

APPROVED – June 13, 2011

Council Advisory Committee

MINUTES

May 9, 2011 – 1:30 p.m.

PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Mark Pearl, Interim CAO Mark Phillips, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

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

Regrets – Councilor Eric Bolland

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and Interim CAO Phillips reported that all members of Council were present except for Councilor Eric Bolland

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 Tony Bentley and seconded by Councilor Bernie

that the agenda be approved with the addition of:
3. City of Tampa
7 (d) Spring Workshop
7(e) Derelict Vehicle

MOTION CARRIED

PRESENTATION

(a) City of Tampa

Councilor Mark Pearl had recently attended a city council meeting in Tampa and met Mayor Bob Buckhorn, who was impressed to see both he and Deputy Mayor Boyd in attendance. He presented the Mayor with a hat to help his golf game.

APPROVAL OF THE MINUTES

(a) April 11, 2011

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

that the Minutes of April 11, 2011 be approved as

APPROVED – June 13, 2011

circulated.

MOTION CARRIED

**BUSINESS ARISING FROM
THE MINUTES**

(a) Friends of the Library

Interim CAO Phillips reported that a letter dated April 22 from this organization identified the amount of \$250,000 payable by the Town as its municipal share of the building construction. The value of the land being donated is included in this amount.

The Friends of the Library asked that the Town prepare an agreement identifying the terms and conditions of its commitment along with a contribution of \$6,750 to be used for a fundraising feasibility study along with other items like insurance, PR materials, etc.

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

that this issue be addressed during budget deliberations.

MOTION CARRIED

(Note: It was agreed that the issue of a need for a feasibility study be explored.)

(b) CPI Increase – Statistics Used

At a previous meeting of Council, a question arose regarding the statistics used to determine the annual cost of living for non-bargaining staff. Finance Director Crowell explained that the cost of living increase is based on the average consumer price index for the province and is the average of each month from March of the prior year, the February of the current year, as posted by Stats Canada.

Director Deb Crowell reported that the cost of living formula is part of the personnel policy and has been approved by Council. This dictates that the statistics from March of the previous year to February the following year, averaged over the year. This period is used as it would provide the most up-to-date statistics prior to reporting to Council with a recommendation. In the past, a particular month was chosen and this was not always indicative of the cost of living for the year.

The blip in the statistics in June related to spiked costs of

APPROVED – June 13, 2011

some goods and any number of items could have affected that percentage.

(c) KCDC Action Plan

Interim CAO Phillips reported that at a previous meeting, concern was expressed regarding the recruitment of new business to the downtown area, and it was noted that the Kentville Community Development Committee has prepared an Action Plan to address this issue.

He added that this plan has been posted to Council's website and it identifies a number of goals and objectives and this is further broken downtown to an Action Plan with time lines.

Mayor Corkum stated that there have recently been 3 new businesses open in Town and the Town has visited these companies with a welcoming gift.

(d) Visitor's Information Centre

Interim CAO Phillips reported that the County has agreed to support this centre until next fall, so it will be business as usual this year, but some changes might be in store in for next year.

Mayor Corkum felt that the future might see a more regional type of visitor's information centre and it makes sense to work together to promote the whole area.

Points from Discussion

- The lease at the current VIC location is in the name of Destination Southwest Nova
- Southwest Nova has negotiated a month-to-month lease.
- The Town has committed finances toward this joint project, equal to last year, but to the end of October.
- It appears that DSWN will move their offices from Kentville.
- The old Kings Transit terminal might serve as a VIC and the Town could approach the County on a possible partnership.

(e) Interview Time Schedules – CAO Applicants

Mayor Corkum stated that as the applicants for the CAO position are from current staff, he felt that all members of Council might wish to be part of this selection process.

APPROVED – June 13, 2011

He suggested that there would be two stages – one to interview the candidates and another to have the Finance and Administration Committee negotiate the terms of the contract for the CAO. It was agreed that the interviews would be scheduled between 4:30 p.m. to 8:00 p.m. on May 19th and that dinner would be brought in.

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

Recommendation to Town Council

that a recommendation would be made to Town Council that Deputy Mayor Bill Boyd, Councilor Mark Pearl and Councilor Nola Folker-Hill be appointed to the Finance and Administration Committee to negotiate a contract for the CAO position.

MOTION CARRIED

DEPARTMENTAL REPORTS

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

Director Crowell noted that the 4th quarter utility billings have been mailed and that the interim tax bills are due May 31, 2011; work is underway for the year end process, the audit will begin on May 24; the Sanitary Sewer Area Service expects to post a surplus, as does the Kentville Water Commission and the Town's Operating Fund. Work on the budget is progressing and 3 meetings have been scheduled for this purpose.

She noted that with Schedules A and B (Revenue and expenses) figures are not available at this time, nor are figures on Schedule C (Summary of Outstanding Taxes) as the due date has not arrived. However, figures for Schedules D (Sanitary Sewer Area Service – quarterly report) and Schedules E and F (Perpetual Investment Fund) are available. With Schedule D, and based on a 100% benchmark, revenue is reporting under budget due to a decrease in water consumption which is tied to the sewer billings; The expenses are under the benchmark, however \$40,000 has been transferred in the capital reserve for future. At this point, the Sanitary Sewer Area Service is reporting a current \$32,645 surplus, however, this may change as the year-end process is complete.

With Schedules E and F, the Balance sheet as of March 31

APPROVED – June 13, 2011

shows investments totalling \$12.9 million (at cost) and \$12.7 at market. The Statement of Reserves shows net interest at \$308,737, dividends totalling \$158,183 and distributions equalling \$25,920. A full report of this fund was attached for reference and review.

Following some questions, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Bernie Cooper

that the report from the Director of Finance be received.

MOTION CARRIED

(ii) Withdrawal – Equipment Reserve – Public Works

Director Debra Crowell reported that equipment for transportation purposes, as allocated in the 2010-2011 capital budget, has recently arrived and requires funding from the Equipment Reserve. She added that following this withdrawal, the balance remaining in that reserve fund would be \$19,204.62.

Therefore, 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 to approve the withdrawal of \$16,529.25 from the Equipment Reserve to fund the purchase of transportation equipment in 2010-2011.

MOTION CARRIED

(iii) Debenture Funding – Wellfield Development

Director Debra Crowell reported that a debenture will reach its maturity in the near future and should be renewed. This relates to borrowing on behalf of the Water Commission in 2001 for a 20 year period, which now requires long term borrowing for the remaining 10 years.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Bernie Cooper

Recommendation to Town Council

that a recommendation be made to Council that the attached Pre-approval of Debenture Issuance be approved as follows:

APPROVED – June 13, 2011

Wellfield Development (Phase 1) TBR 00/01-01 \$1,207,000

MOTION CARRIED

Points from Discussion

- There may be some savings with reduced rates.

(b) Planning and Development

(i) Director's Report

Director Gentleman reported that there were 13 permits for April with a total building value of \$408,400, thereby bringing the yearly total to \$1,463,000.

She added that Webster Court business owners met with Town staff to discuss some of their concerns for street improvements, parking and traffic flow. With the Environmental Advisory Committee, several policies are being drafted that relate to issues such as water bottle use, Styrofoam product use and “greening” municipal vehicles.

With the CP Lands, she noted that contact has been made directly with some of the commercial brokers, to discuss the sale of the remaining lands at the Kentville Futures Site. Colliers International is preparing a draft sales agreement.

With the Purchase and Sales Agreement for the Belcher Street property, efforts continue with the individual interested in purchasing this property, and more will follow in the In Camera meeting, following this one.

Lastly, Director Gentleman noted the number of meetings she has been attending, following which, it was moved by Councilor Mark Pearl and seconded by Councilor Nola Folker-Hill

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

MOTION CARRIED

Points from Discussion

- With the Webster Street improvements, there was a good turnout and parking and traffic seemed to be a priority. The flow of traffic was discussed.
- The destination of Leon's and the liquor store from downtown are uncertainties at this point.

APPROVED – June 13, 2011

(c) Parks and Recreation

(i) Director's Report

A report from Director Phillips noted that the Home Show was an outstanding success with over 70 vendors; the arena energy retro-fit program has been completed with an estimated power savings of 70% when compared to previous bulbs; seasonal staff has returned and the parks and green spaces are being cleaned and maintained; the Rotary Clock bases should be installed, following which the clock itself will be erected council and staff had a tour of the new KCA school on May 2nd and work continues on other aspects of this project; the Friends of the Library has announced funding from the county of \$250,000 and has asked that the town formalize an equal contribution towards the capital costs of the new library; positions are being filled for the summer programs;

Lastly, he listed the events and meetings recently attended.

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

Points from Discussion

- Getting rid of the clean-up debris from recent storms has become a problem, as Valley Waste has introduced tipping fees.
- The dug-outs will be replaced within the month.

(Note: Councilor Pearl offered to approach Valley Waste regarding revisiting the policies that relate to tipping fees and clean-up following windstorms. He will report back to Council.)

(ii) Community Development Issues

Director Mark Phillips reported that Tiffany Connell has recently left her position with the Town and Lindsay Young has been appointed the Interim Community Development Coordinator and will carry out these duties.

The Farmers' Market will begin on May 25th and run until December, and lastly the Kentville Connection is at the printers and should be available for circulation by May 13th.

APPROVED – June 13, 2011

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that a special budget meeting will be held with commission members on May 16; foot patrols last month should 48 hours, compared to 73 in 2010 and 72 in 2009. He also added some statistics, pointing out that there had been 360 calls to dispatch in April and 91 parking tickets issued.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- Councilor Pearl wanted his congratulations to be taken back to the police members on the professional and successful apprehension of those individuals who robbed a pharmacy recently.
- Many of those individuals apprehended for slashing tires on vehicles in the north part of Kentville were youth.
- Sometimes older adults are responsible for vandalism damage, as well.

(ii) Board Report

Councilor Bernie Cooper reported that there will be a budget meeting on May 16th.

(e) Transportation Services

(i) Director's Report

Interim Director Hal Henderson reported that PW crews have been busy with street cleaning and maintenance to crosswalks and streets. Gordon Dolliver, the new mechanic started employment on May 4th and Leroy Cavanagh will retire at the end of May.

Work continues on the capital projects and grubbing and chipping has taken place in the Industrial Park for the new Superior Propane site; tipping fees are being charged by Valley Waste for the various waste bins around Town and work continues with the Sanitary Sewer Budgets and with this, it appears that Kentville's charges for the Regional Sewer System are reduced from last year.

APPROVED – June 13, 2011

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

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

MOTION CARRIED

(f) Water Commission

(i) Directors Report

Interim Director Hal Henderson reported that a Commission meeting was held on March 15th; webpage updates have been done and an audit has been completed by NS Environment.

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

that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Dave Corkum reported that Hal Henderson has returned temporarily and a permanent replacement will be hired. Mr. Henderson's position as a citizen appointee on

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

Interim CAO Mark Phillips reiterated some items on his written report, attached, noting that:

- The capital and operating budget work is proceeding.
- Senior management are reviewing budgets and he thanked the members of SAC for supporting his leadership during this time.
- The KPSC Interim, Jeannette Lye, has been hired and the priorities are being revisited.
- Kings RDA – Phase 1 of Industrial Park lands assessment was presented last week and the Planning Dept has taken place – Phase 2 has begun.
- Joint Fire Services will meet on May 24th and discussions on the provision by the Town of financial services to the KVFD will become a source of revenue to the town.
- PANS – Kentville initial session took place on May 2 and some changes have been recommended.
- CUPE – a new mechanic has been hired, however, there is nothing to report on the union bargaining.

APPROVED – June 13, 2011

- He also listed the number of meetings on which he has participated.

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

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

MOTION CARRIED

Points from Discussion

- The KPSC Intern will deal with the recreation cost sharing formula as it relates to regional facilities.
- The position is for 1 year and other duties have not been established at this point in time.
- The KPSC members have indicated an interest in returning to the table, although some of this type of work has crossed over into the Mayors, Warden and CAOs meetings.
- It is important to start this organization again and to set up a schedule of future meetings.
- The current shortage and change of CAOs throughout the area may make it difficult to begin meetings.

(ii)Town Clerk's Report

Town Clerk Carol Harnes gave a verbal report that she continues to review policies and bylaws for their relevance to the Town's operation and one will be coming forward later on the agenda. Other work continues with research and the preparation and filing of documents with the Province (i.e. Traffic Authority, FOIPOP, etc.). She also reminded members of Council of the upcoming UNSM Spring Workshop and the annual FCM Conference.

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

that the verbal report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Reappointment – Engineering Consultant Services

A report prepared by the Town Clerk identified the need to re-appoint consulting engineers for the Town of Kentville, as this item had been missed last fall. She pointed out that

APPROVED – June 13, 2011

the current consulting engineering firm, Hiltz and Seamone continues to provide a satisfactory service to the Town; they are a local firm familiar with the Town's infrastructure and is in mid-process for many of the projects.

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

*Recommendation to Town
Council*

that a recommendation be made to Town Council that Hiltz and Seamone be reappointed for the Engineering Consulting Services Contract, for 10.75%, plus HST of the actual cost of construction (excluding HST) for the year 2010-2011, and further that consideration be given to reappoint Hiltz and Seamone, under the above conditions, for the year 2011-2012.

MOTION CARRIED

(b) Great Valley Juices

Councilor Tony Bentley noted that a resident from West Main Street has complained to Great Valley Juices about the lack of maintenance being done to the exterior of this building. Although some work has been done previously with painting and some clean-up (2007), this property remains unsightly. With the increase use of West Main Street as an access to the Kentville Trail system, the new KCA school, the soccer dome and fields, the site does not project a good image for the area.

Members of Senior Administration Committee have discussed issues regarding unsightly premises and this area is part of a larger problem.

Jan Parker of West Main Street has contacted Councilor Bentley to seek Council's help.

Points from Discussion

- The area behind the buildings has become a hang-out for kids.
- It might be an opportune time for further discussion on an action plan to have this building maintained, sold or demolished.
- This could be discussed later "In Camera" so specifics on this can be openly discussed.

APPROVED – June 13, 2011

(c) Chapter 22 – Prevention of Fires Bylaw – Repeal

Town Clerk Carol Harmes submitted a report, along with a copy of this bylaw. She noted that both the Fire Chief and the Town's solicitor concur that the document is redundant, as most of its content is addressed by other legislation or is irrelevant. She recommended that the repeal process be undertaken to remove it from the Town's active bylaws.

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

Recommendation to Town Council

that a recommendation be made to Town Council that First Reading be given to rescind Chapter 22 – Prevention of Fires Bylaw.

MOTION CARRIED

(d) Spring Workshop

At 7:00 pm on Wednesday night, a meeting of the Town's Caucus will be held in Digby and Mayor Corkum asked if members of Town Council could attend to show support.

(e) Derelict Vehicles

Councilor Mark Pearl reported that Valley Waste has initiated a program to assist with the costs of removing derelict vehicles throughout the community and that there is an application process which can be used by the municipalities, with a deadline of May 31st. Councilor Pearl left an application with the Interim CAO Phillips for this purpose.

CORRESPONDENCE

(a) Honourable Jamie Baillie

A letter was received from the leader of the Progressive Conservative Party supporting the march on Province House regarding the provincial government's decision to not honour the Memorandum of Understanding. He attached a transcript of his presentation to the legislature.

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

that the letter from the Honourable Jamie Baillie be received.

MOTION CARRIED

APPROVED – June 13, 2011

ADJOURNMENT

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

that the meeting adjourns at 3:17 p.m. to go “In Camera” to discuss land negotiations and contract negotiations.

MOTION CARRIED

IN CAMERA

- (a) Land negotiations (Belcher Street)**
- (b) Land negotiations (Kentville Futures Site)**
- (c) Land Negotiations (Great Valley Juices)**
- (d) Contract negotiations (PANS)**

Meeting duration - 3:35 p.m. until 5:08 p.m.

CAC RESUMES

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

that the In Camera Meeting adjourns and the regular meeting of CAC resumes at 5:08 p.m.

MOTION CARRIED

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

Recommendation to Town Council

that a recommendation be made to Town Council that the Director of Planning and Development be given direction to enter into a sales agreement with Colliers International to sell the remaining lands of the Kentville Future site.

MOTION CARRIED

ADJOURNMENT

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

that the CAC meeting adjourns at 5:10 p.m.

MOTION CARRIED