

Approved March 4, 2013

Council Advisory Committee

MINUTES

February 11, 2013

PRESENT

Mayor David Corkum, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Eric Bolland, Solicitor Tom MacEwan, CAO Mark Phillips, and Recording Secretary Pat Gourley.

Also present: Planning Director Bev Gentleman, Police Chief Mark Mander, Finance Director Deb Crowell, Town Engineer Fred Whynot and Town Clerk Carol Harmes

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that all Councilors were present, along with Town Solicitor Tom MacEwan, Town Clerk Carol Harmes and himself, as Chief Administrative Officer. He noted that Deputy Mayor Mark Pearl and Councilor Bill Boyd were participating via video conferencing.

MINUTE OF SILENCE

A moment of silence was held for a former Kings County Councilor, Barry Peterson, who passed away suddenly. Mr. Peterson was on County Council for eight years and also had served as chair of Kings Transit.

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.

Video Conferencing – As this was the first Council meeting that had provided the opportunity for video conferencing, CAO Phillips explained the procedure.

APPROVAL OF THE AGENDA

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

that the agenda be approved as circulated.

MOTION CARRIED

PRESENTATION

(a) KCA – Danielle LeBlanc

A presentation was made by Mayor Corkum, of a grant in the amount of \$200.00, to KCA French teacher Danielle LeBlanc and her students. This grant will assist the students to participate in a

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student exchange program to Quebec in February 2013.

(b) KDCL Funding Request- Bill Denyar

Bill Denyar gave some background information about this organization, stating that although the KDCL has been a voluntary group for the past few years, members now feel that with community support and the backing from the Town of Kentville, the Board will be able to realize its vision for a growing business community. KDCL's mission is to promote growth and prosperity through business retention, expansion and attraction.

He added that KDCL hosted a public meeting on January 29th, 2013 for the purpose of presenting a recommendation for support of a practical and sustainable revenue source, as supported by the Board. This funding was based on a one-time cash grant of \$20,000 by the Town to cover start-up costs, with ongoing funding provided through the implementation of an area rate. This had been calculated at \$.031/\$100 of assessed value and would be levied on all residential and commercial properties in the Town of Kentville.

Points from discussion:

- Kentville's tax base is a healthy 60/40 ratio.
- The area rate would affect both residential and commercial tax payers, as both have a stake in the viability of the downtown.
- The Town would collect the tax levy on KDCL's behalf.
- A public meeting will be held before setting this area rate.

(c) VWRM Budget Report- Ross Maybee

Ross Maybee presented some background information on the services provided by Valley Waste, following which he presented the draft Operating and Capital Budgets. He expounded on those features that affected the budget and on the services provided.

Following a few questions by Council, Mr. Maybee recommended that the Operating Budget for 2013-2014, the Capital Budget for 2013-2014 and the Town's portion (7.93%) of the Guarantee be approved. He noted, however, that the percentages will be adjusted when final Uniform Assessment figures are known.

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

***Recommendation to
Town Council***

**that recommendations be made to Town Council that
Valley Waste Resource Management's 2013-2014
Operating Budget be approved;**

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that its 2013-2014 Capital Budget be approved;
And further,
that the Town guarantees its share of the Valley Waste Borrowing Costs.

MOTION CARRIED

APPROVAL OF THE MINUTES

(a) Minutes of January 14, 2013

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

that the Minutes of January 14, 2013 be approved

MOTION CARRIED

BUSINESS ARISING FROM MINUTES/OLD BUSINESS

(a) Downtown Parking Report

Director Whynot reported that during the January meeting of Council Advisory Committee, staff presented a list of recommendations for the improved management of parking in the downtown core. It was decided that more discussion was needed on some of the recommendations and therefore, a meeting was held on January 25, 2013 for this purpose. As some of the recommendations would be more difficult and/or costly than others, Council reviewed them keeping in mind which would be the most achievable and viable at this time. As a results, four recommendations were agreed upon and these were:

- that consideration be given to increase the number of accessible parking spots at the Kentville Centennial Arena.
- Signage will be improved throughout the Town, which would help direct customers and visitors to all-day parking areas.
- Discussions will take place with owners of private parking lots to arrange temporary use of their property. (i.e. Harveys, Irving Garage)
- Some all-day parking will be marked as such on River Street.

Points from discussion:

- An inventory of current parking spaces has not been completed, nor has the number of required spaces for businesses and their customers.
- All-day parking on River Street will only be on one side of the street.

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

that a recommendation be made to Town Council that

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***Recommendation to
Town Council***

**those recommendations proposed in the parking study
report dated February 11, 2013 be approved by Council**

MOTION CARRIED

(b) REN/RDA

CAO Phillips reported that he is working with Executive Director Kerr of the RDA to find “homes” for those projects, organizations and committees that will not fall under the umbrella of the new REN. The next meeting of REN will be held the first week of March 2013 in West Kings, and will be attended by CAOs, Mayors and Wardens.

(c) Belcher Street Dumping

CAO Phillips reported that Council recently directed staff to send a letter to George Mutch (the owner of the property in question), in which he would be asked to clean up the construction debris in his back yard within 60 days, or the Town would arrange for a contractor to do so, and then forward the invoice on to him for repayment. However, he noted that as discussions continue between Andy Montgomery (the lawyer for Valley Waste Resource Management) and the Town’s solicitor, Tom MacEwan, this letter has not been sent.

Points from discussion:

- The Department of Environment noted that the Town should be dealing with this dumping as an unsightly premise matter.
- Valley Waste feels the matter is really an Environmental issue because of the content of the debris.
- Working with DOE and Valley Waste might be good solution to this matter.

(Note: It was the consensus of Council that the letter to the homeowner be sent, as originally directed.)

(d) Force Four TV Series

CAO Phillips reported that the Town of Kentville is still in the running to participate in a potential TV series, and that in March a demo will be recorded and sent to the network. If the demo is accepted by the network the show will be produced during May and June. The Town has received over 1000 hits on “our friends list” regarding this event.

(a) Commercial Real Estate Listing -Old KCA

CAO Phillips reported that The Bernard Group will market the old KCA land for a six month period, and that Director Whynot has

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advertised an RFP for the demolition of the old elementary building. These are due March 01, 2013.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

**(a) Finance
(i) Director's Report**

Director Debra Crowell noted some highlights from her department:

- The Investment Advisory Committee met on February 06.
- Third quarter utility bills were released in January with a due date of February 25, 2013.
- Finance directors from the Kings Transit Authority partners discussed its 2013/14 draft budget with the General Manager.
- A Request for Proposals for General Insurance and Risk Management Services was released on January 28, 2013 with a closing date of February 13, 2013.
- The Town's assessment roll arrived in early January.
- Work is underway on the various Town budgets and preparations for the year-end have begun.
- Capital projects for 2012/13 are winding down and various funding sources are being tapped.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 83%. However, revenue is above average at 90.0%. With Schedule B (expenses), overall expenses are slightly over the benchmark at 83.8%, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes), 97.7% of the current tax levy has been collected, leaving an outstanding amount of \$204,824.

Schedules E and F (Perpetual Investment Fund) saw investments total \$13.6 million at cost, with investments of \$13.5 million at market. The statement of Reserves (Schedule F) shows a combined total income of \$460,636 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, the target may be lower next year.

Following a description of each account, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the report from the Director of Finance be received.

MOTION CARRIED

(2) Projections Report

Director Debra Crowell noted that as of January 31, 2013, the Town

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could realize a surplus of \$90,800, a substantial increase from last month which indicated a potential surplus of \$65,700.

Following a detailed review of the accounts impacting these projections, it was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

that the Projection Report from the Finance Department be received.

MOTION CARRIED

(3) Sundry Account Write-Off

Director Crowell reported that the Town's Collection Officer indicated the need to write off a sundry receivable account in the amount of \$532.22. This charge reflects a booth rental at the Home Show which has remained unpaid for some time, in spite of both internal and external collection attempts.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that the sundry receivable account of \$532.22 be written off.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there was one permit issued for the month of January 2013, however since the permit was for a demolition, there is no building value.

She added that:

- Kings 2050 Visioning Phase has concluded, with the consultants presenting the final report to all the prospective Councils. This Phase was aimed at gathering background information to form a shared regional vision. Further recommendations to the Councils are forthcoming.
- A Municipal Climate Change Action Plan (MCCAP) is a requirement of all municipalities, under the gas tax funding agreement. As outlined in the Terms of Reference for the Kings 2050 project, it was anticipated that the management group would work towards a regional MCCAP. A Table of Contents has been drafted and a meeting with the Province on January 17, 2013 endorsed the group's concept of one plan for the entire region. However, each municipal unit will prepare a specific report for its own unit, and this will become part of the regional plan. The due date is December

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2013.

- Staff continues to review the parking study and initial recommendations. New and/or revised recommendations will be forwarded under the Public Works report.
- The MPS review Committee had their first meeting in January 2013 and will meet on a monthly basis.

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

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

MOTION CARRIED

(ii) Environmental Advisory Committee Report

Chairman Bolland gave a verbal report stating that the committee met on January 23rd and the next meeting will be February 1st. EAC has an ongoing commitment to continue public education on the Anti-Idling By-Law; a Town-wide clean-up program will be held before Apple Blossom weekend in conjunction the Baptist Church youth group; plug-in cars will be coming to the community soon and recharge sites in this area will need to be established.

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

that the report from the Environmental Advisory Committee be received.

MOTION CARRIED

(c) Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- Plans for the Home Show 2013 are underway with over one half of the 100 booths rented already. Expansion to the fire hall is being negotiated should more space be required.
- Trails are being groomed after the snowfall.
- A March Break Camp is being held again this year.
- Facebook and Twitter continue to be a successful means of communication with the Recreation Department.
- The new website is on stream and is continually being updated.
- The Province has approved an \$18,000 grant under an application for trail development and this will allow the Town to connect the McDougall Heights subdivision to the Participark.

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

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

MOTION CARRIED

(ii) Community Development Coordinator's Report

CAO Phillips reported that:

- NSERDT has not responded on the hotel study.
- The new Town of Kentville website is now live with an updated business directory.
- A KDCL public meeting was held late January and was relatively well attended
- All ads for greater regional guides had been submitted for 2013.
- Town of Kentville has been chosen to participate in Force Four Production

(Note: Direction was given to staff to send a letter to the MLA regarding the lack of response to the application sent to NSERDT, with a copy to Louise Watson.)

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

that the report from the Community Development Coordinator be accepted.

MOTION CARRIED

(iii) KCDC Chairman's Report

No report

(d) Police Report

(i) Chief's Report - Crime Statistics Presentation

Police Chief Mark Mander gave a power point presentation on the crime statistics. He added that this new format has been approved by the Police Commission, and at the last Commission meeting, Councilor Nola Folker-Hill was elected Chair of the Board.

Chief Mander thanked Council for its support for himself to travel to Korea along with Phillip Brown to participate in the Special Olympics. This event was a wonderful success.

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

that the report from the Chief of Police be received.

MOTION CARRIED

(ii) Board Report

Councilor Nola Folker-Hill had no report but noted that the next board meeting will be held in March, 2013.

(e) Transportation Services

(i) Directors Report

Director Whynot reported that:

- January had several cold days combined with frequent storms and it was necessary to apply a sand/salt mix to the streets to improve traction, as salt was not effective.
- Staff has noticed that the snow removal contractors have been completing their runs 2-3 hours earlier than usual, likely due to the performance of our new single axle truck.
- Staff has received several compliments regarding their snow removal operations.
- Although the calendar indicates that 60% of winter is now behind us, the Town's snow and ice removal budget has expended approximately 35%, as of the end of January.
- Staff is currently reviewing the Town's infrastructure and road inventories in combination, as this will assist with planning future capital improvements.
- Older water mains and current asphalt conditions are being assessed to identify areas where several components could be addressed at the same time. As areas get highlighted, a list of candidates for sanitary and storm sewer videos is being compiled for review by staff.

It was moved by Councilor Tony Bentley and seconded by
Councilor Bernie Cooper

**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.
- Staff continues to work on a system report which is due by April 1, 2013.
- Updating the infrastructure inventory will involve

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reviewing the age and material of water mains in the system. Cast iron (no longer installed), ductile iron, PVC, and HDPE can be found in the system. The water main break histories will be considered during capital project planning.

- Four water main breaks were corrected during the month of January. Three involved cast iron and ductile iron lines and the other involved a corrosion problem.
- The new Belcher Street Reservoir project's completion date is expected to be June 30, 2013.
- Unfortunately a small leak developed near the end January, which has since been repaired.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(i) Commission Report

Mayor Corkum had nothing further to report.

(g) Administration

(i) Chief Administrative Officer's Report

Highlights from the report:

- KPSC met on February 7th. Councilor Bill Boyd was elected Chair and Warden Diana Brothers was elected as Vice Chair.
- JFSC- A meeting was held on January 24th and an Executive Committee meeting was held on February 4th, from which a recommendation regarding paid staff will be made at the next JFSC meeting.
- UNSM continues to carry out consultation sessions with municipal units around the province regarding RENs. A Town Caucus meeting was held on February 6th at Windsor Town Hall.
- The Kings CAO Working Group is preparing a Fire Inspection Services model to be presented to individual Councils and KPSC for review.
- The Police Commission met on January 17th and Councilor Nola Folker-Hill was appointed as Chair.
- National Economics of Policing Summit was held in Ottawa on January 16th and 17th, and may become a catalyst for policing reform in the Country
- With the resurgence of KDCL, the defining of the REN and

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collapsing of the RDAs, community development projects and community networks will become the responsibility of municipal government. These will be analysed to determine their economic impact.

- Old KCA- The Barnard Group will be the real estate broker for this property. Tender packages regarding the demolition of the Elementary Section have been taken out by several interested contractors. The closing date is March 1st.
- Human Resources- Some labour relations/management issues with CUPE are being addressed.
- APA Agreement – The Town has received the ruling from the arbitrator on the STAT time grievance. The daytime unionized members will continue to receive the extra benefit of an addition 11 paid holidays until the end of the current collective agreement on March 2014. I have requested a Labour Management Meeting with APA and the Chief to discuss this matter and seek other cost reducing measures and efficiencies.
- Policing Forum – On March 5th or 7th a policing forum will be held in the Valley to discuss policing services with other CAOs.
- The OHSW Committee continues to meet on a monthly basis.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

No report

(h) Council Reports from Workshops and Conferences

Mayor Corkum – Nothing to report
Deputy Mayor Pearl – Nothing to report
Councilor Eric Bolland-Nothing to report
Councilor Bill Boyd – Nothing to report
Councilor Bernie Cooper-- Nothing to report
Councilor Tony Bentley – Nothing to report
Councilor Nola Folker-Hill – Nothing to report

CORRESPONDENCE

(a) Premier Dexter- Electricity Rates- January 25, 2013

A letter was received from Premier Dexter sharing details about what the province is doing to ensure the lowest and fairest electricity rates for Nova Scotians now and in the future.

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

that the letter from Premier Dexter be received.

MOTION CARRIED

(b) KDCL's Proposal

A letter was received from Bill Denyar, President of KDCL, asking for consideration for the funding model he had earlier presented to Council.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council to direct staff to prepare a report on the funding proposal from KDCL, and review this during the 2013-14 budget process.

MOTION CARRIED

NEW BUSINESS

(a) School Environmental Leadership Grants – EAC

It was noted that the Environmental Advisory Committee provides support for local environmental initiatives, and promotes the protection, maintenance and enhancement of all aspects of the environment in the Town. To encourage more youth involvement in this service, the committee has proposed that an annual grant of \$500.00 be provided to each school (KCA & NKEC) to support the environment initiatives of each school's "green team." The \$1000 per year would be taken out of the EAC budget.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council to support the annual School Environmental Leadership Grant program, as proposed.

MOTION CARRIED

ADJOURNMENT

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

that the meeting adjourns at 4:40 p.m.

MOTION CARRIED