

Approved – December 12, 2011

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# Council Advisory Committee

## MINUTES

### November 14, 2011

#### **PRESENT**

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

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

Absent: Director Hal Henderson

#### **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 are present along with all department heads, the solicitor, the Town Clerk/Recording Secretary 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 Tony Bentley and seconded by Deputy Mayor Bill Boyd

**that the agenda be approved with the addition of:**  
*7 (c) Traffic on Webster Street*  
*7 (d) Council Website*

**MOTION CARRIED**

#### **PRESENTATION**

##### **(a) Alexa Irvin – Golf Medal Pan-Am Winner**

Alexa was not available to attend this meeting due to a conflict with school schedules.

##### **(b) Pumpkin People Award Winners**

As part of the annual Harvest Festival, winners for the various Pumpkin People displays were selected and the following individuals/groups were honoured:

- Business: Most Original – Silver Horse Florist
- Business: Most Artistic – Weavexx
- Business: Most Humorous: Online Support

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- Residential: Most Artistic: Baxter Family
- Residential: Most Original – Hockley Family and Anneka VanFlaggle
- Residential: Most Humorous – Meunier Family

**(c) Community Business Development Corporation**

Executive Director Ken Crichton presented some information from the annual report in which he noted:

- This organization had a good year last year and again this year; There were 5 loans in Kentville last year for \$198,000.
- CBDC has 3 offices – Windsor, Kentville and Elmsdale
- The organization is not in business to make money, but do not want to lose money either.
- They administer 2 federal government programs – ACOA and Service Canada.
- Kings County has been the largest area for loans over the years, however, the East Hants area is becoming very active, with 50 loans this year.
- Self Employment Benefit Program – 63 approvals in Kings County – some resulted from plant closures in the area.
- In the Financial Statements – in 2011 – excessive deficiency of revenue over expenditures showed a profit \$815,000. This money stayed in the fund to be loaned out.
- There will be some changes in the funding formulas (fees for services) as calculations are now done differently. This has resulted in a loss of funding of \$160,000 however, is being made up from other areas.
- Many of the new businesses going into the county are on the borders of Kentville.
- This organization showed more business and fewer losses than any other CBDC in Canada.
- There should be no impact for a number of years on loans resulting from the ship building contract.
- The RDAs are a source of business and there exists a MOU with both Hants and Kings County.

**APPROVAL OF THE  
MINUTES**

**(a) Minutes of October 11, 2011**

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

**that the Minutes of October 11 , 2011 be approved as  
circulated.**

**MOTION CARRIED**

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**MOMENT OF  
SILENCE**

A Moment of Silence was held in remembrance of those who have served and continue to serve in the forces that protect our country.

**BUSINESS ARISING  
FROM MINUTES/OLD  
BUSINESS**

**(a) Cultural Mapping Project - recommendation**

Lindsay Young, Community Development Coordinator reported that this project is an on-line tool which will provide easy access to information on a number of cultural organizations in the area. As Kentville has a number of these - Centre Stage, Library, Kings Courthouse Museum, to name only a few - she felt that the absence of the Town's information would be a detriment to the overall value of the project.

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

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council to support the Cultural Mapping project in the amount of \$1,200, providing all municipal units financially contribute.**

**MOTION CARRIED**

Points from Discussion

- Funds could be made available through sources like economic development.
- Rumour has it that the Town of Berwick will not be contributing to this project and if Berwick does not support the initiative, the County of Kings may withdraw their conditional support.
- This project is part of a thesis being done through the Kings RDA by a student from Toronto – Genevieve Allen.
- Each municipal unit will host a link on its own website which will be managed by that unit.
- Other resources, like Destination SW Nova, will also provide a link.
- The mapping is interactive, whereby information pops up as the user scrolls across the map.

**(b) Operating Costs – Regional Library**

CAO Phillips reported that a meeting has been scheduled with the county and although no decision has been made, discussion continues. He added that he and Councilor Tony Bentley recently attended a Friends of the Library Committee meeting and this organization is currently recruiting new members and appears to be viable.

**(c) Hotel Feasibility Study - Update**

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CAO Phillips reiterated that since Council last considered this issue, a meeting has been held on November 9<sup>th</sup> with KCDC. Following a discussion on the pros and cons, direction was given by members of KCDC, that Town Council supports this study.

He added that contact has been made with some hotels and feasibility studies appear to be a requirement in the decision-making process, prior to a hotel becoming involved in expanding to any area. He added that a feasibility study was done for potential hotel investors in the Sackville area and this study even identified specific areas for construction.

Following a review of Collier International's report, the CAO recommended that the project go to market, as there are other organizations that do similar studies. The costs for each survey could then be compared.

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

**that a recommendation be made to Town Council that Phase I of the Hotel Feasibility Study be undertaken.**

An amendment was made by Councilor Eric Bolland and seconded by Councilor Tony Bentley

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that RFPs be called for a hotel feasibility study for Kentville.**

**MOTION CARRIED**

Points from Discussion

- Members of KCDC did not unanimously support this study.
- These types of developments are market-driven and little value can be given to such studies.
- If, following the feasibility study, the information indicates a hotel should be built in this area, than this information can be provided to developers. If not, then the matter can be dropped.
- Jason Shannon should be approached to see if he is prepared to live up to his original commitment of building a hotel.

**(e) Kentville Rebranding Study - Update**

CAO Phillips stated that there was very little to report on this issue.

**(f) Three-hour Parking Limits (Downtown Core)**

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CAO Phillips stated that parking and traffic flow was discussed at the KCDC meeting and most agreed that more information is needed before pursuing the installation of 3 hour parking in the downtown core

Points from Discussion

- There was some support for 3 hour parking areas, even though the individual making this recommendation was not available at the meeting to endorse the concept.
- An overall assessment for parking should be done, which encompasses the needs of both customer and business staff.
- Members of KCDC acknowledged that employees use up the parking spots intended for customers, and this has been a long-term, ongoing problem over the years.
- Information is being collected from other municipalities on solutions to parking problems.
- The Ticket Administrator has suggested that anyone knowing his/her appointment might exceed 2 hours, should put a note in their vehicle window, asking for an extension.

**(g) E-Government (Update)**

CAO Phillips noted that the matter of e-government will be handled by the municipal intern, who will speak with Stephen Feist of Service Nova Scotia, in an attempt to bring forward a policy relating to the issue.

Points from Discussion

- Live streaming should be provided by the Town.
- As no one attends advertised Council meetings, perhaps the Town can take the Council meetings to the public.
- The CAO promised to pursue this matter with the IT staff ensure that the video conferencing technology is in place.

**(h) Strategy Session – November 18, 19, 2011**

CAO Phillips reported that a workshop schedule has been prepared for the upcoming Strategy Session, however asked that any additions and changes be made through the administration office, as staff may be required to do some research in advance of the meeting. The starting time for the Friday session will now be 4:00 p.m. to accommodate those who cannot arrive earlier, and these sessions should end between 7:00 p.m. and 8:00 p.m. that evening. The Saturday session will begin at 9:00 a.m. and end late afternoon.

Council wished added a discussion/presentation at this session on the topic of electronic voting at the next municipal election.

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**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

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

Director Debra Crowell noted some highlights from the department:

- The second quarter utility bills have been released.
- The Accountant and IT specialist attended the annual Diamond Conference in Ottawa.
- The Collections Officer attended the annual Tax Collector's Conference.
- The RFP for Banking Services was released to 5 chartered banks with the closing date scheduled for November 30<sup>th</sup>.
- She attended the AMA Annual Conference from Oct. 18-21.
- She served as a judge at the 2011 EKCC Business Awards.

Director Crowell also reviewed the content of Schedules A and B (Revenue and Expenditures) and noted that revenue was reporting above the average at 83.3%, in comparison to the 58% benchmark, and expenditures were generally below at 54.7% ; she noted that on Schedule C (Summary of Outstanding Taxes) 95.0% has been collected, leaving an outstanding balance of \$414,158. With Schedule D (Sanitary Sewer Area Service) at a benchmark of 50% of the budget, revenue would be reporting under, due primarily to later billing dates in March. Under Schedule D, she added that expenses reported at 47.9%.

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

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

**MOTION CARRIED**

Points from Discussion

- Congratulations to the Finance Department for its work in tax collection.
- Years ago, a policy was introduced regarding properties being placed up for tax sale, and although this measure has never been exercised, the policy has served its purpose in providing the Town with an opportunity to recover taxes owing.

**(ii) Projections**

Finance Director Debra Crowell noted that a lengthy report has been distributed to Council members, which indicates that the Town may realize a surplus of \$93,900 at year end. She reviewed the highlights of the report and noted some areas of uncertainty,

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such as snow and ice removal, as these could affect the outcome.

Following an explanation of the changes in revenues and expenditures, it was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper

**that the Projection Report be received.**

**MOTION CARRIED**

**(iii) TBR – Economic Development (Kentville Futures) - \$200,000**

Director Crowell reported that this Temporary Borrowing Resolution has expired and must be replaced with current authorization, which is currently being presented for approval.

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

***Recommendation to Council***

**that a recommendation be made to Council to authorize the following TBR:**

**TBR 05/06-05 Economic Development (Kentville Futures) - \$200,000**

**MOTION CARRIED**

**(b) Planning and Development**

**(i) Director's Report**

Director Bev Gentleman reported that there were 2 permits issued for October totalling \$16,840 in building value, thereby bringing the yearly total to \$11,198,685.

Highlights from the Planning & Development report were:

- Meetings have taken place regarding the construction of roads in Blackberry Ridge, prior to the Town's take-over;
- First Reading was given to rezone the Chester Avenue property with a public hearing scheduled for November 28<sup>th</sup> at 7:00 p.m.
- Staff has continued to work on the Kings 2050 management team which is now reviewing proposals submitted by consultants who will lead the visioning process. Town Council has adopted the Terms of Reference in principle.
- A draft Development Agreement has been prepared for the expansion of the Salvation

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Army building on Nichols Avenue and this should be brought forward at a later date for Council's decision.

- Colliers International continues to pursue many avenues to sell the Kentville Futures land, and although the agent feels that in spite of little interest at this point, this is normal.

Director Gentleman added the number of meetings she has attended over the month.

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

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

**MOTION CARRIED**

Points from Discussion

- There is a 20 foot wide, one-way driveway around the Cornwallis Inn and it will be plowed by the Cornwallis Inn.
- Work is being carried out regarding vehicle access to and from the dental office to Belcher Street, and a proposal has been made that this traffic be directed to Fox Hollow.
- Traffic flow around Tim Horton's Drive-thru continues to be a problem, however assessment of the area indicated that proposed changes in driveway positioning would have little affect. The location is simply a poor choice.
- The work being done near the cemetery on East Main Street is an attempt to level the property. DOT is buying the sand, but the future use of that land is unknown at this time.
- Water concerns should be considered prior to the Salvation Army expansion, so as to prevent storm water from flowing on neighbouring properties.

**(c) Environmental Advisory Committee**

**(i) Chairman's Report**

Chairman Eric Bolland reported that the next meeting will be held in mid December.

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

**(i) Director's Report**

CAO/Director Mark Phillips reported that:

- The site for the new KCA playground has been prepared and installation of the equipment is expected on November 19<sup>th</sup>. Volunteers are needed to help with the construction.
- Advertising is being done for the Director's position and

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December 2 is the deadline date for applications.

- The Town enjoyed another successful Pumpkin People festival.
- 62 participants registered for the Shannex Kentville Harvest Pumpkin Mile, and Councilor Bolland and staff, Nichole Lutz should be congratulated for their efforts.
- The RNS Conference was a success and a list of the highlights was included in the attached report. He added that active living is a topic on many agendas lately.

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

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

**MOTION CARRIED**

**(ii) Community Development Coordinator's Report**

CAO Phillips noted that there was a meeting on November 9<sup>th</sup> and a number of items were brought forward for discussion, such as downtown parking, traffic flow, communication, vacant properties and empty storefronts, commercial tax base diversity and the need for a merchant group. The feedback and attendance was excellent and the individual items will be included in future Action Plan. There appears to be some interest to resurrect KCDC which would serve the purpose of connecting interested businesses to vacant properties. Special events, street lighting and decorating, etc. is being carried out by the Town now and these functions will continue.

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

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

**MOTION CARRIED**

**(iii) KCDC Chairman's Report**

Mayor Corkum noted that

- There was an excellent turnout and the comments were good at the KCDC meeting.
- The economic downturn has affected Kentville businesses, as it has in other areas.
- Both the businesses and the Town are working together to

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overcome some of the concerns, and Lindsay Young should be congratulated for her energy and commitment to her job.

- According to the Town’s Caucus Task Force, Kentville is in a good position compared to other towns.
- Another KCDC meeting is scheduled for next month.

**(e) Police Report**

**(i) Chief’s Report**

Police Chief Mander reported that a meeting will be held on November 17<sup>th</sup> and that there were 39 hours of foot patrol carried out during October, 414 calls to dispatch after hours, 15 commercial alarms and 1 residential alarm. Hallowe’en was relatively uneventful and Remembrance Day was a success. A reduce speed sign has been posted near KCA, which will show the travelling speed of motorists. This digital tool can be moved to other locations when needed. Other statistics were included in the attached report.

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

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

**MOTION CARRIED**

Points from Discussion

- The help from the Police Department for the Harvest Pumpkin Mile was appreciated.
- The traffic flow around the Tim Horton’s drive-thru might be lessened with the creation of a “slip lane”.
- The difference in foot patrol hours can depend on weather or available constables.
- The mix of vehicular traffic and pedestrian traffic has been problematic as a result of a left turn on a red light on a one way street. This heavy traffic creates some hazards.
- This is a provincially legislated change in traffic flow and is intended to keep traffic moving.

**(ii) Board Report**

Councilor Bernie Cooper noted the next meeting will be this week.

**(f) Transportation Services**

**(i) Directors Report**

Director Henderson reported that several washouts from heavy rains have kept public works crews busy, as has the completion of some capital construction projects. A 50/50 cost sharing program is

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being pursued with the province will allow the Town to replace the pedestrian cross walk beacons with larger 12” LED lights. Contact has been made with Efficiency NS for a grant to upgrade the lighting at the PW shop and to install variable speed drives in the well water pumps.

With the regional sewer system, upgrades have been completed on the drum screens and the tender for the RG6 upgrade will include new pumps and control panels.

It was moved by Deputy Mayor Bill Boyd 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 Henderson noted that the next meeting will be on December 6<sup>th</sup>; regular monitoring and maintenance to the system continues; the crews have been working with several developers to complete water connections; and the property at 275 Chester Avenue is being rezoned prior to being put on the market for sale. Lastly, he noted that a request to extend water service along Redden Avenue in the County of Kings has been received.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

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

**MOTION CARRIED**

**(ii) Commission Report**

Mayor Corkum had nothing to report.

**(g) Administration**

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

Highlights not previously mentioned were:

- Meetings continue on the study for the Annapolis Valley Regional Industrial park.
- Superior Propane's new site is undergoing final inspections and identification of deficiencies, and at their old site, work is progressing well with the construction of the new KCA playground.

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- A Kings Partnership Steering Committee meeting is being coordinated.
- A Joint Council meeting for the Kings RDA will be on November 23<sup>rd</sup>.
- Progress continues with work identified under the Walsh Report and Alexander Report for the Joint Fire Services Committee.
- He attended the AMANS convention recently and expounded on some program agenda items.
- He identified some of the programs offered at the UNSM sessions; noted that the Town's Caucus Meeting was held and that the Mayor remains on the Town's Caucus as Past Chair; the Mayor was successfully elected to the Board of Directors; and he continues as Chair for the Town's Task Force.
- A meeting with the Kentville Rotary Club on November 16<sup>th</sup> will explore some potential community projects that this organization may wish to take on.
- Positions for the Public Works and Parks and Recreation positions are being posted.
- A session was held on arbitration for the PANS agreement.

It was moved by Deputy Mayor 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**

The Town Clerk presented her report in which an outline of the status of various bylaws was given, along with work on conferences and workshops.

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

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

**MOTION CARRIED**

Points from Discussion

- Council members were not made aware of to the last certification programs for CPR and First Aid, however, have been invited in the past.

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*(Note: The Town Clerk will ask the course organizers to notify Council members of the upcoming session of First Aid and CPR.)*

## **NEW BUSINESS**

### **(a) Additional CAC agenda Item – “Council Reports from Workshops and Conferences”**

CAO Phillips noted that a new item is being proposed to the CAC agenda which will allow for information sharing and discussion on workshops and conferences attended by Council members. This could be presented either verbally or written, and will “fill in the gaps” of information for those Councilors who have not attended.

#### Points from Discussion

- Council should bring forward this type of information to share with others, and it is important to add the opportunity as an agenda item for CAC.
- Council also has an opportunity to include this information during their reports at the regular Council Meetings.

### **(b) Deputy Mayor Appointment**

As the position of Deputy Mayor is an annual one which comes due in November of each year, Mayor Corkum outlined the procedure which would be involved with an election. Scrutineers were appointed and nominations were called from the floor.

Councilor Bernie Cooper nominated Councilor Mark Pearl for the position of Deputy Mayor, and he accepted the nomination; Councilor Nola Folker-Hill nominated Councilor Eric Bolland, however, he declined due to business commitments; Councilor Eric Bolland nominated Councilor Nola Folker-Hill and she accepted the nomination.

During a brief presentation to Council, Councilor Mark Pearl thanked outgoing Deputy Mayor Bill Boyd for doing an excellent job over the last 2 terms. He then pointed out that he is actively involved with the issues brought to Council, is well prepared for the meetings, welcomes debate around the table and feels he would serve the position of Deputy Mayor well.

During her brief presentation to Council, Councilor Nola Folker-Hill pointed out that the policy allows for four individuals to serve in the capacity of Deputy Mayor during their term as an elected official. She felt that this opportunity provides another level of experience to council members, and although opportunities to serve have not always been available, she is now, after her 11 years on

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Council, prepared and willing to serve in this position.

Following an election by secret ballot and the tallying of votes by the scrutineers, CAO Mark Phillips reported that Councilor Mark Pearl had been elected as Deputy Mayor.

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

**that the ballots be destroyed.**

**MOTION CARRIED**

**(c) Traffic on Webster Street**

It was noted that the traffic has increased on Webster Street and creates some problem for residents at Kings Riverside Court. As many of those walking in the area find it difficult to cross the street to the Save Easy, and with visibility sometimes blocking 2 lanes of traffic, it has become a very dangerous situation.

Councilor Mark Pearl asked if the Police Chief and Traffic Authority could examine this area and bring back a report as to what could be done to provide more safety. This might be as simple as extending the sidewalk behind the Save Easy to make that area easier to walk on. This cost could be included in the next budget.

**(d) Town Website**

There is a problem accessing the Security Certificate on the Council's website and this has existed for over a month.

*(Note: The CAO will contact IT staff regarding this problem.)*

**CORRESPONDENCE**

**(a) Premier Dexter**

A letter from the Premier shared the advantages to all units of the province, and to the region in general, as a result of the award of the \$25 billion contract for the construction of combat vessels. He felt that an additional 11,500 jobs would be available in the province, and this would be a huge boost to the economy.

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

**that the letter from Premier Dexter be received.**

**MOTION CARRIED**

**ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

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