

APPROVED – October 11, 2011

Council Advisory Committee

MINUTES

September 12, 2011

PRESENT Mayor David Corkum (arrived at 1:43 p.m.), Deputy Mayor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Nola Folker-Hill (arrived at 2:07 p.m.), Councilor Eric Bolland, Councilor Mark Pearl, CAO Mark Phillips, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

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

CALL TO ORDER AND ROLL CALL Deputy Mayor Boyd called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that all members of Council are expected to be present, with the Mayor and Councilor Folker-Hill arriving later, and, also all department heads, the solicitor, the Town Clerk/Recording Secretary and himself, as CAO, are all 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.*

MOMENT OF SILENCE A moment of silence was given to remember the Honourable Jack Layton, Leader of the NDP.

APPROVAL OF THE AGENDA It was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that the agenda be approved with the addition of:

- *7(m) Council Resolution for Land Purchase (KCA) on Park Street)*

MOTION CARRIED

PRESENTATION none

APPROVAL OF THE MINUTES (a) **Minutes of July 11, 2011**
It was moved by Councilor Mark Pearl and seconded by Councilor Eric Bolland

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

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MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) Friends of the Library – Meeting with County Council

CAO Mark Phillips reported that in response to direction from Council at a previous meeting, he has attempted to arrange an opportunity for Kentville Council to address County Council regarding financial support of the operating costs of the new library.

He added that he has had discussions with Bob Ashley, CAO of the County of Kings, who noted that County Council will contact CAO Phillips regarding the format under which this issue will be discussed.

Councilor Tony Bentley reported that there will be a meeting on Wednesday night, at which time it is expected that the Chairperson with this group will retire, and further, that the project will likely be discontinued if the County is not prepared to assist with operating costs.

At last week's meeting of the Regional Library, discussion took place regarding the large amount of maintenance being proposed to the regional building in Bridgetown, and the amount of travelling involved with the location being where it is. Councilor Bentley advised this group that it is possible that a suitable location could be found in Kentville, and that this option might be considered by the committee in charge of this facility.

Points from Discussion

- Town Council should be dealing with a working committee of County Council regarding the operating costs of the new library, so as to allow open and in depth dialogue.

(b) Resolution of Council – Dedication of Gary Pearl Drive

Director of Planning Bev Gentleman reported that the MGA requires that Town Council must approve a resolution that will allow this street to be adopted and registered, and that Council should now undertake this formality.

She asked if Council could hold a special meeting, following the CAC Meeting, at which the resolution could be adopted. CAO Phillips added that this issue, along with another regarding an resolution for land on Park Street could both be discussed at this special Council Meeting.

Following this, it was moved by Deputy Mayor Bill Boyd and

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seconded by Councilor Mark Pearl

that a special meeting of Council be held following this CAC meeting.

MOTION CARRIED

(c) Canada Day Celebrations – Staff Report

By way of an update, CAO/Director of Recreation Phillips reported that staff has not had the opportunity to analyze and prepare a report on this event, however, it will be put on the agenda of CAC in October.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- First quarter utility bills were due Aug. 25.
- Final tax bills are due Sept. 30
- Kentville has been nominated for the Evangelism Award by Diamond Municipal Solutions; the winner will be announced at the Diamond Conference in a couple of weeks.

Director Crowell also reviewed the content of Schedules A and B (Revenue and Expenditures) and noted that revenue was reporting above average and expenditures were generally below average; she noted that on Schedule C (Summary of Outstanding Taxes) the balance is due on September 30th, with Schedule D (Sanitary Sewer Area Service) at a benchmark of 25%, revenue and expenditures are slightly below average, and with the E and F (Perpetual Investment Fund), she noted that the benchmark for her data (except schedule D) is based on 42% of the year having been completed.

Schedule E shows total investments at cost at \$13,126,385 and at market, at \$13,280,300. Schedule F reports income at \$565,000, capital gains at \$185,000 for a total of \$750,000

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) Projections

Finance Director Debra Crowell noted that a lengthy report has been distributed to Council members, which indicates that the

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Town may realize a deficit of \$8,300 at year end. She reviewed the highlights of the report and responded to some questions, following which it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

that the Projection Report be received.

MOTION CARRIED

Points from Discussion

- An unexpected amount was billed to the town from Kings Transit and as the Town is a partner in this operation, it has no choice but to pay this unbudgeted amount.
- A great deal of work is required with the finances from the Fire Department, however, progress is being made and no additional staff should be required to handle this service.

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 29 permits issued for July and August totalling \$5,966,800 in building value, thereby bringing the year total to \$10,589,945.

Highlights from the Planning & Development report were:

- Unsightly Premises have been addressed.
- The Belcher Street sale is near closing and will be consolidated, although it appears that the developer will not be pursuing any construction this year.
- Gladys Porter Drive project – a permit has been issued for 2-8 unit buildings and a survey plan of the Town's land on the corner of Gladys Porter Dr. and Park St. is still forthcoming.
- Kings 2050 – several meetings have taken place to develop a terms of reference, which has been adopted by County Council and will be brought forward for Council's consideration next month. This is available on the Council website.

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

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

MOTION CARRIED

Points from Discussion

- An opportunity will be given for Council to discuss the

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content of the Terms of Reference for the Kings 2050 project.

- There is a need to adopt in principal of the Terms of Reference, but a full discussion can come later.
- The Town will maintain its own Municipal Planning Strategy, but will work with the County to coordinate its development strategy and help to focus growth.
- Council may wish to have its own task force or re-establish PAC to deal with the Kings 2050 project.
- There should be a mutually shared vision of development in order for it to proceed onward.

(c) Environmental Advisory Committee

Chairman Eric Bolland reported that no meetings were held over the summer.

(Note: At this point Councilor Nola Folker-Hill arrived at the meeting.)

(d) Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- The arena has been retro fitted with new lighting and fall and winter ice scheduling has begun.
- Pool and Camp programs have ended.
- 120 baskets and several planters will be maintained into the fall months
- KCA has opened and field use and gym time is being scheduled by the Recreation Dept. staff.
- A walking school bus has been created for children in the nearby subdivisions.
- The Superior Propane site is being decommissioned and work will begin soon regarding recreational work.
- Candidates for the Admin. Assistant position will be interviewed this week, and the position of Recreation Director will be advertised for the coming weeks.
- Pumpkin People/Harvest Fest – on October 1. The Harvest fest will kick off the pumpkin people visits. The theme is *Heroes vs. Villains*. A 1-mile road race will be held on October 2nd.
- Kings 55+ Senior Games will take place September 22 –25 and is a joint effort with the county recreation departments.
- RNS Conference – October 11 – 14th – registration is being taken for attendance at this conference.

It was moved by Councilor Tony Bentley and seconded by

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Councilor Bernie Cooper

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

MOTION CARRIED

Points from Discussion

- The space originally allocated at KCA for the Active Living Coordinator and Community Police Officer has been relocated and will be shared.
- The Recreation Department will have software to schedule the KCA gym use.
- The effort by staff to meet the deadlines for the school opening was much appreciated and several individuals should be thanked for their personal commitment to this project.

(ii) Community Development Coordinator's Report

Lindsay Young noted that a report and recommendation on a Hotel Feasibility Study will be introduced under New Business later on the agenda; the Kentville Connection is expected to be distributed by September 22nd; the Valley Pumpkin Fest promotion is underway; rebranding the Town continues with plans being made for a 3-day workshop lead by industry professionals; the business webpage program currently involves starting a business in town and will expand to doing business in Town; consideration is being given to 3 hour parking in downtown and surveys are being carried out.

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

that the report from the Community Development Coordinator be received.

MOTION CARRIED

Points from Discussion

- This rebranding process will involve a bit of a “think tank” from which will come some measureable objectives and themes.
- Destination Development International is well-known, credible and has some excellent references.
- The “branding camp” is meant to be a starting point and is independent from Kings RDA.
- The expertise on branding does not exist at the RDA.

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(iii) KCDC Chairman's Report

CAO Phillips reported that the group has not met, although some items have been included previously.

(e) Police Report

(i) Chief's Report

Police Chief Mander reported that there were 46 hours of foot patrol in June, 52 hours in July and 37 hours in August. Although the number of hours was down from previous years, there has been shortage of manpower. He added that there were 354 calls to dispatch after hours for the month of July and 383 for August. Parking tickets were not written for July and August as a ticket administrator was not available.

Chief Mander added that a recent robbery at a local pharmacy resulted in a quick arrest with the help of a local firefighter who alerted police of a suspicious person. On another note, he thanked the Town for its support of the police members who were injured recently during an automobile chase. One of the individuals will undergo lengthy rehabilitation. Lastly, he noted that the annual police conference will take place later this week.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- The Alarms Bylaw will be brought to the next board meeting.

(ii) Board Report

Councilor Bernie Cooper reported that there will be a Board Meeting on September 29th at noon and that negotiations continue with PANS.

(f) Transportation Services

(i) Directors Report

Director Henderson reported that Public Works crews have been busy over the summer with street and sidewalk maintenance, the completion of several capital projects and the purchase of new equipment. Plans are underway in preparation for winter weather.

He added that other projects involved the relocation of Superior Propane, the resurfacing of some streets, the upgrade and

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construction of Webster Court, work on West Main Culvert and sanitary sewer renewal on Nichols Avenue. With the regional Sewer System, the new drum screens and HVAC system will help to eliminate spills, reduce odours and improve the efficiency of the plant. Two new blowers will be ordered and these should reduce energy costs. He added that the County will purchase new pumps and a control panel and complete the upgrades to the lift station RG6, with work on RG5 and RG7 expected in the future.

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

Points from Discussion

- Town Engineer Hal Henderson was thanked for all the effort he made to ensure that the new school would open on time.
- A new staff person has been hired to do cleaning in the downtown area.

(g) Water Commission

(i) Directors Report

Director Henderson noted that the Water Commission met on September 6th and that additional work by commission staff involved reading water meters, completing annual maintenance to the analyzers, annual water testing, installing a new motor at the west end # 1 pump, service tie-over work on West Main Street and safety improvements at the Prospect Treatment Building and the Industrial Park Reservoir.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

Points from Discussion

- The Town-owned property on Chester Avenue is being sold.
- The Department of Environment has determined that there is no lead in the drinking water at KCA although bottled water is being used for consumption.
- The Minister of Education is prepared to make a statement in support of the water quality.

Following soldering of the pipes, some lead may have been

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deposited, however, this would have been flushed out had the School Board carried out this function.

(ii) Commission Report

Mayor Corkum reported that newly elected County Councilor, Patricia Bishop, now represents the county on the Water Commission.

(g) Administration

(i) Chief Administrative Officer's Report

Highlights from CAO Mark Phillips were:

- Kentville Future Sites – Listing and direct promotion done by Colliers, with no serious enquiries yet.
- NSPI Solar Thermal Demonstration Community - This project, undertaken for the Police Station, will be promoted in October to the general public.
- Friends of Library – Arrangements are being made for Town Council to meet with County Council to discuss the operating expenses of a new library.
- AV Regional Industrial Park – Phase 2 of a land review is complete and future action steps will be determined soon.
- KCA/Superior Propane – KCA has been opened; Superior Propane has established in Industrial Park and the previous location on West Main Street is being decommissioned.
- Kings Partnership Steering Committee – A meeting will be scheduled soon with the partners in this group, and research by Municipal Intern, Jeanette Lye will begin soon in relation to the Recreation and Fire Services.
- Kings RDA - Work continues with updating data for the Kings RDA database.
- Joint Fire Services Committee – A meeting was held on August 30th, Chairman of the Board, Jeff Martin was introduced; a financial report was presented and updates were provided by the Fire Chief and Mr. Martin, in regards to the HR consultant's work.
- KCDC – A hotel study proposal is being brought forward for Council's consideration.
- AMANS – The Fall Convention will be held in Baddeck, October 18-21.
- UNSM – The Fall Conference will be held in Halifax – November 1-4.
- Parks and Rec Administration Positions – 58 applications were received for the Admin. Assistant position and the Recreation Director's position will be advertised soon.

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- PANS Agreement – The next step to reaching an agreement is arbitration.
 - CUPE – The Town is preparing for upcoming negotiations.
 - OHSW Committee – meeting held on Sept. 7th
 - Finance and Administration Committee – A meeting should be scheduled to review external revenue sources and the CAO's short term work plan.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Town Clerk Carol Harmes presented a written report in which she noted that she has been busy researching old bylaws and will be bringing several forward under New Business. She added that registrations have been made for the UNSM Fall Conference and the AMANS Fall Convention.

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

that the report from the Town Clerk be received.

MOTION CARRIED

Points from Discussion

- The solicitor will identify several topics for the workshop on legal documents/contracts, and staff will list any priorities.
- Staff and Council would be welcomed to attend.
- Dates and times will be determined soon.

NEW BUSINESS

(a) Appointment of Parking Infraction Ticket Administrator

A recommendation was made by the Town Clerk that in light of the recent retirement of Gideon Travis and hiring of Tim Taylor to this position, Council is required to approve a resolution as per the Summary Proceedings Act.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

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***Recommendation to
Town Council***

that a recommendation be made to Town Council that Tim Taylor be appointed as the Parking-Infraction Ticket Administrator, pursuant to the Summary Proceedings Act, commencing immediately and continuing until his retainer with the Town ceases.

Points from Discussion

- Recognition should be given to Gideon Travis for a job well done.

(b) Chapter 83 – Streets Bylaw

Town Clerk Carol Harmes reported that review of *Chapter 10 – Streets Bylaw* indicated the need for many revisions, thereby necessitating the creation of a new document. This, in turn, was reviewed by the Director of Planning, the Town’s Engineer and the Town Solicitor, and their comments and recommendations have been included in *Chapter 83 – Streets Bylaw*. She added that this new bylaw will replace *Chapter 10*, upon its adoption.

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 Town Council that First Reading be given to adopt *Chapter 83 – Streets Bylaw*.

MOTION CARRIED

(c)Chapter 87 – Partial Tax Exemption Bylaw

Town Clerk Carol Harmes reported that with the review of *Chapter 39 – Tax Exemption Bylaw*, a number of revisions necessitated the creation of a new document, which would repeal the former one. *Chapter 87* has been reviewed by the Director of Finance and the Town’s Solicitor, who both approve of its content.

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 approve *Chapter 87 – Partial Tax Exemption Bylaw*.

MOTION CARRIED

(d)Chapter 88 – Rezoning Application Fee Bylaw

The Town Clerk reported that *Chapter 88* replaces *Chapter 40* of the same name and in doing so, updates the format and content.

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Chapter 88 has been endorsed by both the Director of Planning and the Town's Solicitor.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that First Reading be given to approve *Chapter 88 – Rezoning Application Fee Bylaw.*

MOTION CARRIED

(e)Chapter 28 – Underground Wiring bylaw

Town Clerk Carol Harmes presented this bylaw for repeal, as it relates to practices that are no longer carried out by the Town and therefore, has no current value. The Town's Engineer, the Director of Planning and the Town's Solicitor agree that it should be rescinded.

Therefore, it was approved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

***Recommendation to
Town Council***

that a recommendation be made to Town Council that First Reading be given to rescind *Chapter 28 – Underground Wiring Bylaw.*

MOTION CARRIED

(f) Chapter 43 – Kentville Business Improvement District Commission Bylaw

The Town Clerk reported that that *Chapter 43* exists as a current Town document, even though the implementation of the *Municipal Government Act* abolished commissions. The solicitor felt that Council should officially remove the document from its records.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

***Recommendation to
Town Council***

that a recommendation be made to Town Council that First Reading be given to rescind *Chapter 43 – Kentville Business Improvement Commission Bylaw.*

MOTION CARRIED

(g) Chapter 44 – Business Improvement District Rate Exemption Bylaw

Town Clerk Carol Harmes reported that with the rescinding of

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Chapter 43, Chapter 44 would have no relevance, and therefore, she recommended that it, too, be rescinded.

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 Town Council that First Reading be given to repeal Chapter 44 – Business Improvement District Rate Exemption Bylaw

MOTION CARRIED

(h) Federal Building Disposal

CAO Mark Phillips reported that the Federal Building in Kentville will be sold publicly.

(i) KDCL – update

CAO Mark Phillips reported that he has recently had a meeting with KDCL President Bill Denyar, who notified him that this organization is being revived, but with a different vision than it had in the past. The focus on business connections will be a priority, with property availability being connected to business people interested in property.

(j) Parking Downtown – 2 vs. 3 hour Limited

CAO Mark Phillips reported that a Kentville business owner asked the Town to consider changing those parking places limited to 2 hours in the downtown area, to 3 hours. Doug Macdonald pointed out that Wolfville has made this change and it appears to have alleviated some parking problems.

Points from Discussion

- An expansion to 3 hours would encourage people to come to Town to do business.
- There may be some businesses that would require a longer appointment time from customers, thereby, requiring a longer parking time
- For the most part, 2 hours would be sufficient for most businesses.
- There is a need for some additional all-day parking, as well as additional 2 hour parking.
- Over the next few months, staff should analyze this option and prepare a report and recommendation .
- It would be very confusing to impose different time limits at different locations around Town.

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- A longer parking time will slow down the turnover in available parking spaces.
- Revenue from parking tickets will be reduced.

(k) Fall Strategy Session

As there appeared to be some interest in holding a strategy session this fall, CAO Mark Phillips suggested that dates be considered for November, after fall conferences and other business events have been finished. At least a day long session would be required, to address some unresolved issues (use of old KCA, Code of Conduct)

(l) Hotel Study – Report and Recommendation

Community Development Coordinator Lindsay Young presented a report in which she noted that Colliers International has recently completed a hotel feasibility study for Kingston. She added that the recruitment of a hotel in Kentville's downtown, was part of the KCDC Action Plan, and therefore, she contacted Colliers to provide a proposal. This proposal has been attached and identifies Phase 1 for a Preliminary Market Assessment, at a price of \$4,850 plus HST, and a Phase 2 for a Feasibility Study, should Phase 1 indicate such a need. Phase 2 would cost \$7,850, plus HST, however, Colliers has agreed that they will credit the cost of the Preliminary Market Assessment (\$4,850 + HST) against the cost of the larger study.

As the Coordinator recommended that the Town proceed with this study, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that a recommendation be made to Town Council to accept Colliers International's proposal to undertake Phase 1 (the Preliminary Market Assessment) of a Hotel Feasibility Study for Kentville.

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

that this motion be tabled until the next meeting of CAC.

MOTION CARRIED

Points from Discussion

- This initiative should be done through Kings RDA.
- Occupancy rates as some hotels is very low.
- Perhaps some group would be available to partially support this feasibility study, which would reduce the cost.

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- It may not be the Town's mandate to put this concept forward, but if such an amenity would add to the Town, than support should be given for it.
- Some 30 years ago, this item was on the agenda of KDCL, but nothing materialized as developers were not interested in the idea. However, a number of hotel chains have been contacted over the years.
- Kings RDA asked for a hotel feasibility study on behalf of the County of Kings.
- This study would identify whether or not Kentville is the right environment for a hotel and would answer some of the questions.
- If astute hotel developers are expanding in this area, property is available.
- It might be beneficial to review the report from Colliers given to Kingston.

**(m) Council Resolution – Land Purchase on Park Street
(KCA)**

This was moved to "In Camera."

CORRESPONDENCE

(a) Kentville Lions Club

A letter was received from this organization to thank the Town for repairing the roof at their clubhouse.

ADJOURNMENT

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

**that the CAC meeting adjourns at 4:10 p.m. to go to a
Special Meeting of Council.**

MOTION CARRIED