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# Council Advisory Committee

## MINUTES

### September 9, 2013

#### PRESENT

Mayor David Corkum (arrived 2:08 p.m. – left at 5:00 p.m. ), Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill, Councilor Bill Boyd, Councilor Tony Bentley, Councilor Eric Bolland, Solicitor Cris Sherritt, CAO Mark Phillips and Town Clerk Carol Harmes

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

Absent with regrets: Councilor Bernie Cooper

#### CALL TO ORDER AND ROLL CALL

Deputy Mayor Mark Pearl called the meeting to order at 1:31 p.m. and CAO Mark Phillips reported that, with the exception of Councilor Cooper who was absent due to illness, and Mayor Corkum who would be arriving later, all members of Council were present, along with Solicitor Sherritt, Town Clerk Carol Harmes and himself.

#### 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 Tony Bentley

**that the agenda be approved as presented.**

**MOTION CARRIED**

#### PRESENTATION

##### **(a) Marcia McNeil**

Marcia McNeil wanted to present her concerns to Council regarding the use of ice time and apparent non-support of less traditional activities at the Kentville Centennial Arena.

##### Points from presentation

- Parks and Recreation Staff have appeared very unwilling to allow the use of the arena for public activities or for new programs like ringette and lacrosse.

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- Staff has not advertised try-out sessions for these non-traditional sports, and therefore, there has been less attendance than would normally be expected.
- There is no after- school skating in Kentville, although she has offered to volunteer her time to assist with the skating program.
- Berwick and Wolfville have after-school skating.
- The ice was put in the arena on August 5 and sits empty every morning.
- The rink sign is used to advertise hockey, however, other things like public skating are not advertised.
- 50 minutes a week for public skating is not enough and is unfair because the rink is a public building.
- There were no public skate sessions during the recent Labour Day weekend, although other facilities like the tennis courts, were available.
- It appears that there is enough staff for other activities.
- Previous statistics indicated that only 60 % of the time is used at the arena.

Deputy Mayor Pearl noted that staff implements the policies and bylaws, although the creation of these governing documents is the responsibility of Council. He felt certain that decisions made regarding the use of all Town facilities must include a number of factors , not only available time. Budgets, staffing, insurance, time required for maintenance and other items would affect the operational decisions made by management, when considering use of facilities.

**APPROVAL OF THE MINUTES**

**(a) Minutes of July 8, 2013**

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

**that the Minutes of July 8, 2013 be approved as presented.**

**MOTION CARRIED**

**BUSINESS ARISING FROM MINUTES/OLD BUSINESS**

**(a) Parking Report**

CAO Phillips reiterated that several months ago, Council asked that a comprehensive report on parking solutions be prepared for September's meeting of CAC. To this end, he added that Community Development Officer Lindsay Young has gathered information from other staff, the general public and business people in the downtown.

Lindsay reported that the number of parking spaces throughout Town were identified and those were further broken down into

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categories of 2- hour parking and all day parking. She also noted that some businesses have private parking for their staff and customers. Statistics were gathered over a 3 week period of time, on the usage of all-day parking and 2-hour parking, and this usage was further broken down to identify the time of day, and the days of the week.

Following these statistics, recommendations were made regarding signage to direct visitors and employees to the appropriate lots, and to identify whether the lot was all-day parking or 2-hour parking.

It was interesting to note that there are 458 available all-day spaces within a .6 km distance from the downtown core, and although the ideal rate of occupancy would be about 80%, Kentville's occupancy rate was around 50%. Two-hour street parking around Town has an occupancy rate of 60%.

As it became obvious that a new downtown parking map was required, this was created by the development officer and has since been made available on the Town's website, at the VIC and to Kentville businesses.

Enforcement was discussed, and some alternatives to ticketing offenders were considered.

Staff have also discussed the 2 hour vs. 3 or 4 hour parking, so as to allow visitors to complete their downtown business without getting a ticket. Concerns were that staff would abuse these spaces and the extension of time would make it easier for them to avoid being issued a ticket.

A survey regarding employee parking indicated that of the 32 businesses who responded, 28% of them use the 2-hour parking and move their vehicles every 2 hours, while 40% use either private parking lots or the all-day parking. From this feedback, it has become apparent that employers must ensure that their employees leave the 2-hour on street parking for visitors and customers, and alternatively, park in the designated all-day lots. The Town must continue to send that message and to provide easier directions to parking.

Following discussion, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

**that the report be received.**

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Councilor Boyd noted that at the April 2013 meeting of CAC, a similar recommendation was made for Council's consideration. However, at the following Council meeting in April, a motion was made that further study was required, and that other options should be presented other than the 3 hour parking scenario.

Points from Discussion

- It is not known how many employees work in Town and how many of these would need a parking space, on any given day.
- Although businesses were asked to indicate their parking needs, some businesses duplicated the information while others did not respond at all.
- It would make sense to have assigned parking for staff.
- More signage would identify lots, such as the Irving Oil site across from KVFD, as public parking.
- If staff use customer parking, the employer must take responsibility.
- This issue will be returned to Council as Old Business on September 30<sup>th</sup>.
- Complaints about tickets are daily issues faced by staff.
- Parking meters around the block (with 30 minute free parking) could accommodate many customers' needs, with other areas allocated as all-day parking.
- Angled parking and other suggestions from a recent webinar, should be considered, as well.
- The parking map should be in a more visible and accessible spot on the Town's website.

Mayor Corkum assumed the chair at 2:12 p.m.

**(b) Annapolis Valley Poverty Coalition**

At the previous meeting of Council, members received a presentation, along with a resolution intended to be presented at the UNSM Fall Conference in November. As Council wished to have some time to digest the information presented, the matter is on this agenda as unfinished business.

Following discussion, Council agreed that they would support this resolution when it is brought forward by the County at the upcoming UNSM Conference.

**(c) Provincial Downtown Funding**

CAO Phillips noted that announcements were made by the Province some time ago, regarding funds being allocated to certain

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municipalities for the downtown attraction of visitors.

Mayor Corkum added that the Main Street Program is being brought out by the current Provincial Government, and that this funding will be for individual grants of \$1,000 for each approved project. This was a recommendation from the Town's Task Force to stimulate some downtown improvements, by helping to offset some of the costs of façade work and the like.

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

***Recommendation to  
Town Council***

**that a recommendation be made to the Community Development Officer to obtain the information on the Main Street Program and pass that along to businesses in Town.**

**MOTION CARRIED**

**(d) Audit Committee Meeting (Prior to Audit)**

CAO Phillips reported that at the Audit Committee Meeting in June, a motion was made by Council to re-evaluate the audit procedure and to include an additional audit meeting prior to the audit. Following discussion, Council agreed that an Audit Committee meeting would be scheduled in the Spring, prior to the beginning of the audit process.

**(e) Paving of New Subdivisions**

At a recent meeting of Council, a recommendation was made for staff to explore the possibilities for funding sources which would allow for the completion of paving for some of the newer streets in Town. Town Engineer Fred Whynot reported that paving and curbing would require planning which may include other infrastructure replacement at the same time; general road maintenance; and the Capital and Maintenance Programs of other departments.

He noted that even though the Town would do the paving, residents would be responsible for curb costs. Further, that using today's tender prices, the costs of paving and curbing of four subdivisions would amount to \$1,195,000, and this amount would be prohibitive from the current budget.

Therefore, a potential schedule might be carried out over 2014, 2015, 2016 and 2017 that would allow for this work to be done in stages. Some work in Prospect Heights and McDougall Heights could be done during 2014-2015, with additional work done in Fox

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Hollow and Mitchell Avenue Extension during 2016-2017. This would leave the completion of the Mitchell Avenue extension for 2018. He noted also, that some funding might be available through grants and this will be explored.

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

**that this report will be sent on to the budget process for future consideration.**

**MOTION CARRIED**

**(f) KDCL Funding Agreement**

An agreement was prepared between the Town of Kentville and Kentville Development Corporation for the terms 2013-2014, 2014-2015, 2015-2016 and 2016-2017. With this, the funding contribution would increase by 2.5% each year, which would mean that in 2013-2014 funds would be \$105,000; in 2014-15 they would be \$107,625; in 2015-16 they would be \$110,316; and in 2016-17, \$113,074.

CAO Phillips added that the specific details of the model were outlined for the amount allocated, however, if additional roles are assumed, other funding will be explored. A close-out clause for termination was defined, along with a dispute resolution process. The Agreement was meant to balance flexibility needed by KDCL, with the accountability expected by the Town.

Following review of the various clauses and core functions of this agreement, 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 the Funding Contribution Agreement between the Town and KDCL, be approved.**

**MOTION CARRIED**

Points from Discussion

- Council was concerned about the residential tax rate for the original proposal by KDCL, so through budget deliberations, agreed that 25 % would be funded by residents, while commercial tax payers would fund 55%, and industrial tax payers would be charged 20%. This formula would be adjusted over the years, to allow the commercial tax payers to pay a larger percentage as time went on.
- As 2017 would be the last year that this particular Council

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would serve, 2017 would bring this particular Agreement to a close.

- While the Agreement may seem unnecessarily detailed, Council must ensure that it spends tax payers' money as prudently as possible.
- Schedule A provides measureable goals, and to “in fill” empty buildings around Town should be specifically included in those goals, even though it might be assumed.
- The Town is providing a grant to KDCL and any debt incurred by KDCL would not be assumed by the Town.
- During the Public Meeting, funding was addressed and it was felt by over 50% of those present, that residents should not fund this operation.
- The CD Officer noted that the most common model for funding involved a tax being placed back on the commercial sector.
- The funding formula, as presented involves a “weaning off” of residential support.
- It is important that the public understands clearly how this aspect of their tax bills is calculated.
- An exit strategy is required after year one.
- More specific goals, with measurable outcomes, are needed.
- The Council understands that a large taxation on commercial businesses will affect their bottom line causing some to go out of business.
- This Agreement commits additional taxation over the next four years and shows support of the commercial sector.
- KDCL must be seen as an independent organization, away from political interference, so must have an “arm’s length” operation from Town Hall.

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance  
(1) Director’s Report**

Director Debra Crowell noted some highlights from the department:

- The final tax levy has been sent to residential and corporate citizens, with a due date of September 30<sup>th</sup>.
- The required Provincial documents have been tabled with upper levels of government.
- Most finance staff has taken some vacation.
- An interim administrative assistant began at the KVFD on July 15<sup>th</sup> whom the Finance Department has helped recruit. She is now assisting him with the audit process.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 41.75%. However, revenue is above the

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average at 78.1%. With Schedule B (expenses), overall expenses are slightly below the benchmark at 40.6%, although some departments are over, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes), 47.1% of the current tax levy has been collected.

With the Sanitary Sewer Area Service (Schedule D) the benchmark would be 25% for the budget consumed, with revenue reported at 16.5% and expenses at 21.7%.

Schedules E and F (Perpetual Investment Fund) represented the Balance Sheet at July 31, 2013 showing investments totalling \$13.28 million at cost. The Statement of Reserves shows net interest paid, dividends declared, total income, capital gains and management fees. From March 31, 2013 until July 31, 2013, the fund's decrease is \$82,611 or - 0.01%, compared to the TSX decrease at 2.1% during the same period.

Following a detail description of each account, it was moved by Councilor Tony Bentley and seconded by Councilor Nola Folker-Hill

**that the report from the Director of Finance be received.**

**MOTION CARRIED**

Points from Discussion

- Charges for the sanitary treatment plant are increasing year-after-year, and it is hoped that the rates can be increased prior to March 2014.

**(2) Projections Report**

Director Debra Crowell introduced a Projections Report which indicates that as of August 31, 2013, the Town could realize a surplus of \$19,100. She elaborated on the various funds effecting the Town's financial situation and answered questions of Council.

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

**that the Projection Report be received.**

**MOTION CARRIED**

**(3) Tax Collection Policy (Proposed Amendments)**

Director Crowell reported that this policy needs to be amended due to the phase out of the Business Occupancy Tax. As the BOT has been removed, all references to its collection are currently



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redundant, and therefore, she recommended that Council gives favourable consideration to the proposed revisions.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council to  
amend the Tax Collection Policy, as attached.**

**MOTION CARRIED**

**(b)Planning and Development**

**(1)Director’s Report**

Director Bev Gentleman reported that there were 13 building permits issued for the month, with a building valuation of \$1,440,200, raising the yearly total to \$5,663,793.

She added that:

- The MPS Review Committee has recently completed the residential section of that document, and will address commercial designations at future meetings.
- Work on the Municipal Climate Change Adaptation Plan continues. Over the summer, each municipal unit identified and mapped its municipal infrastructure which could be at risk of flooding.
- Complaints of Dangerous and Unsightly Premises continue, although many of the properties were remedied through the Spring Clean-up Program.
- Staff has been working on tentative development proposals, some of which involved semi-detached housing.
- A Public Hearing is scheduled for September 19<sup>th</sup> at 7:00 p.m.

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

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

**MOTION CARRIED**

Points from Discussion

- Analysing the watershed areas is not related to climate change issues, as these are impacted by construction and development.

**(2)Environmental Advisory Committee Report**

Chairman Bolland reported that there will be a meeting in October.

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**(c)Parks, Recreation and Community Development  
(1)Director’s Report**

CAO/Director Mark Phillips reported that:

- The Summer Programs are all but finished, having showed medium to high levels of participation. Two separate trainers were engaged in the tennis program, who both worked independently from the Town.
- Memorial Pool enjoyed a good summer program and participants enjoyed the improvements to the deck, change rooms and other areas.
- Regular operations have resumed at the Arena, with public skating, shinny and hockey. The Valley Wildcats Junior A Hockey Team will be using the arena this year, and figure skating, hockey development schools and try-outs continue to make for a busy facility.
- Memorial Park remained busy over the summer and the new soccer field adjacent to KCA is a great addition, with fencing to be installed in September.
- A new bike skills park is now open at the Participark. The annual Gorge Races were sponsored by the Annapolis Valley Mountain Bike Association, whose members, along with those from Trail Flow, deserve congratulations on providing an excellent event for over 150 racers.
- After-school programs will begin soon for Grades P to 6 at KCA.
- Mayor Corkum will read the Pumpkin People book once again to grade 3 students on September 26<sup>th</sup>, and the authors of that book will also attend the reading.
- The Harvest Festival will take place on October 5<sup>th</sup> and will offer a number of events and activities.
- This year’s theme for the Pumpkin People will be “Inventions that Changed our Lives” and these characters will begin arriving on October 5<sup>th</sup>.
- The Pumpkin Mile Road Race is scheduled for October 20<sup>th</sup>.
- A public input session will be held to discuss park development of the Alicia /Carmen Green Space.

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

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

**MOTION CARRIED**

Points from Discussion

- An after-school skating program at the rink is not easily accommodated, due to distance and transportation issues.

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- The use of the multi-purpose facility has increased.
- The Gorge can accommodate both bikers and pedestrians.
- Comments have been received about the pool closing before the end of summer, however, this will be addressed in the future.
- Funds from NS Moves will add some signage for the biking community and will improve access to the Participark.
- Bikers and pedestrians at Miner Marsh have not conflicted.
- Scheduling additional public skates can be a problem, as sometimes these available times are known on short notice, creating a problem with advertising. Also, as only one employee is at the rink most times, supervision is not available unless adults are present, like with the Moms and Tots program.
- The Gorge is a wonderful facility, and the program and racing events are great additions to the Town.

### **(2)Community Development Coordinator’s Report**

Lindsay Young reported that:

- The Hotel Study remains on the website, although a meeting was held in August with an interested party.
- KDCL remains active.
- An application for the “First Impression Grant,” for benches, gateway signage for Centre Square and an information kiosk, was submitted. \$7,255 has been awarded to supplement the budget.
- The AVCC (Tourism Committee) focuses on trail development, with the AV Trails Coalition doing an assessment in 2 phases – trail quality, accessibility and bike or trail friendliness.
- With CGI Communications Project, work continues with the video network program and 6 one-minute videos will showcase rec facilities, small businesses, festivals, etc.
- The Gorge Skills Park was opened on Labour Day weekend and the Mountain Bike Festival was held over 2 days on that weekend.

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

**that the report from the Community Development Coordinator be received.**

**MOTION CARRIED**

Points from Discussion

- There is no further information on the Force Four Production and it appears that no news is not good news.

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**(3)KCDC Chairman’s Report**

Mayor David Corkum had nothing further to report.

**(d)Police Report**

**(1) Chief’s Report - Crime Statistics Presentation**

Police Chief Mark Mander plan to attend the Police Chief’s Conference in Amherst. Further, he noted that Dave Kilcup has retired, so a Provincial appointee will be required, and there will be a Board meeting on September 26<sup>th</sup>.

He presented the crime statistics, noting that there were 237 occurrences during August, with 10 thefts under \$5,000, 13 traffic offences, 65.25 hours of foot patrol, 11 business alarms sounding, 44 - 911 calls and 42 parking tickets issued. In many cases increases in thefts result from the economy or from individuals with drug or alcohol problems.

Mental health problems in the community impact policing, and it is important that the responsibility for this sector of the population be identified and that resources are in place.

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

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

**MOTION CARRIED**

Points from Discussion

- From a crime perspective, Kentville is on par on a national level with other areas. Fluctuating trends arise in most areas.
- When the Health Department de-institutionalized mental health patients, these people were turned out onto the street with no resources. With the Regional Hospital drawing patients from all over, downtown Kentville becomes a gathering place, for people as far away as Toronto.
- Dog feces remain a problem on the sidewalks in Town.
- It would be difficult to give fines to someone unless you caught them not cleaning up after their dog.
- Perhaps the whole matter regarding dogs should be reviewed, to include dog tags, education on dog clean-up.
- Perhaps the Animal Control officer could make some suggestions, and the Police Commission and Senior Administration may have some input.

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**(2)Board Report**

Councilor Nola Folker-Hill reported a Board meeting is scheduled for September 26<sup>th</sup>.

**(e) Transportation Services  
Directors Report**

Director Whynot reported that:

- A number of capital projects are proceeding well, as are day- to-day maintenance operations.
- Staff assisted with the Street Fest.
- Inspections of the old sewer line at the former KCA site, revealed that this was an inactive system.
- Meetings continue with the Regional Municipal Climate Change Action Plan and the infrastructure at risk during flooding has been identified.
- Public Works challenged Parks and Rec staff to a friendly game of ball hockey at the arena, with the “Roadkill” team defeating the “Park Devils” 17 to 8.
- A test on the work at the RG5 Lift Station will be done this month.

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**

Points from Discussion

- There are some pot holes that have materialized again and need to be patched.
- Nothing has been confirmed regarding the corner property on Brooklyn and Cornwallis Streets.
- A slip lane may be helpful for right turning traffic at that same corner. Some major plans are in the works for that intersection over the next few years.

**(f)Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- Water quality remains within acceptable limits.
- The Belcher Street reservoir is now completed and the reservoir is operational. Tenders to remove the old reservoir will be issued soon and the remaining component of the BCF project (extension of water main on Main Street) has been awarded to Howard

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Little.

- Completion of capital projects is anticipated this fall.
- Watermain extensions are being considered for the extension of Spring Garden Road and another for the link between Acadia Drive and Mt. Allison Drive.

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

**that the report from the Kentville Water Commission be received.**

**MOTION CARRIED**

Points from Discussion

- An inspection has taken place over the weekend on the tank at the Industrial Park and although it was noted some sediment in the bottom, all else appeared in good order.

**(2)Commission Report**

Mayor Corkum had nothing to include.

**(g) Kings Partnership Steering Committee**

Chairman Boyd reported that the joint meeting has been scheduled for October 10<sup>th</sup> as a day-long meeting. The CAOs will prepare the agenda and it is hoped that a panel discussion will take place in the afternoon on regional government.

He added that with the Kings 2050 Action Plan, regional cooperation is also being included as workshop discussions.

Points from Discussion

- Council expressed concern recently about having input with the Terms of Reference for regional governance.

**(h) Regional Enterprise Network (REN3)**

CAO Phillips noted that a Recruitment Package has been prepared seeking Board members for this organization and he highlighted some of the aspects of this document. A letter has been received from the Deputy Minister and it appears that \$100,000 has been allocated in advance to the REN funding. This would address issues like strategic planning and will be circulated to Council members.

Points from Discussion

- The local REN is far more organized than any other in the Province and may be better positioned to apply for this provincial money.
- There exists a Declaration of Cooperation, which includes

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everyone except Annapolis Royal and the County of Annapolis. It also includes First Nations Group (Glooscap) representation.

- An upcoming meeting with the Chief from the Annapolis Valley First Nations (on another matter) will be an opportunity to invite a representative from this reserve, to the REN, as well.
- A draft Agreement should be available within the month.

**(i) Administration**

**(1) Chief Administrative Officer's Report**

Highlights from the report:

- KPSC - the October 10 meeting may be rescheduled due to a conflict.
- REN – Michael Johnson (NSERDT) and the Deputy Minister (Simon d'Entremont) attended the August 22<sup>nd</sup> official launch of the recruitment process for the Board of Directors). Recruiting is taking place throughout the community.
- The AMANS Conference will be from October 8 to 11 in Baddeck.
- Lots of work is being done on the potential development of the old KCA site, including a hazardous assessment of the building, storm sewer identification, property appraisal updates and a rezoning application.
- A working committee of County and Town Councilors, along with municipal staff and other interested parties, will address the issue of storm water management at the Kentville Ravine.
- Mayors, Warden and CAOs met on August 8<sup>th</sup> to address regional issues and UNSM topics, and to participate in round table discussions.
- Discussions on the Regional Sewer model continue, as do meetings with ACA and Frito Lay, regarding capacity and asset ownership.
- National Bank has advised the Investment Advisory Committee that the investment adviser has left that firm and another will be assigned.
- The sales agreement with Colliers for Kentville Futures Site has expired and an RFP has been advertised for brokers interested in selling the 3 vacant parcels of land on River Street. The closing is September 13<sup>th</sup> and Council will be advised of the recommended firm. A reduced price for these properties may be recommended.
- Industrial Lands - A meeting will be held on September 10<sup>th</sup> with the Annapolis Valley First Nation Community to

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discuss the 30 acre parcel of land on the south side of the park.

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

**that the report from the Chief Administrative Officer be received.**

**MOTION CARRIED**

Points from Discussion

- The Province has allowed the municipalities to consult directly with First Nations communities over federal land. If there is no interest (i.e. historical value) in that land by First Nations people, than it would be available for other uses.
- The Volunteer Resource Centre received a \$200,000 grant and employs 2 individuals. The Town has no commitment to this group.
- The Volunteer Resource Centre has recommended that police checks for volunteer individuals either be posted to a data base, or that a volunteer passport be created to eliminate the need for a volunteer to get a separate check for each organization.

**(ii)Town Clerk’s Report**

Clerk Carol Harmes noted that there is no written report, however, some work is being done on the more current policies, which may require some amendments since they were last reviewed. However, these were not brought to this meeting, as the agenda was rather heavy since Council’s return from summer break. Work on the day to day issues continues.

A reminder was given that UNSM fall conference registrations to the Administration office indicates that all councilors, other than Councilor Bentley, plan to attend. Rooms will be available for reservation next week.

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

**that the report from the Town Clerk be received**

**MOTION CARRIED**

**(h) Council Reports from Workshops and Conferences**  
Mayor Corkum – Upon hearing the value of the Eli Mina workshop



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on meetings, rules and effective decision-making, he suggested that our legal people try to organize a similar workshop in the Spring for our Councilors.

Councilor Bill Boyd – no report.

Councilor Bernie Cooper – not present

Councilor Eric Bolland- no report.

Deputy Mayor Mark Pearl - no report.

Councilor Nola Folker-Hill – spent a week in Saskatoon at the Canadian Association of Police Boards Conference. The theme was “Bridging the Gap” between policing and mental health. Part of this event was an Eli Mina workshop on meetings, rules and effective decision-making.

Councilor Tony Bentley had no information on workshops or conferences, although did share some information on other projects.

## CORRESPONDENCE

### **(a) Chrysalis House Association**

A letter from Rhonda Fraser, the Executive Director thanked the Town for its \$1,000 contribution to their service.

## NEW BUSINESS

### **(a) Funding Request – Kings 2050**

Director Bev Gentleman reported that a Memorandum of Understanding signed by the Kings municipalities confirmed their shared interest in the long-term sustainable development through the Kings 2050 initiative. Since then the Management Team has been meeting and has seen the completion of Phase 1, the 2050 Vision.

This Vision has been presented to all municipal Councils, at which time, three options for continuing the regional planning efforts were identified. Following an in depth review of each of the options, she noted that the Kings 2050 Management Team agreed to make a recommendation to their respective Councils to commit to further discussion on the development of a regional planning framework, with the engagement of a consultant. She noted that the funding formula was based on that used by Valley Waste with 50% population and 50% assessment and that the Management Team recommends that the Councils for the towns of Kentville, Berwick and Wolfville and the Municipality of Kings commit to this project.

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 using the Kings 2050 Vision as a guide, that it commits \$4,200 towards hiring a consultant to facilitate discussions between municipal units located in the Kings Region, aimed**

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**at developing a regional framework, contingent on the agreement of all four municipalities located within the Kings Region.**

**MOTION CARRIED**

Points from Discussion

- The terms of reference done in 2011 allowed the work to move forward, and from workshops and feedback, it was felt that a study be done.
- This project does not replace the work being done by the Kings Partnership Steering Committee.
- It is expected that the consultant will meet with KPSC, get public feedback, consult with the municipalities and villages, recommend statements of interest, and recommend a mechanism for discussing and managing issues.
- It seems that Kings 2050 has a very large scope.
- Infrastructure, policies, etc. were topics being discussed long before KPSC undertook the issue of regionalization.
- There is some confusion why sustainable planning (as is the focus of Kings 2050) is being driven by regional governance.
- Kentville has agreed that it would discuss regionalization at the KPSC level, if the Terms of Reference was in line with the Town's goals.
- Funds remain in the budget either through unused funds for a summer student or through Gas Tax funding.

**(b) Library Space**

CAO Phillips noted that a report prepared by Jillian Yorke has been updated, and that last year approximately \$30,000 was designated for operational costs. Sizes of libraries are dictated in accordance with population and catchment area.

Records show that there is a close 50-50 split between Town and County users of the library and again, the square footage would be determined as to whether it is a Town facility or a County-wide one. Parking spaces and other physical aspects of the library would be the responsibility of the Town.

CAO Phillips added that over the summer, it became apparent that the original plans for the new library would not be sustainable at this time, however, an existing building in the downtown area might serve that purpose very well. He added that it would be necessary to prepare a RFP and that there seems to be some interest in this type of development. A discussion is needed once again with the County of Kings, on their support of the operational costs

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for the library.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that the  
Town creates an RFP for a new Public Library.**

**MOTION CARRIED**

Mayor Corkum relinquished the Chair to Deputy Mayor Pearl at 5:35 p.m.

**(c) Waterville Municipal Airport (relocation)**

CAO Phillips reported that with the proposed expansion of Michelin in Waterville, the municipal airport will be relocated to accommodate this construction. As he felt that the whole region benefits from the presence of this airport in the County, Town Council should endorse its continued existence.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that a  
letter be sent to the County of Kings to support a municipal  
airport in the Kings County area.**

**MOTION CARRIED**

**(d) KWC – Citizen Appointee**

Town Clerk Carol Harmes noted that the terms of service of a currently serving citizen appointee is coming to an end this fall. As this particular individual is very knowledgeable in the infrastructure, technology and projects currently being addressed by this committee, she asked if Council would consider a special concession to the currently existing policy, thereby allowing this citizen to continue serving in this capacity. She added that similar allowances have been made in the past when specialized skill sets were required to carry out the committee work.

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 if  
possible, the recruitment of citizen appointees for vacancies  
on the Kentville Water Commission, be conducted by KWC  
members themselves, and brought to the Town Council for  
ratification.**

**MOTION CARRIED**

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**(e) Town RRSPs.**

CAO Phillips noted that in the past, Council had requested information as to whether or not Council members can unlock their contributions and/or contribute to a group RRSP. The Pros and Cons of this action were previously noted and the options pointed out by the Director of Finance. Following an explanation of this process, she noted that the process would require the approval of the Superintendent of Pensions, which could take up to 18 months, with a charge for the plan amendments up to \$1,000.

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

**that this issue be tabled to the next meeting of CAC, as two councilors are not present.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourns at 5:50 p.m. and that a Special Meeting of Council take place following this adjournment.**

**MOTION CARRIED**