

# Council Advisory Committee

## MINUTES

### October 15, 2013

#### PRESENT

Mayor David Corkum (left at 1:40 and returned at 2:15 p.m.), Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill (arrived 1:32 p.m.), Councilor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, 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.

#### CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and CAO Mark Phillips reported that, although Councilor Folker-Hill was not expected to be absent, all other 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 Eric Bolland

#### **that the agenda be approved with**

- **the reverse of sections 5 and 6 to accommodate a change in attendance, and**
- **the addition of 8(e) *Parliamentary Procedure and Business Ethics*.**

**MOTION CARRIED**

#### WELCOME

Mayor David Corkum welcomed Margaret VanBlarcom’s business class, who was in attendance to observe parliamentary procedure and the format of a formal meeting.

#### PRESENTATION

#### **(a) Madonna Spinazola (Housing First)**

Madonna Spinazola reiterated that she and another member of Housing First visited Town Council last year, to introduce the work proposed by this organization. She added that a resolution has been sent to the UNSM and would like to meet with members of the

Approved by CAC – November 12, 2013

Town's Caucus. She introduced Housing First board member, Kimberly Smith, who noted that:

- The challenges of small towns and rural areas are larger than what might be visible in urban areas, which often have services in place.
- On their website (housingfirstkc.ca.) can be found a great deal of information prepared by over 100 volunteer staff, and the community should be aware of the existing situation here.
- The Final Report has been prepared to allow municipal government to make better budgetary plans.
- Mental illness and homelessness is a huge problem and really difficult to deal with. There is an aspect of economic development included in the report.
- There is a required investment of time and some financial support.
- Some written information has been handed out, and some recommendations are involved.
- A paid staff member is required to help coordinate this project and support is needed.

Points from Discussion

- To get on the agenda of the Town's Caucus, Housing First members should contact the Deputy Mayor of the Town of Windsor, Laurie Murley.
- Although a commitment is required from all towns and the county and is required prior to involving the province in the issue, this project must be seen as part of each unit's economic engine.

**APPROVAL OF THE MINUTES**

**(a) Minutes of September 9, 2013**

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

**that the Minutes of September 9, 2013 be approved**

**MOTION CARRIED**

*(Note: Mayor Corkum left the meeting at this time – 1:40 p.m.)*

**BUSINESS ARISING FROM MINUTES/OLD BUSINESS**

*(Note: the Mayor returned to this section at 2:30 p.m.)*

**(a) Skate Park**

CAO Phillips reiterated that at the last meeting of Council, Matthew MacLeod presented the concept of a skateboard park to Council, perhaps located near the new KCA School. He asked if the Town could allocate property and funding for this recreational

Approved by CAC – November 12, 2013

facility, following which CAO Phillips noted that further discussion should be pursued on this budget item at this meeting of CAC.

This dedicated group has organized fund-raising projects, has collected funds from the community and has prepared a basic budget for their vision. If the levels of government can support this vision, the park will be a first class regional facility.

CAO Phillips asked if Council would endorse continued work with this group and determine the fiscal numbers later. He noted that in January, the Province requires applications for RFPs.

#### Points from Discussion

- There may be some question about security and operational costs with this project, although these issues were addressed by the association.
- The organization must also approach the county for its support, as other partners may be required.
- This group has worked very hard to date to see the reality of this skate park and Council should support it.
- The proposed location of the park next to the playground may present some security concerns, due to these activities near very young children.
- It would seem that the majority of users would be from the county.
- Although the Town does have excellent facilities, there are a lack of opportunities for youth and adults who are not inclined towards organized team activities.

#### **(b) Terms of Reference – Study on Regionalization**

At a previous meeting of Council, a motion was made to pursue the study on regionalization based on the Town having input into the terms of reference.

It was felt that there was a danger of this project fallen flat at the Partnership level, and that some thought must be given to some aspects of what should be in the Terms of Reference. Having a consensus prior to committee discussion, will allow Kentville to move forward with their expectations as an organized group.

CAO Phillips included some pillars as “food for thought”

- Who is the body responsible for creating and administering the RFP?
- Who are the non-municipal stakeholders?
- What units are required to enter the agreement / study before Kentville is interested?

Approved by CAC – November 12, 2013

- What is the expected level of funding from the Province?
- Is there a desired funding formula for the municipal component?
- Is there an expected time frame?
- Are there items that are to be excluded?
- Are there particular areas of interest?

#### Points from Discussion

- There should be some clarification of the expected outcome (i.e. Possible increased county taxes and reduced Town taxes with amalgamation)
- Consideration must be given to the future of town's current facilities and the high level of service that Kentville citizens now receive.
- Many citizens are unaware of how lucky and well serviced this area is, especially as our area compares to other parts of the province – this prosperity is felt throughout the whole of Kings County.
- Any arrangement for future regionalization must be a win-win situation, with concessions made as needed.
- It is important that we allow the process to develop without hindrances from participants or the media.
- People must consider the number of village commissioners along with the number of county councilors, when comparing those numbers, to that of town council.
- The number of municipal councilors is determined by the units themselves. The UARB can become involved if the numbers are challenged.
- During the business part of meeting on Thursday, each unit will be asked its opinion on moving the regionalization project forward, however, only one person should represent the collective opinion of their group.
- The draft agenda was briefly reviewed, subject to changes. It is important to note that the public will be spectator only, and in addition, any councilors who are non-members of the KPSC will have the opportunity to participate only during the general discussion, not at the KPSC meeting following this part of the meeting.

#### **(c) Council RRSP vs. RPP**

CAO Phillips noted that this issue is being returned to the agenda from a previous meeting as some councilors were not available to participate in the discussion at that time. He asked if the Director of Finance would explain the background.

Director Crowell noted that the members of the Finance and

Approved by CAC – November 12, 2013

Administration Committee asked for a report on whether or not Council members could move its pension contributions (in an Registered Pension Plan – RPP) to the group Registered Retirement Savings Plan (RRSP.) She explained that these are two separate plans that are administered and remitted separately. The group RRSP is a taxable benefit, whereas the RPP is not. Funds currently in the RPP are not transferable to the group RRSP and must remain locked in.

In order to make a change in this regard, the Town would be required to propose an amendment to the RPP, requesting a wind-up of the Council division of the plan and upon closure of this, Council participants would receive option statements for the funds that are in the RPP. A new RRSP plan would be set up that could mirror the existing RPP, as to contribution levels. However, approval must be received from the Superintendent of Pensions; this could take up to 18 months; and could cost the Town \$1000.

#### Points from Discussion

- The situation of Council pensions is different from that of employees, and Council must look at what is the best plan for them, especially as a Council career could be much shorter than an employee's career.
- The RPP can be accessed at retirement and the money is transferred to a Life Income Fund with a bank. This would be extrapolated according to your life expectancy. Most people would have plans in addition to this, however, the plan could be opened and accessed during a case of personal hardship.
- The RPP plan is stricter than the RRSP, although the tax on the amount withdrawn must be taken into consideration.
- The contract with the Town states that all employees must join the plan, but Council members are a separate sub group of a municipality.
- The path has been outlined clearly for the process here, and Council cannot be considered a unique identity.
- A change would allow any new Council member to take their money with them when they no longer are on Council.

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

#### ***Recommendation to Town Council***

**that a recommendation be made to Town Council that the Director of Finance apply to the Superintendent of Pensions, for an amendment to the Town's Registered Pension Plan (RPP), which will wind-down the Council**

Approved by CAC – November 12, 2013

**division of the Town’s Registered Pension Plan,  
and further,  
proceed to set up a new group Registered Retirement  
Savings Plan (RRSP) for Council members,  
and further,  
that future Council members be permitted to join the  
group RRSP with the Town.**

**MOTION CARRIED**

**(d) RFP – Commercial Real Estate Agent (Kentville Futures Site)**

CAO Phillips reported that the current agreement with Colliers has expired and an RFP has been advertised. In response, there have been 2 brokerage companies interested - The Drake/Turner Group (based in Halifax) and the Bernard Group (under Royal LePage), a local firm. Both are MLS listed and comparable in the scope of their exposure and networking capacity, although overall, the Drake Turner group may have an advantage in experience. However, the commission rate set for Turner/ Drake is 6%, whereas, for the Bernard Group, the commission rate is 5%.

CAO Phillips felt that the Bernard Group was a better choice with all things considered, not just being local, but the lower commission charge and the good working relationship established with Mike Barnard during the sale of the old KCA property.

CAO Phillips further noted that under his authority as CAO, he can make this appointment independent of Council, but hoped that Council will endorse his decision. He promised, however, to bring back the information on the listed price for the lots, as he felt that there might be an adjustment to what would be considered a fair market value.

**(e) Kentville Library RFP**

CAO Phillips noted that this issue has been brought back to Council in light of the draft RFP for a new library location. He added that the attached report, previously reviewed by Council, related to the current status and future requirements of a new building, along with the responsibilities of the various partners involved. Also, a draft copy of the Request for Proposals was attached, as was a staff report with recommendations. He emphasised that the draft RFP presented represents only the work to date, not the final document.

He reviewed the staff report, giving credit to Karen Outerleys for her help, and noted the origin, background, discussion and the policy and implications, along with 7 recommendations to be

Approved by CAC – November 12, 2013

considered by Council at this time. (The attached report outlines these clearly.)

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 those staff recommendations identified as “pillars as components of the RFP” for the library, be adopted by the Town.**

**MOTION CARRIED**

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

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

Director Debra Crowell noted some highlights from the department:

- The Finance Dept. transacted \$2.7 million in cash receipts for the final tax levy due on September 30<sup>th</sup>.
- The KVFD audit was completed and draft statements will be available in October after partner approval.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 50%. However, revenue is above the average at 81.3 % due to receipt of 99.9% of the final taxes and other sources of revenue noted. With Schedule B (expenses), overall expenses are slightly below the benchmark at 47.6%, although some departments are over, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes), 91.5% of the current tax levy has been collected.

With Schedules E and F, the Perpetual Investment Fund and the Balance Sheet (Schedule E) for the month ended August 31, 2013, shows investments totalling \$13.3 million (at cost). The Statement of Reserves (Schedule F) indicates the net interest paid into the fund totals \$51,406, with dividends of \$63,155. The combined total income is \$210,651.

She added that the fund’ manager left National Bank Financial in August, following which a replacement was assigned to the Town’s account. As the one-year term for Investment Advisory Services has expired, Council wished to explore the current market conditions. A Request for Proposals for these services has subsequently been released with a closing date of October 23, 2013.

Following a detail description of each account, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

Approved by CAC – November 12, 2013

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

**MOTION CARRIED**

**(2) Projections Report**

Director Debra Crowell introduced a Projections Report which indicates that as of September 30, 2013, the Town of Kentville may realize a surplus of \$4,600, down from last month, however, more or less a break-even situation.

She reviewed the attached report noting specific areas (i.e. payments in lieu, services provided, etc.) which affect the budgetary position.

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

**that the Projection Report be received.**

**MOTION CARRIED**

**(3) Renewal TBR (Kentville Futures)**

Director Crowell reported that the Temporary Borrowing Resolution for the Kentville Futures land, must be replaced, as it is about to expire.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council to  
renew the temporary borrowing resolution, noted as  
follows:**

**TBR 06/07-04 – Land (Kentville Futures)  
\$320,800**

**MOTION CARRIED**

**(b) Planning and Development**

**(1) Director's Report**

Director Bev Gentleman reported that there were 4 building permits issued for the month, with a building valuation of \$310,100, therefore raising the yearly total to \$5,973,893.

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. The plan is due on December 31<sup>st</sup>, and staff

Approved by CAC – November 12, 2013

members are working on mitigation and adaptation priorities.

- Relating to the Kentville Ravine, a public information session will take place on October 29 at the Louis Millett Complex, and is the first step in presenting the development proposal. A Development Agreement or staff report has not yet been created.
- Development – Work is being done with some developers for the tentative approval of lots, some of which could be semi-detached housing.
- With the KCA rezoning, following the Public Hearing on September 19, the Second Reading took place on September 30<sup>th</sup>. The Notice of Decision was placed in the newspaper on October 8<sup>th</sup> and no opposition has been made.

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

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

**MOTION CARRIED**

Points from Discussion

- There will be several opportunities for public input on the development which might affect the Kentville Ravine; the development agreement will be created and presented during a public hearing process. There may be additional public meetings, if required, and others at council levels. A site visit will take place on October 25<sup>th</sup>.

**(2)Environmental Advisory Committee Report**

Chairman Bolland reported that there is a meeting next Wednesday.

**(c)Parks, Recreation and Community Development**

**(1)Director's Report**

CAO/Director Mark Phillips reported that:

- Valley Wildcats Jr. A Hockey is underway and continues to draw crowds of about 500 at home games in Kentville.
- The new soccer field near KCA School is almost completed and fencing is being installed. A ribbon cutting ceremony will be scheduled sometime soon.
- With the parks and trails, the new skills park remains popular and a new logo better promotes the Gorge. With the New Minas Trail, work continues with asphalt having just been completed to Lockhart Ryan Park. The trail is expected to connect to Wolfville.
- Bike repair stations will be located throughout Town, to

Approved by CAC – November 12, 2013

- better promote Kentville as a biking community.
- The Harvest Festival on October 5<sup>th</sup> was well attended and Karen Outerleys, Acting Administrative Assistant, along with other staff should be congratulated for doing an excellent job.
- The Pumpkin People (theme – Inventions that Changed our Lives) continue to be popular for residents and visitors and will remain on site until October 27<sup>th</sup>.
- The Pumpkin Mile Road Race is scheduled for October 20<sup>th</sup>. The race starts behind the soccer dome and ends at the Fire Hall. There will also be a wheel chair race and a record participation is expected.
- A public input session will be held soon to discuss park development of the Alicia /Carmen Green Space.
- Several programs are up and operational for all ages.

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

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

**MOTION CARRIED**

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

Lindsay Young reported that:

- KDCL will hold a Strategic Planning Session on November 1 and 2<sup>nd</sup> and will involve the board, some business owners and interested residents, along with the CDC. This session should involve the signing of the Agreement with the Town and the transfer of funds to KDCL.
- Grant Programs – 50% of the First Impressions grant has been received and will be used for signage, benches and kiosks.
- Downtown Parking – Current signage for downtown parking is being upgraded to include “way-finding signs” and “lot labelling” signage, and these will be installed later this month.
- Fall marketing and promotions are being done via newspaper, radio, website and so on.
- CGI Communication’s work continues and a film crew will be around Town on October 15 and 16<sup>th</sup>.

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

**that the report from the Community Development**

Approved by CAC – November 12, 2013

**Coordinator be received.**

**MOTION CARRIED**

**(3)KCDC Chairman’s Report**

Nothing to report.

**(d)Police Report**

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

Police Chief Mark Mander noted that very few problems ever arise from the students at NSCC and from his written report he noted that there has been a downturn in some of the activities, except for frauds, breach of court orders and drug and traffic offences. The Street Crime Integrated Unit has received a great deal of media coverage and is doing an excellent job with getting the street drugs, prescription drugs and firearms off the streets.

Foot patrols and alarms are within the normal range, with 34 calls to 911. The issue of the dog bylaw was discussed at a recent Board meeting.

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

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

**MOTION CARRIED**

(Note: Mayor Corkum resumed the Chair at 2:15 p.m.)

**(2)Board Report**

Councilor Nola Folker-Hill reported that the Board has not had a meeting, although she later corrected that statement, by saying there had been a recent meeting. At this, discussions had taken place regarding the recruitment of a new board member and the creation of a policy manual.

Points from Discussion

- A citizen appointee is being recruited at this time by the Police Board.

**(e) Transportation Services**

**Directors Report**

Director Whynot reported that:

- Public Works staff is preparing for winter with vehicles checked and serviced and tenders for sault hauling and parking lot snow removal underway.

Approved by CAC – November 12, 2013

- The Municipal Public Works Association of Nova Scotia held its fall conference as did the Atlantic Canada Water and Wastewater Association.
- Large reflective chevrons may soon be a requirement for better night visibility on working vehicles; prices are being requested for these.
- Low pressure sewer systems could be a less expensive alternative to large lift stations and collection systems for areas outside the sewer shed.
- WARN – Water/wastewater Agency Response Network may be set up in Atlantic Canada, which will be an emergency response team, much like EMO, although focussed on water and wastewater utilities.
- The Regional Sewer System Committee has had discussions on flow monitoring throughout the regional system to ensure proper records for future governance discussions and billing structures. New monitoring devices could be part of future capital programs.

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

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

**MOTION CARRIED**

Points from Discussion

- Work should be completed on Chester Avenue this week and then paving will be done soon afterwards.

**(f) Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- Water quality remains within acceptable limits.
- A watermain leak occurred and a new curbstop was installed which was a challenge for crews, although with a favourable outcome. The new GPS unit will minimize similar problems in the future.
- Staff attended 2 Fall Conferences, one of which involved asset management (i.e. hackers to the SCADA network). Kentville's system is safe from hackers, as it is not as sophisticated as others.
- The Town entered a water tasting competition and won the position of the second best tasting ground water in Atlantic Canada.

It was moved by Councilor Bernie Cooper and seconded by

Approved by CAC – November 12, 2013

Councilor Eric Bolland

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

**MOTION CARRIED**

Points from Discussion

- New water rates should be available over the next year.

**(2)Commission Report**

Mayor Corkum had nothing to include.

**(g) Kings Partnership Steering Committee**

Chairman Boyd reported that the annual meeting will be this Thursday, October 17<sup>th</sup>, from 10:00 a.m. until 4:00 p.m. at the Fire Hall. Council is urged to attend and the public is also invited.

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

CAO Phillips noted that the recruitment process for the Board of Directors continues and there seems to be a good response. The Inter-Municipal Agreement is being prepared for Council review and approval over the next few months. A provincial level meeting is taking place today and more will follow with regard to the new government position on this network.

**(i) Administration**

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

As many of the issues identified in the CAO's report have been previously discussed, he highlighted only those items requiring an update at this time.

Highlights from the report:

- The AVCC Business Awards will take place on November 7<sup>th</sup>, however, this conflicts with the UNSM Conference. Councilor Tony Bentley will represent the Town and Councilor Eric Bolland is a nominee for an award.
- The KDCL agreement will be presented at the strategic planning session for acceptance.
- The AMANS Conference in Baddeck was attended by Clerk Harmes, Director Crowell, IT Bethune, and CDC Young.
- UNSM – Regional meeting was held on October 3 in Windsor and the Fall Conference will be from Nov. 5-8 in Halifax.
- The Old KCA School – Although an offer has been made for the purchase of this property, a site assessment and market research is currently being carried out by the developer. It appears that the use will be residential which

Approved by CAC – November 12, 2013

- will complement the area.
- With the Kentville Ravine, there will be a public meeting with participating levels of government on October 29<sup>th</sup>, however, a staff site meeting will take place on October 25<sup>th</sup>.
- With the Regional Sewer / Governance Discussion, a discussion took place on the funding formulas and the impact of these on the partners.
- The Investment Advisory Committee RFP will close on October 23<sup>rd</sup>, with management services remaining with the National Bank in the interim.
- The Industrial lands – a meeting with Mayor Corkum and Chief Peterson and the Annapolis Valley First Nation Community on September 30<sup>th</sup> took place regarding the 30 acre parcel of land in the Industrial Park. The chief confirmed that there is no interest in acquiring these lands, and therefore, joint development of this property will be discussed with Kings County. There appears already an interest in a portion of this property for industrial development.
- Commercial Vacancy Rates in Kentville – There have been several interests in currently vacant land, buildings and spaces in Town, and although the public has expressed concern about the vacancies, there is a lot of action and interest behind the scenes, which is not yet ready for publication.

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

- With the industrial lands, the whole 30 acre parcel is located in the Town on the south side, near Tibbetts and east of Acadia Refrigeration.
- NS Business Inc. had been interested in promoting the whole package, instead of smaller, more desirable lot sizes. However, as they are not interested now in the real estate business, this approach can be changed.
- Mayor Corkum asked that changes be made to the sign at Memorial Park as it is not legible and should be double – sided.
- Perhaps another area on Park Street might be more suitable.

Approved by CAC – November 12, 2013

**(ii) Town Clerk's Report**

Clerk Carol Harmes noted work continues on the policy and bylaw review process and 2 policies will be brought forward later under New Business. She gave an outline of some of the topics discussed at the recent AMA Conference and thanked staff for their support during her absence from the office recently, due to family illness and subsequently, a funeral.

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

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

**MOTION CARRIED**

**(h) Council Reports from Workshops and Conferences**

Mayor Corkum urged everyone to attend the upcoming UNSM conference.

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 attended the NS Police Board Conference in Amherst and the National Police Board Retreat in Toronto last weekend. She noted that board training can be repetitious, but there is always something new to learn.

Councilor Tony Bentley attended a Town caucus meeting.

**CORRESPONDENCE**

**(a) Habitat for Humanity**

This correspondence was a follow-up to a previous request for a donation of land by the Town so affordable housing can be built. The issue has been added for more discussion, under “New Business” below.

**NEW BUSINESS**

**(a) Fall Strategy Session**

CAO Phillips reported that a fall Strategy Session may be necessary to address several issues that require lengthy discussion. As there appeared some conflicts to proposed dates, the CAO felt that an online survey may turn up a date that would work for 2013. He felt that if a weekend was not available, perhaps earlier in the week or alternatively, early in the new year might work better.

**(b) Policy Statement G1 – Citizen Appointments to Committees, Boards and Commissions**

Clerk Harmes reported that with the adoption of Policy G57 – Committees of Council, many of the previous standing committees

Approved by CAC – November 12, 2013

were abolished, leaving only a few, which required members to have specialized skill-sets in order to carry out the mandate of those committees. Therefore, the procedures outline in Policy Statement G1 would appear redundant, as there are no committees to which they would apply. Subsequently, the Clerk proposed that this document be removed from the current policies for the Town.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council to rescind Policy Statement G1 – Citizen Appointments to Committees, Boards and Commissions.**

**MOTION CARRIED**

**(c) Policy G57 - Committees of Council**

Town Clerk Carol Harnes reported that this policy was created in 2010 for the purpose of abolishing many long standing committees deemed to be unnecessary; for recognizing the unique status of Ad Hoc Committees; and to set a mandate and structure for the existing Standing Committees and special status Committees of Council. As Council has proposed that Policy Statement G1 (above) be rescinded, some amendments to Policy 57 should be adopted.

Reference to Policy G1 should be removed from Policy G57, a section establishing Council's right to amend the make-up of each committee, the skill sets required by its participants, the rate of turn-over of members and residency requirements should be added, and some numbers changed to reflect these changes.

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 to adopt amendments to Policy G57 – Committees of Council, as specified the attached report.**

**MOTION CARRIED**

**(d) Habitat for Humanity – Scott Drive Property**

This request was is a second one for property in the Town of Kentville, and although offered previously for this project, at that time, it was not seen as acceptable. However, the evaluation of this property has changed and is now considered very suitable. Although this property is in the County, it had been bought by the Town for an easement many years ago.

Approved by CAC – November 12, 2013

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 the Town donates that parcel of land on Scott Drive, known as PID 55033286 to the Habitat for Humanity, in accordance with the procedure identified within the *Municipal Government Act*.**

**MOTION CARRIED**

**(e) Parliamentary Procedure – Business Ethics**

Mayor Corkum noted that Councilor Folker-Hill reported back to Council on information she received at a recent workshop on business meetings (i.e. the status of motions, etiquette at the council table, etc.). He reiterated some sections as reminders to Council, but proposed that it would be a valuable exercise to have a similar workshop for all members of Council at some future date. He suggested that the solicitor could be asked to facilitate this workshop.

**ADJOURNMENT**

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

**that the meeting adjourns at 4:14 p.m.**

**MOTION CARRIED**