

Approved – April 10, 2012

# Council Advisory Committee

## MINUTES

### March 5, 2012

#### PRESENT

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

Also present: Finance Director Debra Crowell and Chief of Police Mark Mander.

Absent with approval - Deputy Mayor Mark Pearl and Councilor Bill Boyd (Directors Gentleman and Whynot were out of town.)

#### CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that all members of Council were present (except for Deputy Mayor Mark Pearl and Councilor Bill Boyd who was away on vacation). Missing from Senior Staff members were Planning Director Gentleman and Transportation and Works Director Whynot. Also present were Solicitor MacEwan, Town Clerk Harmes 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 Nola Folker-Hill and seconded by Councilor Eric Bolland

**that the agenda be approved with the addition of:**

***3 (a) Presentation – Phillips Brown.***

**MOTION CARRIED**

#### PRESENTATION

##### **(a) Phillip Brown**

Mayor Corkum introduced Phillips Brown, and extended congratulations to him for winning 2 bronze medals and 2 gold medals recently at the National Special Olympics. Phillip shared some details about the competitions and his success there. He thanked Police Chief Mander for attending and bringing the Nova Scotia flag, as this was an encouragement for him.

#### APPROVAL OF THE

##### **(a) Minutes of February 13, 2012**

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**MINUTES**

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

**that the Minutes of February 13, 2012 be approved as circulated.**

**MOTION CARRIED**

**BUSINESS ARISING FROM MINUTES/OLD BUSINESS**

**(a) KCDL Update**

CAO Phillips reported that although Lindsay Young continues to work with this group, no funds have been released at this point. As part of the information-gathering process, he added that a meeting has been scheduled with the Development Officer from the Spring Garden Road Association to discuss how their organization works.

**(b) EKCC / VIC Update**

CAO Phillips reported that Lindsay Young is working on the measureable outcomes for the joint operation of the Visitors' Information Centre and Eastern Kings Chamber of Commerce. She has met with the County of Kings regarding their financial contribution towards this operation and it appears that their main concern has been that if the bus stop is moved, then it should be in the vicinity of the Municipal Building to better serve their customers. One of the conditions made by EKCC was that the bus stop be moved from its current location.

**(c) Webster Court/Justice Way Update**

CAO Phillips reported that Director Whynot has approached the County office and has had a favourable response regarding the use of the property (for a parking lot) which had been previously designated for the new library location, and more information will follow on this project.

Points from Discussion

- It will be important to have this additional parking in place for the busy summer season,
- More information will be available at the next CAC meeting.

**DEPARTMENTAL REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(i) Director's Report**

Director Debra Crowell noted some highlights from the department:

- Third-quarter utility bills were due on February 24.
- Transitional work for new banking services is underway.
- Town budgets and year-end prep work is being done.
- Capital projects are being completed and various funding

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sources are being tapped.

- T4s have been issued on February 27.

She added that with a benchmark of 92%, Schedule A (Revenue) is reporting below average at 89.7%; Schedule B (Expenditures) is reporting slightly lower at 87.7%, although some departments are reporting over; With Schedule C (Summary of Outstanding Taxes), 97.8% of the current year's taxes have been collected; with Schedules E and F (Perpetual Investment Fund), she noted that the total market value of the investments is \$13,594,357, total combined income was \$474,832 and the budget target of \$750,000 (combined) will be met.

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

**that the report from the Director of Finance be received.**

**MOTION CARRIED**

**(ii) Projections**

Finance Director Debra Crowell noted that a lengthy report has been distributed to Council members which indicates that the Town could realize a surplus of \$74,200.

The Director expounded on the status of each account, following which it was moved by Councilor Tony Bentley and seconded by Councilor Nola Folker-Hill

**that the Projection Report be received.**

**MOTION CARRIED**

**(iii) Withdrawal – Town Operating Reserve - \$230,800**

Director Debra Crowell reported that the 2011-12 Operating Budget provides for a withdrawal of \$230,800 from the Operating Reserve Fund – General Allocation, to assist in offsetting the recent settlement of a collective agreement with PANS. She noted that following this withdrawal, the balance of the reserve will be \$314,733.

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

***Recommendation to Council***

**that a recommendation be made to Town Council to approve the withdrawal of \$230,800 from the Town of**

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**Kentville’s Operating Reserve to partially offset the recent settlement of a collective agreement.**

**MOTION CARRIED**

**(iv) Withdrawal – Capital Reserve - \$44,685.33**

Director Deb Crowell reported that some capital projects (i.e. ornamental lights, IT training and planning items) ran over the budget allocations in the 2011-12 budget, and as a result, a withdrawal is required from the Capital Reserve - General Allocations.

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

***Recommendation to Council***

**that a recommendation be made to Town Council that a withdrawal of \$44,685.33 be approved from the Capital Reserve to fund overruns.**

**MOTION CARRIED**

**(b) Planning and Development**

**(i) Director’s Report**

CAO Phillips reviewed the report from Director Bev Gentleman and noted that there were 2 permits for February, with a building valuation of \$100,000, thereby increasing the yearly total to \$197,500. In addition, he pointed out the following issues:  
Blackberry Ridge - Work continues with Mr. Oulton and his engineers to ensure compliance with the street construction.  
SD Bylaw Amendments – Second Reading was held regarding amendments to the Primary Services (paving, installation of curb and gutter) to allow this responsibility to be resumed by developers.  
Kings 2050 – A website will be launched next month to include interactive content, forums, maps, videos, twitter and a blog. Background reports will also be posted. The Public Engagement Strategy on the Visioning Process should be received soon and coordination with the Climate Change Action Plan is being considered as part of the Kings 2050 project.  
Salvation Army Expansion – Second Reading was held to approve the Development Agreement and a notice was placed in the paper regarding appeals.  
Colliers International – Catherine Baillie of Colliers reported a disappointing lack of interest in the River Street property, although a follow up will continue with two contacts who have expressed interest. More marketing options are being explored.  
Industrial Lands Study – a catalogue of the property in the Industrial Park is being prepared as part of a needs assessment.

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Environmental Advisory Committee- Members are planning to hold information workshops at the upcoming Home Show at the arena.

MPS Review – Staff continues the review of the MPS and LUB and the documentation of items for the Review Committee.

Director Gentleman also identified a number of meetings in her report, which she attended over the last month.

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**

**(c) Environmental Advisory Committee**

**(i) Chairman’s Report**

Chairman Eric Bolland reported that there has been no formal meeting since last reporting, however, a sub committee has been meeting to organize the information to be presented at the Home Show in April.

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

**that the report from the Environmental Advisory Committee be received.**

**MOTION CARRIED**

**(d) Parks, Recreation and Community Development**

**(i) Director’s Report**

CAO/Director Mark Phillips reported that:

- The Home Show will be on April 20, 21, 22 this year.
- The World’s Largest Garage Sale will be on April 28th
- A Cheerleading Event, SPCA Flea Market, TOPS Convention, the RCMP Band, and the Picker Event are all scheduled for the arena.
- A March Break Camp is being offered for children 5 to 12 years old at the Recreation Centre.
- Gym times continue to be scheduled at the new KCA gym and the snow-shoe program continues, weather permitting.
- The Friends of the Library continue to meet, recruitment of new members is underway and the Rotary Club has expressed an interest in helping this group.
- The Rotary Club will have a special meeting on March 24 – 8:30 a.m. until 12:30 at the Fire Hall, to gather information on community needs projects for the future.

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- This year’s AB Festival is celebrating its 80<sup>th</sup> birthday.

It was moved by Councilor Nola Folker-Hill 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**

A report from the Community Development Coordinator, Lindsay Young, outlined a number of activities she has addressed over the past month. Some highlights were:

- KCDC – A meeting is scheduled for March 12.
- Kentville Retail Group – At the February 29<sup>th</sup> meeting, plans were made to have a joint advertising campaign and promotional booklet; membership continues to increase and attitude remains positive.
- Hotel Study – Funding may be available in April for this study and a meeting with Pacrim Hospitality was positive.
- KDCL – Work continues in creating a sustainable business model, with some research undertaken. A meeting has been scheduled with the Spring Garden Road Association. Hopefully a draft model will be available by mid March.
- VIC – A meeting was held on March 1<sup>st</sup> with AVCC reps and the Finance Director from Kings County. Work continues on finding an alternate bus stop for Kings Transit in Kentville.
- NS MCED Network – The NS Municipal Community Economic Development Network will meet in Kentville on March 9<sup>th</sup>.
- CIP – Great Places in Canada Program Ducks Unlimited campaign has ended and the winning sites will be announced in April.

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

**that the report from the Community Development Coordinator be received.**

**MOTION CARRIED**

**(iii) KCDC Chairman’s Report**

Mayor Corkum reported that he attended a meeting with the Pacrim Group. (They arrange for the development of hotels in various

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areas.) Representatives made it clear that a feasibility study is a required first step in this project, however, following that, they would be interested in working with the Town, if the study indicates the need for such a development here.

He added that the next meeting of KCDC will be held on March 12<sup>th</sup> and it appears that the Town's offer to KDCL (\$15,000) was received as reasonable by this group.

**(e) Police Report**

**(i) Chief's Report**

Police Chief Mark Mander gave a power point presentation on the crime statistics. He noted that crimes are broken down into various categories for this presentation, and gave the following statistics:

There were 67 assaults in the Town during the last year, 5 sexual assaults, domestic violence has increased, crimes against property - 29 in 2011, frauds - 39 in 2011, thefts - 124 last year, 105 charges were laid for the violation of breaches. There were 6 weapon offences, 66 drug offences, 71 mental health complaints investigated, 2 sudden deaths, liquor act offences were 112 and 41 impaired drivers. He added that August was the busiest month and Fridays were the busiest days of the week. He added that the most active areas for policing are downtown and north Kentville, with the subdivisions generally very safe, with only a few incidents.

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

**that the report from the Chief of Police be received.**

**MOTION CARRIED**

**(ii) Board Report**

Councilor Bernie Cooper had nothing further to report.

**(f) Transportation Services**

**(i) Directors Report**

Director Whynot reported on the status of his budget, noting that snowfall, with resulting snow and ice removal costs, are still a reality. He added that the preliminary capital budget is 90% complete. With the Regional Sewer System, the next meeting is scheduled for March 22 and this will involve governance of the system. Upgrades to RG6 lift station on West Main Street should be starting soon.

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

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

**MOTION CARRIED**

**(g) Water Commission**

**(i) Directors Report**

Director Whynot noted that water quality continues to be within the acceptable limits; a leak detection program has isolated a number of leaks and an old water main on West Main Street has been taken out of service. Meters may be installed to divide the distribution system into smaller zones to better locate future breaks more quickly, especially in cases where the water doesn't immediately come to the surface.

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

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

**MOTION CARRIED**

**(ii) Commission Report**

Mayor Corkum had nothing further to add.

**(h) Administration**

**(i) Chief Administrative Officer's Report**

Highlights not previously mentioned were:

- AV Regional Industrial Park – Land purchase from NSBI is being considered and further discussion will take place at an upcoming KPSC meeting.
- KPSC – A meeting is schedule for March 8<sup>th</sup>.
- KDCL – Work continues on a financial model to support proposed operations.
- Joint Fire Services Committee – A meeting was held on Feb. 28 and a review is being planned for the Walsh Report.
- Kings Transit Authority is reporting a \$48,381 deficit on their operating budget.
- PANS Agreement – The award was issued on February 20<sup>th</sup> and retro pay is being issued.
- CUPE Agreement – A meeting was scheduled for March 6<sup>th</sup> with a second one scheduled for March 15<sup>th</sup>.
- Operating and Capital Budgets – Draft budgets are being prepared for the two scheduled meetings – April 12 and May 1.

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

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

**MOTION CARRIED**

Points from Discussion

- The UNSM Task Force Regional Meeting will be held in Kentville on April 19 at 7:00 p.m. and Mayor Corkum asked if Council could reserve that date.
- UNSM asked the Justice Department if Minimum Policing Standards can be made available to municipalities, if requested.

**(ii) Town Clerk's Report**

Clerk Harmes reported that an unusually busy month for meetings has created a great deal of work; work continues with the electronic voting project with contracts being reviewed and a bylaw being prepared for approval. A series of workshops for staff and councillors has been arranged with the town's solicitors, and a training session for staff on the Outlook program will take place on March 13<sup>th</sup>.

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

**that the report from the Town Clerk be received.**

**MOTION CARRIED**

**(i) Council Reports from Workshops and Conferences**

none

**NEW BUSINESS**

**(a) Returning Officer's Report Re. Polling Divisions**

CAO Phillips reported that the Returning Officer has identified the polling divisions for the upcoming election along with the location of the mobile polls.

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 the polling divisions and mobile polls be established for the 2012 Municipal Election, as identified by the Returning Officer.**

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**(b) Chapter 92 – Valley Region Solid Waste-Resource Management Bylaw**

CAO Phillips reported that both the completed version of the bylaw and the working copy (with the revisions) have been presented to Council prior to this meeting. He gave a summary of these amendments, noting that most provided clarification, involved the rewording and renumbering of sections, and introduced some new concepts and terminologies. With so many revisions, it was necessary to create a new document, and this is now being brought to Council for adoption.

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

***Recommendation to Council***

**that a recommendation be made to Town Council that First Reading be given to adopt Chapter 93 – Valley Region Solid Waste-Resource Management Bylaw.**

**MOTION CARRIED**

**(c) Appointment of Traffic Authority**

Clerk Carol Harnes reported that the MGA allows for the appointment of a Traffic Authority by Council and as the newly hired Director of Transportation and Works is qualified and prepared to assume these duties, she recommended his appointment.

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

***Recommendation to Council***

**that a recommendation be made to Town Council that the position of Traffic Authority, previously held by Hal Henderson, be revoked, and that the current Director of Transportation and Works – Fred Whynot P.Eng. - be appointed to that position, pursuant to Subsection 86-6 of the Motor Vehicle Act.**

**MOTION CARRIED**

**CORRESPONDENCE**

**(a) Annapolis Valley Health – Request for Funding**

CAO Phillips reported that a letter from this organization requesting funding of \$100,000 towards the Family Practice Residency Program was received, and as there were a number of unanswered questions, staff has written a letter seeking this information. Although this has not yet been received, it was moved by Councilor Bernie Cooper and seconded by Councilor Eric

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Bolland

***Recommendation to  
Council***

**that a recommendation be made to Town Council that the request (and subsequent information) from Annapolis Valley Health, regarding funding for its Family Practice Residency Program, be directed on to the budget process.**

**MOTION CARRIED**

**(b) People Worx – Request for Funding**

CAO Phillips reported that this letter from People Worx identified the number of programs that their operation currently offers and asked if the Town would consider a grant of \$5,000 to offset some costs associated with the programming. The Executive Director noted that 30% of the clients served each year are Town residents.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

***Recommendation to  
Council***

**that a recommendation be made to Town Council that the request for funding in the amount of \$5,000 from People Worx, be considered during budget negotiations.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourn at 3:20 p.m. to go In Camera to discuss Contract Negotiations for CUPE.**

**MOTION CARRIED**