

Council Advisory Committee

MINUTES

December 9, 2013

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill, Councilor Bill Boyd, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Eric Bolland, Solicitor Cris Shirritt, CAO Mark Phillips and Town Clerk Carol Harmes

Also present: Planning Director Bev Gentleman, Finance Director Deb Crowell, Police Chief Mark Mander 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, all members of Council were present, along with Solicitor Shirritt, 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 addition of
3. Moment of Silence – Nelson Mandela
7.b. Ombudsman

MOTION CARRIED

MOMENT OF SILENCE

Mayor Corkum asked for a moment of silence to remember Nelson Mandela, who was an anti-apartheid advocate in South Africa and a great world leader and icon, known for his kindness and forgiveness.

PRESENTATION

(a) Eco Kings Presentation

David Mangle, Deputy Mayor of Wolfville and member of the Environment Advisory Committee wished to share information with Council members regarding an opportunity for an Eco Kings project, which would involve the hiring of a co-op student. The role of this individual would be to collect information and make recommendations on sustainable projects relating to energy.

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The position would be a four month contract, during which time the Sustainability Coordinator would work 35 hours per week. Costs for the position would be shared and funded through existing resources, such as government grants, along with a small contribution from the municipal units. Based on a calculation of 50 % population and 50% uniform assessment, Kentville’s share of the costs would be \$529.27.

A letter from the sustainability coordinator, Leon deVreede of Bridgewater noted that their municipality has hired a Sustainability Coordinator, whose role is to identify and implement some of those goals and actions in the ICSP (Integrated Community Sustainability Plan). He expanded on these projects, which ranged from Energy Management, Active Transportation and Community Education, to Networking and Partnerships, and noted the levels of success and benefits realized.

Mr. Mangle reiterated that this individual would be shared as a regional employee, however, would travel from one area to another to work on projects specific to that municipal area. The CAO in Wolfville has offered to supervise the Sustainability Coordinator and would provide space for the work being done.

Therefore, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Bernie Cooper

***Recommendation to
Town Council***

that a recommendation be made to Town Council that funding for the engagement of a Sustainability Coordinator be sent to the budget process.

MOTION CARRIED

Points from Discussion

- Advertisement would be done as soon as possible, with a start date for May.
- There is a possibility of securing funds from the EAC budget, if necessary.

(b) Annapolis Valley Chamber of Commerce

Loretta Buchanan introduced Judy Rafuse, the Executive Director of the AVCC, and Heather Leeman, owner of the Tattingstone Inn in Wolfville.

Points from Presentation

- In 2010, tourism dollars for the County of Kings had been for only \$90,500,000, and appears very little, compared to

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other parts of the Province. (HRM - \$1billion, Cape Breton at \$127,000,000, Annapolis at \$39,000,000 and Digby at \$41,200,000).

- 1100 jobs were derived from tourism in 2010, with 100 additional jobs as spin-off.
- There has been no growth in the tourism industry or a decline in the last five years throughout the organization and in the Valley. This is of grave concern to those who earn a living in this industry.
- Tourism must be marketed like every other business, with those individuals fighting for a piece of the market.
- Cape Breton has created a marketing strategy and its tourism has increased by 10% last year.
- The Tourism Committee of the Chamber of Commerce is volunteer-based and members have created a marketing strategy, with the intent of bringing people into the area and staying, thereby filling hotel rooms.
- Their Mission Statement is “the Valley is NS’s Premiere Destination.”
- The Valley has a great deal to offer with special events and attractions, along with splendid scenery.
- 7 flights a week come from Europe currently and the demographics of potential tourists have been considered, with the goals of providing a full experience for everyone.
- A map of the valley has been created, not only showing the towns, but acting as a cultural and attraction tool. An interactive map can be downloaded on phones.
- A television advertising campaign would be very costly, but effective in selling the Valley as a “Simply Extraordinary” experience.
- Newsletters, newspapers, social media, press releases and other written forms of advertising will be effective in drawing tourists to the area. Word-of-mouth will encourage further tourists.
- A one-time request of \$275,000 for year one (2014) has been made to N.S. Tourism and AVCC members have met with Patrick Sullivan, the CEO and will know by mid-January if funding is available.
- Over and above this request, the Tourism Committee members are asking the Towns and villages to support this effort in years 1, 2, 3 and 4, as it appears that if the whole area becomes involved in this project, than ACOA will support it in subsequent years.
- Local MLAs have been approached and there is support from this group.

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- A budget for this project has been included in the Market Strategy.

Points from Discussion

- The AVCC works with Destination Southwest Nova, however, as SW Nova is so large, it is not able to focus on individual areas, like the Annapolis Valley.
- The video is a great visual tool, however the one presented as part of the television campaign for the Annapolis Valley, is representative of the wine industry only, and more specifically, the wine area in the Gaspereau Valley.
- The \$10,000 request is based on the population.
- Not only the name, but the efforts of Destination SW Nova lack in their representation of our area, whereas, the name of “Annapolis Valley” is recognizable.
- The town of Kentville is limited with over-night accommodations and although work has been done to resolve that short-coming, it would be unlikely that a hotel and convention centre would be realized in the very near future.
- The economy has limited the opportunities for development of a hotel in the area, even though the facilities and sporting events in Kentville would seem to support a hotel.
- The provinces use only hotel rooms available and occupancy rates as measurement of tourism in the area.
- Information on revenue is needed for Council in order to make a decision on funding.
- The Niagara area equates to the Annapolis Valley in its wine-industry and the Valley has the potential for phenomenal success. Therefore, that is the area where the emphasis should be placed.
- Active living experiences, not accommodations nor the wine industry, are the reasons to come to Kentville.
- This request will be looked at when review of Destination of SW Nova funding takes place.

**APPROVAL OF THE
MINUTES**

(a) Minutes of November 12, 2013

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

**that the Minutes of November 12, 2013 be approved as
circulated.**

MOTION CARRIED

BUSINESS ARISING

(a) Chrysalis House – Request for Support

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**FROM MINUTES/OLD
BUSINESS**

CAO Phillips noted that he and the Director of Planning met with members of this organization regarding their previous request for financial support of “Project Renew.” He stated that as a result of a needs assessment for this operation, a new building would meet their goals. The projected budget cost of this would be in the \$1million range, and commercial property of 2 acres in the Kentville area would be approximately \$500,000.

It appeared at that meeting, that the members from Chrysalis House had several questions and wished to engage the Town of Kentville as a resource for information. More efficient space (not necessarily a larger building) is needed to provide easier access and safety to the residents. Issues like safety, privacy, access to services, and zoning concerns, were all items for consideration.

Points from Discussion

- At this point in time, Chrysalis House is only exploring options and gathering information, and therefore, no specific financial request has been made.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

**(a) Finance
(1) Director’s Report**

Director Debra Crowell noted some highlights from the department:

- The Investment Advisory Committee met several times regarding the selection of an advisor for the Perpetual Reserve Fund.
- The appointment of an external audit firm was also finalized.
- A meeting was held on the upcoming water rate hearing in preparation for the UARB hearing in the new year.
- The Director was a judge for the Annapolis Valley Chamber of Commerce awards.

Director Crowell noted that with a benchmark of 66.7%, Schedule A (Revenue) showed overall revenue at 86.6%; Schedule B (Expenses) showed expenses at 71.4% expended; Schedule C (Summary of Outstanding Taxes) showed 96.2% of the current year’s tax levy collected; Schedule D (Sanitary Sewer Area Services) is not included this month. With Schedules E and F (Perpetual Investment Fund), Schedule E showed investments of \$13.3 million at cost and \$13.17 million at market. Schedule F showed net interest paid at \$93,205, dividends totalling \$94,920 and combined income at \$284,215.

She expanded upon the various funds, following which it was moved by Councilor Bill Boyd and seconded by Deputy Mayor

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Mark Pearl

that the report from the Finance Director be received.

MOTION CARRIED

Points from Discussion

- There were 5 proposals reviewed by the Investment Advisory Committee and Mr. Eric Hicks of TD Waterhouse was the clear winner.

(2) Projections Report

Director Debra Crowell introduced a Projections Report which indicates that as of November 30, 2013, the Town of Kentville may realize a surplus of \$94,600, however, she pointed out that this figure might change significantly with the uncertainty of uncontrollable expenses.

She reviewed the attached report noting specific areas such as 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

(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 \$670,000, therefore, raising the yearly total to \$7,880,256.

She added that:

- With the MPS Review, the Commercial section has been completed, although work continues with Commercial Local and Commercial Highway Zones, on which input is being sought on transportation, municipal services and well-field protection zones from Public Works and the Water Commission.
- The MCCAP has been submitted to the Province.
- Kentville Ravine – No further information has been received on the Development Agreement.
- Kings 2050 - Stantec has been awarded the contract and focus groups will begin in January, with a tentative date set

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for Kentville Council for January 16th. On February 6th a workshop should take place.

- A presentation was held on biowaste-to-energy (Smart Tower Presentation). This facility has been approved by COMFIT, with production anticipated in the Spring of 2015.
- Eastlink Cell Tower – A property near Prospect Avenue has been identified as a possible location for this tower, however, the location will be approved by Industry Canada.
- Chrysalis House relocation – A meeting was held with this organization regarding their future plans.

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

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

MOTION CARRIED

Points from Discussion

- Wilson Fuels is moving to a property on the County border on Park Street.
- There may be some consideration by Eastlink of the impact of a cell tower in certain parts of Town.
- A 3 or 4 foot antenna on an existing building is a possible substitute for the cell tower, so specific buildings are being considered.
- The best case scenario for timing of the Smart Tower project is Spring 2015, but this might change.
- An eagle's nest was located next to the proposed cell tower location near Kings Transit and biologists recommended that this tower might have a negative impact.

(2)Environmental Advisory Committee Report

Chairman Eric Bolland reported that there will be a meeting in mid-January.

(c) Parks, Recreation and Community Development

(1)Director's Report

CAO/Director Mark Phillips reported that:

- The new Skills Park and Gorge area remain busy.
- Staff will carry out some repairs to the Miners Marsh/DU site damaged by high tides; a possible bridge replacement may be required behind Great Valley Juices. The County will be approached to assist with this project as this bridge is a direct link to Meadowview residents.
- Work continues with the Kentville Ravine to ensure its

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future use as a public trail. The Town is collecting information on the bridges in that ravine, and the County is considering the future use of a buffer zone (near the Kent Development) as a potential recreation use (i.e. access to the trail system.)

- The Torchlight Parade was held on November 22nd and appreciation goes to Administration Assistant Karen Outerleys for her efforts.
- Active Living Coordinator, Nichole Lutz has left the Town for a position with the County and her vacancy is being reconsidered.
- Action continues with the planning and promotion of the skate park and the association has presented its request for funding to the County.
- The RFP should be advertised this week, now that the solicitor has reviewed the document.
- The park development in Glenwood SD will be a project for the new Recreation Director when hired.

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

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

MOTION CARRIED

Points from Discussion

- The closing for the Rec Director's job is December 20 and the number and quality of candidates look promising.
- The CAO recently won the Inter-Municipal Bike Challenge.
- There was a lot of positive feedback from County Council during the Skate Park presentation.

(2)Community Development Coordinator's Report

Lindsay Young reported that:

- KDCL has advertised for an Executive Director and applications closed on December 4th, with another meeting set for December 11th.
- Several marketing efforts are underway, with a shop-to-win project seeing 15 participating businesses this year.
- The business community is supporting the advertising efforts being made by the Town.
- CGI Communications completed video work, and review and edits of these are being done in preparation for a January posting to the website.

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- A twice monthly E-newsletter was distributed on November 19th, and a second one sent on December 3rd. There are over 300 subscribers so far.
- TIANS Conference – “Getting Back to Business” – A long term strategy for tourism was addressed by CEO Patrick Sullivan during which time, he presented the highlights of the plan. Roger Brooks provided an overview of his findings during a visit to the province.

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

that the report from the Community Development Coordinator be received.

MOTION CARRIED

(3)KCDC Chairman’s Report

Mayor Corkum reported that he has been unable to get this group together for the purpose of winding up the operation.

(d)Police Report

(1) Chief’s Report - Crime Statistics Presentation

Police Chief Mark Mander reported that the statistics (based on the threshold from the previous 4 years) reflected an increase in some crimes from last month, in things such as shoplifting, fraud, theft under \$5000, breach of court orders, and drug and impaired driving incidents. However, he noted that several other incidences - sexual offences, assault, robbery, break and enters, and traffic offences - were below the threshold.

He added that foot patrol hours were logged at 56.3 hours for the month, business alarms were at 16; there were 68 calls to 911 and 45 parking tickets were issued.

The Chief reminded everyone about leaving valuables in vehicles as criminals will smash and grab whatever is an easy target. These types of crimes are quite common this time of year.

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

that the report from the Police Chief be received.

MOTION CARRIED

Points from Discussion

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- Parking tickets are still being issued to those employees who habitually take customer parking spaces; some warnings are being issued instead of tickets to customers.
- Check points will be set up from time-to- time to catch drinking drivers.

(2)Board Report

Councilor Nola Folker-Hill reported that the Board has met a couple of times to review the new policy manual, and on November 28th the manual was approved for implementation. The vacancies on the Police Commission are being filled.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

that the report from the Police Board be received.

MOTION CARRIED

(e) Transportation Services

Directors Report

Director Whynot reported that:

- Public works crews made only two salt runs for November.
- Discussions have taken place with SNSMR regarding maintenance and ownership of local roads, with more to follow in the future.
- A review and update of the Occupational Health and Safety Manual and Policies is taking place with input from the Towns of Berwick and Wolfville.
- In support of the NKEC students for a day project, staff involved the students with the GPS and manual surveys for future infrastructure projects.
- An update on the governance of the Regional Sewer Committee addressed inter-municipal agreements vs. municipal-private agreements.

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

- The sidewalks on Chester Avenue should be completed this week and remaining asphalt work will be done in the Spring.

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- The work on Campbell Road will be done next Spring and letters will be sent out.
- Some updated information is available on the bridge replacement and this will be discussed during the Strategy Session.

(f) Water Commission

(1) Directors Report

Director Whynot noted that:

- All measured parameters for the water utility are within acceptable limits.
- Day-to-day operations progress well, however, during a routine service call, a customer was advised of having no backflow prevention device, which is a requirement of the KWC. The resident has complied with the installation.
- Recertification for CPR was given to staff.
- The Chester Avenue watermain renewal is almost complete, with the remaining work to be done during next construction season.
- The infrastructure renewal plan for KWC continues.

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

that the report from the Kentville Water Commission be received.

MOTION CARRIED

(2) Commission Report

Mayor Corkum had nothing to report.

(2) Appointment of Commissioner

A recommendation from the Water Commission noted that Policy Statement G-57 Committees of Council was amended to allow this committee to appoint citizen members with the support of Council. Hal Henderson, an engineer and former employee of the Town has been recommended to fill the citizen vacancy on this commission.

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 that Hal Henderson, P.Eng be reappointed to the Kentville Water Commission, for another 2 year term of service.

MOTION CARRIED

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(g) Kings Partnership Steering Committee

Councilor Bill Boyd reported that there has been no meeting of this organization, although a meeting is scheduled for Thursday, January 9th at 5:00 o'clock at the County of Kings.

(h) Regional Enterprise Network (REN3)

CAO Phillips noted that some last minute information has been included in the agenda package regarding REN3's interim funding model and amended municipal agreement. Although, he felt that there is no pressure to deal with this issue at this time, he wanted to share the information with Council.

He pointed out that the funding model indicates Provincial allocations at \$392,855 for this region, based on population. As the participating units match the Provincial allocation, this total would then be \$785,710, if all units agreed.

He presented the scenarios outlined in Option 1 and 2, however, noted that a third Option was added only recently and this includes 12 units, and funds of \$7,500 from Glooscap, amounting to \$284,683. Again, when matched by the Province, the budget would be \$569,366, leaving \$216,344 in untapped funds. The use of these untapped funds will be determined later.

CAO Phillips added that the Municipal Agreement would allow for a possible change in partnership members and subsequent funding amounts, should this happen in the future.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper

that the report on the REN project be received.

MOTION CARRIED

(i) Administration

(1) Chief Administrative Officer's Report

CAO Phillips provided a written report and verbally highlighted some of the items.

Highlights from the report:

- The REN3 funding models and amended Municipal Agreement have been previously reviewed by Council. Recruitment continues for Board members and future meetings are being scheduled.

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- Recruitment is being done for an Executive Director for KDCL.
- An electronic system on Records Management was introduced by AMANS and the workshop was attended by the CAO, IT and Clerk.
- The CAO has applied for a position on the UNSM Joint Police Services and Community Safety Advisory Committee.
- Budget meetings are underway with the VWRM budget and a smaller working group has been created to further the review of the VWRM operations and proposed budget.
- Work continues with the sale of the former CP Lands which has been listed with the Barnard Group.
- The Old KCA on School Street has been the subject of a market research and site inspection by a potential developer. Some amendments have been brought forward as a result of this research.
- Applications for the position of Parks and Recreation Director will close on December 20th, following which time the short-listed candidates will be interviewed.

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

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Clerk Carol Harmes noted that she has no written report, although remains busy with the day-to-activities of the department; work continues with the policy review program, with recommendations to be brought forward from time-to-time over the next many months. As these items will be brought to CAC for discussion, any input from Council would be much appreciated. She added that she, along with the CAO and IT attended a day-long Records Management program in Truro.

Staff and Council enjoyed an evening of awards presentations, snacks and entertainment on Friday evening (December 6th) and feedback was that it was enjoyed by all who attended.

She reminded everyone that there will be no Council meeting in December (unless necessary) due to Christmas holidays and that the office will be closed between Christmas and New Years. Staff will be taking vacation days during this closure.

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It was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

that the report from the Town Clerk be received.

MOTION CARRIED

(h) Council Reports from Workshops and Conferences

Mayor David Corkum – He attended the UNSM Board Meeting on Friday and was very pleased with the dedication of the members. A main focus is to meet with the new Provincial Government with the intention of getting a new MOU. There is a bit of a surplus with the UNSM at this point, due to the conference.

On Thursday evening UNSM hosted the Indonesian delegation. He was in Ottawa representing the UNSM at the FCM and spent days dealing with advocacy issues. During that time, he met several high level politicians. He was very impressed with the decorum during the FCM meeting, as the 75 members who presented their thoughts and comments to the chair, did so in a very respectful and organized way. This was not the case with Question Period during Parliament. The Prime Minister was shown no respect, nor was any other member in opposition. He added that provinces like Newfoundland face large challenges in dealing with shared services and regionalization, as there are so many municipal units.

Councilor Bill Boyd.- nothing to report

Councilor Bernie Cooper – nothing to report

Councilor Eric Bolland – nothing to report

Deputy Mayor Mark Pearl – nothing to report

Councilor Nola Folker-Hill – nothing to report

Councilor Tony Bentley – The social event was well attended and enjoyable.

CORRESPONDENCE

(a) Teamster Canada

A letter from this organization asked for support to make sure Transport Canada increases surveillance to ensure public safety in areas where potentially hazardous materials are transported by rail.

It was moved by Deputy Mayor Mark Pearl and seconded by

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Councilor Bernie Cooper

that the letter be received.

MOTION CARRIED

(b) Ombudsman

A letter from the Ombudsman’s Office supported an attached copy of the Annual Report and a summary of the allegations of government wrongdoing received under the new Public Interest Disclosure of Wrongdoing Act. This was given to the Clerk to file.

NEW BUSINESS

(a) Sidewalk Cafes – Policy G29

Clerk Carol Harmes brought this policy to Council’s attention, with the recommendation that amendments be made under the approval or renewal processes.

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

that a recommendation be made to Town Council to amend those areas of the Sidewalk Café Policy, as indicated.

Upon further discussion by Council, it was noted that the Fire Department and Emergency Management Services should also be added, and that the word “downtown” should be removed from the “Purpose” section of the Policy.

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 that these further amendments be included with the changes previously identified.

AMENDED MOTION CARRIED

Points from Discussion

- Sidewalk Cafes are extensions of a restaurant operation and any physical expansion would need to fall under the zoning requirements with set-backs outlined in the Land Use Bylaw.
- The solicitor and Director of Planning agreed that the policy would be in order as amended.

ADJOURNMENT

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

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that the meeting adjourns at 3:38 p.m. to go “In Camera” until 4:38 p.m. to discuss Land Negotiations.

MOTION CARRIED

CAC RESUMES

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

that the In Camera meeting adjourns at 4:38 p.m. and that the CAC meeting resumes.

MOTION CARRIED

ADJOURNMENT

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

that the CAC meeting adjourns at 4:33 p.m. and that a Special Meeting of Council takes place.

MOTION CARRIED