

Council Advisory Committee

MINUTES

November 13, 2012

PRESENT

Mayor David Corkum (arrived at 1:40 p.m.), Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill (arrived at 1:35 p.m.), Councilor Bernie Cooper, Councilor Bill Boyd, Councilor Tony Bentley, Councilor Eric Bolland, Solicitor Peter Muttart, CAO Mark Phillips (arrived at 1:40 p.m.) and Town Clerk Carol Harmes.

Also present: Finance Director Crowell, Planning Director Gentleman and Town Engineer Whynot. Police Chief Mander was unavailable.

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:42 p.m. and CAO Mark Phillips reported that all members of Council were present, all directors were present (except Chief Mander), as were Town Clerk Harmes, himself as CAO and Solicitor Peter Muttart.

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 Bernie Cooper

that the agenda be approved with the clarification that the In Camera issue relates to a legal matter.

MOTION CARRIED

PRESENTATIONS

(a) Mike Ouelette – Principal of KCA

Although scheduled to attend, Mr. Ouelette was not available due to an unexpected scheduling conflict.

(b) Les Falconer – Tim Horton’s

Previous correspondence from the owner of Tim Horton’s drive-thru on Aberdeen Street requested that the Town consider the sale of a piece of property adjacent to this business, so as to allow for a better flow of vehicular traffic from the surrounding streets, into the business. He also felt that with the ambulance service in that area, traffic build-up on the street can be a problem for these emergency vehicles to negotiate. He added that some neighbouring businesses may regret losing some parking spaces, but traffic flow will be an

advantage to them, as well.

Points from Discussion

- The reduction of idling time is an important consideration.
- The parking spots indicated on the plan could create some traffic movement issues, which in turn could result in accidents.
- The plan involving the double stacking lane would allow for quicker movement of traffic and better service to Tim Horton's customers.
- The shed and garbage bin would need to be relocated.
- 30% - 40% of customers are walk-ins.
- A dirt parking lot and some landscaping would be created in the remaining area.
- There is a 7% growth in Tim Horton's business which is relatively high, and implies a future problem as that location becomes busier.
- The property would need to be appraised to establish its market value.
- Parking issues are a concern, whether or not there is an actual shortage of parking, or just the perception of a shortage.

**APPROVAL OF THE
MINUTES**

(a) Minutes of October 9, 2012

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

that the Minutes of October 9, 2012 be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING
FROM MINUTES/OLD
BUSINESS**

(a) Parking Study

As a result of a request for the Town to undertake a study to determine if there is enough parking available for customers and staff in the downtown core area, a Parking Study was undertaken by Police Chief Mark Mander, Town Engineer Fred Whynot, Bev Gentlemen, the Planning Director and Lindsay Young, the Community Development Officer. Businesses were surveyed and an analysis of feedback was done.

Although preliminary work was done over the summer by an engineer student, Chief Mander had some remaining work on this issue and therefore, was not in the position to present the study at this time.

Points from Discussion

- More information is being created on Pictometry, which is a

- tool that has been provided by Valuation Services.
- Further discussion will take place at senior administration meetings.
 - As a result of Mr. Falconer's request, the Parking Study outcome would be adjusted, if the property is sold and the parking lots eliminated.

(b) Eastern Synod

A letter from this organization expressed concern regarding the shortage of affordable housing in Canada, and wished to bring attention to this fact through various levels of government.

It was noted that the issue of affordable housing is being addressed by a number of groups, and Town documents relating to zoning and future development must be examined, as they relate to diverse housing. Market demands and a review of the MPS and LUB will be undertaken in the near future.

As there appears to be no action required, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that the letter be received.

MOTION CARRIED

(c) Big Brothers Big Sisters -

A letter from this organization noted that 2013 is their 100th anniversary in Canada and that Big Brothers Big Sisters hope to raise money from area communities to support programs. A request for \$500, as a multi-event cash sponsorship for children's programs, is being made.

This request will compete with other similar applications for grants and should be judged on its own merits when those decisions are made in the future.

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

***Recommendation to
Council***

that a recommendation be made to Council that the funding request from Big Brothers Big Sisters become part of budget negotiations, and that this organization be advised of the process.

MOTION CARRIED

(d) Habitat for Humanity

A letter from this organization thanked the Town for its offer of property on Scott Drive, however, declined due to the fact that upon evaluation, approximately \$22,000 in land excavation, backfill and

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drainage preparations would be required prior to the construction of a home. However, the Habitat for Humanity did ask that the Town consider other properties in the future for this purpose.

Director Gentleman reported that the Town had reviewed the properties it currently owns, that might be suitable for residential development, but at the end of this process, there appeared only 2 properties that fell into this category, and the one selected appeared the most suitable. The Town had no way of knowing what the costs would be to bring the property up to the requirements for construction. The home in Wolfville that was built was done on the side of a hill.

It appears that the construction cycle has been complete in the Valley area, and Habitat for Humanity would not be in the position to add another project for a few years.

Points from Discussion

- The costs for construction came to light when this organization had the land evaluated for construction.
- In the interim, the Town can watch for suitable locations for future construction – perhaps the AVRSB property on Elizabeth Avenue.
- It would be valuable to have a connection with the Habitat for Humanity so the project doesn't get lost.

(e) Tim Horton's Land Purchase Request

A letter previously received from Les Falconer of this organization, asked that the Town-owned property adjacent to the Aberdeen Street Tim Horton's drive-thru be considered for sale. Mr. Falconer personally addressed this issue earlier on the agenda.

It was noted that:

- A meeting was held earlier in the day with Mr. Falconer, CAO Phillips, Director Gentleman and the Town's Engineer, Fred Whynot.
- This development will result in an economic impact on this company; an environmental impact with idling vehicles; and an impact on parking, if spots are lost.
- A faster drive-thru is a convenience for the public.
- Perhaps a third lane created on Aberdeen Street could handle this backed-up traffic.

Although timing is important for Tim Horton's, the issue must be evaluated by staff prior to making a commitment or reaching a compromise.

A policy was referenced that related to the sale of public land, and noted that the land must be determined as surplus and that if offered for sale, must be advertised directly to adjacent land owners. Should there be other interest, each application will be weighed as to what is the best use for the property. There may also have been promises made to other companies in the area which would allow them use of the property for parking. When this has all been reviewed, it is possible that a recommendation will be available by the December meeting of CAC.

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

that a recommendation be made to Town Council that the property be advertised for sale.

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

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

TABLED MOTION CARRIED

Points from Discussion

- A reconfiguration with a third lane on Aberdeen Street was not a successful alternative to handle this traffic, when tried in the past.
- It is important to review the Parking Study prior to reducing those numbers by 12 or 15 spots.
- If the property is advertised for sale, the Town is not obligated to sell it, if there is no reasonable offer.
- A market value will be required and then the property can be advertised for sale.
- Some companies may not be in a position to purchase the property, although the loss of those parking spots would be detrimental to them.
- If the Town invites offers without listing a selling price, then the Town can accept or refuse the offers as it sees fit.
- In the past, an adjacent business was interested in purchasing that property.

As CAC is a workshop session for Council, the formality of the meeting could be lessened somewhat to allow for additional citizen input after a presentation. This would increase public engagement.

(Note: It was suggested that it might be appropriate to make some

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changes to the agenda of CAC, and that this should be discussed under governance at the upcoming Strategy Session.)

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell noted some highlights from the department:

- The second quarter utility bills were generated and are due on November 26, 2012.
- The Town's Accountant attended the Diamond Municipal Conference in October.
- The Town's Collection Officer attended the annual Tax Collector's Conference.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 58.3%. However, revenue is above the average at 83.8%. With Schedule B (expenses), overall expenses are slightly under the benchmark at 56.8%, although some departments are over, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes), 95.1% of the current tax levy has been collected, with an outstanding amount of \$403,979.

Schedule D (Sanitary Sewer Area Service) indicates a benchmark of 40.5%, and it was noted that revenue should meet the budget at March 31, 2013. As for expenditures, they are reported at 49.6% , and as of September 30th, the service is reporting a current surplus of \$572.

Schedules E and F (Perpetual Investment Fund) saw investments total \$13.3 million at cost, with dividends at \$87,237. The Fund Manager indicated that because interest rates are low, it will be difficult to achieve a 6 -7% return with the current rates.

Following a review of each account, it was moved by Councilor Bill Boyd and seconded by Deputy Mayor Mark Pearl

that the report from the Director of Finance be received.

MOTION CARRIED

Points from Discussion

- Over \$59,000 was received in PILT earlier today and this adjusts the revenue indicated in this report.
- Payment for police sales and services is up-to-date.

(2) Projections

Director Debra Crowell submitted a very lengthy report from which

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she noted that overall (as of October 31, 2012) the Town could realize a deficit of \$74,800, down somewhat from last month.

Following a detailed review of the accounts impacting these projections at this time, it was moved by Councilor Eric Bolland and seconded by Councilor Bill Boyd

that the Projection Report from the Finance Department be received.

MOTION CARRIED

Points from Discussion

- The Recreation Dept. shows the biggest savings, as a Recreation Director has not been hired yet.
- The over budget on the election related more to the human component involved with the election, than the technology, as there was some unpredictability with staffing requirements.
- Final costs of the election will be examined as all invoices are received.
- The line item that relates to solid waste collection and disposal is for Public Works staff who empty the waste containers around Town.

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 4 building permits, amounting to building value of \$1,839,500, which brings this year's valuation to \$8,849,981. Home Hardware's building renovations of the old Leon's building boosted the figures considerably this month.

She added that:

- Kings 2050 group continues to meet to discuss governance and a meeting is proposed for November 29th.
- Valley Waste's small scale wind turbine issue has seen the MPS and LUB amendments sent to the Minister's Office for approval.
- Rafuse Machine Shop's Development Agreement for Sand and Sea has received approval.
- Parking Study – Further information continues to be gathered and the pictometry program is being used. The number of parking spots will be assessed in relationship to the requirements of the Land Use Bylaw.
- Colliers International has had nothing to report.
- Habitat for Humanity – Although no suitable land is

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available at this time, a lot might result when the School Board property on Elizabeth Avenue is taken over by the Town.

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

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

MOTION CARRIED

Points from Discussion

- Valuation assessment costs are based on square footage.
- The new “For Sale” sign on River Street is very visible and attractive.
- When people apply for permits, they indicate an approximate cost and this sometimes changes.
- Property Valuation Services get copies of the permits, so reassessments can be “triggered” with this process.
- The Finance Department reviews the assessment roll every year, and over the years several properties have been reassessed by Property Valuation for a higher amount. This is only fair to those property owners who pay the correct amount for their properties.
- The pictometry tool allows the Town to look at a property from an aerial perspective to see any additional deck, pool or out building construction.
- The dumping of construction waste over the bank near Miner’s Marsh from Belcher Street remains an issue, especially with foliage now gone from the trees. Staff from the Department of Environment has investigated, however, an interim report is not available to the Town at this time.
- Some recent site inspections show that large pieces of concrete with rebar have been dumped, and this is an environmental issue.
- People using the walking trails and duck pond park, are complaining about the unsightliness of the area.
- There may be some options available (i.e. fines, clean-up and putting a lien on the property)
- More pressure should be put on the Department of Environment to address this matter.
- This resident should be fined and taken to court.
- The CAO and Director of Planning will meet with the solicitor and determine how best to proceed.
- An update may be available at the next meeting of CAC.

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(iii) Environmental Advisory Committee Report

Chairman Bolland reported that there will be a meeting next week.

(c) Parks, Recreation and Community Development

(i) Director's Report

Director Mark Phillips reported that:

- The Torchlight Parade will be held on November 23rd and customers purchasing a gift from 5:00 p.m. until 9:00 p.m. that night will receive free gift wrapping.
- Two new public skate times are available this year.
- Work continues on the KCA School site for the soccer field, with some new tree plantings. Irrigation and sod will not likely be done this fall.
- A new digital park sign has been installed at Memorial Park.
- A workshop on Active Transportation is scheduled for November 21 at the Fire Hall (6 – 9 pm) for the purpose of building community support.
- Interviews will be scheduled soon for the Recreation Director's job.
- The inside of the Memorial Pool building is being repainted and some new plumbing and washroom structures have been installed. (Some items were recycled from the old KCA building).
- The outside work at the pool involves drainage and decking work, and the brick decking will be removed and used at another sight. The concrete work will be done in the spring, but prep work is being done now. Upgrades will be done to the mechanical system as well.

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

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

MOTION CARRIED

Points from Discussion

- The Active Transportation workshop will create some awareness of infrastructure in the area. This issue also relates to those individuals less mobile (wheel chair, baby carriages, etc.) and the infrastructure in place for them.
- 57 applications have been received for the Director's job and these have been short-listed to 6.
- Public feedback on arena parking has indicated a need for more handicap spots and more should be added.
- The playground equipment at both Oakdene Park and at

Sherry Avenue needs to be replaced, and a small amount has been put in the capital budget for this. The equipment at the old KCA playground is not in a good state of repair and could not be re-purposed to other areas.

(ii) Community Development Coordinator's Report

Lindsay Young reported that:

- The hotel study application is being reviewed by KDCL and should be submitted very shortly.
- A 3-part webinar series on successful downtowns is being offered to local businesses. The session held on October 23 saw 13 people attend and was very well received. The next session relates to the role of municipal government in the development of a downtown.
- The Town's website redevelopment continues.
- The KDCL Strategy Session will be held on November 17th at which time the mandate for the group will be determined. Jennifer Weisner from Kings RDA will facilitate this event. Future funding is expected to be discussed.
- Kentville Retail Group – A meeting on November 8th was represented by 8 business owners, who addressed a number of issues. Work is being done for some seasonal advertising.

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

that the report from the Community Development Coordinator be received.

MOTION CARRIED

(iii) KCDC Chairman's Report

Mayor Corkum had nothing further to report, other than that for the time being, the two separate organizations (KCDC and KDCL) will remain as they are.

(iv) Recreation Park

The Recreation Director, Mark Phillips reported that he met with the Rotary Club committee for community projects, which is interested in a "bricks and mortar" endeavour. In response to this meeting, CAO Phillips presented a concept plan depicting the

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expansion of Memorial Park to include a dirt jump zone, a pump track, a mountain bike skills area, a climbing park, a skate park and a welcome area.

He has also met with Matthew MacLeod, who was involved in skateboarding as a youth and is now, as an adult, interested in working with the Town to promote this sport.

(d) Police Report

(i) Chief's Report

Police Chief Mark Mander reported that there were 84 hours of foot patrol during October. There were 267 calls to dispatch after hours, 23 commercial alarms, 4 residential alarms and 48 parking tickets issued for the month.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- It might be of value to have the number of the total calls to dispatch and perhaps to what area of Town.
- There remains a great deal of smoking around Town but little reaction from police constables.
- Perhaps more “no smoking” signs are required.
- Animal owners are not cleaning up after their dogs on the sidewalks; other towns have lots of signage and some even offer dispensers for doggy bags.
- Heaps of cigarette butts can be seen on private property around Town, where it appears, that property owners are allowing their staff to smoke. The business owners should be asked to clean this up and to provide a receptacle.
- The number of alarms remains high, and perhaps discussion on this should be on the Police Commission’s agenda.
- The speed sign on Belcher Street is not accurate and should be calibrated.
- The speed in school zones should be clarified for the average driver.
- The Town should not assume the responsibility of educating the public on the speed in school zones, as this may be the role of the Department of Education and/or the Department of Transportation.
- The onus of speed adjustment (when children are present)

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must rest with the motorist.

- If you see children present, slow down. It's that simple!

(ii) Board Report

Councilor Bernie Cooper reported that there will be a meeting soon.

(e) Transportation Services

(i) Directors Report

Director Whynot reported that:

- The additional LED crosswalk lights should be installed this month.
- OH and S compliance was carried out on the public works building and updates were made, where necessary.
- The new truck has been received and will become winter-ready shortly.
- Other preparations for winter are being done, and much of this work is being carried out by staff.
- Only minor flooding was sustained during Hurricane Sandy.
- Work continues with the regional sewer system and some changes may be seen in the future meeting structure.

It was moved by Councilor Nola Folker- Hill 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 continues to be good.
- A water audit was conducted by the Dept. of Environment, with all results acceptable.
- Only minor problems resulted from a small water main break during the month.
- Fire hydrants have been flushed.
- The water treatment buildings were reviewed for OH and S compliance and upgrades made, where necessary.
- Tenders will be called in November for the new Belcher Street reservoir.

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

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**that the report from the Water Commission be received.
MOTION CARRIED**

Points from Discussion

- At the recent AMA Conference, CAO Phillips noted that some terrorism attacks had been reported on SCADA systems, by contaminating the water supply. He felt that the Director should check the security of the Town's system with IT staff.

(ii) Commission Report

Mayor Corkum had nothing further to report.

(g) Administration

(i) Chief Administrative Officer's Report

Highlights from the report:

- *Kings Partnership Steering Committee* – A meeting will be held on December 6th.
- *JFSC* – All three parties agreed with the adoption of the Walsh report; an alternative administrative model has been proposed; and the need for a fire chief will be determined.
- *Kings Transit Authority* – The new transfer station is being installed by Timbertec.
- *AMANS* – The fall conference related to “Community Engagement,” and one session of interest related to changing advertising notices to capture the interest of the public.
- *UNSM* – A one day economic summit will be held on November 30th, part of which will relate to the Province's views on RDAs.
- *Fire and Building Inspection Agreement with County* – the CAOs are working on a Fire Inspection model.
- *Police Commission Meeting* – Scheduled for November 21.
- *Community Economic Development* – Lindsay Young and Frank MacFarlane are working on 3 property-related issues for business expansion and relocation in Kentville. Also, Rockwell's has opened in its new location and renovations will begin soon for the NSLC.
- *KCA* – work continues on the RFP for the old property; security measures are being carried out; and preservation of its current condition is being maintained.
- *HR Management* – nothing further to report at this time, except for some outstanding issues on labour negotiations.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

- The bench should be removed from the Chamber of Commerce building to the new transfer station.
- The letter was not sent to the County regarding support of the RDA, although the CAO has engaged in discussion with County staff, and has learned that the County supports regional development, but not as it currently exists.
- More discussion is required on RDA's and future funding, and it is expected that this topic will emerge on a future agenda for Kings Partnership Steering Committee.
- Increased citizen engagement can be discussed at the Strategy Session and IT staff can be asked to present some information on live-streaming and the like.
- A "town hall" style meeting could be regularly held.

(ii) Town Clerk's Report

Clerk Carol Harmes reported that the last minute paper work is being done to wind up the election, and that the Mayor and Council have been sworn into office on November 5th. She added that the AMA Convention relating to building better communities involved a number of sessions on citizen engagement. She gave some details on how another community provided education on municipal government to its citizens, and further, how they motivated their residents to become more involved in running for council.

She added that as time allows, archival updates continue, as does the review of older documents.

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

that the report from the Town Clerk be received.

MOTION CARRIED

(h) Council Reports from Workshops and Conferences

Nothing to report.

NEW BUSINESS

(v) Council Appointments to Committees

Each November Council meeting involves the appointment of council members to the various committees and associations. Although this will be finalized at a the Strategy Session, Mayor

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Corkum asked each councilor for preferences, and attempts will be made to accommodate those requests, as seen fit.

(vi) Voter Turnout Percentages

Clerk Harmes reported that Returning Officer Al Kingsbury submitted a late report which shows that the percentage of voter turnout since 1966 has been relatively consistent over the years, with this year's turn-out in line with previous years.

More statistics will be forthcoming on voter demographics and telephone/internet voting numbers.

(vii) Arena Schedules

Councilor Nola Folker-Hill introduced this subject, as a result of a citizen's request for more public skating time. Recreation Director Phillips reported that two public skates (Tuesdays and Thursdays) have been added to the arena ice schedule to address the request. He noted that the scheduled ice time does not truly represent the availability of ice, as other issues must be factored into the schedule - maintenance, security, costs and traditional bookings.

Points from Discussion

- If Wednesdays become available, they can be considered for public skates.
- The hockey program is the largest user of the ice.
- The KCA skating program might be difficult now, due to the extra travel time, bussing costs and liability.
- Free, unlimited skating is offered to KCA students.
- Public skates should be free, so everyone can use the ice.
- Revenue is important to offset some costs, however, free skates are offered from time-to-time.

CORRESPONDENCE none

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

that the meeting adjourns at 4:46 p.m. to go In Camera to discuss a legal matter.

MOTION CARRIED

CAC RESUMES AND ADJOURNS It was moved by Councilor Bernie Cooper and seconded by Councilor Bill Boyd

that the CAC meeting resumes and adjourns at 5:28 p.m.

MOTION CARRIED

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