

APPROVED JULY 9, 2012

Council Advisory Committee

MINUTES

June 11, 2012

PRESENT

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

Also present: Finance Director Debra Crowell, Chief of Police Mark Mander, Director Bev Gentleman and Town Engineer Fred Whynot

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 2:36 p.m. and CAO Mark Phillips reported that all members of Council were present and all directors, Solicitor Tom MacEwan, Town Clerk Harnes and himself, as CAO.

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:

3 (c) Plaque

7 (e) Bicycle Park

7 (f) KCA Opening Ceremonies

10 (b) Kings RDA

MOTION CARRIED

PRESENTATION

(a) Valley Hospital – Sandra Snow (President of Valley Regional Hospital Foundation)

Sandra Snow reported that the town of Kentville has contributed \$141,600 to date to this project, which is in the 4th year of an 8 year commitment. The goal was \$8 million for renovations at the hospital and the building of the hospice. So far, these funds have been used for space for addictions and mental health out-patient services, emergency room enlargement, some specialized equipment, 21 additional beds, relocation of ambulatory care, chemo unit, and out-patient clinics.

APPROVED JULY 9, 2012

She noted that palliative care is provided by piecemeal arrangements in the Valley at this time, and the long awaited hospice and centre will be a wonderful addition to the health care of citizens. However, 100% of the \$4million for the facility must be in the bank prior to construction. The hospice building will have 8 private bedrooms with a kitchen and living room area, a quiet room, private gardens and meeting and educational areas. This development will provide dignified care during advanced illness and end of life. It will provide comfort for families, and support for both care givers and professionals. Also available, will be bereavement support.

Currently there are about 75 palliative care patients in their homes and in hospital beds throughout the Valley. When the hospice is completed, the hospital beds currently used for palliative care will be freed, as patients can then be moved to the hospice.

Points from Discussion

- The catchment area will be this area, as palliative care beds also exist in other hospitals.
- Extra funds are required from the community in order that this goal may be reached.

(b) Presentation To Town from Councilor Tony Bentley

Councilor Bentley reported that at his recent participation in the Goosnargh and Whittingham Whitsuntide Festival (in Preston, UK) he was given several items for presentation when he returned. He added information on how the Council of the City of Preston is comprised (56 councilors) and a mayor who serves for 1 year only, and how their meetings are conducted. Following this, he gave a slide show of pictures taken during his visit. He added that the children wear uniforms and are very polite and respectful of their school and community.

Councilor Bentley presented Mayor Corkum with a beautiful Spode bowl from the city of Preston, which is part of a limited edition of 500 such bowls, along with a copy of the twinning of the GWW Festival and Annapolis Valley Apple Blossom Festival. In addition, he presented a police hat, jacket, a plaque and several badges from the police force of Lancashire, to the Kentville Chief of Police.

Councilor Bentley added that representatives from the GWW Festival will be attending Kentville next year as part of the Apple Blossom Festival here in the Valley and Council agreed that the Town will have the opportunity to reciprocate their hospitality at that time.

APPROVED JULY 9, 2012

(c) Plaque

Mayor Corkum presented a plaque to Councilor Bill Boyd for the role that he played as Deputy Mayor during the time of construction of the new school.

**APPROVAL OF THE
MINUTES**

(a) Minutes of May 14, 2012

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

**that the Minutes of April 10, 2012 be approved as
circulated.**

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) none

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The audit fieldwork was completed and a draft of the audited financial statements should be available prior to the Audit Committee meeting.
- The 4th quarter utility levy was due May 24
- The interim tax levy was due May 31 and \$1.7 million has been processed in cash receipts.

With Schedule A (revenue), overall, this exceeds the average at 35.6% based on a benchmark of 17%.

With Schedule B (expenses) overall expenses are below the average at 12.5% and with Schedule C (Summary of Outstanding Taxes), 82% of the current year's interim tax levy has been collected, with an outstanding amount of \$827,443.

Lastly, she added that Schedules E and F (Perpetual Investment Fund) indicates total investments at \$12,918,838 (cost) and \$12,922,068 (market), and further that the 2012-2013 budget figures show income at \$507,600 and capital gains at \$242,400, for a total of \$750,000.

Following a review of each account, it was moved by Councilor Bill Boyd and seconded by Deputy Mayor Mark Pearl

that the report from the Director of Finance be received.

MOTION CARRIED

APPROVED JULY 9, 2012

(ii) Recommendation – Investment Advisory Committee

Director Crowell presented a report based on the history of the Investment Advisory Committee (IAC), the creation of the policy which provides guidelines for the governance of the Special Perpetual Reserve Fund, and the procedures undertaken with the Requests for Proposals for the hiring of managers for that fund.

The IAC met on May 28th to review the 5 proposals received and evaluated each based on established criteria. After the candidates were short-listed, 2 companies were considered for interviews - National Bank Financial and Scotia McLeod. After these scheduled interviews, the Investment Advisory Committee met again and selected that company which was viewed as being the best fit with the Town.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that investment management of the Special Perpetual Reserve Fund be awarded to the incumbent, National Bank Financial for a period of one year, with the right reserved by the Town, to renew the term annually, at the discretion of Council, for up to a total service period of four years, based on satisfactory performance, amongst other things.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 12 permits amounting to \$1,389,481, which brings this year's valuation to \$2,684,481.

She added that:

- Blackberry Ridge has had the subdivision agreement signed and the first permit for a semi-detached home has been issued.
- Kings 2050 work with consultants for creating a tool kit for council and staff (to engage the public) has been done, and a training session on its use is been scheduled.
- A Public Participation Meeting has been scheduled for 7 pm on June 14th to review proposed amendment to MPS (re: Rafuse Machine Shop's non-conforming use)
- The Parking Study survey has been drafted and circulated to

APPROVED JULY 9, 2012

businesses to determine their parking needs.

- Research has been conducted on the history of the Town - owned land at the corner of Belcher/Oakdene streets.
- Unsightly Premises – She has investigated several complaints, most of which dealt with overgrown grass.

Director Gentleman also listed a number of meetings she attended, following which, it was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

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

MOTION CARRIED

Points from Discussion

- It might be time for the KCDC to revisit the percentage for development of the Kentville Futures Site (commercial vs. Residential).
- With the Shannex and Kings Riverside Park already in place on this property, there is a lot of residential development.
- The Director of Planning and Development and CAO will ensure that this issue is addressed by KCDC and KDCL.
- The Habitant for Humanity is working with the Village of New Minas at the time; However, Kentville has expressed an interest in becoming engaged in this project.
- There were only 2 parcels of Town-owned land available for this project - one is outside of Town and not conveniently located to bus routes, etc. and the other property, in many ways, does not appear suitable.
- It was agreed that the out-of -Town property would be formally offered to the Habitant for Humanity through a letter, in the event that the location is reconsidered.

(iii) Environmental Advisory Committee Chairman's Report

Chairman Eric Bolland reported that this committee meets this week.

(c) Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- The Summer Program staff has been hired and registration has taken place; staff training is being conducted.
- Arena – the arena hosted 1100 TOPS participants between May 25-27 and the yard sale during the Apple Blossom Festival.

APPROVED JULY 9, 2012

- The festival celebrated its 80th birthday with good attendance during events.
- The East End access to the trail system has been redesigned and planted. A trail watch program is being created and should make the trail safer and reduce vandalism.
- Lifecycle 2012 will take place on June 24th.

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

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

MOTION CARRIED

(ii) Community Development Coordinator's Report

Lindsay Young reported that :

- KDCL Board members will meet on June 12, with KCDC and the merchants group, for a brainstorming session which will result in a plan for business improvement.
- Hotel in Kentville – The application for funding should be completed shortly, which will accompany letters of support and the hotel's anticipated impact on various aspects of the community.
- VIC – AVCC Partnership project. AVCC reported that the VIC visitor numbers during the Apple Blossom Festival weekend were high, and a partnership agreement should be available shortly between these 2 organizations. In the meantime, VIC staff has been hired and the operation will begin next week from Wednesday through Sundays.
- Downtown Beautification – flower baskets and planters have been ordered and should arrive next week. Some modification of the poles on Webster Court will allow for the 24 inch baskets.
- Kentville Retail Group – Meetings continue and there has been good feedback on the coupon booklet. Some radio advertising will focus on Father's Day, graduation and a Town sidewalk sale during Street Fest.

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

that the report from the Community Development

APPROVED JULY 9, 2012

Coordinator be received.

MOTION CARRIED

(iii) KCDC Chairman's Report

Mayor Corkum noted that it is important to move the Chamber of Commerce back to Town, and Deputy Mayor Pearl and staff have been working hard to relocate the bus transfer station. The flowers and baskets are always delayed until after the Apple Blossom festival, as staff is tied up with other projects, frost is still possible earlier in spring, and the plants are not ready yet.

He added that there are a lot of great projects being done by the Community Development Officer and she should be congratulated for doing such a good job.

(d) Police Report

(i) Chief's Report

Police Chief Mark Mander noted that the opening of the new school was well attended and this facility is a great addition to the community. He also reported that there were 95 hours of foot patrol during May, 320 calls to dispatch after hours, 9 commercial alarms and 2 residential alarms. Sixty-two parking tickets were issued.

In addition, he noted that the board met on May 24th and an Open House was held, celebrating Police Week and the 125th year of police service in the Town. Good community turnout and further events will be planned throughout the year. He added that the Apple Blossom Festival activities went well with the usual incidents occurring.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- The bikers who are doing their stunt riding are very good at what they do, and helmets will be provided to those who can not afford it.
- The Police have tried to have a conversation with these bikers, however, recreation staff need to come involved.
- The Community Police Officer could meet with the bikers on their own territory.
- There is a liability issue with the bikers using a very busy

APPROVED JULY 9, 2012

- parking lot, with children and motorists moving about.
- There is nothing under the Criminal Act of Motor Vehicle Act that prevents the use of these properties for bicycles.
 - The Apple Blossom Festival had very few incidents, considering the number of people who came into Town. Negative behaviour seems to be noted more than any others.

(ii) Board Report

Councilor Bernie Cooper suggested that the Community Police Officer and Bylaw Enforcement Officer (Parking Ticket Administrator) might speak with some of the local bikers to help resolve the issue of a bike park.

(e) Transportation Services

(i) Directors Report

Director Whynot reported that preparations continue on the work related to the bridge replacement, and an official announcement is expected soon from the Department of Transportation and Infrastructure. A summer student has been hired for downtown and will carry out clean-up, off-site signage removal, painting, maintenance of tree grates and general reporting on local infrastructure.

With the Regional Sewer System – Tenders for the RG7 lift station have been received and the project may report under budget.

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

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

MOTION CARRIED

Points from Discussion

- Some maintenance work will be done on Elizabeth Avenue
- It might be necessary to remove the building which is the current Library, for construction of the approaches to the bridge.
- The summer student is doing a good job with clean-up.

(f) Water Commission

(i) Directors Report

Director Whynot noted that all parameters for the water utility have reported acceptable limits, and that the proposal for the Belcher Street reservoir replacement has been prepared and placed on the Town's website and the NS Procurement website.

APPROVED JULY 9, 2012

Two meters were replaced at the hospital and there should be increased revenue of 10% with newer more accurate meters. The overall goal of the district meeting project is to reduce water losses throughout the system and work has begun on this.

It was moved by Councilor Nola Folker-Hill 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 add.

(g) Administration

(i) Chief Administrative Officer's Report

Highlights from the report:

- *AV Regional Industrial Park* –Kings CAOs continue discussions regarding joint involvement, however land acquisition may be delayed because of aboriginal claims.
- *Kings Partnership Steering Committee* – A meeting is scheduled for June 28th.
- *Kings RDA* – Strategy Sessions are being planned to address the loss of ACOA funding and service provision.
- *KCDC* – A vacant storefront program has been undertaken and Valley Stationers celebrated 50 years in business on May 25th.
- *Joint Fire Services Committee* – A meeting is scheduled of June 26.
- *Kings Transit Authority* –The location and scale for the Kentville Transfer Station are being determined.
- *Valley Waste Resource Management Meeting* – An Open House on June 10th showcased the new site and facility.
- *Regional Sewer Committee* – The Working Group continues to meet to discuss governance issues
- *Fire Inspection Agreement with County* – On June 7th, the County, Berwick and Kentville met to discuss Fire Inspection Services and those areas of improvement needed. With some scheduling adjustments, the cost for the service is likely to increase.
- *Police Commission Meeting* – On May 24th a meeting was held and on May 16th the 125 Birthday Open House was held for the public.
- *HR Management* – A staff lunch was held on May 24; some issues regarding STAT time will likely progress to arbitration; the CUPE contract should be ratified shortly;

APPROVED JULY 9, 2012

the OHSW Committee continues to meet and to provide training and recertification.

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

Clerk Carol Harmes reported that she has attended a number of meetings over the last month and has addressed several issues relating to the electronic voting process. (i.e. *Ch. 91 – Alternative Voting Bylaw* has been finalized; Council has selected Intelivote as the service provider based on her analysis and recommendation; she attended a workshop on June 7th.) She continues to work on policy updates; reported that 4 candidates for the Kentville Bursary Program were selected and will be given \$500 each; and work continues on updates on the Town's website.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(h) Council Reports from Workshops and Conferences

Councilor Eric Bolland - nothing to report.

Councilor Bill Boyd – nothing to report.

Councilor Bernie Cooper – nothing to report.

Councilor Tony Bentley – just returned from the UK and gave a report earlier in the evening.

Councilor Nola Folker-Hill – nothing to report other than she is sitting on the planning committee for the Fall Conference and things are nicely falling into place.

Deputy Mayor Mark Pearl – nothing to report

Mayor David Corkum – He recently attended a UNSM Board meeting at which LED lighting was discussed. This project involves the replacement of the old lights over the next 7 years which municipalities have already been paid for, but now must be replaced at the municipality's expense. He added that this represents another download from the Province.

NEW BUSINESS

(a) Friends of the Library

CAO Phillips reported that a meeting will take place with this

APPROVED JULY 9, 2012

group regarding their recruitment and future plans. Although a new building for the library might not be possible, several vacant buildings in the downtown might be beneficial to all. Councilor Bentley (who represents the Town on this Committee) reported that the group is quite inactive, and unless there is a major supporter for this project, this 6 years of work may have lead nowhere. The group hasn't raised any money itself.

The C@P program which had been offered at the library (and is now discontinued), provided free internet service and electronic books. This service will be missed by users and will affect the viability of the library itself.

(b) Recycling Opportunity

Deputy Mayor Mark Pearl passed along a copy of an article from a magazine, which advertised a new program launched through TerraCycle Canada. The campaign addresses a solution for the litter caused by smokers, and actually recycles cigarette butts into other products, such as industrial pellets. Although there is a *Smoking in Public Places Bylaw* in Town, this has not resulted in the decrease on streets and sidewalks. With a staff person dedicated for street clean-up downtown, the butts could be collected and sent to Toronto to be processed. He further noted that any profits resulting from this recycling program could be donated to a non-profit group.

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

that staff be asked to investigate this company and the procedures and bring back a report to the next CAC.

MOTION CARRIED

Points for Discussion

- To provide areas where people can place their cigarette butts seems to “fly in the face” of the intent of the *Smoking in Public Places Bylaw*.
- There are a lot of private properties in the downtown area that are being used for smoking.
- The Environmental Advisory Committee can work on this, as well.
- If the Town does not allow smoking, however, is now prepared to allow smoking and recycle the butts, the bylaw should be changed to reflect this.
- There is an endorsement of this program by Clean Nova Scotia, and its members are working with some schools.

APPROVED JULY 9, 2012

Non-recyclable garbage (i.e. coffee cups) is a huge problem and these should be processed for another use.

(c) UNSM Resolution – Transit

CAO Phillips reported that a discussion has taken place regarding having the province participate as a funding partner for public transit and this resulted in the preparation of a resolution to that effect. This resolution is being brought forward to Council to determine if members wish to follow through on attempts to engage the Province as a funding partner of the transit system.

The intention is to send a copy of a resolution to the fall conference of UNSM before the end of June which would result in the Province working with UNSM to establish a Transit Fund which would be used to match municipal spending on transit systems and that this fund would be an amount equal to ½ of the 1% reduction in HST (approximately \$80 million per year.)

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

Recommendation to Council

that a recommendation be made to Council to support the attached resolution which would be sent to the UNSM Conference in the fall.

MOTION CARRIED

(d) Report – Armoured Car Services

CAO Phillips reported that he will bring forward a report for CAC in July.

(e) Bicycle Park

Councilor Eric Bolland noted that several bikers in the area would appreciate the creation of a bike park which would allow them to pursue this sport in a safe environment designed for this use. He added that some resources might be available through grants and other funding sources, and asked that recreation staff work towards the creation of a BMX Bike Park.

CAO Phillips reported that the former Imperial Oil site on West Main Street might be a good location for such a non-structured outdoor pursuit, however, the construction of such a facility would have to be incorporated in the capital budget for the future. For now, he felt that as some fill has been moved into that area recently, it might be an easy solution to have a land mover shape the ground for mountain bike purposes.

APPROVED JULY 9, 2012

He noted however, that the bikers have traditionally preferred to be in a highly visible area, which means in the downtown. Perhaps the area on West Main Street could be made attractive enough to draw this group to that area.

(f) KCA Opening

Mayor Corkum noted that the opening of the new KCA today was very well attended. He pointed out some history surrounding this project, noting that renovations of \$3.5 million were proposed as upgrades to the old KCA, however, the Town was an advocate for a newly constructed school. He added that the Town worked on the Site Selection Committee, identified the new school's current location and worked with sports groups and companies in the West Main Street area for relocation of some infrastructure. More facilities have been planned for the area, such as a new soccer field and perhaps a bike park.

He summarized by saying that today was a proud day for Kentville, and Council should be very proud of their hard work, that of staff (both past and present) and of the community, for bringing this project to fruition, under the direction of the Department of Education.

CORRESPONDENCE

(a) Kings Point-to-Point

A letter from this organization, along with their financial statements was received, at which time, it was noted that the funding provided by the Town is appreciated and assures the future operation of this organization.

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

that the letter be received.

MOTION CARRIED

(b) Labour and Workforce Development Minister

A letter from Minister More, noted that amendments have been proposed to the Building Code Act which will become effective this fall, many of which pertain to professional Interior Designers.

The Minister noted that the proposed amendments have been enclosed and asked that Council review these and forward any comments that there may be. The Director of Planning and Development was asked to review and make any relevant comments on these amendments.

APPROVED JULY 9, 2012

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

that the letter be received.

MOTION CARRIED

(c) AVH – Dr. Harrigan

A letter from Dr. Lynne Harrigan thanked Council for allowing the presentation on the Family Medical Residency Program. She noted that 5 residents will begin in July, and requested \$5,000 from the Town in support of some start-up costs associated with the program.

CAO Phillips noted that the CAOs have discussed this issue and compared the requests made to each community. There seems to be a lot of financial assistance already committed, and therefore, Don Regan, the CAO for Berwick has agreed to follow up on this issue on behalf of all municipalities.

Points from Discussion

- The Town is always being asked to contribute financial aid towards the health care (i.e. the hospice, VON) but this is clearly a provincial responsibility of the Province.
- It appears that the project is moving forward regardless of individual municipal commitments.
- Other parts of the province are supporting similar programs and this may be to the detriment of the Valley area, if it does not support the program.
- This amount has been included in the budget process.
- The CAO will bring back some information after he has talked with other communities and a future discussion can be held.

ADJOURNMENT

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

that the meeting adjourns at 4:45 p.m. to go In Camera to discuss two issues involving land negotiations.

MOTION CARRIED

Prior to closing this meeting, Solicitor Tom MacEwan took a moment to introduce Sara O'Blenus a new colleague of his, who is an Acadia graduate interested in municipal law.