

Approved – November 24, 2008

COUNCIL ADVISORY COMMITTEE

October 27th, 2008 – 5:30 p.m.

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Dennis Kehoe, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Eric Bolland, CAO Keith Robicheau, Solicitor Peter Muttart, Town Clerk Carol Harnes.

Director Debra Crowell, Director Greg Kehoe, Director Bev Gentlemen, Director Mark Phillips

CAO Keith Robicheau reported that all Council members were present.

PRESENTATION

none

APPROVAL OF AGENDA

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

that the Agenda be approved with the addition of:

(e) Proposed Mini Strategy – November 15

(f) New Town Clock

(g) Collective Bargaining - CUPE

MOTION CARRIED

APPROVAL OF MINUTES

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Dennis Kehoe

that the Minutes of September 29th, 2008 be approved with an amendment to insert a “?” on page 4 – first bullet - under Points from Discussion – Projections.

MOTION CARRIED

(Note: The type of information included in “Points from Discussion” should be addressed at a future CAC meeting.)

BUSINESS ARISING FROM MINUTES

(a) Legal Opinion – RFP for Fund Manager

Solicitor Muttart reported that he had been asked to research the procedure under which the Fund Manager for the perpetual account had been appointed (as it relates to the Purchasing Policy and RFPs). In response, it was his opinion that all procedures appear to have been followed and that staff do not have to identify the awarded RFP as the lowest priced.

(b) Crow's Nest Proposal for Development

Director Gentleman reported that the current owner of this property asked for consideration for an amendment to the Generalized Future Land Use Map with concurrent amendments to the Zoning Map to rezone a portion of this property, from Special Use (SU) Zone to Highway Commercial (C-2) zone and another portion from Special Use (SU) zone to residential Multiple Unit Dwelling (R3). She noted that B.D. Stevens Limited wish to purchase the property, subject to the approval of this rezoning.

Points for consideration

- The property has a non-conforming use due to the Wellfield Protection Zone which was applied in 2005.
- This non-conforming use (golf course) has been inoperable for over 6 months and therefore can not resume as such. Any future use must conform to allowable uses in the Land Use Bylaw.
- The property would be useless unless rezoned.
- The developer proposes office buildings (Highway Commercial) and Multiple Family Residential (R3) at this location.
- A traffic study report has been received and a recommendation made by the Town's Engineer for a left-hand turning lane from the west.
- The County of Kings will advise if the Regional Sewer System can handle the additional capacity, although the consulting engineer, the current engineer and the previous engineer all agree that the system could accommodate this development.
- The Water Commission can also service the proposed development.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Dennis Kehoe

Recommendation to Council

that a recommendation be made to Town Council to set First Reading for two concurrent MPS and LUB amendments for PID #55247936, lands known as Crows Nest Golf Course, for Wednesday, November 12, 2008, at 7:00 p.m., so as to:

- (i) amend the Generalized Future Land Use Map from Commercial Recreation (CR) to Residential, with a concurrent amendment to the Zoning Map, to rezone a portion of this parcel (10.45 acres) from Special Use (SU) Zone, to Residential Multiple Unit**

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(R3) Zone

and,

(ii) amend the Generalized Future Land Use Map from Commercial Recreation (CR), to Highway Commercial (HC), with a concurrent amendment to the Zoning Map, to rezone a portion of this parcel (1.06 acres) to Highway Commercial (C2),

and further,

that Council set a Public Hearing for Wednesday, December 10, 2008.

MOTION CARRIED

(c) Additional Green Bin Pick-Up Costs

As a result of the recent request from Valley Waste Resource Management for suggestions on improved service, additional green bin pick-ups during the summer months was addressed.

Deputy Mayor Pearl (representative on the VWRM Committee) stated that for the months of June, July and August (6 additional pick-ups) the cost would be \$5400 per collection, plus fuel adjustments, which would amount to \$32,400, plus HST for the year.

Points from Discussion

- The inter-municipal agreement allows for any of the partners to supplement the service at their own additional costs.
- The community should be consulted as to whether or not they feel that this additional service is required, as their taxes would be increased.
- Both the Newsletter (being prepared for printing now) and the website could give citizens the opportunity to provide feedback.

FINANCE

(a) Projections

Director Crowell stated that the projections to the year ended March 31, 2009, indicate that the Town could realize a deficit of \$103,000.

She reviewed various aspects of this report, pointing out that a \$13,000 over budget in taxes is anticipated, and that expenditures are projected to be over budget by \$116,000. The Town's Operating Fund is currently reporting a deficit for year end at \$103,000; overall revenue is down \$15,200; and expenditures are up by \$8,900 from last month.

She further expounded on the various accounts and responded to some questions, following which it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

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that the report from the Director of Finance regarding projections be received.

MOTION CARRIED

Points from Discussion

- The budget was set before certain changes in the staffing complement were known.
- This deficit (\$62,000) represents salary-related items, resulting from the PANS settlement.
- More discussion will take place on this deficit position at the senior administration level.

(b) Investment Advisory Committee – Second Quarter Update

Director Crowell reported that the IAC met on October 8th to review the Perpetual Fund, as at September 30th. At this time, the fund manager reported that interest/dividend income (less fees) is \$279,906, or 54.9% of the budget figure of \$510,000. She added that an overage of \$33,000 is anticipated and that this comes from various step-up bonds.

She pointed out that the Toronto Stock Exchange has been volatile and that the fund's value is down \$141,275 in September and then for October, the fund dropped \$340,514.

Various aspects of this fund were discussed and it was noted that on October 6th the portfolio was valued at \$12,219,201 at market (including accrued interest and dividends), with an unrealized net loss of \$816,358 (equity portion only).

Following some discussion, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Eric Bolland

that the report from the Investment Advisory Committee be received.

MOTION CARRIED

Points from Discussion

- The funds are at 45% and it is expected that the fund will meet its target.
- The realized capital gains are lower than anticipated.
- Council must keep a close watch on these funds and the market conditions.
- The Investment Advisory Committee meets monthly, and should bring information back to Council on a more frequent basis.

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(c) TBR – River Street – TBR 08/09-04

Director Crowell reported that following the recent recommendation regarding the dyke construction over-budget, (ratified by Council on October 8, 2008) an additional \$300,000 was approved. In addition to this amount, she pointed out that further temporary borrowings were required to fund land expropriation costs for the completion of the on-going River Street project. These two amounts will be funded through the Gas Tax Initiative and will total \$500,000.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

*Recommendation to
Council*

**that a recommendation be made to Town Council that
TBR 08/09-04 for River Street be approved for \$500,000.**

MOTION CARRIED

NEW BUSINESS

**(a) Recommendation Re: Appointment of Consulting
Engineers**

Town Engineer Greg Kehoe reported that RFPs have been reviewed for Engineering Consultant Services, for a three-year term.

He noted that Hiltz and Seamone is a local company, is in mid process for completing some large projects, and enjoys a good working relationship with the Town. Although their fees were not the lowest of the four submissions, Director Kehoe felt that these higher costs were justified when considering the qualifications of the individuals on their project team and their experience with similar projects.

Therefore, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Dennis Kehoe

*Recommendation to
Council*

**that a recommendation be made to Town Council that
Hiltz and Seamone be awarded a three-year Engineering
Consultant Services Contract for 10.75% plus HST, of the
actual cost of construction (excluding HST).**

MOTION CARRIED

(d) Citizen Appointee Report

A report from the Town Clerk outlined the procedure undertaken in recruiting applicants for those vacancies on the various committees, commissions and boards for the Town of Kentville. She distributed the new applications for consideration by the Selection Committee,

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and pointed out that due to the imminent changeover in Council, it might be appropriate to involve the new Council in the selection process. Therefore, she suggested that the appointment of citizens and council to the various committees be made at a later date.

(Note: It was agreed that these applications would be reviewed at the upcoming strategy session, and that council positions will also be made at that time.)

(c) Council Procedures

(i) Recommendations from CAC

Deputy Mayor Mark Pearl reiterated that it might be appropriate for the CAO or Clerk to read the recommendations that go each month to Council from the Council Advisory Committee. He felt that this would provide more objectivity to the recommendations and would add more consistency to this part of the meeting.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Mark Bolland

that a recommendation be made to Town Council that the Chief Administrative Officer or the Town Clerk read the recommendations from CAC to Council.

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

that this issue be tabled to the agenda of the mini strategy session in November.

MOTION CARRIED

(ii) Timelines for Agenda

Deputy Mayor Mark Pearl pointed out that when Councilors receive late information on agenda items, they are often placed in the position to quickly digest the contents of reports and correspondence, and to then make immediate decisions on issues without having given them thorough consideration. He added that staff is also pressured to have the information copied, properly posted to the Council website and available for overhead viewing.

The Town Clerk confirmed that timelines on receiving information for Council should be established, and suggested that she survey other municipalities and then propose a policy for Council's consideration.

**(d) ICSP (Integrated Community Sustainability Plan)
Recommendation**

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CAO Robicheau reminded Council that the Integrated Community Sustainability Plan must be completed by February 2010, in order for the Town to receive its allocation of funding through the Federal Gas Tax Program.

He added that the creation of the ICSP would involve research of existing documents, facilitation of the public consultation process, identification of community issues and goals, and the determination of those actions required to achieve those goals. With the magnitude and expertise required for this project, he felt that existing staff would be unable to add this to current workloads, and therefore, recommended that some of the gas tax funding be provided for those resources required to meet the deadlines.

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

Recommendation to Council

that a recommendation be made to Town Council to authorize a capital budget adjustment which would allocate federal gas tax transfer funds in an amount not to exceed \$90,000, for the development of the Integrated Community Sustainability Plan, and further, that the Chief Administrative Officer be permitted to establish a Sustainability Planner/Coordinator position, for a maximum term of eighteen months, consisting of an initial twelve month term contract, that may, at the discretion of the CAO, be extended for an additional term of not more than six months.

MOTION CARRIED

Points from Discussion

- The Town has agreed to develop the ICSP Plan and has drawn out funds already.
- Current staff would contribute towards the information gathering process.
- There is an opportunity to share with other municipalities (their successes, failures and information) and this has been coordinated through Kings CED.
- A software package (through FCM) may be available from Alberta cities or rural units, and could provide a program on inputting data.
- Upon completion, the ICSP will come to Council for approval, and therefore, Council will be required to participate in the

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public input aspect of the plan development.

(e) Mini Strategy Session (Proposed for November 15, 2008 - Town Hall from 9:30 a.m. until 4 p.m.)

Mayor Corkum reiterated that the new Council will be sworn in on November 12th, and he felt it was necessary to hold a small strategy session on November 15th to deal with some immediate issues. Alternate dates were also proposed and debated.

The main focus of this session would be to establish the committee appointees, and if time permits, CAC presentations and a round-table discussion on personal goals. These goals will be discussed in detail at the larger strategy session proposed for February.

(Note: Council members, the Chief Administrative Officer and a Recording Secretary would be expected to attend, although all senior staff will attend the February session.)

(f) New Town Clock

Council reviewed a letter from Rotarian Doug Macdonald who represents the Community Development Committee of that organization. The correspondence was a tentative offer by the Rotary Club to purchase and erect a new Town Clock for the citizens of Kentville, on the corner of Main and Cornwallis Streets.

During this discussion, it was noted that before this busy intersection could be chosen as the site for the new clock, an opinion from the Traffic Authority should address the issue of safety, and that conceptual plans for the site and styles for the clock should be reviewed.

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

Recommendation to Council

that the Town accepts the offer of a clock from the Rotary Club, however, works with this organization to ensure that both the location and the style of clock selected are agreeable.

MOTION CARRIED

Points from Discussion

- The Town has 2 clocks already, (Cornwallis Inn and Old Train Station) however, neither are dependable., nor highly visible
- The installation of a clock at this intersection could be part of the beautification program for the downtown, as proposed in an earlier report.

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- Perhaps the clock could include some type of message board.

(g) Collective Bargaining (CUPE)

CAO Keith Robicheau reported that he has contacted Michelle Cohen (the National representative for CUPE), and the date set is November 17th at 10:00 a.m. This will be the initial meeting to exchange proposals in the morning and to begin preliminary negotiations in the afternoon. He will arrange a strategy session with Directors Phillips and Kehoe, along with the former CAO and Director of Engineering, Matt MacPherson (chief negotiator) and himself. This session will allow for review of language, specific issues, etc., and will take place on November 6th at 10:00 a.m.

CAO Robicheau added that he understood that this negotiating committee consisted of council representation in the past, however, the timing for council appointments created some problems.

CORRESPONDENCE

(a) White Family Funeral Home / Kings Transit Authority

Correspondence from the White Family Funeral Home and Kings Transit Authority both addressed the relocation of the Kings Transit system to the current library building, previously known as the police station/library.

Deputy Mayor Pearl reiterated that the best location for the KTA operation is within the town of Kentville, however following a tour of the proposed building, felt that demolition would probably be necessary, as renovations would not be feasible. He added that the present library operation would have to be temporarily relocated until their own building was ready for occupation.

It was further noted that Cyril White (White Family Funeral Home) felt that the operation of a bus depot opposite to his funeral home would be disruptive to his business and insensitive to his clients.

Deputy Mayor Pearl asked that the CAO gather information on the acquisition of this property, along with other potential properties, and to report back at the next CAC meeting.

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

that Council receives the letters from the White Family Funeral Home and Kings Transit Authority.

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Points from Discussion

- The property in question should be sold to a company that will generate taxes to the Town.
- By providing this property to KTA, the Town would be subsidizing the County's contribution to this service.
- The traffic issues at this corner would be worsened with the location of a bus depot.
- The Town must sell or lease properties at market value unless to a non-profit organization. Also a public hearing must be held.
- The land may be worth more following demolition and clean-up.

(b) Learning Partnership Program

CAO Robicheau reported the "Take Our Kids to Work Program" is a job shadowing opportunity for students. Mayor Corkum added that he has agreed to help a student from Northeast Kings Education Centre and has offered the opportunity for her to "follow him around" on November 5th and/or November 12th.

(c) UNSM – Call for Expressions – FCM Directors

CAO Robicheau reported that this call for expressions of interest has been received from FCM, for the appointment of two NS representatives on their Board of Directors.

Mayor David Corkum added that it would be advantageous to have a local representative on this board, and stated that he would be interested in serving in this capacity. However, he noted that Town Council would have to support his candidacy for a position, and should he be selected, would also have to approve a small increase (approximately \$3,000) to the Mayor's expense account, to cover some related costs.

It was moved by Councilor Bernie Cooper and seconded by Deputy Mayor Mark Pearl

***Recommendation to
Council***

that a recommendation be made to Town Council that Council supports Mayor David Corkum as a candidate to represent Nova Scotia on the Board of Directors for the Federation of Canadian Municipalities (FCM).

MOTION CARRIED

ADJOURNMENT

The meeting adjourned at 7:46 p.m.

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