

COUNCIL ADVISORY COMMITTEE

May 25, 2009 – 3:30 p.m.

PRESENT

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

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

CALL TO ORDER AND ROLL CALL

Mayor David Corkum brought the meeting to order at 3:30 p.m., and CAO Keith Robicheau reported that all Council members were present.

NOTE

“Points from Discussion” below show various comments made by individual councilors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

APPROVAL OF THE AGENDA

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

- **that the agenda be approved with:**
the addition of Item 6 (a) 2 – Self Service Site
- *the movement of Library - Negotiations to In Camera – Item 9 (b)*
- *the movement of Library - Site Location to 6 (aa)*

MOTION CARRIED

APPROVAL OF THE MINUTES

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

that the Minutes of April 27th, 2009 be approved as circulated

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS None

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**DEPARTMENTAL
ISSUES**

(a) (a) Library

CAO Robicheau reported that correspondence between the Friends of the Library and himself asked that the Town and the County separate the issue of their funding towards the new library project, from the site of this facility. He noted that discussions have taken place with the County regarding joint ownership of the facility, capital and operating funding and a formula to establish these.

The County CAO had taken this concept to County Council, however, members were not prepared to change their status, that being that they would provide the land for the library, but the appraisal price of the land would be factored into their contribution to the capital costs of the building.

Frances Shagan expressed her preference that the site be approved and then later negotiations carried out between the Town and County to establish funding for both operating and capital costs. With the anticipated delays in establishing a site, the Friends of the Library are unable to move forward, and with this stall, she feels that momentum is being lost and volunteers are losing enthusiasm. She expressed concerns that the project will be lost with these delays, as the energy and commitment cannot be sustained.

Points from Discussion

- There are other funding partners for this project.
- The Town had preferred to have the formula for funding by both units established prior to the beginning of construction.
- The Town has been operating the library, at its total costs for the last 50 years, and it's time that the County makes a contribution towards the use of this facility by its citizens.
- Over 50% of the current patrons at the library live in the county.
- The capital contributions have not yet been determined, however, the Friends of the Library had anticipated an equal contribution from the County and the Town.

PRESENTATION

(a) Investment Advisory Committee

Some time ago, Council asked if members from the Investment Advisory Committee would attend a meeting to bring information regarding the performance and expectations of the Perpetual Funds. In attendance, along with Finance Director Debra Crowell, were Chairman Ron Gerrard, Advisor

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John Calpin and Janet Spence (the Fund Manager from National Bank). It was noted that in addition, Councilor Mark Pearl and Councilor Bill Boyd sit on that committee.

Ron Gerrard thanked Council for the invitation to attend this meeting,

Points from Presentation

- Janet Spence manages this non-discretionary management fund.
- She makes recommendations to the committee, where 2 out of 3 members must agree in order to proceed.
- Each month the committee reviews the performance of the fund, as it relates to the budget, both in dollar value and percentages.
- There is a performance procedure which directs the committee to invest in only certain things – all Canadian.
- The ratio of investments must be kept in line with the mandate for the funds.
- Management fees are also reviewed each month.
- In spite of the downturn in the economy, the fund has performed quite well.
- Seventy percent of these funds is invested in fixed income and 30% in equities.
- It is the Committees responsibility to ensure that the funds operate well, however, it is the Town's responsibility to maintain the fund.
- Reliance by the Town on capital gains has increased substantially and may eventually "eat into" some of the principle.
- Capital gains should not be counted as regular revenue, but should be used only if unexpected expenditures arise.
- Over \$200,000 has been taken in capital gains over the last few years.
- The \$10 million fund must include inflation and when capital funds reduce this amount, this may erode the principle.
- The citizens of the Town have taken \$6.7 million from the fund already - \$556,000 in capital gains and the rest is the income - \$6.2 million.
- In order to have a perpetual fund, there must be a capital base to generate the funds.
- This committee is very cohesive and represent the fund

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very well for Town citizens.

- Funds from other peer groups have not performed well last year, with capital gains very low and large losses on some bonds.
- The committee keeps the funds very simple with no exotic funds incorporated.
- The funds are governed by very well thought-out guidelines.
- The Town has been well rewarded with a lower tax rate and excellent services.
- There has been a great challenge in finding bonds with good annual yields.
- A recent change in the policy allows the purchase of corporate bonds and more flexibility.

**DEPARTMENTAL
ISSUES**

(a) Finance

**(i) Report and Recommendation - Policy Statement
Non-Sufficient Funds (NSF) Cheques.**

Director Crowell reported that as a deterrent for customers writing NSF cheques, the administrative fee should be increased to \$20 per cheque per occurrence. She added that Section 49 (1) (a) of the Municipal Government Act allows for the implementation of this charge and drafted a policy for Council's consideration.

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

*Recommendation to
Town Council*

**that a recommendation be made to Town Council
that the Policy Statement NSF Cheques be approved.**

MOTION CARRIED

(ii) Self-Service Site

Councilor Nola Folker-Hill brought forward the issue of the self-service site set up by the Town regarding payroll, and urged all councilors to participate in this process, as it saves the generation of a statement each week.

(b) Planning and Development

No issues

(c) Fire Department

No issues

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(d) Parks and Recreation

(i) Update

Director Mark Phillips informed Council that the play apparatus for Bonavista Park has been received, but is presently being held at Memorial Park and will be installed as time permits. It will not be large and overbearing to the landscape. He added that the expenditures for this apparatus has been included in the previous capital budget. Also, a swing set will be replaced at Oakdene Park.

Recycled shingles are being used on trails and playgrounds and the Parks and Recreation Department will consider that as an option, if the need arises and its feasibility is proven. Lastly, he noted that as an attempt to educate the public, some publicity should be done for the *Non-smoking in Town Recreation Facilities Bylaw*.

(e) Police

(i) Parking Meters

CAO Keith Robicheau noted that he has been trying to accumulate information from other municipal units and hopes to have a report for Council by the end of June. However, a survey with the local businesses may not be ready at that time, nor will the feasibility analysis be completed.

Points from Discussion

- Although the issue of parking meters has created some concerns in the business community, the installation of parking meters can have a positive effect by helping to ensure regular turnover of parking spaces.
- There will be an income stream from these meters.
- The “political will” to install parking meters may not exist.
- There will be a large initial cost for installation.
- Director Greg Kehoe suggested that an analysis for parking should be on a larger scope, not just meters, but whether or not there is a need for additional spaces. This should be conducted by a company with expertise in this issue.
- Our current bylaw enforcement officer is doing a great job with parking.

(d) Transportation Services

(i) General Update

- Director Kehoe gave an update on the work being done around Town, with some patches

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and centre line painting underway.

- After June 8th, some milling will be done.
- Capital Works projects should close for tender on June 4th and a recommendation should come to Council on June 10th.
- Contractors continue working on the Kentville Futures Site.
- A road was envisioned as running along the top of the dyke.
- The water leak detection program found 8 leaks.
- The next Transportation Services meeting will take place on June 9th at 4:30 p.m.

(ii) Sanitary Capital Budget

Director Kehoe presented a report and recommendation on the 2009-2010 Sanitary Sewer Capital Budget. He noted the Regional Sanitary Sewer treatment plant is operated by the County of Kings, with costs for sewerage collection and treatment shared between the County, Kentville and New Minas.

He further noted that 3 capital projects (School/Glenview Avenue, Nichols Avenue and River Street) were added together to get a better price, bringing the total amount to \$245,000. He recommended this through the 5-year capital budget attached.

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

***Recommendation to
Town Council***

that a recommendation be made to Council that the 2009 – 2010 Sanitary Sewer Capital Budget be approved in the amount of \$245,000.

MOTION CARRIED

(f) Kentville Water Commission

No issues

(g) Administration

(i) Library Site - moved to 6 (aa) and to 9 (b)

(ii) Blackberry Policy

CAO Keith Robicheau introduced a policy statement to members of CAC . In this, it was noted that any employee

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requiring a BlackBerry, must receive approval from his or her Director. Each application will be reviewed by the Finance Director and approved by the CAO.

The CAO added that this summer, the Town will move to a new system, known as the BlackBerry Enterprise Server. This will mean that only one email address will be accessible from the BlackBerry device. This system is recognized as a standard. The NS government passed the Personal Information International Disclosure Protection Act and that legislation means that public bodies must store its information and access its information only in Canada. Therefore, care must be taken when traveling in the United States, not to put the municipality at risk should the device be seized by US Homeland Security and found to contain sensitive information.

The proposed policy sets out a section on the appropriate use of a BlackBerry to ensure that the connection and correspondence is secure.

At this time, the Chief Administrative Officer advised that each member of Council review the policy and be prepared to discuss it further at the CAC meeting in June.

Points from Discussion

- The BlackBerry used as an email device is addressed in this policy, not its use as a telephone.
- With only 1 address on the BlackBerry, it might be necessary for Council members to carry two BlackBerries.
- Introduction of 2 addresses may not be technically possible.
- Use of a personal BlackBerry for Town business would create problems with security.
- Use of the Town's BlackBerry for personal use will show a Town of Kentville address.
- These types of security concerns would also affect laptops which might mean carrying two laptops and two BlackBerries. This is not reasonable.

ADJOURNAMENT

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

that the meeting be adjourned at 5:10 p.m. for dinner.

MOTION CARRIED

**MEETING
RESUMES**

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

that the regular meeting of Council Advisory Committee resumes at 5:45 p.m.

MOTION CARRIED

(iii) Future of Webster Court (Scheduling and Discussion)

At a recent meeting of Council, it was noted that another new business has moved to the Webster Court area, and it might be an appropriate time to review the vision for this part of Town. A report prepared by the Planning and Development Department in 2002 provided a pictorial vision of this street.

Mayor Corkum noted that Kentville Community Development Officer Tiffaney Connell has been talking to people on Webster Street regarding its future, and further notes that there is some capital work proposed in next year's budget.

The information from the area residents should be gathered soon and Council should then meet with Ms. Connell when this is done.

NEW BUSINESS

CORRESPONDENCE

(a) County of Annapolis (Tartan Day and Recognition of Maple Leaf Tartan)

A letter from Warden Newton asked other municipalities to consider the initiative of the Federation of Scottish Clans in having a national recognition of Tartan Day and the Maple Leaf Tartan. The purpose of this is to enhance public awareness of the contributions made by generations of Scottish people in Canada.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

*Recommendation to
Town Council*

that a recommendation be made to Town Council to support the initiative of the Federation of Scottish Clans in Nova Scotia to have the Federal Government declare April 6th annually as Tartan Day and the Maple Leaf Tartan recognized as Canada's "National Tartan."

MOTION CARRIED

IN CAMERA

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

that the regular meeting of Council Advisory Committee adjourn at 5:50 p.m. to go “In Camera” to deal with land negotiations. (Shannex and Library Site)

MOTION CARRIED

ADJOURNMENT

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

that the In Camera meeting adjourns, and that the regular meeting of Council Advisory Committee reconvenes and then adjourns at 7:50 p.m.

MOTION CARRIED