

Approved – August 30, 2010

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# KENTVILLE TOWN COUNCIL

## MINUTES

### June 28, 2010

**PRESENT**

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Bernie Cooper, Councilor Eric Bolland (arrived at 7:22 p.m.), Councilor Nola Folker-Hill, Councilor Mark Pearl, Councilor Tony Bentley, CAO Keith Robicheau, Town Clerk Carol Harmes

**MEETING CALLED TO ORDER  
AND ROLL CALL**

Mayor David Corkum called the meeting to order at 7:00 p.m. and CAO Robicheau reported that all Council members were in attendance except for Councilor Eric Bolland.

**APPROVAL OF THE AGENDA**

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

**that the agenda be approved with no additions.**

**MOTION CARRIED**

**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.*

**PRESENTATION**

**(a) Princess Kentville 2010-2011 Kara Hill**

Mayor Corkum introduced Princess Kentville Kara Hill who thanked the Town for its support in her candidacy as Princess Kentville during the recent Apple Blossom Festival. In particular, she thanked Lindsay Young and Mark Phillips for their help in preparing for the festival and added that she is looking forward to representing the Town during the upcoming year.

**ADJOURN FOR AUDIT  
COMMITTEE MEETING**

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

**that the Council meeting adjourns at 7:08 p.m. and that the Audit Committee Meeting commences.**

**MOTION CARRIED**

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Finance Director Debra Crowell welcomed Darrell Richards, CA, a partner of the Town's auditing firm, Grant Thornton, LLP. As part of her acknowledgement for the work done on the audit, she took the opportunity to thank Mr. Richards, the audit team of Grant Thornton and those individuals at the Town, especially Robin Paish, who worked on preparing and assembling the information for the audit.

Mr. Richards noted that the Town of Kentville is one of the first municipal units to have their audit conducted this early in the year. He reviewed the Financial Statements, and noted the changes in the accounting policies that have taken place over the last year. These changes affect the capital assets, which are now depreciated, and as a result, the statements appear quite different from past years and may appear similar to corporations.

Some highlights as mentioned were:

- Total revenues were \$14,066,387.
- This compared to last year with revenue at \$13,427,045 and a budget of \$13,427,045.
- The expenditures are \$12,500,436, compared to a budget of \$11,398,000.
- Therefore, the surplus for the year is \$1,565,951, which compares to the \$38,386 deficit for the prior year.
- The accumulated surplus at the end of the year is \$37,459,934.
- the assets of the Town - cash, receivables and investments total almost \$16,000,000.
- Liabilities - bank loans, accounts payable, other liabilities, debt (Municipal Finance Corporation) total \$11,000,000.
- Net financial assets were almost \$5,000,000.
- Non financial assets \$32,000,000 (depreciated value) with a total accumulated surplus of \$37,000,000.

Following further details on the statements, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

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**that the Consolidated Financial Statements, dated March 31, 2010, be moved to the agenda of Town Council, for consideration of approval.**

**MOTION CARRIED**

Darrell Richards further noted that the Report to the Audit Committee is a requirement of the audit standards, and explained the roles of the Audit Committee, offering to provide a training update to Council, should that be required. He expounded on the role that Grant Thornton plays in the audit and gave an opinion on the audit.

Mr. Richards made reference to those significant deficiencies identified, such as the appointment of an internal auditor and the need to provide education for the audit committee.

Under the “Observation and Advisory Comments” section, he further pointed out that there should be a separation of duties regarding journal entries and dual authorization for online banking. However, he did note that there were existing compensating controls in place that reduce the risk for material misstatement in both of these areas.

In summary, he observed that the Town had successfully adopted the new PSAB 3150 Tangible Capital Assets of Local Government.

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

**that the document from the Town’s auditors, called the “*Report to the Audit Committee – Communication of Audit Strategy and Results,*” be adopted.**

**MOTION CARRIED**

Mayor Corkum adjourned the Audit Committee meeting and called the Council meeting back to order at 7:38 p.m.

**APPROVAL OF THE MINUTES**

**(a) May 10, 2010**

It was moved by Councilor Nola Folker Hill and

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seconded by Councilor Tony Bentley

**that the minutes of the Special Council Meeting of May 10, 2010 be approved as circulated.**

**MOTION CARRIED**

**(b) May 25, 2010**

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

**that the minutes of the regular meeting of Council on May 25, 2010 be approved with the addition of:**

***“who was absent with leave” after Councilor Bernie Cooper’s name on Page 1 under Roll Call.***

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

none

**REPORTS AND RECOMMENDATIONS**

**(a) Council Advisory Committee**

**(i) Bonavista Park – Access Trail**

Councilor Bernie Cooper noted that at the June 14, 2010 meeting of Council Advisory Committee, the issue was discussed regarding the completion of the two proposed access trails into the Bonavista Park. Director Mark Phillips noted that these had not been completed when the park was developed, due in part, to the sensitivity of the legal issue underway at that time. However, some residents feel that sufficient time has passed and they are now interested in carrying forth with this work.

Part of the agreement with this project was that the citizens would fund-raise to financially contribute to the work, and therefore it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

**that the Town proceeds with the pathways to the Bonavista Park only after the community financial commitments has been met.**

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**(ii) Rotary Clock**

Councilor Bernie Cooper noted that at the June 14, 2010 meeting of Council Advisory Committee, Director Mark Phillips presented a design of the Cornwallis /Main Street corner, showing the location where the Rotary clock will be installed. He noted that this site will not impede the flow or visibility of vehicular or pedestrian traffic through this crosswalk area, and that it will be an attractive addition to downtown.

As part of the agreement with the Rotary Club, the Town's financial commitment will involve the installation of underground wiring, construction of supports to ensure that the clock is properly anchored and the provision of a landscaped area to enhance this structure.

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

**that the Rotary Clock Project be approved in the 2010 - 2011 Capital Budget in the amount of \$41,000, of which \$23,000 will be contributed by the Rotary Club and \$18,000 by the Town of Kentville.**

**MOTION CARRIED**

*(Note: Councilor Mark Pearl asked that it be noted that he voted against this motion, as he wished to table this until after discussions on the 2010-2011 Operating Budget have been completed.)*

**(iii) Chapel Hill Closure**

Councilor Bernie Cooper reported that at the June 14, 2010 meeting of Council Advisory Committee, Director Gentleman noted that NSCAF (Nova Scotia Civic Address File) indicated that Chapel Hill is a non-existing street, having been closed over 20 years ago. Therefore, the sign on the street indicating "Chapel Hill" has been removed, much to the alarm of the current home owners, who live on that street. As the sign has continued to remain in existence and certain legal documentation exists with the name "Chapel Hill" clearly indicated, the homeowners have asked that the Town correct this problem.

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Councilor Bernie Cooper added that Council Advisory Committee recommended

**that the issue relating to the closure of Chapel Hill be referred to the Town's Solicitor;**

**and**

**that the street sign be installed in the interim; and further,**

**that the home owners be made aware that the sign has been erected only on a temporary basis.**

However, he noted that since this meeting, the Town's Solicitor has determined that only a portion of Chapel Hill had been closed in 1987, leaving the upper portion, on which the home owners live, still in existence. Therefore, no motion was required.

**(iv) Permit Parking Request – VCLA**

Councilor Bernie Cooper noted that at the June 14, 2010 meeting of Council Advisory Committee, members discussed the request from Valley Community Learning Association for an opportunity to negotiate with Town Council parking permits for their volunteers.

Although Council is aware of the excellent work done in this organization, temporary parking for particular operations around the block is not a normal practice, and further, any influence used on such matters would not fit the role of a Council.

Therefore, it was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

**that the request from Valley Community Learning Association for parking permits be referred to the Chief of Police.**

**MOTION CARRIED**

**(v) Webster Court Public Parking**

Councilor Bernie Cooper noted that at the June 14, 2010 meeting of Council Advisory Committee, Director

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Greg Kehoe stated that businesses on Webster Court identified the need for more parking as a priority. By way of a solution, he noted that currently there exist 36 leased parking spaces on Justice Way, 6 of which are currently not leased. He proposed the conversion of some of these leased parking spots into public 2-hour parking spots.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

**that those six parking spaces on Justice Way (designated to be available for lease) instead, be converted to public, 2-hour parking spaces.**

**MOTION CARRIED**

*(Note: The 6 parking spaces in question, are those which are not currently leased.)*

**(vi) Policy Statement G34- Temporary Development Officer**

Councilor Bernie Cooper reported that at the June 14, 2010 meeting of Council Advisory Committee, Town Clerk Carol Harmes noted that amendments are required to this policy, as its content is no longer accurate. She explained that in 2008, Council approved a motion to appoint Frank MacFarlane as the Development Officer, with the Assistant Development Officer being the Director of Planning and Development, Beverly Gentleman.

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

**that Policy Statement G34 –Temporary Development Officer be amended, as attached.**

**MOTION CARRIED**

**(vii) Sanitary Sewer Capital Budget – 2010-2011**

Councilor Bernie Cooper reported that at the June 14, 2010 meeting of Council Advisory Committee, Director Greg Kehoe noted that the sanitary sewer operates on a budget separate from that of the Town and that sewage

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is pumped and collected through the mains in Kentville, to the regional pumping station. From here it is pumped to the regional sewerage treatment plant in New Minas, with the cost of the collection and treatment shared among the County of Kings, Kentville, New Minas and two large industrial users.

He added that the county recognized and adjusted the Town's contribution to the operating and capital budget as a result of the closure of Eastern Protein, and subsequently, it would appear in order for Council to approve this budget.

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

**that the 2010-2011 Sanitary Sewer Capital Budget be approved for \$216,000.**

**MOTION CARRIED**

**(viii) Sanitary Sewer Operating Budget  
– 2010-2011**

Councilor Bernie Cooper reported that at the June 14, 2010 meeting of Council Advisory Committee, Director Greg Kehoe noted that the sanitary sewer operates on a budget separate from that of the Town and that sewage is pumped and collected through the mains in Kentville, to the regional pumping station. From here it is pumped to the regional sewerage treatment plant in New Minas, with the cost of the collection and treatment shared among the County of Kings, Kentville, New Minas and two large industrial users.

He added that the county recognized and adjusted the Town's contribution to the operating and capital budget as a result of the closure of Eastern Protein, and subsequently, it would appear in order for Council to approve this budget.

Therefore, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

**that the 2010-2011 Sanitary Sewer Area Service Operating Budget be approved with revenue at \$869,400, total expenditures at**



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**\$856,300 and excess revenue of \$13,100, as attached.**

**MOTION CARRIED**

**(ix) Capital Projects 2010- Award**

Councilor Bernie Cooper reported that at the June 14, 2010 meeting of Council Advisory Committee, Director Greg Kehoe noted that tenders for the 2010 capital works projects closed on June 9<sup>th</sup> with 4 bids having been received. Of these, G.K. Morse was the lowest. A total of nine projects were included, some designated under Transportation Services and others under the Kentville Water Commission.

In an attempt to reduce the budget this year, the provisional item of West Main Street Pipe Work, at \$49,150.00, was deleted from the schedule of work

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

**that authorization be given to award the 2010 Capital Project work to G.K. Morse, in the amount of \$618,732.50, plus HST.**

**MOTION CARRIED**

**(b) Fire**

**(i) Chief's report**

Fire Chief Shawn Ripley reported that for the month of May, there were 14 calls in Kentville for a distance travelled of 148 kilometers, 19 calls in the County for a distance travelled of 1824 kilometers, and 7 mutual aid calls, for a distance travelled of 1336 kilometers. These call-outs ranged in scope from leaks, various types of fires and alarms sounding, to MVAs, medical assists, smoke conditions and investigations.

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

**that the report from the Fire Chief be received.**

**MOTION CARRIED**

**(ii) Fire Governance Report**

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Deputy Mayor Bill Boyd noted that there was a meeting scheduled for June 22<sup>nd</sup>, however, a quorum was not met, and the meeting has not been rescheduled.

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

**that the report from the Fire Governance Committee be received.**

**MOTION CARRIED**

**(c) Valley Waste – Resource Management Authority**

Councilor Mark Pearl reiterated some points on the attached reports, noting that the 2010-2011 Operating and Capital Budgets have been approved by all partnering municipalities, as has the amending document for the Inter-municipal Services Agreement, as it relates to borrowing powers. He added that Keith Robicheau (VWRM Working Group) presented an update on the Working Group's activities regarding the Capital Reserve Fund Policy, and also outlined a proposed scenario for funding the replacement of 2 management centres. In addition, RFPs closed on May 6<sup>th</sup> for the construction of new administration offices adjacent to the Management Centre, and another successful Open House was held on June 6<sup>th</sup>.

Following the recap of some statistical information on waste processing, Councilor Pearl noted that the next meeting will be held on July 28<sup>th</sup>.

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

**that the report from the Valley Waste Resource Management Authority be received.**

**MOTION CARRIED**

**(d) Kings Regional Development Agency  
(i) Representative's Report**

Jennifer Weisner reported on the May report from the Executive Director and reminded Council that there will not be another report until next fall. She added that

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the Annual General Meeting (June 17<sup>th</sup>) saw a good turnout; that a Newcomers Guide to Kings County is available to those new citizens in the Valley; and that this gives a lot of information as to where to find information and resources. Councilor Mark Pearl congratulated Jennifer for her work in the strategic planning aspect of Kings CED; and Mayor Corkum added his congratulations for a job well done.

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

**that the report from Kings RDA be received.**

**MOTION CARRIED**

**(d) Kentville Community Development Committee**

**(i) Report**

Mayor David Corkum reported that there was nothing to report, other than that an interim community development staff person, Lindsay Pearl, has taken on some of the challenges with this position.

**(e) Kings Transit Authority**

**(i) Representative's Report**

Councilor Mark Pearl reiterated some points of interest included in the report from Ron Mullins, the General Manager of KTA. He noted that work continues on finalizing the property which has been allocated for the new garage; a letter will be forthcoming regarding an amendment to the bus replacement reserve in the general capital reserve, and that a merger study was carried out with the recommendation that Kings Transit and Kings Para Transit should work cooperatively, but not towards integration. He added that an office clerk has been hired to assist with office functions.

It was moved by Councilor Mark Pearl and seconded by Councilor Nola Folker-Hill

**that the report from Kings Transit Authority be received.**

**MOTION CARRIED**

Points from Discussion

- Idle Free Day saw ridership at Kings Transit up

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- 65% with over 2100 people using the system.
- Use of the transit system during the Apple Blossom Festival would provide a good service to the public attending the events.
- Ridership was down again this month and it may be that this was a result of a number of things. (i.e. low fuel costs, lay offs of a number of employees, etc.)

### **(m) Environmental Advisory Committee**

Councilor Eric Bolland reported that a meeting was held on June 23<sup>rd</sup> at which a number of issues which had been discussed.

#### Some agenda items were:

- Energy audits were done to town hall, the arena and public works buildings and these will recommend methods to reduce energy.
- Work has been done on the arena roof.
- The NS Power thermal rink project should be completed in the fall.
- An arrangement will be made with the KCA students (when they return in the fall) to undertake a clean-up of town in an effort to reduce some of the debris around the streets.
- A meeting will take place regarding projects from the ICSP.
- The active transportation project and the opening of the Ducks Unlimited site were discussed.

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

**that the report from the Environmental Advisory Committee be received.**

### **MOTION CARRIED**

#### Points from Discussion

- Any future projects, identified in the ICSP and of interest to EAC, should be brought back to CAC for approval.
- A staff person has been hired with Public Works to clean the streets and public areas in the downtown.

**(n) Councilors' Report**

Councilor Tony Bentley reported that he attended all meetings and the launch of the new bridge.

Councilor Nola Folker-Hill reported that she attended all meetings and the NKEC graduations, where she presented the bursaries to those students selected. She also attended the memorial gathering for past Town employee, Roger McNamera, and the Kings RDA annual meeting, however, couldn't access the building because of the number of people.

Councilor Mark Pearl reported that he attended (this last Saturday), a walk of the trail and a visit to the Ducks Unlimited area and was impressed.

Councilor Eric Bolland reported that there was nothing further to add.

Councilor Bernie Cooper reported that he attended all meetings, including the FCM Conference and the bridge launch.

Deputy Mayor Bill Boyd reported that he attended most events and enjoyed the opportunity to fill in for the Mayor during the Apple Blossom Festival events.

**(o) Mayor's Report**

From Mayor Corkum's written report, he added that the RCMP was practising for the Tattoo at the arena and that he had the opportunity to attend this spectacular event. He also attended the Opening Ceremonies of the Special Olympics and was over-whelmed with the heart-warming attitude of the participants and the significance of this event. Kentville is becoming an outstanding town in providing walking trails and active living opportunities. Director Mark Phillips deserves a huge amount of credit for the out-standing job he has done at the marsh area.

Mayor Corkum added that he received an unpleasant call from a tourist, who was not happy with the local tourist bureau.

**CORRESPONDENCE**

**(a) District of Barrington – NS Power Un-metered Street Lights**

This letter was a copy from the District of Barrington, in which there was a request that UNSM become an advocate for all municipalities that pay NS Power for unmetered street lights. The request included that a

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study be conducted to identify methods to reduce the costs of these lights.

It was noted that some funding is available to purchase lower energy lights and some municipalities have taken advantage of this. In addition, Mayor Corkum stated that UNSM is aware that municipalities can purchase LED lights locally, however must have NS Power approve the use of these lights on their poles.

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

**that Council supports the initiative as presented to the UNSM regarding the non-metered street lights.**

**MOTION CARRIED**

**NEW BUSINESS**

**(a) Receipt of Consolidated  
Financial Statements**

Following the Audit Committee Meeting earlier in the evening, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

**that the consolidated Financial Statements be received and accepted by Council.**

**MOTION CARRIED**

**PUBLIC COMMENTS**

none

**ADJOURNMENT**

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

**that the meeting of Town Council adjourns at 8:47 p.m.**

**MOTION CARRIED**