

APPROVED MARCH 26, 2007

COUNCIL ADVISORY COMMITTEE

February 26, 2007

PRESENT

Mayor David Corkum, Deputy Mayor Larry Honey, Councilor Dennis Kehoe, Councilor Bernie Cooper, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Mark Pearl, Councilor Eric Bolland, CAO Boyd, Solicitor Peter Muttart, Recording Secretary Carol Harmes

CAO Bill Boyd reported that all Council members were present.

APPROVAL OF THE AGENDA

It was moved by Councilor Nola Folker-Hill and seconded by Deputy Mayor Larry Honey

that the Agenda be approved with the addition of
7 (a) Indoor Soccer Club
7 (h) Web Site Minutes
5 (f) Cash In Lieu – Recommendation (moved from 7 (a))

MOTION CARRIED

PRESENTATIONS

(a) Destination Southwest Nova

Madonna Spinazola and Doug Fawthrop from the Destination Southwest Nova Association presented the Municipal Investment Program for 2007-2010 (copy attached). This document identified an inventory of services in the area (accommodations, attractions and interests), the benefits of belonging to this association and the investment structure.

Doug Fawthrop reported that this new, larger organization gives much more leverage in marketing. The combined effort has an economy of scale; there are more tourism attractions in this area than anywhere else in the province; it is partially funded through ACOA and is supported by the Province itself. An assertive marketing strategy will see the brochure distributed beyond the region, and attractive and useful website and opportunities to “drill down” to specific locations and attractions. Membership links will be added.

In closing his presentation, Mr. Fawthrop stated that Destination Southwest Nova is asking for financial support from the Town in the amount of \$4,326.

Points from Discussion

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- Contributions must be part of the budget process.
- A budget for this organization for 2007-2008 would be helpful.
- Partnership program incorporates private tourism operations and funding comes from this source. (currently under 500 members)
- March 24th – DSWNS having a Trade Show – perhaps a booth could be put in promoting Kentville at the Canard Centre in Halifax.
- Cape Breton also does a regional tourism operation.
- The Annapolis Valley does not seem to fit into the name “Southwest Nova”. The word “Valley” should be included in the name of the area.
- Mayor Corkum asked same question. An ACOA study originally used this name and it has become synonymous with the Valley, South Shore and French Shore area. The name is geographical.
- The Valley will be highlighted in all material. All maps are divided into 4 districts – SW, Halifax, Central, Cape Breton.
- Tourism and environmental issues may be a driving force in moving the province forward.
- The request for the funding will be addressed during budgets.

APPROVAL OF THE MINUTES

It was moved by Councilor Bernie Cooper and seconded by Councilor Dennis Kehoe

that the Minutes of January 29, 2007 be approved with the correction of two typing errors.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

(a) Valley Community Fibre Network (update)

CAO Boyd gave an update on some outstanding issues addressed during the meeting of January 29th stating that information that had been requested on the Operating Budget has not yet been received.

(b) Kings Para Transit Agreement – update

CAO Boyd reiterated that at the last meeting of CAC, a request was made for staff to write to the Province (Dept. of Health and Community Services) regarding what avenues might be available for the transportation of citizens who must travel from the Valley into Halifax for medical reasons. No response has been received.

Councilor Mark Pearl confirmed that Kings Transit must also

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review the Agreement, however, no discussion has been held as yet.

(c) KCDC – Recommendations

Committee Member Brian Desloges outlined the report (attached) which identified the Guiding Principles for the Kentville Future Site. These involve a second bridge crossing, a new flood control dyke, gradient building construction, 60% residential, 40% commercial development, parkland and open space designation on river, road network, trail system, construction timelines and RFP timelines, and the KEED development.

Erin Mason (Kentville's representative on Kings CED) made reference to the structure of the Kentville Community Development Committee, pointing out that some members have retired, leaving vacancies; there has been an excellent interest in the committee from the business sector and that there is the need to have a diversity in the knowledge and expertise on the committee. She recommended that some additional members be included and proposed some names.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Mark Pearl

*Recommendation to
Council*

that a recommendation be made to Town Council to add the names Colette Beaton, Darlene Keeney, Betty-Ann Balcom and Donna Packer to the membership of this committee.

MOTION CARRIED

In closing, she invited members of Council to attend the Kentville Business Showcase and Luncheon on March 21st (11:30 am – 2:00 pm) at the Kentville Fire Hall.

(c) Parking Committee Recommendations

Hal Henderson noted that the Parking Committee met recently to review the Delphi-MRC report and made eight recommendations, as per the attached report. He reviewed these recommendations, pointing out those areas of contention.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Deputy Mayor Larry Honey

*Recommendation to
Council*

that a recommendation be made to Town Council that the following issues identified by the Parking committee, be approved:

- **The left turn lane (corner of Cornwallis and**

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Webster Streets) should not be marked to permit through movements as this would be a safety hazard

- **Truck turning radius issues at Cornwallis and Main Streets need to be addressed through templates and your preferred design vehicle.**
- **The left turn lane at the liquor store should be lengthened.**
- **Cornwallis Street parking should remain on both sides of the street, but should be better enforced for the 2 hour parking.**
- **A designated loading zone should be installed on the west side of Cornwallis Street near Café Central.**
- **An additional parking space in front of Fred's Shore, nearest the cross walk should be eliminated**
- **A lighted pedestrian cross walk should be installed across the intersection of Cornwallis and Main Streets.**
- **The timing of the traffic lights at the Cornwallis and Belcher Street intersection should be readjusted for better traffic flow.**

MOTION CARRIED

It was moved by Councilor Mark Pearl and seconded by Councilor Dennis Kehoe

that a recommendation be made to Council that the installation of the pedestrian crosswalk lights near Fred's Shoe store be postponed at this time.

AMENDMENT DEFEATED

Points from Discussion

- Although other areas of Town also need loading zones, provision of these could amount to the loss of many parking spaces.
- Pedestrian lights at the corner of Main and Cornwallis would cause bottle-neck traffic.
- The intersection is not well lit and a crosswalk sign would add illumination.
- Although Delphi MRC recommended long term parking on east Cornwallis, the Parking committee felt this would only serve as all-day parking for business people in that area.
- At the corner of Webster and Cornwallis Street, it would

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appear that there is a problem with lane changes. The left lane should be allowed to either turn left or go straight through.

- People get used to traffic flow and to change it again would be very confusing and would create more accidents.

It was moved by Deputy Mayor Larry Honey and seconded by Councilor Dennis Kehoe

that a recommendation be made to Council that it supports the Delphi recommendation, which would indicate that the left lane on Cornwallis Street turn left only or go straight , and that the right lane goes straight through, or turn right on Webster street.

AMENDMENT DEFEATED

(d) Sample Tax Bill

At the last meeting of CAC, Finance Director Crowell was asked to prepare a sample tax bill that would include a breakdown of the tax bill and the Provincial Mandatory percentages, to better show residents where their property tax dollars are spent. This was presented (copy attached) and reviewed by members of CAC.

It was moved from Councilor Dennis Kehoe and seconded by Councilor Eric Bolland

Recommendation to Council

that a recommendation be made to Council that the Finance Department revise the information on the tax billing to coincide with the sample tax bill presented.

MOTION CARRIED

(e) Cash in Lieu of Parking

(Note: This item was moved from "new business")

Director Bev Gentleman reported that in accordance with the Town's Land Use Bylaw, Section 15-5, Council may accept cash-in-lieu of parking in a Commercial General (C-1) zone under certain conditions. She added that Mr. Tan is constructing three apartments at 374 Main Street and is required to provide 4 parking spaces due to a change of use in this property. However, this particular property does not have room for additional on-site parking, and as such, he is requesting that the Town accept cash as an alternative.

Therefore, it was moved by Councilor Dennis Kehoe and seconded by Deputy Mayor Larry Honey

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***Recommendation to
Council***

that a recommendation be made to Town Council that based on the provisions of the MPS and LUB, that Council accepts the cash-in-lieu of parking in the amount of \$4,928 from Mr. Michael Tan for the issuance of a Development Permit to construct 3 apartments in the property located at 374 Main Street, Kentville.

MOTION CARRIED

Points from Discussion

- These residents would not have a place to park.
- A Development Permit cannot be issued if Council does not allow cash-in-lieu.

FINANCE

(a) Projections

Director Debra Crowell reported that overall, actual revenue is projected to year-end as over budget by \$89,500, and that further, overall expenditures are projected to be over budget by \$174,000. She reviewed various aspects of this report (attached) pointing out the areas of relevance to the bottom line and summarized by stating that the Town Operating Fund is currently reporting a year-end deficit of \$84,500, although this could possibly be reduced somewhat over the weeks ahead.

It was moved by Deputy Mayor Larry Honey and seconded by Councilor Bernie Cooper

that the Projection's report as presented by the Finance Director be accepted.

MOTION CARRIED

(b) Tax Exemption – Section 69 – 2007/2008

Director Crowell reported that Council allows for a partial tax exemption, under certain circumstances, but must pass a resolution annually, based on set criteria.

Therefore, it was moved by Councilor Dennis Kehoe and seconded by Councilor Bernie Cooper

***Recommendation to
Council***

that a recommendation be made to Town Council for exemption from taxes for the period April 1, 2007 to March 31, 2008 (pursuant to Section 69 of the MGA) in the amount of \$200

and further

that the exemption be granted to persons whose total income from all sources (including the income of all other persons in the same family residing in the same

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household as the applicant ratepayer) for the year 2006, is equal to or less than \$21,100 (an allowance paid pursuant to the War Veteran's Act – Canada – and the Pension Act – Canada – is excluded, as is a tax rebate provided by the Province.)

and further

that the property must be occupied by the applicant ratepayer

and further

that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final

and further

that no application for an exemption will be considered unless made on, or before the 31st of May 2007.

MOTION CARRIED

(c) Request for Tax Account Write-offs

Director Crowell reported that a list of tax accounts that have been recommended by the Town's Collection Officer for write off, relate to business occupancy taxes on businesses now closed. As both accounts have been in the collection agency over one year, it appears unlikely that payment will be received.

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

Recommendation to Council

that a recommendation be made to Town Council that the attached list of unpaid business occupancy tax accounts, in the amount of \$610.76, be written off.

MOTION CARRIED

(f) Sundry Account Write-Offs

Director Crowell reported that a sundry receivable account, in the amount of \$2,666.65, has been recommended by the Town's Collection Officer for write off. This amount relates to the 2003 flood and has been rejected for payment by both the Federal and Provincial auditors.

Therefore, it was moved by Councilor Bernie Cooper and seconded

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by Councilor Nola Folker-Hill

***Recommendation to
Council***

that a recommendation be made to Town Council that the attached sundry receivable account, in the amount of \$2,666.65, be approved for write-off.

MOTION CARRIED

(e) Reappointment of Auditor

Director Crowell reported that on July 14, 2004 Council ratified a motion to retain the services of Grant Thornton LLP for the year ending March 31, 2005, with the option for reappointment for the years ended 2006 and 2007, contingent on its satisfaction with their performance and fees, among other things. As there are no matters to the contrary, Director Crowell recommended reappointment.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

***Recommendation to
Council***

that a recommendation be made to Town Council that the audit firm, Grant Thornton LLP, be reappointed as the Town of Kentville's auditor for the year ended March 31, 2007.

MOTION CARRIED

(f) Reappointment of Insurance Carrier

(Note: at 7:50 p.m. Mayor Corkum declared a conflict of interest with this issue, asked Deputy Mayor Larry Honey to chair this aspect of the meeting and left the room)

Director Crowell reported that on March 9, 2005 Council ratified a motion to retain the services of Frank Cowan Company / Macdonald Chisholm Trask Insurance for the year ending March 31, 2006, with the option for reappointment for the years ended 2006 and 2007, contingent on its satisfaction with performance and fees, among other things.

She reported that there have been no matters to the contrary and recommended reappointment.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Dennis Kehoe

***Recommendation to
Council***

that a recommendation be made to Town Council that the firm, Frank Cowan/Macdonald Chisholm Trask be reappointed as the Town's insurance carriers for the year ended March 31, 2008 and that the premium of

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\$159,213 be approved.

MOTION CARRIED

Points from Discussion

- Although the premium remains the same, the deductible has gone from \$10,000 to \$25,000.
- Most liability claims, over this deductible would be large sewer back-ups.
- The Town self-insures smaller claims.
- All claims are channeled through Finance Director's office and reported to insurers.
- Insurance companies are not prepared to give rates too far in advance and this makes the time lines very tight.
- It is difficult to find insurers who will provide insurance for municipalities.
- Macdonald Chisholm Trask is a local firm, and the service delivery and attention to detail are excellent.

(Note: Mayor Corkum returned to the meeting at 8:00 p.m. and assumed the chair.)

(g) Withdrawal – Town Capital Reserve Over Runs and Additions

Director Crowell reported that final costs for various 2006/2007 capital projects ran over the projected costs as outlined in the 2006/07 Capital Budget. In addition, costs for Kentville Futures remediation continued and added to the infrastructure of the Town, and must be capitalized and funded as outlined in her attached report.

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 to approve the withdrawal of \$70,064.76 from the Town's Capital Reserve – General Allocation, to fund various project over runs and additions for 2006/07.

MOTION CARRIED

(h) Withdrawal – Town Capital Reserve – Various

Director Crowell reported that Council approved the 2006-07 Capital Budget on May 10, 2006, and that part of the funding for construction included the requirement to withdraw money from the Capital Reserve, as per the attached report.

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Therefore, it was moved by Councilor Dennis Kehoe and seconded by Councilor Bernie Cooper

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution be approved for the withdrawal of \$322,443.70 from the Town's Capital Reserve to fund budgeted capital construction costs for 2006/07, as per the Town's Capital Budget.

MOTION CARRIED

(i) Withdrawal – Town Capital Reserve Over runs – Sanitary Sewer

Director Crowell reported that final costs for 2006-07 Sanitary Sewer Capital projects ran over the projected costs, as outlined in the 2006-07 Sanitary Sewer Capital Budget, as per the attached report.

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

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution be approved for a withdrawal of \$2,307.63 from the Town's Capital Reserve (Sanitary Sewer), to fund various project over runs for 2006-07.

MOTION CARRIED

(j) Withdrawal – Town Capital Reserve (Sanitary Sewer, restricted and Sanitary Sewer Area Service Capital Funding – 2006-2007

Director Crowell reported that the 2006/07 Sanitary Sewer Area Service capital budget requires a withdrawal from the Town's Capital Reserve fund – Sanitary Sewer, as a partial funding source. Final costs for 2006/07 capital projects (Sanitary Sewer) are quantified and now the request for withdrawal from the Capital Reserve is being made. The specific projects are itemized in the attached report.

Therefore it was moved by Councilor Bernie Cooper and seconded by Councilor Mark Pearl

Recommendation to Council

that a recommendation be made to Town Council that the attached resolution be approved for a withdrawal of \$164,168.15 from the Town's Capital Reserve, Sanitary Sewer portion, to partially fund sanitary sewer capital

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construction during 2006-07.

MOTION CARRIED

NEW BUSINESS

(a) Indoor Soccer

Councilor Nola Folker-Hill asked if financial information on this facility could be provided to Council as information. She added that the facility is very well used.

(Note: CAO Boyd responded by stating that he would obtain this information)

(g) VWRM 2007-2008 Operating and Capital Budget

CAO Boyd noted that a copy of this budget was distributed to Council and was discussed in detail at a joint Council meeting on January 29th. He reviewed some highlights of the budget and pointed out that Kentville could expect an increase in funding of 2.4%.

It was moved by Councilor Mark Pearl and seconded by Councilor Dennis Kehoe

Recommendation to Council

that a recommendation be made to Council that the Budget as presented by VWRM be approved.

MOTION CARRIED

(c) KVFD – Capital Budget (area rate)

CAO Boyd noted that a copy of the report from the Fire Department outlined the area rate requirements for 2007-2008. In this, it was noted that the amount budgeted for 2007-2008 was \$388,900 which was an increase of \$24,500. The budget includes a replacement of the rescue unit, which was 17 years old.

Therefore, it was moved by Councilor Dennis Kehoe and seconded by Councilor Bernie Cooper

Recommendation to Council

that a recommendation be made to Town Council that the capital budget for the KVFD be approved at \$388,900 (for an area rate of 0.047%) .

MOTION CARRIED

(d) Notice –Kings Transit Joint 2007-2008 Budget Presentation

CAO Boyd reported that a meeting is scheduled for Wednesday, February 28th in the County Council Chambers at 7:00 p.m. to

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address the matter of the 2007-2008 Budget.

(e) Lighting Improvements Recommendation – Centre Square

(Note: Councilor Dennis Kehoe declared a conflict of interest and left the room at 8:33p.m.)

CAO Boyd reported that upon a recommendation by the Parking Committee, the firm of Neill and Gunter was engaged to report and recommend improvement in the lighting of Centre Square. The attached report was reviewed.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Deputy Mayor Larry Honey

Recommendation to Council

that a recommendation be made to Town Council that two wall packs and six new 150 watt HPS bulbs be installed in Centre Square for a cost of approximately \$2,780, plus HST, thereby increasing the lighting intensity by 42%.

MOTION CARRIED

(Note: Councilor Dennis Kehoe returned to the meeting at 8:40 p.m.)

(h) Consulting Engineers – Recommendation

(Note: Deputy Mayor Larry Honey declared a conflict of interest and left at 8:40 p.m.)

Director Hal Henderson reported that proposals for three-year services of a consultant engineer closed on March 18, 2005 and that Hiltz and Seamone Company Limited, a local company had been engaged in that capacity, on the condition that they be reappointed in years 2006 and 2007, provided Council was satisfied with performance and fees, among other things.

As they are in mid-process of completing several long term projects for the Town and Water Commission, continuity is very important. Further, this firm has a good working relationship with contractors and with the Town itself and Director Henderson recommended reappointment for another term.

Therefore, it was moved by Councilor Dennis Kehoe and seconded by Councilor Bernie Cooper

Recommendation to Council

that a recommendation be made to Council to re-appoint Hiltz and Seamone Company Limited as the Town's Consulting Engineers, their fee being 10.75% plus HST

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of the actual cost of construction (excluding HST), for the third year of their three-year contract.

MOTION CARRIED

(Note: Deputy Mayor Larry Honey returned at 8:42 pm)

(g) Environmental Advisory Committee – Recommendation - Status, Budget

Councilor Eric Bolland asked that Council consider establishing the Environmental Advisory Committee, as a stand alone committee, with its own budget. He stated that funding is required for workshops, posters, presentations, handouts, press releases, contests, travel and conferences. In his attached report, he also identified some of the initiatives proposed as agenda items.

It was pointed out that stand alone committees do not generally work well and therefore, the Town would not be supportive of this request.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Mark Pearl

that a recommendation be made to Town Council that the Environmental Advisory Committee be established as an ad hoc committee of Council

And further,

that they consider a \$10,000 Operating Budget for this committee during budget deliberations.

MOTION CARRIED

Points from Discussion

- Some of the proposed expenditures may be covered by provincial or other similar agencies (i.e. posters, etc.)
- There is no funding this year for this project, as the Town is facing a deficit.
- Allocation for funds should be discussed during budget deliberations and the Committee should provide Council with a budget, line-by-line.
- This committee is necessary to address a global concern at the grassroots level. Its job is to “lead the charge.”
- The budget must include the costs of staff support and must conform to existing policies, etc.
- A standing committee of Council has not been workable in the past and even the KCDC is an ad hoc

Recommendation to Council

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committee. The Town is moving away from this concept.

- It's important to have momentum and a commitment by Council is necessary.

(h) Web Site Minutes

Councilor Nola Folker-Hill asked if the CAC Minutes could be put on the web page. This has seemed necessary in the past, because recommendations from this committee may be overthrown at the Council level, confusing the public.

However, it could be possible to include CAC Minutes and other Committee Minutes on the web page, after they are approved

CORRESPONDENCE (a)

ADJOURNMENT It was moved by Deputy Mayor Larry Honey that the meeting adjourn at 9:00 p.m.

IN CAMERA Re: Litigation