
Council Advisory Committee

MINUTES

April 8, 2013

PRESENT

Mayor David Corkum (arrived at 1:38 p.m.), Deputy Mayor Mark Pearl, Councilor Bill Boyd (skyped), Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Eric Bolland, Councilor Tony Bentley, Solicitor Cris Shirritt, CAO Mark Phillips and Town Clerk Carol Harmes.

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

CALL TO ORDER AND ROLL CALL

Deputy Mayor Mark Pearl called the meeting to order at 1:35 p.m. and CAO Mark Phillips reported that all Councilors were present, with Mayor Corkum expected to arrive shortly. Also present were Town Clerk Carol Harmes and himself, as Chief Administrative Officer.

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 Nola Folker-Hill and seconded by Councilor Tony Bentley

that the agenda be approved with the addition of:
8(j) CAC in May
10(2) Legal Contract

MOTION CARRIED

(Note: Mayor Corkum arrived at 1:38 p.m. and assumed the Chair)

PRESENTATION

(a) Frances Schagen, Hub Kentville

Frances Schagen noted that she is a member of the committee proposing that a “hub” be created in the town of Kentville for the purpose of providing an environment in which small business owners can benefit from sharing pooled equipment and services. Currently Hubs exist globally and although the Hub Kentville (under the umbrella of Hub Annapolis Valley) did have a brief start, circumstances required that it be shut down temporarily. She is hoping that with greater community support, it can be resurrected.

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Some points from her presentation were:

- Co-working spaces bring people together in a business community.
- Shared resources, such as ideas, expertise, spaces, printers, and other equipment equal collaborative consumption and greater inspiration.
- Events can be added to the Hub environment, with things like Lunch and Learns, Café Series and workshops.
- The Kentville Hub operated for 2 months at the United Church and offered the Lean Startup Conference TedX of NS. The Hub group met with KDCL for a vision session.
- Space is not a problem here in the Valley compared to large centres and niche startup opportunities exist.
- Kentville is a business and professional town and is the ideal location for a Hub.
- The next project will involve Lean Start Up initiatives.

APPROVAL OF THE MINUTES

(a) Minutes of January 14, 2013

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

that the Minutes of March 4, 2013 be approved as circulated.

MOTION CARRIED

BUSINESS ARISING FROM MINUTES/OLD BUSINESS

(a) Parking Study

CAO Phillips noted that Fred Whynot, the Town's Engineer reported that as part of the parking review process, the need for longer-term parking for customers in the downtown area was identified. He therefore proposed that the current 2 hour parking spaces in the downtown be changed to 3 hours, upon the approval of the Minister of Transportation. Section 152 of the Motor Vehicle Act would need to be changed and appropriate publication will be required. He recommended that this process be initiated as a way of addressing some complaints about parking.

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

Recommendation to Town Council

that a recommendation be made to Town Council that direction be given to the Traffic Authority to request approval of 3 hour parking spaces within the Town of Kentville from the Minister of Transportation, and to publish any approval in the Royal Gazette and twice in the local newspaper.

MOTION CARRIED

Points from Discussion

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- This would mean that there would be no 2 hour parking in Kentville – just all day parking, 3 hour parking and the occasional 15 minute spots.
 - There was a request from the New Horizons Club to have some all-day parking on Wednesdays to accommodate the needs of those who have difficulty walking long distances.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

**(a) Finance
(i) Director’s Report**

Director Debra Crowell noted some highlights from the department:

- Water meters were read recently and the 4th quarter levy will be sent out.
- Work continues on the Town budgets and on the preparation for year end.
- The audit is booked for May 21, 2013.

Schedule A (revenue) and Schedule B (expenses) are not included, as financial statements are currently being prepared and year-end entries are being quantified. A Summary of Outstanding Taxes indicates that 99.6% of taxes have been collected.

Schedule D (Sanitary Sewer Area Services) is also not included at this time, and although Schedules E and F (Perpetual Investment Fund) are also not included, the year-end position of this fund will be reviewed by the committee later in April. The annual cheque for \$750,000 has been deposited in the operating account as per legislation.

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

that the report from the Director of Finance be received.

MOTION CARRIED

(2) CPI Salary Increases

Director Crowell noted that a CPI factor is based on the average CPI for the Province for the period March of the prior year to February of the current year, as posted by Statistics Canada. As such, the average cost of living is 1.7%, and in accordance with the Town’s Personnel and Policy Manual, she recommended that consideration be made for a salary increase in that amount.

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

Recommendation to

that a recommendation be made to Town Council that

Town Council

the cost of living increase be granted to non-bargaining employees, effective April 1, 2013, and that the rate applied to non-union employees' salary scales be based on the statistics, as per the policy, being from March 2012 to February 2013, at the rate of 1.7%.

MOTION CARRIED

Points from Discussion

- The Police Dept. (APA members) received 3.5 % for cost of living increases, and CUPE received 3.25 %.
- This recommendation is often reviewed during budget deliberations, and if possible, some adjustments made to bring the amounts for non-bargaining and bargaining employees a little closer together.

(3) Debenture Funding

Director Crowell noted that the Town requires debenture funding in the amount of \$620,200 this Spring, for various purposes, as per TBR12/13-1.

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 Pre-approval of Debenture Issuance for various purposes, in the amount of \$620,200.

MOTION CARRIED

Points from Discussion

- The borrowing rate is not expected to exceed 5.5%, (and is based on the highest possible rate) and most likely would be 2 to 3 %. This will be priced at the end of April and will be determined then.

(4) Tax Exemption – Section 69-2013/2014

Director Crowell reported that each year the Town provides a partial tax exemption to individual property owners who meet certain requirements as defined in Section 69 of the MGA. She provided an analysis of the exemptions over the years and noted that applications will be sent to those individuals who have received an exemption in the previous year.

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

Recommendation to

that a recommendation be made to Council that Low

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Income Tax Exemptions be provided for 2013-14 in the amount of \$200, with an income ceiling of \$24,728 and a deadline for applications of June 28, 2013.

MOTION CARRIED

Points from Discussion

- The Town of Kentville considers all sources of income as shown on applicants' Income Tax summary.
- There is a range in rates provided throughout the province.

(5) Withdrawal Capital Reserve – Recreation

Director Deb Crowell reported that additional invoices in the amount of \$9,801.79 have been received that relate to the new soccer field and these should be funded.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that a withdrawal in the amount of \$9,801.79 be made from the Town's Capital Reserve Recreation (Soccer Field) fund to partially finance construction for the year ended March 31, 2013.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Bev Gentleman reported that there were 12 permits issued for the month of March 2013, for a building value of \$1,128,500, which provides a yearly total of \$1,144,000.

She added that:

- Meetings continue on the MPS review.
- Muttart's Law Office will be sending a letter to Mr. Mutch regarding his unsightly premises on Belcher Street.
- A draft Yard Sale Bylaw has been prepared.
- Concerns regarding the Kentville Ravine and the hemlock stand at Elderkin Brook have resulted in a study being undertaken to determine the impact from construction near Exit 12. (A public participation meeting will take place tomorrow in New Minas regarding future development at that site.)

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

that the report from the Director of Planning and

Development be received.

MOTION CARRIED

Points from Discussion

- The contact with Mr. Mutch has not been done in a timely matter, as other options were being explored so as to avoid unnecessary costs to both the Town and the home owner.
- The newly appointed solicitor for the Town will follow-up on this issue.
- It is possible that if the Town cleans up the site, there may be no reimbursement from the property owner.
- A determination from the courts as to whether or not the location is unsightly or dangerous, may be made available previous to the Town getting involved with the clean-up.

(ii)Environmental Advisory Committee Report

Chairman Bolland reported that there will be an EAC meeting this Wednesday, Earth Hour was held again this year; and on April 19-20th the Clean Across NS event will take place. Staff can made more information available to Council, if required.

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

that the report from the Environmental Advisory Committee be received.

MOTION CARRIED

Points from Discussion

- Any Council member available should meet on April 20th around 9:00 a.m., at the Town Hall. Rotary members may become involved.
- Confirmation of this clean-up event will be sent out.

(c)Parks, Recreation and Community Development

(i) Director's Report

CAO/Director Mark Phillips reported that:

- Preparations continue for the Home Show (April 19-21).
- The arena had its last ice time on March 25th and spring and summer events are being scheduled.
- The March Break camp saw 20 attendees and was a success.
- Applications are being accepted for summer jobs.
- The Farmers Market will see a new Market Manager (Catherine Coles) this year and planning for this year is well underway.
- Apple Blossom Festival theme this year is “A Time to Celebrate” and will be held from May 29 until June 3.
- Recreation Intern Diana Rayner is working on Active

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Living issues (i.e. walking program at KCA, children’s duathlon, the Physical Activity Guide and a brochure on Active Transportation.

- Learn to Run Programs will be offered this spring by Helen MacDonald-Starkley and an average of 30 participants are expected.
- Girls-on-the-Go is a program supported through the Kentville and Area Youth Association and Thrive Funding. This will offer elementary-aged girls opportunities to build confidence in a safe and non-competitive environment.
- Summer Programs are being planned and a new one, in conjunction with the County of Kings will be a Canoe/Kayak Camp.
- The Volunteer Dinner will be held on April 10th and the Provincial Volunteer Dinner will be on April 15th.

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

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

MOTION CARRIED

Points from Discussion

- Congratulations to Mark Phillips for being part of the winning team (AAA Midgits Wildcats) as they took the Provincial Championship over the previous weekend. Several of the team members are from the town of Kentville. All participants look forward to the Nationals.
- The Recreation Director’s position has not been filled and a recruiter is probably needed to seek out suitable candidates.

(ii) Community Development Coordinator’s Report

CAO Phillips reported that there was nothing further to report at this time. The KDCL Report and the Hotel Study will be addressed later.

(iii) KCDC Chairman’s Report

Mayor Corkum reported that most of the work being done by this committee relates to KDCL.

(d) Police Report

(i) Chief’s Report - Crime Statistics

Police Chief Mark Mander submitted a report outlining a number of statistical categories based on monthly and year-to-date comparisons. He noted that there were 62.5 hours of foot patrol in March, 15 business alarms sounding and 57 parking tickets issued.

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Break and enters will be down for a while, as arrests have been made.

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

that the report from the Chief of Police be received.

MOTION CARRIED

Points from Discussion

- The speed sign on Belcher Street will be moved to another location.
- Foot patrol officers make a routine tour around the block and when necessary, move the gang of people who hang out in front of the TD Bank.

(ii) Board Report

Councilor Folker-Hill reported that there was a meeting on March 14 that dealt with the budget.

(e) Transportation Services

(i) Directors Report

Director Whynot reported that:

- Snow removal efforts continue, along with pot hole patching, sign repairs, video inspections of sanitary and storm sewer lines, collection of core samples to determine the existing depth of asphalt and gravel on Town roads.
- Spring work such as line painting, street sweeping and some shared costs with neighbouring municipalities should reduce some of the supply costs.
- Planning is being done on the Fall MPWANS and meetings were held regarding the GIS and proposed Waste to Energy Project with Smart Tower Energy.
- The old elementary school of KCA has been demolished and the cornerstone is on display in front of the Kings County Museum.
- Regional Sewer Committee meetings continued and the draft operating and capital budgets are being done.

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

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

MOTION CARRIED

Points from Discussion

- The crosswalk signage at the old KCA school will be decommissioned in June and taken to another area.
- The traffic island at the corner of Cornwallis Street and Main helps with the safety of pedestrian crossing.
- The water tank in the Industrial Park should be painted and used for signage.
- Apparently Wolfville has a unique pothole repair machine that might be available to the Town.
- The demolition of the old elementary school went really well and those involved deserve congratulations.

(f) Water Commission

(i) Directors Report

Director Whynot noted that:

- Water quality continues to be within acceptable limits.
- A meeting on March 13 addressed potential capital projects, water write offs and a financial statement. A meeting was held with representatives of VWRM and Smart Tower Energy to discuss the waste to energy project. Kentville has discussed the potential of ground water contamination and it appears that there should be no cause for concern.
- A developer has been asked to meet with staff to discuss land clearing within Zone B of the Wellfield Protection area.
- The delivery of the tank's fused steel panels will be delivered to the Reservoir on Belcher Street in April.

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

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:

- Several issues are worthy of further discussion in regards to the Annapolis Valley Industrial Park (i.e. sale pending of small portion of property on south side of park, park expansion, and Office of Aboriginal Affairs and Town to discuss interest in 30 acre parcel of land.)
- Kings Partnership Steering Committee – A meeting will be held on April 11th in Kentville.

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- Kings RDA Office closed on March 31st and meetings regarding the REN continue.
- KDCL has presented support information on its financial proposal.
- The Executive Committee has met 3 times regarding the paid staff positions at KVFD, with the approval of the appointment of Admin. Coordinator. This position is included in the upcoming budget and is being submitted for approval by both partners.
- UNSM – Spring Workshop will take place from May 8 until the 10th in Yarmouth.
- VWRM and Barry Zwicker of SmartTower Solutions held a meeting regarding a waste to energy facility.
- Work continues with senior staff on the 2013-14 Operating and Capital Budgets.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

Points from Discussion

- The RDA staff is doing some volunteer work to wind things down, and it appears that a small deficit of \$7,000 remains. However, the Province has agreed to cover these costs.
- Some outstanding claims still exist.

(ii) Town Clerk's Report

Clerk Harmes reported that she attended a meeting on the Kentville Biomass Energy Project, has been working on the policy and bylaw review project, some of which will be brought forward under New Business later on; she has been working on Municipal Awareness week projects and other day-to-day administrative items.

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

that the report from the Town Clerk be received.

MOTION CARRIED

Points from Discussion

- Councilor Bentley volunteered for the Bursary Committee.

(h) Council Reports from Workshops and Conferences
Mayor Corkum – During the UNSM Workshop in Yarmouth car-

pooling can be arranged. All council members have indicated that they plan to attend.

Deputy Mayor Mark 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 – Attended the Princess Tea; attended RDA closing and thanked them for their good work on behalf of the Mayor. Attended the opening of the Liquor Store.

Councilor Nola Folker-Hill – Attended the Princess Tea.

CORRESPONDENCE

Nothing received.

NEW BUSINESS

(a) KDCL Report on Funding Request

CAO Phillips reported that a presentation has been made to Council, following which a meeting was arranged between CAO Phillips and members of KDCL. From the survey, there was a good response in support of this organization and a report will include some explanations regarding the role this organization will play and the issues it will address.

He is suggesting a financial model of \$130,000 and proposing a support formula. (There are 3 streams of funding - the business community, residential community and the Town of Kentville.) Staff will discuss these in greater detail and a full report with a recommendation will be forthcoming.

The MGA states that municipal units can set area rates, but does not set out specifics on how this would be done, nor demand Ministerial approval. A fire area rate is in place and provides a good template which can be referenced.

(b)Yard Sale Bylaw

Director Bev Gentlemen noted that in some areas of Town, residents having yard sales, leave their sale articles on display for extended lengths of time, sometimes covering the items with a tarp during inclement weather. This has drawn complaints from area residents.

Therefore, in response, staff has reviewed the Town’s Vending Bylaw as it relates to yard sales, however, in doing so, has learned that this document is a bit ambiguous in the area of yard sales. Further, the definition of a yard sale and its operation do not conform to other vending types of activities, and therefore, in consultation with the Town’s solicitor, it was thought that a stand-alone bylaw should address this specific issue. Subsequently, a

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draft bylaw was prepared. Director Gentleman reviewed the content of this new draft bylaw and recommended that it be adopted.

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 that First Reading be given to adopt Chapter 93 – Yard Sale Bylaw.

MOTION CARRIED

Points from Discussion

- Yard sales restricted to only weekends and during holidays would help to eliminate some traffic issues that may become compounded during the week because of business traffic.
- The selling of yard sale items at locations, other than at the seller’s home, will not be allowed under this document.
- Yard sale items would be surplus household items.
- Staff has tried to provide some lenience with the situation on Canaan Avenue, but a yard sale scenario and a vending scenario are not the “right tools” to address that particular situation. It is a home occupation by description and should full under the Town’s Land Use Bylaw.
- This Yard Sale bylaw was created to address several areas of concern throughout Town, although would not apply to the resident on Canaan Avenue.

(c) Chapter 94 – Vending Bylaw

Director Gentleman also noted that as a result of the creation of the Yard Sale Bylaw and its pending approval, several areas of the Town’s current Vending Bylaw (Chapter 71) required amendments. As these areas of revision were quite extensive, a new bylaw was created to replace the previous one. In this, all references to yard sales were deleted.

She noted that with the adoption of Chapter 94, Chapter 71 would be simultaneously repealed, and therefore, she recommended that the adoption process be undertaken.

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

that a recommendation be made to Town Council that First Reading be given to adopt Chapter 94-Vending Bylaw.

Following discussion, it was moved by Councilor Nola Folker-Hill

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and seconded by Councilor Eric Bolland

that this issue be tabled until the next meeting of CAC.

MOTION CARRIED

Points from Discussion

- The areas indicated as permissible for vending operations, are by intention, closely related to the commercial areas.
- There are situations where some sales (i.e. lemonade stands) have not been considered.
- If the Vending Bylaw were to proceed forward, the earliest it could come into effect would be mid-July.
- The Director of Planning and the solicitor will review this document.

(d) KVFD 2013-14 Operating Budget

CAO Phillips reported that revenue for fire fighting has been reduced, as have expenses, therefore, creating a balanced budget. This budget is shared between the Town and the County of Kings

He added that this \$631,600 budget reflects an overall reduction of 2.1% and that Kentville's share at \$218,000, reflects a reduction of 6.4%

Therefore, following a review of the budget in further detail, 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 it support the KVFD's Fire Fighting Operating Budget 2013-2014 in the amount of \$631,600.

MOTION CARRIED

(e) KVFD Area Rate Budget

CAO Phillips reported that the Area Rate Budget is proposing revenue at \$511,000; expenses are proposed at \$511,000; and with the funding formula, the Town will be responsible for \$163,500 for the year 2013-14. This issue will be brought back to the next meeting of CAC, following the KVFD area rate meeting. There is a reduction of 1 cent.

(f) Amendments of Policy G30-Standards for Recording Secretaries

Clerk Harmes noted that with the change in audio recording equipment, references made to this technology and particular functions identified, should be removed from the current policy to

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make it more relevant. She identified these sections and proposed that the amendments be adopted.

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

***Recommendation to
Town Council***

that a recommendation be made to Town Council that Policy Statement G30-Standards for Recording Secretaries be amended as proposed.

MOTION CARRIED

(g) Policy G22 – Economic and Community Development Policy, Policy 17 – Tax Bills and Policy Statement 6 – Sale of Assets

Clerk Harmes submitted a report in which she noted that Policy G22 serves no purpose as concurred by the Community Development Coordinator. She proposed it be repealed.

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 that Policy G22 – Economic and Community Development be rescinded.

MOTION CARRIED

Clerk Harmes further noted that she has discussed the relevance of Policy 6– Sale of Assets with the Finance Director and both agree that it serves no purpose at this time.

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 that Policy 6 – Sale of Assets be rescinded.

MOTION CARRIED

Lastly, Clerk Harmes noted that Policy 17 – Tax Bills also serves no purpose, as agreed by Director Crowell.

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 that Policy 17 – Tax Bills be rescinded.

MOTION CARRIED

(h) Municipal Awareness Week – April 22-28

Town Clerk Carol Harmes noted that this annual event provides the Town with another opportunity to promote municipal government and to engage the public. She has met with Gillian Yorke to discuss some potential events that might employ Facebook or Twitter. As a result, a list of ideas was discussed and is included in the report attached. Clerk Harmes asked for Council feedback and any further ideas that they may have.

Council supported the ideas presented and suggested that work continues in that regard.

(i) Student Bursary Program

Town Clerk Carol Harmes noted that work has begun on the Student Bursary Program which sees the Town donating \$2000 in bursaries to a Kentville student. She noted that this disbursement can be made to one individual or to as many as four, and attached the policy and criteria that relates to the program.

She asked for a volunteer to sit on the Selection Committee.

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

*Recommendation to
Town Council*

that a recommendation be made to Council that Councilor Tony Bentley be approved as the liaison for Committee

MOTION CARRIED

(j) May CAC

Councilor Eric Bolland gave notice that he would be away for the May CAC meeting, and asked that approval of his absence be given at that meeting.

ADJOURNMENT

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

that the meeting adjourns at 4:30 p.m. to go In Camera to discuss Land Negotiations (Old KCA Assessment) and the current Contract for Legal Services.

MOTION CARRIED

CAC RESUMES

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

that the In Camera meeting adjourns and the CAC meeting resumes at 5:15 p.m.

MOTION CARRIED

ADJOURNMENT

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

that the CAC meeting adjourns at 5:16 p.m.

MOTION CARRIED