOTION CARRIED

(f) Water Commission

(i) Directors Report

Director Henderson noted that at the last Water Commission meeting, the 2011-12 Capital and Operating budgets were approved, and that a \$100,000 transfer of dividends was made to the Town.

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

**that the report from the Kentville Water
Commission be received.**

MOTION CARRIED

(ii) Commission Report

Mayor Corkum reported that there were no objections to the \$100,000 dividend.

(g) Administration

(i) Chief Administrative Officer's Report

Interim CAO Mark Phillips reported that the Capital and Operating budgets are complete; that a new employee Wanda Whitlock has been hired as the paymaster and that Leroy Cavanaugh has retired; work continues on the new KCA site and with the relocation of Superior Propane;

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funding for the new library could be an item for discussion with Kings Partnership Steering Committee; that Kings RDA – AGM was held last week and was attended by Mayor Corkum and Lindsay Young.

He added that a meeting was held on May 24 for the Joint Fire Services Committee, and the Town will provide financial services for the KVFD when the audited statements have been completed. With Kings Transit, a 30 year anniversary and open house was held; he attended the UNSM Workshop in Digby, the Valley Waste Meeting on May 18th and the FCM Conference on June 2-6th.

PANS negotiations will be discussed In Camera later and the OHSHW Committee continues to meet and provide training sessions, and an audit and assessment is being conducted by the province on heavy equipment operators.

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

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

MOTION CARRIED

(iii) Town Clerk's Report

None available.

NEW BUSINESS

(a) 2011/2012 Operating Budget Highlights

Director Debra Crowell introduced the 2011-2012 Operating Budget, noting that it is a balanced budget of \$11.3million, with an increase of 2.9% over last year. She outlined how the meetings with Council and staff progressed over the last month, and reiterated the “drivers” that impact the Town’s finances, such as the assessment cap (2.9% CPI) and mandated payments to the province (phase out from the Memorandum of Understanding). It was pointed out that the province has cancelled this MOU and that the Town will face future increases in corrections and housing costs. For this budget, however, there are no new programs added and services have been maintained as closely as possible

Director Crowell reviewed various aspects of the report,

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noting that:

- There are increases in expenses (i.e. educational costs, joint boards and partnerships, etc.) of \$117,000 net for fixed expenses, and \$174,300 for controllable expenses.
- Revenue would be \$11,339,200 (i.e. municipal taxes, other revenue, mandatory tax levy, area rates).
- Capped assessments affect 76% of residential properties.
- New revenue from assessment growth/new construction and property sales transactions was 5.9% and commercial assessments increased 1.3%, resulting in \$322,300 new tax dollars.
- Taxes make up 71.9% of the Town's revenue.

She proposed that the residential rate increases 0% (\$1.36 1/3 per \$100), fire rate \$.05 per \$100, hydrant area rate \$.08 1/3 per \$100, for a total residential rate of \$1.49 2/3 cents per \$100.

For commercial rates, increases proposed would be 0.7% to offset the business occupancy assessment phase out (2 1/2 cents per \$100 increase); the fire area rate \$.05 per \$100 for a total commercial rate of \$3.61 and 2/5 cents per \$100, a \$02 1/2 per \$100 increase.

Next she gave a detailed breakdown on how the tax dollar is spent, samples of the impact of these taxes on residential and commercial properties, a 10 year comparison of tax rates and tax rate comparisons to other valley towns. She pointed out that Kentville has the 5th lowest tax rate for residential and 6th lowest for commercial rates when compared to all towns in the province.

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

***Recommendation to Town
Council (June 13, 2011)***

**that a recommendation be made to Town
Council that the 2011/2012 Operating Budget
is approved as follows:**

<i>Revenue</i>	<i>\$11,339,200</i>
<i>Expenses</i>	<i>\$11,339,200</i>

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with a General tax rate of \$1.76 and 1/3 cents per \$100 of assessed value,

And further

that the following tax rates for the year April 1, 2011 to March 31, 2012 are:

<i>Residential</i>	<i>\$1.36 1/3 ¢</i>
<i>Commercial (inc. BO phase out)</i>	<i>\$3.48 1/10 ¢</i>
<i>Fire area rate</i>	<i>\$0.05 ¢</i>
<i>Hydrant area rate</i>	<i>\$0.08 1/3 ¢</i>
<i>Total residential</i>	<i>\$1.49 2/3 ¢</i>
<i>Total commercial</i>	<i>\$3.61 2/5 ¢</i>

MOTION CARRIED

(b) Capital Investment Plan- Years Ended 2012-2016

Director Debra Crowell introduced the Capital Investment Plan for the next 5 years. She reiterated the process under which this budget was guided, noting again the number of drivers that affected it. Considering the growth in the downtown core over the last 5 years, long term borrowing increased, as the interest rates were at an all-time low and the time was right to complete many capital initiatives. However, at this point, Council agreed that future interest rates will likely increase, and will have an impact on debt servicing expenses. Considering this, along with the effect of CAPped assessments, caution must be exercised for the long term. Therefore, the initial capital budget draft was introduced on May 17th and Council asked senior staff to defer some projects, or to find other sources of revenue to finance other projects.

With this 5 year investment plan, Council must ratify the current budget with projects and funding, while ratifying the future budgets in principle only. Therefore, with the current year, the \$2.54 million proposed budget seeks to continue initiatives begun in prior years (River Street renewal, Gary Pearl Drive completion, Transportation Master Plan, Ducks Unlimited, trail system and various park projects.) Additional projects were considered based on evaluation criteria.

Director Crowell presented the highlights for the Capital Program for 2011-2012 and further identified a number

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of funding sources for this. (i.e. Federal Gas Tax, contributions and proceeds, operations, reserves and borrowing.)

She expounded upon further aspects of this plan and answered questions, following which, it was moved by Councilor Tony Bentley and seconded by Councilor Eric Bolland

Recommendation to Town Council (June 13, 2011)

that a recommendation be made to Town Council to approve the 2011-2012 Capital Budget (along with related funding sources) as follows:

2011-2012 *\$2,544,400*

and further approves, in principle, the following budgets and related funding sources for the next four years.

2012-2013 *\$1,875,600*

2013-2014 *\$2,774,000*

2014-2015 *\$3,156,000*

2015-2016 *\$1,002,000*

MOTION CARRIED

(c) Park Street Reduction in Speed Limit

Traffic Authority Hal Henderson noted that there is currently very heavy traffic on Park Street, with an average annual daily traffic count in excess of 10,000 vehicles. With further future development in the area of the Industrial Park, concerns were expressed (through the West-end Wellfield Protection Plan) about the potential of accidents, and subsequent spillage of fuel, oil and other contaminants in this area. To lessen the possibility of such incidents, a reduction in the speed limit was recommended for that section of the highway that posts a 60 kilometers an hour limit.

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

Recommendation to Town Council

that the speed limit on that portion of Park Street, from east Harrington Crossing to Harrington Road (that is currently posted at

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60 km/h) be reduced to 50 km/hr.

MOTION CARRIED

An amendment was proposed which would include a reduction of speed near the new school, however, there was no seconder, as specific information on this change is pending from the Province.

(d) Approval 2011/2012 Sanitary Sewer Operating Budget

Director Hal Henderson introduced the 2011-2012 Sanitary Sewer Operating Budget, noting that this service operates under a separate budget from the Town, with revenue determined by consumption, as recorded by water meters. Expenses include wages and materials for domestic sewer, pump stations and regional collection and treatment, along with fiscal services. He proposed an Operating Budget, identifying at that time the revenue, total expenditures and surplus.

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

Recommendation to Town Council (June 13, 2011)

that a recommendation be made to Town Council that the 2011-2012 Sanitary Sewer Operating Budget be approved with total revenue of \$863,400, total expenditures of \$855,500 and a surplus of \$7,900.

MOTION CARRIED

(e) Approval 2011/2012 Sanitary Sewer Capital Budget

Director Henderson introduced the 2011-2012 Sanitary Sewer Capital Budget, again noting that this service operates under a separate budget from the Town. He noted that sewage is pumped through the Town's mains to the regional pumping station and onward to the regional sewage treatment plant in New Minas. The cost of collection and treatment of this sewage is shared among the partners, which are the County of Kings, New Minas, Kentville and two large industrial users.

Director Henderson listed a number of infrastructure projects, other sewer projects, equipment and funding

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that make up this budget, following which, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

Recommendation to Town Council (June 13, 2011)

that a recommendation be made to Town Council to approve the 2011/2012 Sanitary Sewer Capital Budget for \$110,000.

MOTION CARRIED

(f) Approval of Street Name – Fox Hollow Development

Director Bev Gentleman reported that Thom Oulton is developing the next phase of Fox Hollow subdivision which incorporates two cul-de-sacs. In accordance with *Policy Statement G-27 – Street Naming Policy*, Mr. Oulton has proposed two names to identify these streets.

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

Recommendation to Town Council

that a recommendation be made to Town Council that the names “MacKinnon Avenue” and “Blackberry Ridge Lane” be approved for the newly proposed streets in Fox Hollow Subdivision.

MOTION CARRIED

(g) January 2012 Council Date

Councilor Mark Pearl requested a change for the Council meeting in January, from the 30th to 23rd, 2012, as he will not be available for the 30th.

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

Recommendation to Town Council

that a recommendation be made to Town Council that the January 2012 meeting of Town Council be changed to January 23rd instead of January 30th.

MOTION CARRIED

(h) Heavy Truck Traffic on Gary Pearl Drive

Councilor Mark Pearl reported that there seems to be a great deal of heavy truck traffic using the new street that connects West Main Street and Park Street, recently

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named Gary Pearl Drive. His concern was that this may pose a problem for safety and efficient flow of traffic in the area when the school opens. He asked if the Traffic Authority could restrict usage on this street.

Points from Discussion

- Perhaps the haulers from the gravel pit could observe early morning hours or after school hours.
- Director Henderson could prepare a report for the next meeting of CAC to deal with this issue.

(i) Transportation Master Plan Presentation Date

Interim CAO Phillips noted that the final draft of the Transportation Master Plan has been received and this information should be shared with Council and Staff at a meeting specifically set for that purpose. He proposed a few dates, from which June 29th at 4:15 pm was chosen.

(j) Downtown Retention & Attraction

Councilor Eric Bolland advised that the KCDC Action Plan addressed the problem of attraction and retention of businesses in the Town, and further, that Council should be aware of this information and perhaps address it during a future Strategy Session.

(k) Town Bursary

Councilor Tony Bentley, the Council Representative on the Student Bursary Committee, advised that the Committee received 17 eligible applicants, from which four students were chosen last Tuesday. Each will be receiving a bursary of \$500. The names will be disclosed at the graduation ceremonies.

CORRESPONDENCE

(a) Apple Blossom Festival Letter – June 9, 2011

A letter was received from Kara-Lynn Scallion Whiston, the Cultural and Sponsorship Director for the Apple Blossom Festival, in which she thanked the Town for its support, and expressed anticipation in working together on the festival's 80th birthday next year.

ADJOURNMENT

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

that the CAC meeting adjourns at 5:00 p.m. to go "In Camera" to discuss land negotiations and contract negotiations.

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MOTION CARRIED

IN CAMERA

- (a) Land Negotiations**
- (b) Contract Negotiations (PANS)**

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

**that the In Camera Meeting adjourns and a
Special Meeting of Council begins at 5.25 p.m.**

MOTION CARRIED