

Approved by Council – January 27, 2014

KENTVILLE TOWN COUNCIL

MINUTES

November 25, 2013

PRESENT

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

MEETING CALLED TO ORDER AND ROLL CALL

Deputy Mayor Mark Pearl called the meeting to order at 7:00 p.m. and CAO Phillips reported that, except for Mayor Corkum who was excused from this meeting, all members of Council were present, along with the solicitor, the Town Clerk and himself.

APPROVAL OF THE AGENDA

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

that the agenda be approved with the addition of:
5(c) In Camera – Litigation (Unsightly Premises)
8 (b) AV Regional Library

MOTION CARRIED

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.

PRESENTATIONS

(a) Pumpkin People Award Presentations

Deputy Mayor Pearl noted that the winners of the 2013 Pumpkin People Contest are as follows and presented plaques and certificates to the winners:

Residential – Most Original – the Baxter Family

Residential - Most Artistic – the Taylor Family

Residential – Most Humorous – the Bent Family

Business – Most Original – Kentville VIC

Business – Most Artistic – Kent and Duffett

Business – Most Humorous – Light Touch Laser

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Deputy Mayor Pearl thanked the participants for their efforts and Dave Reid for contributing the business plaques.

(b) Kings County Seniors' Safety Society

A letter dated October 21 asked Council if a presentation could be made to educate Council on the services that this organization provides to seniors who live in their own homes or with family members. President Daisy Dwyer introduced Vice President Peter Kerr, Treasurer Corporate Secretary Bill Poole and the Program Coordinator Michelle Parker.

A copy of their proposed budget and business plan were attached, and the following points were made:

- (c) The KCSS Program's Mission Statement is to enhance the safety, security and well-being of seniors living in the community.
- (d) Kings County has one of the largest senior populations outside of HRM.
- (e) This not for profit society was started in 2007 with the goals to increase the safety of seniors in their community, to educate them on these safety programs, and to partner with other groups and organizations.
- (f) A volunteer Board administers the program and these are delivered by a paid coordinator.
- (g) Some of the programs involve home security, transportation, medical concerns, awareness of senior's issue, rights and laws and senior abuse.
- (h) The coordinator attends the seniors in their own homes. However 30 to 40 general presentations are also done throughout the year in various communities.
- (i) Inter-generational programs are also offered involving students and seniors, identity thefts, senior scams, and the like.
- (j) With the reduction of funding from the Province, the KCSSS is requesting funding of \$3,600 each from Kentville Town Council to support the proposed budget for the upcoming year. She noted that a similar amount is being requested from the Towns of Berwick and Wolfville, and \$24,000 from the County.
- (k) The Dept. of Seniors has a \$20,000 budget and there is

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a lot of uncertainty with available, similar to what exists with the other funders.

Points from Discussion

- (l) Statistics show that 140 residents receive services, however, this year to date, 17 Kentville seniors have received services. However, more specific numbers will be available at the end of the year.
- (m) A free shredding day (coordinated with the KPS) and a presentation at Kings Riverside Court involved Kentville residents.
- (n) This group anticipates full cooperation from the towns and county this year.
- (o) There has been an admission of more support in keeping seniors at home from the newly elected Liberal government and with that, it would be anticipated that there would be more support.
- (p) Minister Leo Glavine has been contacted in his capacity of Minister for Seniors and Health.
- (q) This will be addressed during budget deliberations.

(r) CBDC Kings/Hants – Ken Crichton

Mr. Crichton (Executive Director of CBDC) presented the statistics for the last year, noting that:

- There is a 2 person office in Kentville and a 1 person office in Elmsdale.
- It delivers a lending program with ACOA and members review the applications before coming before the board.
- \$655,842 has been dispersed to businesses in Kentville, however more support is available.
- The other program is through Service Canada (Self-employment Benefit Program) which is designed for those not employed. Income support and a mentor is available to participants.
- A brochure (distributed to council) outlines the programs and those involved in their delivery.
- This organization is healthy financially and has money to provide to the community.

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Points from Discussion

- KDCL is now operational and with the number of empty spaces in Town, CBDC might have the opportunity to assist potential program participants.
- CAS – Counselling Assistance Service can provide 90% of the support to getting a business running.
- The Town is about to hire a full-time director for KDCL and funds this organization. This individual would be a good liaison with CBDC and business.
- Government funding changes are expected in that the local CBDC may have to use investment funds for the programs.
- A review (similar to that of the RDAs) is anticipated in the future.

(s) Heather McNally - Parking

Heather McNally asked to speak to Council regarding the 2 hour parking here in Kentville. She stated that Wolfville has 3-hour parking and this accommodates customers who have more than one errand in Town or are having a service that requires a longer time. She added that several other businesses in Kentville would also appreciate a longer parking space.

Deputy Mayor Pearl responded that this discussion has taken place on many occasions and there appears to be no perfect answer, because what might work well for customers, does not work well for businesses.

Points from Discussion

- Signage to free parking is not visible.
- Older people need more accessible (and longer) parking when they are getting services in Kentville.
- It is too inconvenient to keep moving your car so you can attend a number of errands when visiting Kentville services. Three-hour parking would help.

Points from Discussion

- There is no perfect solution to solving the issue of parking and changes have been made over the years.

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- Council’s job is to weigh all concerns from both businesses and citizens and make the best decision with the recommendations from staff.
- Staff did an extensive survey with businesses, observation and documentation of parking spot usage. Parking maps are on the Town’s website.

**APPROVAL OF THE
MINUTES**

(a) Minutes – October 28, 2013

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

that the Minutes of October 28, be approved as circulated.

MOTION CARRIED

**BUSINESS ARISING FROM
THE MINUTES/OLD
BUSINESS**

(a) Housing First Association

Clerk Harmes reported that nothing further has been heard from this group regarding financial support for their request of \$10,000 for administrative support. She suggested that this can be addressed during budget deliberations.

(b) Habitat for Humanity

Director Gentleman reported that at a Public Hearing held earlier in the evening, no opposition to the donation of the Town-owned land on Scott Drive was received. She proposed that the transfer be made, and therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

that the Town sells the property on Scott Drive, PID # 55033286 to Habitat for Humanity for a dollar (\$1) to build safe and affordable housing for working, low-income families

An amendment was proposed by Councilor Nola Folker-Hill and Councilor Tony Bentley

that the Town sells the property on Scott Drive, PID # 55033286 to Habitat for Humanity for a dollar (\$1) to build safe and affordable housing for

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**working, low-income families
and further
should Habitat for Humanity not use the property
for the construction of a home, than the property
would revert back to the Town.**

AMENDED MOTION CARRIED

Points from Discussion:

- As Town-owned land in the county creates some issues, such as no taxes being received, this matter should be addressed in the future.
- If the construction does not take place, then the agreement will provide for the Town to resume ownership of the land.

(c) In Camera “litigation”

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

**that the meeting adjourn to go “In Camera” at
7:56 p.m. to deal with a litigation issue.**

MOTION CARRIED

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

**that the In Camera meeting adjourn and that the
regular meeting of Council resumes at 8:09**

MOTION CARRIED

**REPORTS AND
RECOMMENDATIONS**

(1) External Audit Services 2014-2016

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Director Crowell reported that an RFP was placed on both the Town’s website and the Provincial Procurement website, as the term for external audit services had expired. Nine audit firms expressed interest and 5 qualified. An analysis was carried out on these firms, based on the (1) ability of each to meet the audit schedule; (2) experience working with the Town’s

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financial situations; (3) continuity of staff; and (4) pricing. Other factors considered were municipal experience; audit experience; audit staff, references, ancillary services; local audit; audit approach; Public Sector Accounting Standards and the ability to conduct Audit in a Computer Environment.

From the Decision Matrix, she was able to weigh the qualifications of each of the five firms, and made a recommendation based on the outcome.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that Kent and Duffett be retained for external auditing services for the year ended March 31, 2014, for the fee of \$16,900, plus HST and further that Kent and Duffett be retained for external auditing services for the fiscal years ended March 31, 2015 and 2016 for the fees of \$17,200 and \$17,500 respectively, plus HST, with reappointment contingent upon Council's satisfaction with performance and fees (among other things).

MOTION CARRIED

(2) Tangible Capital Asset Policy - Revision

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Director Crowell reported that upon reviewing Policy G-55-F – Tangible Capital Asset Policy, she noted that the process for amortization indicated does not align with the actual practice for amortization, as cited in the notes of the audited consolidated financial statements. She attached the proposed changes to this policy and recommended the adoption of these amendments.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that Policy Statement G-55-F (Tangible Capital Asset Policy) be amended on page 6 – section “Amortization” to reflect the correct wording which aligns the policy with accounting practices.

MOTION CARRIED

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(3) Municipal Contribution - Phillipines

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Councilor Eric Bolland asked if the Town would consider making a financial donation towards the disaster relief for the citizens affected by the recent typhoon in the Phillipines, noting that any funds raised would be matched federally. He added that funds exist in the ‘grants to organizations’ account; the Town has supported similar causes in the past; and that Kentville supports a fairly large Filipino population. He further felt that assistance at this time would show leadership and global responsibility.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that the Town of Kentville makes a donation through the International Red Cross, in the amount of \$500, towards the restoration and relief work being done in the Phillipines following Typhoon Haiyan.

MOTION CARRIED

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

that the amount to be made by the Town to the Red Cross, be increased to \$1000

AMENDMENT DEFEATED

(4) Municipal Climate Change Action Plan Resolution

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Director Gentleman noted that the final report, as completed by the MCCAC Committee, was a requirement to qualify for gas tax funding, and further that the submission of this document was required prior to the year’s end.

When highlighting some of the sections in the plan, she drew particular attention to Appendix C – Town of Kentville’s Adaptation Priorities. This section listed the specific priority, the risk factor, potential impacts, actions taken to date and required action needed, noting that flooding would be one of the most obvious threats to the Kentville area and this would happen only under extreme climate conditions.

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To continue the process, she asked that Council adopts a Resolution, as will the other municipal partners on the Kings 2050 Project Committee.

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

that the attached Resolution be approved as an endorsement and formal amendment of the Kentville Integrated Community Sustainability Plan to include the Municipal Climate Change Action Plan, for submission to Service Nova Scotia and Municipal Relations.

MOTION CARRIED

(5) Kentville Skate Board Park

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, CAO Phillips stated that the identification of a specific property earmarked for the skate board facility would give Kentville Skateboard Association more credibility when fund-raising and promoting this sport in the area.

He added that the proposed costs for construction would be approximately \$750,000 and that the percentage paid by the Town would depend upon a number of factors, including the County's involvement and that of other levels of government. The project has been included in the 5 year Capital Plan for the Town, although funds have not been committed by Council at this point. CAO Phillips added that this park would be built on Town property and would be part of the Town's facilities and subsequently maintained by the Town.

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

that a Town-owned parcel of land, with between 15,000 and 20,000 square feet, be allocated for the purpose of a skateboard park.

MOTION CARRIED

(6) Policy Amendments – G3, G5, G6, G7, G23

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Town Clerk Carol Harmes reviewed each of the policies being brought forward

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for proposed amendments, noting specific areas in each that required more clarification or revision.

Following this, Council agreed that for the purpose of expediency, the proposed amendments would be addressed collectively.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Tony Bentley

that Town Council approves the amendments proposed for the following Policies:

- **Policy G3 – Meeting Attendance**
- **Policy G5 – Council Remuneration and Benefits**
- **Policy G6 – Non-Council Honorariums**
- **Policy G7 – Recorded Individual Votes on Motions of Council**
- **Policy G23 – Non-Smoking in Town Buildings/Vehicles.**

MOTION CARRIED

(7) KCDC Wind Up

Councilor Bill Boyd reported that at the November 12, 2013 meeting of Council Advisory Committee, Mayor Corkum noted that he hoped to wind up the existence of this committee, and will call a meeting of the group to formalize this process. He felt that the KCDC is redundant, as the newly resurrected KDCL is now in place and the Town's commitment to this group has been outlined in the Agreement.

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

that a KCDC meeting be called to formally disband this committee.

MOTION CARRIED

(b)Fire

(i) Department Report

CAO Phillips reported that there is no written report from the Fire Chief at this time.

(ii) Joint Fire Services Committee Report

Councilor Bill Boyd had nothing further to report.

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(c) Valley Waste Resource Management Authority's Representative's

Deputy Mayor Mark Pearl reported that the Management Minute has not been received, however, he pointed out that at the recent meeting of this organization, a session dealt with Smart Tower and it currently in the hands of the provincial government.

The other news item from Valley Waste was the budget and it appears that there will be a recommendation for a sizable increase in their budget of about 20% for next year. Staff is reviewing all aspects and every line item that could mean savings, however, Council should be on notice of a potential increase. In addition, there is also a proposed operating deficit of approximately \$135,000 for this year.

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

that the report from VWRM be received.

MOTION CARRIED

(e) Kings Transit Authority's Representative's Report

Deputy Mayor Mark Pearl reported that:

- Ridership and revenues increased over the same period from last year.
- Ridership was up 2.6% with a 6,268 passenger increase.
- Annapolis East shows the greatest increase, and most others are within budgetary expectations.
- Overall fare increases of 6.8% represented \$36,391 additional revenue, with Annapolis East showing 17.2%
- A student has been hired to determine where passengers board the bus, their final destination and the reason for travel.
- The bicycle racks have been removed from the buses and will be reinstalled in May of next year/

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- A decorated by entered the new Minas Christmas Parade with passengers being from Shannex in Kentville.
- Transportation was provided for veterans from the Legion on River Street to the cenotaph and back during Remembrance Day.
- KTA plans to apply to UARB for a charter licence for 2 buses to allow for group charters and others for special events.
- Repairs to vehicles continue to be costly and 3 new buses will reduce these costs when they arrive and become operational
- Staff is developing preliminary Operating and Capital budgets for 2014-2015 and forecasts are being prepared for the current year.
- An offer has been made to a candidate for a General Manager and more will follow on this.
- The multi-coloured buses are getting public attention which is what was anticipated.

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

that the report from Kings Transit Authority be received.

MOTION CARRIED

(h) Councilors' Report

Councilor Bill Boyd reported that that he attended the Torchlight Parade.

Councilor Tony Bentley reported that that he attended the Torchlight Parade which was well attended and staff did an excellent job.

Councilor Nola Folker-Hill reported that she attended all meetings required, the Torchlight Parade, the Kings Point to Point Christmas event and George Baker's funeral. She added that she was in Berwick during their Christmas Parade and it appeared very well attended.

Councilor Bernie Cooper reported that he attended all meetings and the Torchlight Parade.

Councilor Eric Bolland reported that that he attended all

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meetings, the Remembrance Day events, the Torchlight Parade and a meeting last week of KCA PTA. A We Day will take place later in the week focusing on global issues and some KCA students will be bussed into Halifax. A fund raiser will be held at KCA for the Phillipines. He attended an Eco Kings Meeting and will be out of the country January 25th until the 30th and requested an excuse for his absence. Deputy Mayor Mark Pearl had nothing further to report.

(i) Mayor's Report

The Mayor was not available to give his report.

CORRESPONDENCE

(a) none

NEW BUSINESS

(a) Investment Advisory Committee- Recommendation (Fund Manager)

Director Crowell prepared a report regarding the Investment Advisory Committee and the policy which provides guidance for the perpetual fund. She noted that since the establishment of this fund, the management of the reserve has been awarded to National Bank Financial. The Fund Manager has left this organization and Requests for proposals were released, following which eleven qualifying proposals were received.

The Investment Advisory Committee developed a list of criteria and weighting scores and following an analysis, four candidates were chosen for interviews. Again, each candidate was rated, with an individual selected, and now recommended by the Investment Advisory Committee.

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

that the investment management services of the town of Kentville Special Perpetual Reserve Fund be awarded to Eric Hicks, FMA, Vice President, Investment Advisory, TD Waterhouse for a period of one year, beginning December 1, 2013

and further

that the Town reserves the right to renew the term

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annually, at the discretion of Council, for up to a total service period of four (4) years, providing Council is satisfied with performance amongst other criteria.

MOTION CARRIED

Points from Discussion

- Although this recommendation would normally come to CAC first, because of the timing, it has come straight to Council upon recommendation from the Investment Advisory Committee.
- The criteria could be questioned, as the annual return is lower in value than the advisor.
- A higher value was placed on the relationship of the advisor and the Town, because of the amount of interaction and comfort level to accomplish the goals.
- The fund's success is the only factor that comes back to Council, although there are other factors.

(b) Annapolis Valley Regional Library

Councilor Tony Bentley reported that there is a new Library program called tutor.com, which provides guidance to individuals requiring personal assistance. This is available at the Kentville Library with the use of a library card which offers a number of hours for a fee. Otherwise \$30 per hour can be paid for this tutoring program.

PUBLIC COMMENTS

none

ADJOURNMENT

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

that the Council meeting adjourns at 8:50 p.m.

MOTION CARRIED