

Council Advisory Committee

MINUTES

January 14, 2013

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill (arrived at 1:30 p.m.), Councilor Bernie Cooper (arrived at 1:30 p.m.), Councilor Bill Boyd, Councilor Tony Bentley, Councilor Eric Bolland, Solicitor Tom MacEwan (Arrived at 1:30 p.m.), CAO Mark Phillips

Also present: Planning Director Bev Gentleman, with Police Chief Mark Mander, Finance Director Deb Crowell, and Town Engineer Fred Whynot to arrive at 1:30 p.m.

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 12:00 p.m. and CAO Mark Phillips reported that Deputy Mayor Mark Pearl, Councilors Bill Boyd, Eric Bolland, and Tony Bentley were present, with Councilors Bernie Cooper and Nola Folker-Hill, along with Solicitor MacEwan and other staff, expected to arrive later.

NOTE

“Points from Discussion” below show various comments made by individual councilors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

APPROVAL OF THE AGENDA

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

that the agenda be approved as circulated.

MOTION CARRIED

PRESENTATION

(a) Kings 2050 Project

Director Bev Gentleman introduced Kate Green of Stantec who was the consultants hired by the Kings 2050 group to create a “visioning” project. She noted the following:

- The overall objectives are to create a long-term view; engage the community; establish partnerships and collaboration and create a shared vision and goals.
- Many issues such as climate change, economic development and transportation involve a larger regional than a municipal unit.
- The visioning and background research project was phase 1 and is important to identify what the next steps will be.

- Phase 2 would be the development of draft regulations and Phase 3 would be the formal municipal adoption process.
- This organization consulted the management group, referred to previous studies (ICSPs) and engaged the community for feed back through community outreach, governance workshop and a community workshop.
- All communities were represented.
- Principles and Driving Elements were created and these were posted on the Kings 2050 website, some of which involved students from the area.
- Over 50 interviews were held with community leaders and others with a vested interest in the process. An online opportunity existed for other citizens. Social media was also used, along with the website to reach the public.
- Umbrella Vision – what is the anticipated outcome?
- In comparing the ICSPs from the area, there are some similarities, but Berwick and Wolfville have some other issues specific to them. (i.e. dyke land in Wolfville). Active transportation was a focus in each ICSP, as was the importance of partnerships.
- Some of the different projects identified by specific areas may continue on their own, but the commonalties will continue as part of the Kings 2050.
- Management of urban areas or different from management of rural areas, however, both must prosper to support one another.
- With this type of support in mind, it seems incongruent that the County of Kings would move their administration building out of the centre of Kentville, as their presence in imperative.
- Resources (funding) will be needed for support of some of the ideas generated (i.e. increase arts and culture) and work will need to be done on who pays what. Statements of interest will be identified and implementation will be addressed.
- The Kings Partnership Steering Committee needs only 2 units to agreement on a project, in order to allow a forward movement on a project.
- The younger participants were more willing to look at projects on a regional basis, ignoring municipal boundaries and the politics.
- The climate change action plan is important to every area, with flooding and other effects of the changing weather patterns impacting the whole area.
- Each municipal unit will work on its own Municipal Planning Strategy, but the Climate Change Action Plan will

- be addressed on a larger scale.
- As each community has a distinct character, the statements of interest can be agreed upon, however, the standards might allow for the individual units to retain some individuality. Economic development might be a good example of this.
- It is important that when individual municipalities make decisions for themselves, that these same decisions do not negatively affect a neighbouring municipality. There needs to be strong trust and collaboration between the units.

A similar presentation will be given to the other municipalities and a final draft will be provided to council. More input will be requested in a few months.

**APPROVAL OF THE
MINUTES**

(a) Minutes of December 10, 2012

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

that the Minutes of December 10, 2012 be approved

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) Parking Study

The Parking Study was presented by Fred Whynot, the Town Engineer, who identified the staff members involved in this project. Local businesses were engaged for feedback and suggestions through a needs survey and 55 (of 80 distributed) were returned to the Town. A list of general problems included that there was not enough parking spaces near their particular business; that customers were receiving parking tickets after exceeding the 3 hour limit and that business employees are using the 2-hour spots, reducing customer parking.

Some suggestions involved creating more all day parking; leased or permit parking for employees; more promotion on parking spots available; more 3 hour spots; 2 hour parking changed to 1 hour parking; a special permit allowing clients to exceed 2 hour parking when anticipated; more disabled parking spaces; designated loading zones; better lined spaces in Centre Square, number parking spaces to identify those employees moving from space to space; move downtown events out of Centre Square. After reviewing these comments, and the existing parking maps, several recommendations were made, effective 2013-2014, subject to budget approval. A new parking map was created, designating staff/customer parking (all day); 2 hour customer parking and leased staff parking.

Points from Discussion

- It is important to establish how many spots currently exist and how many are needed.
- No policy exists regarding leased parking spots and one should be created to ensure that fairness is exercised.
- Much of the currently leased parking was created from abandoned property as it became available and a need was expressed.
- There may be a need to examine whether or not there are enough handicapped parking spots, as these were increased a number of years ago.
- The all-day parking recommended on Main Street from School to Aberdeen Street may create a problem for those businesses in the area, that need customer parking.
- The Land-Use Bylaw has identified the number of parking required and the Planning Department is examining those requirements as they relate to the parking inventory.
- A working session of council or a committee could be arranged to deal with each individual recommendation.
- The business community would also be interested in seeing this report and many may be interested in taking part in the discussion of the recommendations.
- Perhaps businesses like hairdressers/spas could offer their clients a permit for extended parking (when the client books the appointment). This could be placed in the wind shield, however, a log would need to be kept so as to prevent abuse of these permits.
- The business community must support the changes made, as it affect them more than anyone else.
- Perhaps time could be made available after the mini-strategy session on January 25th.
- Staff has been directed to set up an ad hoc committee to discuss the Parking Study

(b) Traffic Authority's Recommendation – Aberdeen Street

Town Engineer and Traffic Authority Fred Whynot prepared a report following the direction Council to review the feasibility of installing a third lane of traffic on Aberdeen Street, which would lessen the traffic congestion in that area, when vehicles are in line for the Tim Horton's drive-thru.

He pointed out that:

- A third lane on the west side of Aberdeen Street would reduce traffic congestion during specific times.
- It is necessary to determine if this would allow for the proper lane widths; if parking would be decreased in order to make this additional lane; if road alignments and

crosswalk relocations could be accommodated in the future, as a street realignment might be necessary at the corner of Aberdeen and River Street for safety reasons. A meeting has been arranged with DTIR (NS Department of Transportation and Infrastructure Renewal) to discuss this issue.

- Future work could be phased in and should the third lane development move forward, perhaps only line painting would be required at this time.

Points from Discussion

- Perhaps this third lane could be provided on a trial basis.
- Line painting and overhead signage would be required to guide motorists.
- The cross walk at Aberdeen and River Street is poorly located and is dangerous for pedestrians.

It was moved by Deputy Mayor Pearl and seconded by Councilor Tony Bentley

***Recommendation to
Town Council***

that a recommendation be made to Town Council that consideration be given to create a third lane of traffic on Aberdeen Street between River Street and Station Lane to allow for right turning traffic on Station Lane, providing further investigation by the Traffic Authority indicates that this is a feasible solution.

MOTION CARRIED

(c)Town Engineer's Report – Lightfoot Property

Town Engineer Fred Whynot presented Council with a follow-up on the concerns expressed by the Gail Lightfoot and her son, regarding the sanitary sewer lines on their property which is currently shared with the property at 47 Campbell Road.

A review of the infrastructure in the area was undertaken and it was determined that extending a lateral to the property line of 47 Campbell Road would be the best solution for resolving the problem, thereby allows the property owners of 47 Campbell Road to disconnect from the shared lateral and connect to the new lateral.

Both parties have given a verbal consent to this proposal and a letter confirming this was sent to both parties, requesting a written acceptance of the proposal. When these agreements have been received, the work will be scheduled for Spring 2013.

(d) R.E.N. Update

CAO Phillips prepared a power point presentation in which he outlined the mission of this new organization – to guide and navigate regional development in Nova Scotia, supporting business growth in communities. He added that cooperation agreements will be established.

He identified each of the core activities, as recommended by the Review Panel; those recommendations relating to governance issues; accountability; geography and budget.

Points from Presentation:

- The recommendations were reviewed at a recent Strategy Session and Council has participated at a number of meetings with the proposed partnering units and there appear to be 3 concerns at this point in time – (1) roles and responsibilities of each level of government. (2) governance model is different from what is familiar to the units, and (3) the funding formula must be created that is fair and reasonable.
- Bob Book (representative from the Province) asked each unit to identify what individual would represent the unit at the REN. The CAO group will continue to work on this project.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that CAO Mark Phillips represent the Town of Kentville on the Regional Enterprise Networks Committee.

MOTION CARRIED

CAO Phillips added that there was a request from the Regional Development Agency staff to allow the RDA to continue operation on its current projects, until the funds already committed to this agency have been depleted.

The province has indicated that its support of RDAs will end on March 31, 2013. Concern exists as to how the Kings RDA will wind down, although others throughout the province have already ceased to exist and funding withdrawn. Stephen Kerr would like to extend the service to the business community as long as possible, so that there is a smaller “gap” between the RDA and the REN. Bob Book stated that any financial existence given by the province

would assist in the RDAs winding down, although the Province might be receptive to a request, if it came in the right way. Staff at the RDA feels that there will be a surplus at the end of the year and a report outlining those detail is required. Stephen Kerr would like to extend the service of the RDA as long as possible, to compliment the business community and would allow for a smoother transition.

This extension of service might also be a confirmation that there is a service in the area, which might help in the Town's bid to have the REN located here in Kentville. The RDA board must approve this extension of service, and each partner must support it, following the board's recommendation. At this point in time, KPSC has not discussed the issue as a group.

Points from Discussion

- It would be in Kentville's best interest to keep the RDA open, although it would be on a week-to-week basis.
- It is important to determine whether or not there is a real surplus in existence and if all financial commitments (i.e. contracts, winding down costs, etc.) have been accounted for.
- The surplus funding relates to a CRA issue and this has been on the books for years.
- The other partners of the RDA have gone on record to discontinue support on March 31, and considerations must be made regarding liability to the Town should an extension be given. Other obligations must also be analyzed beforehand.
- If the RDA board makes the recommendation to extend its service, there will be time for Council to make that decision.

(e) Library Update

A strategy session report prepared by recreation staff, pointed out the costs relating to the current library building, as staff, books and other operational costs are covered through the Annapolis Valley Regional Library. She also pointed out that the size of a library should be reflected by the number of library users, and in the case of Kentville, where up to 5,000 clients would use the facility, the building is below the minimal required size, as defined by Library Standards.

In 2007, the Friends of the Library reported that the total registered library-users was 9,662 and has been increasing. Residents from Coldbrook, New Minas, Canning, South Alton and other surrounding communities use the Kentville facility and based on a conservative estimate, it is likely that the user-increase has risen to

10,500 over the last 4 years.

Gillian Yorke further noted the number of considerations involved in the exterior of the library, such as its location, visibility, separate entrance, lighting, parking and physical accessibility. She noted that 12-15 parking spaces should be allocated to library users, based on the 10,000 user number.

The interior should be flexible for current and future needs, floor plan, elevator if more than one floor, office, work and storage areas and operational equipment and supply room. The structure of the facility should also consider floor loading to support shelving and books, collection space and adult, staff and program space.

This issue will be kept on future CAC agendas, with perhaps an RFP being sent out in the future. Potential partners will also be considered and the County will be asked to meet with the Town during future considerations.

Points from Discussion

- There are several potential buildings in the downtown that might be a good location.
- It is expected that a new library will be seen sooner, than later.

(f) Belcher Street Dumping (letter to resident)

At the last meeting of Council, staff was given direction to meet with the Town's solicitor to prepare a letter to the resident of Belcher Street to remediate this property. Director Gentleman noted that she, CAO Phillips and Solicitor MacEwan met to address this issue. As the "unsightly premises" approach might be difficult, a letter was draft to Valley Waste to urge them to undertake this matter through their bylaw.

Solicitor MacEwan reported that the illegal transfer and dumping of the refuse from the curling rink should have been properly disposed of and therefore should now be addressed by Valley Waste. The Environment Act and Valley Waste bylaw would support the proper disposal of the demolition material. Valley Waste will be asked why they feel that they should not prosecute under their bylaw, and should they decline to do so, the matter of unsightly premises will be pursued. Two bodies will bring pressure on the property owner to rectify the matter.

The Department of Environment was not prepared to get involved, as they were aware of the dumping and there appeared to be no real

environmental hazard, but discouraged the homeowner from adding more similar debris.

(g) KDCL Update

CAO Philips noted that an update will be provided under Lindsay Young's report later on the agenda.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The Investment Advisory committee met on December 5th
- A meeting took place with the Town's audit firm to begin the year-end audit process.
- AMA Regional meeting was held on December 14th
- The Town Hall was closed over the holidays.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 75%. However, revenue is above the average at 88.8%. With Schedule B (expenses), overall expenses are slightly over the benchmark at 76.9%, as some departments are over, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes), 95.8% of the current tax levy has been collected, leaving an outstanding amount of \$354,681.

Schedules E and F (Perpetual Investment Fund) saw investments total \$13.5 million at cost, with investments of \$13.4 million at market. The statement of Reserves (Schedule F) shows a combined total income of \$436,155 including accrued interest of \$103,070. It was noted that in the current economic climate with low interest rates, it is difficult to replace bonds that are maturing and although the projected budget will be met and next year, the target may be lower next year.

Following a description of each account, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

that the report from the Director of Finance be received.

MOTION CARRIED

(2) Projections

Director Debra Crowell noted that as of December 31, 2012, the Town could realize a surplus of \$65,700, a substantial increase from last month which showed a deficit of \$38,200. This change has resulted primarily from increased revenue due to sales and services, and in savings in several accounts.

Following a detailed review of the accounts impacting these projections at this time, it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

that the Projection Report from the Finance Department be received.

MOTION CARRIED

(3) Sanitary Sewer Capital Reserve Withdrawal Resolution

Director Crowell reported that the attached resolution for the withdrawal of \$30,000 represents the costs for the sanitary sewer portion of the capital construction costs for work on Melbourne Avenue.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council to approve the attached resolution for the withdrawal of \$30,000 from the Capital Reserve, Sanitary Sewer portion, to partially fund sanitary sewer capital construction during 2012-2013.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 2 building permits, amounting to building value of \$318,000, which brings this year's valuation to \$9,658,981. This represents figures based on the calendar year.

She added that:

- Kings 2050 group held a presentation earlier on the agenda.
- Maps and analysis were prepared for the Parking Study presented earlier on the agenda, as well.
- Colliers International has been signed up for an additional 3 months as the listing agent for the Kentville Future site.
- 5 more semi-detached lots are under review for subdivision approval at the Blackberry Ridge Subdivision.
- The illegal dumping and unsightly premises issue on Belcher Street was addressed earlier on the agenda under a separate report.

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

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

MOTION CARRIED

(iii) Environmental Advisory Committee Report

Chairman Bolland reported that there is nothing to report at this time, however, an item later on the agenda relates to this committee.

(c) Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- The after-school programs (skating, indoor tennis, snow shoeing) continue at KCA.
- The Indoor Walking program remains successful.
- Town scheduling of the KCA gym for school and community use continues to be beneficial.
- The arena continues to be busy with scheduled ice time the condenser is working well, however the water purification system is not.
- A grant application for continued trail development (Participark) has been submitted to NS Moves grant.
- An application has been submitted for the TD Green Streets Fund for \$10,500.
- Facebook and Twitter continue to be a successful means of communication with the Recreation Department.
- The Kentville Home Show is scheduled for April 19th - 21st this year.

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

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

MOTION CARRIED

(ii) Community Development Coordinator's Report

Lindsay Young reported that:

- NSERDT has not responded on the hotel study.
- The 2012 Shop to Win was successful, with 16 merchants participating.
- With the website redevelopment, content continues to be updated.
- KDCL has remained active and budget sessions are underway. A public meeting will be held in January and this

- organization hopes to attend CAC in February.
- Ads for the Metro Guide Publications will focus on recreational assets and opportunities in Kentville.
- With the downtown webinar series, there was a good deal of positive feedback and the 3 disc set is available for viewing by those interested.
- A number of meetings were held since the new year began.

It was moved by Councilor Ton Bentley and seconded by Councilor Nola Folker-Hill

that the report from the Community Development Coordinator be received.

MOTION CARRIED

(iii) TV Documentary Series – Force Four Entertainment

Video clips are available on this project, which involves Force Four Entertainment who plan to produce a television program showing a Canadian community living a life without taxes. The town of Kentville is being considered for this project and a meeting will be held on Sunday evening with the producers, members of the public, Staff and Council.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council to endorse Kentville’s involvement in this TV Documentary Series.

MOTION CARRIED

(iv) KCDC Chairman’s Report

Mayor David Corkum had nothing further to report.

(d) Police Report

(i) Chief’s Report - Crime Statistics Presentation

Police Chief Mark Mander gave a power point presentation on the crime statistics for the last year. He added that this format has been created to address some suggestions given by Council, and noted that:

- The most common offences have been identified and statistical comparisons drawn.
- This format allows for a quick review of the criminal activities in Kentville and compares this to previous months, the previous year and threshold of 4 previous years.

- Break-ins relate statistically to drug related activity.
- There is a 4 % reduction in crime since last year.
- All calls identified on the statistical chart have taken place in the town of Kentville.
- The crime statistics compared to other similar size towns are not available to Kentville Police Services.
- It is important for Council to identify other information that they feel is important to include in these statistics.

(ii) Board Report

Councilor Bernie Cooper reported that the next board meeting will be on January 17th, 2013.

(iii) Queen Elizabeth II Diamond Jubilee Medal – Police Chief Mander

Mayor David Corkum wished to acknowledge a special presentation of the Diamond Jubilee Medal to Police Chief Mark Mander for his outstanding efforts in building a caring society and country through service, contribution and achievements. Chief Mander was recognized as a result of the Canadian Association of Chiefs of Police Awards and Decorations Committee.

(e) Transportation Services

(i) Directors Report

Director Whynot reported that:

- Several snow storms in December tested the new truck and other winter gear and equipment. With 40% of winter behind us, the snow and ice removal budget is 14% expended.
- Drawings of the proposed sidewalk for Nichols Avenue are being reviewed.
- Any capital work for 2013 would have to be approved during the budget process.
- With the regional sewer system, the lift station RG7 has been completed.

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

that the report from the Director of Transportation Services be received.

MOTION CARRIED

(f) Water Commission

(i) Directors Report

Director Whynot noted that:

- Water quality remains within the acceptable limits.

- A power outage (due to high winds) on December 19th affected the well on Mitchell Avenue.
- At the Water Commission Meeting on December 20th, a statement of operations, current capital program and other possible projects were discussed.
- Problems continue with the secondary well pump and these will be repaired under warranty.
- Approximately 400 meters were read throughout the system, to double check for accuracy because of unusually high or low consumption.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum had nothing further to report.

(g) Administration

(i) Chief Administrative Officer's Report

Highlights from the report:

- Meetings have been scheduled for KPSC and the CAOs, Warden and Mayor discussed the possibility of having rotating meetings, so that the coordination and administration can be shared by the units. The Town of Kentville will host these meetings for the upcoming year, with a late meeting in January, one on April 11, June 27th, Oct. 10th (annual joint council meeting) and December would be the traditional meeting.
- Joint Fire Service – January 24th at the Fire Hall, with the budget being the priority.
- Kings Transit – transfer station well used, park bench and landscaping will be added. The 2013-2014 draft budgets have been circulated to the board and will be discussed at an upcoming meeting.
- A Regional AMA meeting held on December 14th was hosted by the town of Kentville.
- UNSM has been helpful in facilitating REN meetings and these have been held around the province and locally.
- Valley Waste – the 2013-14 operating and capital budgets have been circulated and Ross Maybee will come before Council to answer any questions.
- Fire Inspection Agreement continues to be discussed by the

CAO working group and a potential model for the future will be established. Harold Pothier (Provincial Fire Inspector) has provided a number of details on how a system might work, and suggested a visit to Bridgewater to review their fire inspection service.

- Police Commission meeting for January 17
- A summit on Policing is being held in Ottawa and the CAO will attend. (i.e. evolution of policing, finding the right balance, collective bargaining, new models of community safety, etc.)
- REN/RDA had consumed considerable time by staff and councillors in setting up the network for all units; areas of priority; a governance model, etc. have been reviewed.
- Later on the agenda the issue of the old KCA will be addressed.
- Police Hearing – re stat time and a ruling is expected in February.
- Meetings continue and the Finance and Admin meeting will be scheduled for February.

It was moved by Councilor 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

Clerk Carol Harmes reported prepared a brief report for presentation during her absence, which outlined some of the activities undertaken for the month. She noted that she would be away on vacation from January 9th until January 22nd.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(h) Council Reports from Workshops and Conferences

Mayor Corkum – recent meeting on the REN, which was well attended by Kentville Council, with representatives for all 11 municipal units.

CORRESPONDENCE

(a) Commissionaires NS

A letter from this organization indicated a 75th year of providing security to the province and asked that January 24th, 2013 would be the official day to recognize this anniversary.

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

that the letter be received.

MOTION DEFEATED

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

***Recommendation to
Town Council***

that a recommendation be made to Council that the Commissionaires of Nova Scotia be recognized with a proclamation to observe January 24th as the 75th anniversary celebration day.

MOTION CARRIED

(b) Our Community Our Health

A letter from this organization thanked the Town for its support and outlined some of the services offered now as a result of excellent community fund-raising. Mr. Hicks notes that the focus will now be on planning the Hospice and Palliative Care Centre

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

that the letter be received.

MOTION CARRIED

(c) Woodworks Atlantic

A letter from this organization asked that the Town support a wood first resolution

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

that the letter be received.

MOTION CARRIED

(c) Premier Dexter

This letter from the Premier outlined the areas that would be affected by the Jobs and Building Plan for the upcoming year. It noted that 6 new chairs would be added to the dialysis unit in Berwick and to an investment in the Annapolis West Education Centre.

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

that the letter from Premier Dexter be received.

MOTION CARRIED

NEW BUSINESS

(a) Policy – Operating Reserve Fund Policy

A draft copy of this policy was introduced by Finance Director Crowell at the December Strategy Session, as this would provide a uniform policy and guidelines to ensure the long-term financial stability of the Town through an internal source of funds denoted as the Operating Reserve Fund. From that Strategy Session a recommendation was made that this policy be brought to this meeting for further discussion. She read her attached report and recommendation, following which it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

*Recommendation to
Town Council*

that a recommendation be made to Town Council that Policy G63F – Operating Reserve Fund Policy be adopted, and further that Council approves Schedule A of the above-noted policy, which denotes the segments, the various purposes and recommended targets of each segment.

MOTION CARRIED

(b) Policy – Public Engagement and Participation at Council Meetings

A draft copy of this policy was presented at the December Strategy Session, for the purpose of increasing citizen engagement and participation in Town business. Following some revisions, it has been brought to this meeting for adoption.

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

*Recommendation to
Town Council*

that a recommendation be made to Town Council that Policy Statement G-62 – Public Engagement and Participation at Council Meetings be adopted.

MOTION CARRIED

(c) Breakdown of Election Costs

Responding to a request for a breakdown of costs relating to the

October Municipal and School Board Election, Clerk Harmes noted that as of December 31, 2012, the total was \$32,527.93. This figure represents adjustments made for the HST rebate. The report noted that costs associated with Intelivote amounted to \$15,694.70, and included the charges for Datafix of \$2,300 plus HST, although these charges were incurred by the Town to update the electoral lists.

She noted that the balance remaining of \$16,833.23, related to staff costs, office equipment rental and supplies, hall rental and other miscellaneous costs, many of which cannot be associated specifically with electronic or paper ballot costs.

Points from Discussion

- The quote provided by Intelivote and the actual invoice were not too far apart, although postage was more because of the changes to the voter's list.
- The Datafix charges did not relate to Intelivote itself, however, because of some problems with the information given to the Returning Officer, some extra time was required.

(d) Electronic Voting

CAO Phillips noted that a report and recommendation from Clerk Harmes reiterated that Council agreed to have both electronic voting and paper ballot voting (election day only) during the October Election. Of those eligible to vote, 35.2% actually participated, however, of these, 69.6% voting electronically, either by phone or by a web browser.

She outlined the financial elements of the election, noting that should a total electronic election be held in the future, it would stand to reason that the costs would be lower.

Council members discussed the future voting procedures at the recent December Strategy Session, from which the majority of council agreed that paper ballots would not be available in the next election.

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

that a recommendation be made to Town Council to support a totally electronic format for the Election in 2016.

Councilor Bill Boyd withdrew his original motion and proposed

that a recommendation be made to Town Council to support a totally electronic format for future elections.

MOTION DEFEATED

Points from Discussion

- As there is an uncertainty of the costs in 4 years time for electronic voting, making a motion that electronic voting will be carried out is premature.
- That decision should be made prior to the next election, as circumstances may change.
- The choice to do both paper and electronic voting, put the town over the budget, and the budget was based on paper voting, not electronic and paper voting.

(e) Commercial Realty Listing – Old KCA

As a follow-up from discussion at the Strategy Session in December, CAO Phillips reported that a Request for Proposals was prepared for a commercial real estate broker for the former Kings County Academy. He provided a detailed report on this issue, and made three recommendations to Council on the disposal of this property.

Following some discussion, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Bill Boyd

***Recommendation to
Town Council***

that a recommendation be made to Town Council that the former KCA School property at 25 School Street, Kentville, and all structures on this site be deemed surplus and be no longer required for the purposes of the Town

and further,

that Council engages the services and expertise of a Commercial Real Estate Firm to market the sale and repurposing of the former KCA site for a 6 month term,

and further,

that Council approves the demolition of the independent structure formerly known as the Elementary School at 25 School Street (structure immediately adjacent to the School Street) by March 31, 2013, should no reasonable letter of interest, in the structure, be received and accepted by Council before March 1, 2013.

MOTION CARRIED

Points from Discussion

- There is a fiscal opportunity this year (projected allowance available from Municipal Finance Corporation) and this would allow the demolition of one building.
- This older part of the complex is the least salvageable building and there is no perceived use. Renovations to this old elementary section would not be feasible.
- There are some environmental issues associated with that building.
- If demolition is done, all buildings should be taken down, not just one, so that the whole site can be “shovel ready.”
- Perhaps demolition should be postponed until the real estate broker has had a chance to try to sell it.

(f) Multi-Sport Complex

CAO Phillips noted that this topic was recently discussed at the Strategy Session, and it was agreed that a Needs Assessment would be done, with funds allocated for that purpose, during the budget deliberation process.

(g) TD Green Streets Fund Report

A report was prepared on this program which provides funding towards urban forest programs in municipalities across the country, with 50% paid towards planting costs. With the help of the Recreation Department staff and the Environmental Advisory Committee, the application was submitted in early January, with project details included. A letter is required, stating Council’s support of this project, as part of the submission. CAO Phillips added that this project would impact the 2013-14 budget in the amount of \$9,000. A budget table was prepared, which identified the costs in cash contributions and “in kind” work. This totalled \$21,000.

Lastly, he noted that a final report would need to be submitted, prior to December 31, 2013, along with any invoices to support how the Town contributed to its 50%.

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 to support the TD Green Streets grant application, by supporting the application as proposed, including a financial commitment of \$9,000 from the Town in the 2013-2014 Operating Budget.

MOTION CARRIED

ADJOURNMENT

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

that the meeting adjourns at 5:18 p.m.

MOTION CARRIED