

COUNCIL ADVISORY COMMITTEE

March 8, 2010 – 1:30 p.m.

PRESENT

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

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

Absent with regrets – Councilor Mark Pearl, Director Greg Kehoe

**CALL TO ORDER
AND ROLL CALL**

Mayor David Corkum called the meeting to order at 1:30 p.m., and CAO Robicheau reported that all Council members were present, except for Councilor Mark Pearl.

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 Bernie Cooper

that the agenda be approved as circulated.

MOTION CARRIED

PRESENTATIONS

None

**APPROVAL OF THE
MINUTES**

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

that the Minutes of February 8, 2010 be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES
/ OLD BUSINESS**

(a) Committee Restructuring
Town Clerk Carol Harmes reported that another draft of Policy Statement G57-Committees of Council was brought forth for review. She noted that those changes indicated during the last meeting of CAC (i.e. addition of more councilors on the Town Services Committee and an outline

of that committee's organizational structure).

She explained that Director Phillips had designed a chart for the Town Services Committee, showing what issues would be addressed within the different streams for the services, pointing out that a councilor would chair each of the 3 ad hoc committees and each would involve a citizen appointee and the corresponding department head. Additional citizens may be added as needed.

Points from Discussion

- Senior Administration staff have work-shopped this proposed committee.
- If special issues were brought forward to the Town Services Committee, task teams could be formed to work on any special project and report back to the larger group.
- It would be conceivable that additional citizens would be required on these task teams.
- It might be necessary to maintain the EAC and KCDC meetings as they are for the interim.
- Caution must be exercised as we move into these types of changes.
- Perhaps another strategy session is required to work out the details.
- Outside agencies should also be included in the new committee restructuring.
- The ICSP identified economic development as being a prime concern and its reduction in importance is cause for concern in the proposed structure.
- Engagement of the public must be considered for both decision-making and transparency.
- Council should also consider more Open Houses, Public Meetings and other opportunities to involve the public.

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 proposed Committees of Council Policy be tabled until such time as a special meeting of Council and staff can be set.

MOTION CARRIED

(b) ICSP Recommendation

Director Bev Gentleman reported that both Sustainability Coordinator Brennan Vogel and Nova Insights Market Research and Consulting have recently shared information on the ICSP with Council. The goals resulting from public input were also established and presented at that time. She added that a draft copy of the plan has been circulated and that the deadline for submission of this document to the Province is March 31. Therefore, to meet this deadline, she advised that a recommendation should go to Council at its March 29th meeting, to ratify its acceptance of the plan. Although another public input session will be held next week, no changes are expected.

Therefore, a resolution (as attached) was presented to CAC at this time and it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

*Recommendation to
Council*

that a recommendation be made to Town Council that Council endorses, and formally adopts, the Kentville Integrated Community Sustainability Plan for submission to Service Nova Scotia and Municipal Relations.

MOTION CARRIED

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell reported that the third quarter utility billings were due in February, the new user fee for tax information was introduced in February and that work is underway with the budget and year end projects.

With revenue (Schedule A attached) and a benchmark of 92% of the budget, overall revenue is below the average, with overall assessable property targets falling short of the budget by \$59,038 due to reassessments. With expenses (Schedule B attached) and the 92% benchmark, expenses are below average, except for those departments which have made annual payments or have purchased items in bulk. With Schedule C (Summary of Outstanding Taxes), 95.7% of the total tax levy has been collected, with an outstanding amount at \$312,954.

With Schedules E and F (Perpetual Investment Fund)

investments total \$13.4 million at cost for the month ended January 2010. Director Crowell further expounded upon the Statement of Reserves and noted that the Fund Manager projects that interest income and dividends will exceed the budget figure of \$500,000 by approximately \$8,000, although capital gains will fall sort of budget.

Following some questions, and further explanations, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the Finance Director’s report be received.

MOTION CARRIED

(ii) Projections

Director Crowell reported that projections to March 31, 2010 at February 28th, 2010 are that the Town should realize a deficit of \$111,500. She added that there may be a reduction in snow and ice removal costs which may somewhat offset this amount.

She reviewed various aspects of the attached report and answered some questions, following which it was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

that the Projections’ Report as of February 28, 2010 be received.

MOTION CARRIED

Points from Discussion

- The high legal costs for defending the Town in the education issue has gravely impacted the amount of the deficit.
- Any potential savings in snow and ice removal will not mitigate the deficit.

(iii) Resolution – Withdrawal – Capital – Various Over-runs

Director Crowell reported that costs for 2009-2010 capital projects ran over budget allocations, as outlined in the capital budget. She identified the projects as being the street sweeper, the storm sewer on Park Street, trails and the float.

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

***Recommendation to
Council***

that a recommendation be made to Council that withdrawals in the amount of \$7,638.10 be made from the Capital Reserve to fund the various over-runs for 2009-2010.

MOTION CARRIED

(iv) Resolution – TBR – Kentville Futures

Director Crowell reported that as the TBR for Land (Kentville Futures) will soon expire, it must be replaced with current authorization, and therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Nola Folker-Hill

***Recommendation to
Council***

that a recommendation be made to Council that Temporary Borrowing Resolution – TBR 06/07-04 for Land (Kentville Futures) be authorized in the amount of \$500,000.

MOTION CARRIED

(v) Recommendation – Insurance Renewal

Director Crowell reported that a contract for general insurance was awarded in 2009-2010, to Macdonald Chisholm Trask Insurance/Frank Cowan Limited for a 3 year term, with the understanding that this firm could be reappointed in years 2 and 3 based on Council's satisfaction.

She also noted that few insurers will now provide coverage for municipal government due to the risks associated with the public sector and the current market situations.

However, the current providers will continue coverage, but there will be an increase in premiums for 2010-2011 to help mitigate the costs.

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

(Note: Mayor Corkum declared a potential conflict of interest and left the meeting at 2:20 p.m. – Deputy Mayor Boyd assumed the Chair.)

***Recommendation to
Council***

that a recommendation be made to Council that Macdonald Chisholm Trask Insurance and Frank Cowan Company be reappointed to provide the Town's general insurance program for the year 2010-2011, with the pricing for the year ended

March 31, 2011, being \$190,474, plus applicable HST.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Beverley Gentleman reported that there were 2 permits issued for February for a total building value of \$1,700, bringing the year to date total to \$15,500. Both permits were for signs.

She outlined the work recently done on the ICSP and that which will be needed to conclude the submission of this document to the Province by March 31, 2010. She added that the Cityview program (for permitting and mapping needs) is very outdated and needs to be replaced and that information is being gathered on the various GIS providers and needs of the Town.

With the FCM Municipal Sustainable Bylaw Collection, she noted that staff has been reviewing those bylaws which support their planning initiatives and may complement the ICSP action plan with energy, transportation and water.

Director Gentleman noted that she attended the FCM Sustainability Conference, which deals with topics such as water conservation, green development policies and climate change adaptation across Canada. Lastly, she listed those meetings she recently attended.

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

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

MOTION CARRIED

(Note: Mayor Corkum returned to the meeting at 2:25 p.m. and assumed the chair)

(ii) Committee Report

Chairperson Pearl was not present, however, it was noted that there was no meeting and nothing to report.

(d) Parks and Recreation

(i) Director's Report

Director Mark Phillips reported that arena operations are winding down and several events have been planned for early spring. The winter programs have been successful (i.e. skating program at the rink with all equipment provided by the Town). With the Ducks Unlimited project, the bridge assembly has been completed and the installation of the abutments for the bridge is expected before March 31st. Some West Main Street oil property assessments were carried out; the RCDA held a meeting; the Farmers' Market year around project has been discussed; the municipal curling challenge was held; and that the VIC welcoming centre is progressing and should open by April 1. He added that parking and signage is being addressed.

The new school continues to take shape; a meeting was held for the Valley Pumpkin Festival; a EMO Flood watch took place during recent heavy rains; and meetings were held for the AB Festival and Farmer's Market. Some software is being investigated for programming and scheduling and this should improve registration, provide payment on line and allow better tracking.

Director Phillips added that with the EMO Flood Watch last weekend, this turned out to be a non-event, but just a water management issue. He had an opportunity to take some aerial photographs of the Town and these can be used to not only identify the flooded areas (at 8.5 meters) but also show the downtown development. He was surprised to be reminded that previous years of flooding also took place in February and early March.

Lastly, he noted the upcoming special events and the new gator which will be used for trail grooming, plowing snow from the pond, watering flowers, etc.

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

that the Director of Parks and Recreation's report be received.

MOTION CARRIED

Points from Discussion

- Two parking spots will be designated on the street (one on Main and one on Cornwallis) with larger vehicles behind the County Office and some all-day parking at the Cornwallis Inn.

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- Signage will be installed.
- Care should be taken to make sure that there is enough money kept in the budget to do pool repairs, as this facility is in need of a lot of work.
- A combination of several items have been considered in the budget reductions for Recreation.
- The DU site was flooded during the weekend, however, the infrastructure is well anchored and shouldn't be damaged with rising water.

(ii) Community Development Issues

Director Phillips reported that:

- Discussions continue with the CAO regarding replacement of the coordinator.
- Some of the issues addressed in the ISCP (i.e. branding) must be continued.
- A business package had been proposed, involving membership to merchants association, with a tracking and registration program.
- For the Farmers' Market, some work is being done on the assessment of the area in the Cornwallis Inn which has been identified for year-around use.

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

that the Community Development Officer's Report be received.

MOTION CARRIED

Points from Discussion

- Members of the Economic Development Committee are concerned about having a replacement for Tiffany Connell immediately.
- Some of the projects like the newsletter, welcoming visits to new companies, etc. should be continued during Tiffany's absence.

(iv) Committee Report

Councilor Nola Folker Hill reported that a meeting will take place on the 18th of March.

(Note: Mayor Corkum vacated the Chair at 2:48 p.m. and the meeting was chaired by Deputy Mayor Bill Boyd.)

(e) Police

(i) Chief's Report

CAO Robicheau noted that Police Chief Mark Mander reported that the February board meeting was cancelled as there was no quorum, but hoped that a meeting can be rescheduled for March. He added that 88 hours have been spent on foot patrol for the month and that the parking enforcement officer has been replaced until March 22. He added some statistical information regarding types of incidents throughout the month.

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

that the Police Chief's report be received.

MOTION CARRIED

Points from Discussion

- Parking Enforcement is being done by an auxiliary member of the Police Department at this time, three times a week, although a constable originally carried out that function.

(Note: Mayor Corkum returned to the chair at 2:52 p.m.)

(ii) Board Report

Councilor Bernie Cooper reported that there will be a meeting on the 25th of this month.

(f) Transportation Services

(i) Director's Report

Director Greg Kehoe has been away on vacation and therefore, a report has not been received. However, CAO Robicheau reported that portable pumps were brought in during the recent flood, and noted that some additional work was required on the catchments for the storm sewer in the Chestnut Avenue area as they had flooded.

Director Kehoe had also been working on the traffic impact report for the new school and the new connector road signals. Work on the regional sewer issues continues, also with the clean-up of the Irving Oil project on River Street. Although the work on River Street has been completed, Director Kehoe awaits a report from Dr. Vigerstad on the remediation of that area.

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

that the verbal report on Transportation Services be accepted.

MOTION CARRIED

(ii) Committee Report

Deputy Mayor Bill Boyd reported that there has been no meeting.

(g) Water Commission

(i) Director's Report

Director Greg Kehoe has been away on vacation and therefore, a report has not been received. However, CAO Robicheau reported that a water capacity report was prepared by Hiltz and Seamone, so as to address the requirements of a proposed business in the industrial park. Water quality and quantity, in both the short-term and long-term was included in the study. CAO Robicheau added that this report will be placed on the Council website.

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

that the verbal report from the Water Commission be accepted.

MOTION CARRIED

(ii) Commission Report

Mayor David Corkum noted that there was a water main break on West Main Street, however, all seems to be well at this time. It took over 16 hours to repair the problem.

(h) Administration

(i) Chief Administrative Officer's Report

CAO Keith Robicheau made reference to his written report and noted that:

- The sale fell through on lot 100 and a site condition report will be received from Dr. Vigerstad to support the sale of this property to another interested party.
- There has been some interest on the property north of Shannex and discussions continue.
- Survey work remains to be done on the larger parcel and library site.
- With the Industrial Park, several meetings have taken place and Dan Dooks of NS Business Inc. has

reported some activity on expansions at the Park.

- Discussions continue regarding the undeveloped land in the Industrial Park.
- Kings Partnership CAOs met last week and a Mayors and Warden's meeting may be scheduled for April before the Partnership Steering Committee meets again. The plan is to try to find a way to move forward on some of the issues, such as recreation and fire.
- At a meeting of Town CAOs, members did a draft presentation for UNSM on amendments to the fair and equitable funding project. A copy was sent from the Town's Caucus meeting and this will be revised, somewhat, and will go forward to the UNSM board.
- Regarding the Joint Fire Services project and the hiring of a full time Fire Chief, he prepared the RFPs for the consulting service. Four proposals received last Friday are being reviewed.
- With the Police Association of NS, a draft agreement has been prepared for the possibility of joint bargaining.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Town Clerk Carol Harmes reported that work continues on the HR Policy review and AMA Committee. She noted that the review of bylaws continues; that the RFPs for Legal Services has been sent out; and that work continues on the Committees of Council Policy.

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

that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(iii) Budget Meeting Dates

CAO Robicheau noted that the Director of Finance has been

preparing information on the budget for 2010-2011 and meeting times and dates should be set for Council's review of the budgets.

It was determined that a meeting would be held on April 15th – 6:30 p.m. until 9:00 p.m. with additional meetings set after that initial meeting.

(c) Friends of the Library – Annual Development Grant

CAO Robicheau noted that the Town identified the \$10,000 allocation to the library, but wanted a financial report. Last week he received their budget, which was revised after the change in site to River Street. He added that this item will be brought to Council at the end of the month.

(d) Angling Act Bylaw – Proposal for First Reading to Rescind

Town Clerk Carol Harmes reported that as part of the continuing review of the bylaws, she has discussed the relevancy of the *Chapter 53 – the Angling Act Bylaw* with the Town's Solicitor. Both concur that there appears to be no need for this bylaw, as fishing licenses are not issued by the municipal unit.

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

Recommendation to Council

that a recommendation be made to Town Council that First Reading be given to rescind *Chapter 53 – The Angling Act Bylaw*

MOTION CARRIED

(e) FCM Conference – May 28-31, 2010

CAO Robicheau reported that information is now being prepared on the FCM Conference which will be held in Toronto this year. In accordance with the policy that the Town has on attendance of this conference, he asked Council to provide the administration department with the names of those interested in attending.

It was determined that Councilors Bernie Cooper, Nola Folker-Hill and Tony Bentley were interested in attending the FCM Conference, along with the Mayor and CAO. These delegates will confirm their attendance and arrangements for travel.

(f) Earth Hour – Resolution

Councilor Eric Bolland noted that Earth Hour will be held on Saturday, March 27th from 8:30 p.m. until 9:30 p.m. and is an initiative to reduce the consumption of electricity by turning out the lights throughout the world.

Therefore, it was the consensus of Council

that the Town of Kentville supports the Earth Hour Project by turning off the ornamental lights in the downtown and encourages citizens to participate in this initiative, as well,

And further

that the attached Proclamation be signed and posted.

MOTION CARRIED

Points from Discussion

- The Town should find out the level of participation for earth hour by calling NS Power.
- Some promotion of this event should be done beforehand.

CORRESPONDENCE

(a) Property Valuation Services Corporation

A letter was received from the Board Chairman, Carroll Publicover, noting that the 2010-2011 budget is \$16,983 million, and that the first quarter invoice should be sent to municipalities before the end of February.

CAO Robicheau reported that since then, the Town has been notified that their portion will be approximately \$94,000.

IN CAMERA

It was moved by Deputy Mayor Bill Boyd

that the CAC meeting adjourns at 4:05 p.m. and that an In Camera meeting be held to discuss litigation.

MOTION CARRIED

CAC RESUMES

It was moved by Deputy Mayor Bill Boyd

that the In Camera Meeting adjourns and that the regular meeting of CAC resumes.

MOTION CARRIED

ADJOURNMENT

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

that the regular meeting of CAC adjourns at 4:27 p.m.

MOTION CARRIED