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# Council Advisory Committee

## MINUTES

### January 13, 2014

#### 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 Bernie Cooper and seconded by Councilor Tony Bentley

**that the agenda be approved with the addition of:**  
***8 (d) Police Commission Appointments***  
***10 (b) IN CAMERA - litigation***

**MOTION CARRIED**

#### PRESENTATION

##### **(a) Richard Lomans – Lions Club Lease**

Mr. Lomans, Treasurer of the Kentville Lions Club asked for the opportunity to address Council on behalf of the Lions Club, regarding their lease agreement. He noted that the Lions would like to enter into the same lease agreement as in previous years, however, would ask if the Town would consider giving them a small grant to help cover some of their expenses.

##### Points from Discussion

- Costs for taxes, building insurance, etc. (except the deductibles for damage from storms) are paid for by the

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Town. Costs to operate such things as phones, heating, electricity, etc. are covered by the Lions.

- It costs \$500 every 12 days to heat the Lions Club building.
- Some of the Lions projects involve providing eye glasses for those in need along with other items. Sometimes, the Lions even fill up an oil tank for some needy family, from time-to-time.
- The Lions have worked for this community for over 65 years and currently have 25 members with some new members expected to join.
- The request before Council of providing a grant to a community group like the Lions is an awkward one, as other organizations would also expect similar financial aid and this would be impossible for Council to use tax-payers' dollars for this purpose.
- Perhaps there are ways that the Town could help with their fund-raising, like advising the public of hall rental opportunities and other events.
- The building needs to be upgraded, however, considering the expense of this, it might be cheaper to relocate.
- Some of the operating costs, like heating charges, result from poor insulation in the building.
- Perhaps the CAO could meet with the Lions members and present some other locations that might work for this group, if the members are interested.

**APPROVAL OF THE  
MINUTES**

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

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

**that the Minutes of December 9, 2013 be approved as presented.**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM MINUTES/OLD  
BUSINESS**

**(a) Downtown Wireless - Update**

CAO Phillips noted that a report from IT Specialist, Jason Bethune indicated that the wireless project will begin over the next couple of weeks, with installation in March. Initial contact has been made with Aliant and other municipalities for best practices and advice, and a site survey of Centre Square and coverage analysis for hardware, software and security is being done.

**(b) RFP Library**

CAO Phillips reported that an RFP has been created for the Library which will serve the Kentville area - from Coldbrook to New Minas and Baxter's Harbour to South Alton. Space requirements will

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range from 4,800 to 8,000 square feet, the space must conform to NS Library Standards and those regulations, bylaws and policies for the Town of Kentville. Conditions were also identified regarding exterior guidelines, interior guidelines, parking, regulatory and environmental conditions, terms and conditions and the submission and evaluation process. The deadline for submissions will be 2:00 p.m., January 31, 2014, with the proposal timeline set with the award date of February 24<sup>th</sup> and occupancy date of September 30<sup>th</sup>, 2014.

The CAO advised that there has already been some interest with 3 developers proposing the use of current space and 2 others who are interested in new construction.

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

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

Director Debra Crowell noted some highlights from the department:

- The Investment Advisory Committee met in December.
- A Hearing date for the water rate application to NSURB will be on February 26 at 11 a.m.
- Staff enjoyed vacation time during the Christmas break.

Director Crowell noted that with a benchmark of 75%, Schedule A (Revenue) showed overall revenue at 88.1% ; Schedule B (Expenses) showed expenses at 77.7% ; Schedule C (Summary of Outstanding Taxes) showed 96.9% 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 \$13.4 million at cost and \$13.2 million at market. Schedule F showed net interest paid at \$132,618 dividends, totalling \$104,785, and combined income at \$333,493.

She expanded on the various funds, following which it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

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

**MOTION CARRIED**

**(2) Projections Report**

Director Debra Crowell introduced a Projections Report which indicates that as of December 31, 2013, the Town of Kentville may realize a surplus of \$64,200, however, she pointed out that this figure might change significantly with the uncertainty of uncontrollable expenses, such as snow and ice removal.

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She reviewed the report noting specific areas such as payments in lieu, services provided, etc., which affect the budgetary position. Therefore, it was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper

**that the Projection Report be received.**

**MOTION CARRIED**

Points from Discussion

- The savings realized due to the long term vacancy of the Recreation Director's position, have helped to create a better financial picture for the Town this year.

**(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 \$552,500, therefore, raising the yearly total to \$8,432,756.

She added that:

- With the MPS Review, the committee will meet on January 14<sup>th</sup> and the Industrial (I) zone will be discussed.
- Mutch Hearing – A hearing was held before the Supreme Court on December 11<sup>th</sup> and more information will be discussed during the In Camera meeting.
- Kentville Ravine – No further information has been received on the Development Agreement.
- Kings 2050 - Stantec will hold focus groups with Town Council on January 15<sup>th</sup>. The intent is to explore shared objectives, partnerships and resources.
- Eastlink Cell Tower – locations are being explored as possible sites for the installation of this tower in Town.
- Habitat for Humanity is holding a fund-raiser for this project and provided 2 free tickets to attend.

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

- The Planning Department works on a calendar year, so these statistics given are for the year.
- The work being done at the Shannex location is compaction

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- of soil and there have been no permits taken out.
- Kings Riverside Court does not have a generator and during times of power outages (with some people on oxygen) this is problematic. There appears to be no regulatory requirement to have supplementary power in such buildings.
  - As part of the EMO administration, there may be some opportunity to provide this requirement.
  - It appears that ornamental lights, to be installed along the trail near Shannex ,may be completed after the current work has been done.

**(2)Environmental Advisory Committee Report**

Chairman Eric Bolland reported that there will be a meeting on January 21<sup>st</sup>.

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

**(1)Director's Report**

CAO/Director Mark Phillips reported that a verbal report is being delivered today:

- During the interview process for the Director's position, some excellent applicants have been interviewed and a letter of offer has been sent to the candidate selected.
- A meeting this Thursday will address public skate times. There is the possibility of adding a Friday afternoon skate, however, other prime times have been booked and are necessary sources of revenue.
- A March Break Camp is being organized.
- A snow shoe race is being scheduled for the Gorge as part of the "Take the Roof off Winter" program and is being organized by the Gorge group.
- The ballpark site will be lighted for evening sledding.
- Karen Outerleys has been preparing for the Volunteer events.
- Work continues on the Home Show.
- An exchange of letters has taken place between the Town and Agriculture Canada on the Ravine Trail and hopefully there will be an offer received in February.

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

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

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

Lindsay Young reported that:

- KDCL - The interview process for the Executive Director is almost complete and the selected individual brings a great deal of experience to this position. He will be temporarily situated at the Town Hall. Also, the adoption of the Strategic Plan for this organization will be recommended on January 17<sup>th</sup> at a special meeting.
- AVESTA Annual Awards on February 28<sup>th</sup> will take place, at which time the Kentville Gorge will be considered for the venue category.
- CGI Communications Project – videos are available on the Town's website.
- Force Four Update – This organization will return to Kentville in February for additional demo shoots.
- Rebranding – Work is progressing with a Brand Development Team being created shortly.
- Parking Signage Upgrade – Signs have been ordered and will be installed as per the recommendations, following which a communications plan will be implemented.
- Mi'kmaw Summer Games – 2015 – The Glooscap First Nation community is bidding to host the 2015 summer games which will bring hundreds of people to the area. Kentville has offered a letter of support and the CDC is assisting with preparations for the bid.

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

**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 fraud crimes were the only statistics showing greater than the threshold, with several types

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of crime less than the threshold.

He added that foot patrol hours were logged at 75.45 hours for the month, business alarms were at 34; there were 33 calls to 911 and 16 parking tickets were issued.

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

- Contract negotiations will begin soon.
- It was noted that one of the officers, when walking around Town on foot patrol, stopped to pick up garbage and place it in the proper receptacles. This was commendable.
- Although there appear to be many commercial alarms, to which officers must respond, many of these relate to new businesses, weather conditions and some maintenance. Next year this issue will be examined more closely.
- There are many reasons why police vehicles would be outside of town and in most cases, supervisors would be aware of this. Serving subpoenas, visiting drive-thru food establishments and making arrests, are some valid reasons.

**(2)Board Report**

Councilor Nola Folker-Hill reported that there was a Police Commission meeting prior to this meeting of CAC. She added that there was a motion for the Chief to appoint a person in the granted position with a new mandate and a trial period for at least 3 months. She added that funding of \$100,000 is still available.

**(e) Transportation Services**

**(1) Directors Report**

Director Whynot reported that:

- Public works crews have been busy with snow and ice control operations for 25 of the last 31 days.
- The current freeze/thaw cycles have created many potholes throughout Town and when opportunities allow, crews have been filling this holes with Coldmix. Warning signs are being posted for motorists.
- Several public works staff members were recently recognized for 25, 20, 15 and 5 years of work anniversaries.
- Staff continue to meet with SNSMR on road maintenance

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- and GPS use.
- Although western NS currently has full coverage of GPS data, Eastern NS is expected to have base stations installed during the next fiscal year.
- A meeting was held with the consultants involved in the second phase of the Kings 2050 initiative.
- Regarding the Regional Sewer System, the new RG5 lift station was commissioned in December and staff are pleased with its performance.

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

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

**MOTION CARRIED**

Points from Discussion

- General guaranties for paving are only 1 year, and in some cases, the paving doesn't last.
- Paving standards are 8 inches of type 2 gravel and 6 inches of asphalt, done in two lifts. Subsurface material can create different scenarios due to compaction rates. Perhaps a geo-technical report should be done prior to paving areas with a lot of traffic.
- Public advisories and Public Service Announcements are important to let people know what work is being done and any conditions that could affect transportation.
- For Park Street, the underground infrastructure is good, however, expert advice could be available to ensure that paving is longer lasting.

**(2) Traffic Study Recommendation**

In an effort to provide development incentives that would mutually benefit the Town and developers while promoting Kentville, Town Engineer Fred Whynot has presented a concept for Council's consideration. He noted that currently, large proposed developments with potential access to Park Street require the developer to provide a traffic study to determine if the road network would be appropriate. As there are several large undeveloped parcels of land which could potentially result in several small traffic studies, it might be advantageous to all, if a more comprehensive study is commissioned by the Town.

To this end, staff has contacted Griffin Transportation Group Inc. to determine what the cost of a comprehensive study (to include the

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full build-out of vacant land and required upgrades along Park Street). The proposed price for the study would be \$8900, plus HST and would involve Park Street to Highway 101, some of which is in the County of Kings. The County has been contacted to cost share in this study and have agreed to \$1,500 plus HST. Jamie Copeland, P. Eng. has experience with similar projects and would be the lead traffic engineer on the project.

Following some discussion, 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 Griffin Transportation Group Inc. be commissioned to conduct a traffic study for the future development of Park Street, for the amount of \$8,900 plus HST, with \$1,500 plus HST to be cost-shared with the Municipality of the County of Kings.**

**MOTION CARRIED**

Points from Discussion

- This project is an incentive for developers and although it costs the Town some money, it is hopeful that this investment will be a stimulus for development in this area.

**(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, a water main break on Lavinia Street resulted from very cold temperatures, but has been repaired.
- The cast iron water mains in this area were installed in 1960 and their renewal is in the three year capital program.
- A contractor hit a fire hydrant on Mountain View Road.
- Instrumentation in the treatment buildings needed replacement, and although the SCADA system had a number of communication errors, none compromised water quality.
- A meeting with New Minas Water Commission dealt with the use of caustic soda. This product clogs the lines and therefore, we are working on the completion of two capital projects regarding this problem. The Village has eliminated this problem with a reduced concentration of caustic soda, which is used to increase the natural pH of water. This, in turn, reduces potential pipe corrosion.

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

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

**MOTION CARRIED**

**(2)Commission Report**

Mayor Corkum had nothing further to report.

**(g) Kings Partnership Steering Committee**

Councilor Bill Boyd reported that there was a meeting of this organization on Thursday, January 9<sup>th</sup> at which the number of meetings established was set at 6 meetings per year, with more meetings scheduled, as required. The inclusion of the villages to KPSC was also discussed, and although the majority of the municipal units felt that the villages were well represented by the County, the Municipality wanted this issue to be on a future agenda for more discussion.

Lastly, he noted that the Town of Wolfville presented a motion regarding the Kings Regional Service Delivery and Governance Study and asked that it be placed on the next agenda of KPSC.

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

**that a recommendation be made to Kentville Town Council to support that the Kings Regional Partnership Steering Committee undertakes the following actions to lead to an eventual Regional Service Delivery and Governance Study:**

- a. Create and recommend to the member councils a shared Vision, Mission and Goals.**
- b. Task the CAO support group with identifying existing shared services and potential shared services.**
- c. Recommend, based on the CAO Shared Services Report, to member councils, shared services to be looked at for implementation by the CAO support groups, and,**
- d. Based on the new model of regional cooperation and the Vision of the group, undertaken a study on Regional Service Delivery and Governance, in partnership with the Government of Nova Scotia, subject to**

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**available funding.**

Following a discussion on the Town's motion to include its satisfaction with the Terms of Reference prior to proceeding forward, an amendment was proposed to include this.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Kentville Town Council to support that the Kings Regional Partnership Steering Committee undertakes the following actions to lead to an eventual Regional Service Delivery and Governance Study:**

- a. Create and recommend to the member councils a shared Vision, Mission and Goals.**
- b. Task the CAO support group with identifying existing shared services and potential shared services.**
- c. Recommend, based on the CAO Shared Services Report, to member councils, shared services to be looked at for implementation by the CAO support groups, and,**
- d. Based on the new model of regional cooperation and the Vision of the group, undertaken a study on Regional Service Delivery and Governance, in partnership with the Government of Nova Scotia, subject to available funding and an agreeable Terms of Reference by the Town of Kentville**

**AMENDED MOTION CARRIED**

Points from Discussion

- This was a motion that came from the Town of Wolfville, with the intent that it be discussed at the next KPSC.
- There may be other amendments from other units or the County of Kings may not accept this at all.

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

CAO Phillips reported that the provincial focus group continues to meet and a draft agreement has been circulated to the CAOs for review. Kings County's and Wolfville's participation remain unknown, as the agreement has not appeared before their Councils. It is hoped that by January 21<sup>st</sup>, all units will have reported their status. West Hants has withdrawn from the group.

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Therefore, as of January 12, 2014, the budget (including provincial funding) remains as follows:

\$569,366 (all units, 1<sup>st</sup> Nation and Provincial portion of formula as of December 9<sup>th</sup>)

\$105,745 has been removed with the withdrawal of West Hants and the provincial portion.

\$463,620 (all in units, 1<sup>st</sup> nation and provincial portion as of January 12, 2014)

There is no reduction in percentages, just a smaller pool. All investments remaining the same. Although the Town has previously supported the formula, the withdrawal of the County of Kings would result in the inability of the group to move forward.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that Kentville supports the signing of the Agreement for the REN3 Project.**

**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:

**REN 3** was previously discussed.

**KDCL Meeting** – A letter of offer has been presented to the successful applicant for the Executive Director's position.

**UNSM** – Confirmation of the CAO's application to sit on the Joint Police Services and Community Safety Advisory Committee has not been received as yet.

**VWRM** – The budget and operations working group continues to meet to review the proposed budgets for 2014-2015.

**Commercial lands and Former CP Lands** – Meetings continue with the Barnard Group to discuss potential development opportunities and enquiries. Signage has been updated.

**Old KCA property** – The Barnard Group and CAO continue to work with the current developer, as the offer is expected to be amended to reflect the current plan and purchase offer. This will be further discussed "In Camera."

**Parks and Recreation Director** – the interview process is

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completed and an offer has been made to the successful candidate.

**Policing Services** – The Police Chief and CAO have met with the Justice Department to review the terms of the granted police officer agreement. Tentative approval has been given to proceed with the use of this grant for the creation of a Special Constable position.

**Water Commission** - applied to the URB to amend its schedule of rates, and the Hearing will be on February 26<sup>th</sup> in the Council Chambers

**Kings Partnership Steering Committee** held an election of officers, resulting in Councilor Boyd elected as Chair and Warden Brothers as Vice Chair.

**JFSC** - met on January 8<sup>th</sup> and members look forward to the review of the operating and area rate budgets for 2014-2015. These should be presented at the next meetings. Councilor Boyd remains Chair of this committee and Councilor Raven is Vice Chair.

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

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

**MOTION CARRIED**

Points from Discussion

- A 5-year appointment was recently made for Fire Chief Ryan MacEachern, as per the amended bylaw.
- The appointment length for Deputy Chief Ryan Stronach and Jeff Martin. Is not know.

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

Clerk Carol Harnes noted that she continues to review old documents and will be bringing forth 3 policies for Council's consideration of proposed revisions, along with one policy that should be rescinded. She added that a schedule for Council and CAC meetings for 2014 has also been prepared, and upon completion, website calendars will be updated.

Lastly, she noted that she will be on vacation from January 15<sup>th</sup> until January 28<sup>th</sup>, which will mean a replacement will be required for the January Council meeting.

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

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

**MOTION CARRIED**

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

Mayor David Corkum –

- As president of UNSM, Mayor Corkum noted that he has been trying to meet with the Premier and Minister of Service NS, with an attempt to re-establish the MOU.
- On January 21, he will be meeting (as part of the UNSM Executive) with Frank Gilmour in the morning, in the afternoon a tax study session for Property Valuations, and that evening will meet with Minister Caldwell (Agriculture) and the Minister of SNSMR, Furey, regarding enforcement of animal bylaws and training. He was concerned about the added costs which might be downloaded on 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 – nothing to report

**CORRESPONDENCE**

**(a) Pay it Forward Day**

A letter from Paula Huntley urged Town Council to perform an act of kindness to encourage citizens to embrace the incredible power of giving and human kindness. It was agreed that the notice would be included in the Town's newsletter and on its website, with her being notified of this support.

**(c) Willard Goodwin**

A letter from Mr. Goodwin asked the Town if paving could be done this spring in Deer Haven Subdivision. It was agreed that this request will be sent to the budget process for consideration and that Mr. Goodwin will be notified that the Town hopes to be in the position to accelerate this project.

**(d) Riverside Court**

A letter from Roseann Misner noted her concern about the senior residents at Riverside Court, whose safety and health could be jeopardized as there is no generator at this facility. Ms. Misner felt that the Town had a "duty of care" to ensure that these residents did not suffer during a power outage.

It was agreed that Ms. Misner be notified that these concerns will be passed along to Kings Riverside Court

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**(e) Viola Desmond Day**

An email letter from Ronald Caplan asked the Town to consider lobbying the Provincial government to name the proposed new holiday in February as “Viola Desmond Day.” He included an outline of Ms. Desmond’s work for social justice.

It was agreed that a letter be made to Mr. Caplan to suggest that the Province will research deserving individuals and other appropriate names and will make that decision.

**NEW BUSINESS**

**(a) Policy Review - Recommendations**

Clerk Carol Harnes presented 3 policies which she reviewed individually in light of proposed revisions. Following discussion, it was noted that in Policy G28 – Requests for Funding from Organizations, an addition should be made to include the requirement of the grant recipient to confirm the completion of the project for which the grant was requested.

Clerk Harnes further noted that Policy G58 – Appointment of Traffic Authority is redundant with the adoption of Policy G65 – Appointment of Traffic Authority.

It was then 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 revisions proposed for Policy G28 – Requests for Funding from Organizations, Policy G53 – Retention/Destruction of Records and Policy G54 – Council Agenda Packages, be adopted as proposed. And further, that a recommendation be made to Town Council to rescind Policy 58 – Appointment of Traffic Authority.**

**MOTION CARRIED**

**(b) Scheduled Council and CAC Meetings – 2014**

Clerk Harnes prepared a schedule of upcoming meetings of CAC and Council for 2014. She noted that in cases where there were conflicts with holidays and other events, an alternate date was proposed. It was agreed the proposed schedule be accepted.

**(c) Recreation Facility Development Grants**

CAO Phillips noted that capital projects for the Parks and Recreation Department often rely on external funding sources, and

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that the Province of Nova Scotia (through its Department of Health and Wellness) provides several grants that might apply to proposed projects of the Parks and Recreation Department.

There exist Recreation Facility Development grants for funds for Planning Assistance, Trail Funding Programs, Trail Maintenance Programs, Community Trails Leadership Funds and Engineering Assistance Funds.

He added that there are some pending deadlines for applications, and that all applications require the support of the municipal unit and their council. To this end CAO Phillips presented several projects which might fall under the qualifications for some funds within the Recreation Facility Development Grants. These projects included the skateboard park, trail development and a smart centre which could include a library, wellness centre, cultural and art centre. He added that even if the application is not accepted at this time, there is the possibility of having it considered for a future grant program, and further, if these projects are not approved as capital projects during budget deliberations, then the applications would not proceed.

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 applications proposed for the projects identified (as per the attached report), be endorsed by Council.**

**MOTION CARRIED**

**(d) Police Commission Appointments**

Councilor Nola Folker-Hill reported that at the Police Commission meeting prior to this meeting, applications for citizen positions on the Board were reviewed. As a result, 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 that Cecil White be appointed for a second two-year term and that Shannon Doubleday be appointed to a new two-year term on the Board of Police Commissioners.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourns at 4:30 p.m. to go In Camera to**

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**discuss land negotiations and a legal matter.**

**MOTION CARRIED**