

# Council Advisory Committee

## MINUTES

### May 12, 2014

#### **PRESENT**

Mayor David Corkum, Deputy Mayor Mark Pearl Councilor Nola Folker-Hill, Councilor Bill Boyd, Councilor Eric Bolland (left at 3:40 p.m.), Councilor Bernie Cooper, Councilor Tony Bentley, Solicitor Cris Shirritt, CAO Mark Phillips and Town Clerk Carol Harnes

Also present: Planning Director Bev Gentleman, Finance Director Deb Crowell, Town Engineer Fred Whynot and Recreation Director Rachel Bedingfield. Police Chief Mander was absent.

#### **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 Cris Shirritt, Town Clerk Carol Harnes 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 Eric Bolland

**that the agenda be approved with the addition of:  
8(h) Town Clock**

**MOTION CARRIED**

#### **PRESENTATIONS**

**(a) none**

#### **APPROVAL OF THE MINUTES**

**(a) Minutes of April 14, 2014**

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

**that the Minutes be approved as circulated.**

**MOTION CARRIED**

#### **BUSINESS ARISING FROM MINUTES/OLD BUSINESS**

**(a) Council Size Review – Public Participation**

Town Clerk Carol Harnes reported that she has been seeking information from other municipal units and the province on

possible templates which could be used as a model to facilitate public feedback on the size of council. She has had no success, other than advice from the province that each unit should prepare their own public engagement options. Therefore, she introduced four programs, with varying opportunities for public input.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Tony Bentley

**that the item be removed from the table.**

**MOTION CARRIED**

Following debate of the various Public Engagement Programs proposed, 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 Citizen Engagement Program # 1 be used to gather information from the general public regarding the size of Council.**

**MOTION CARRIED**

Point from Discussion

- The educational approach to the public will outline the commitment made by council and the time and effort in serving as a councilor.
- In a previous meeting, members of CAC decided that citizens should be advised that council's opinion on the appropriate number of councilors is the status quo, and the reasons for this choice should be given to the public to debate.

**(b) Special Constable – update**

CAO Phillips reported that Sergeant Brown has been investigating opportunities for engaging Special Constables, and a report will be brought to the Police Commission and then to Council in the near future. This will be an alternative to providing some levels of policing services in the future.

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

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

Director Debra Crowell noted some highlights from the department:

- Fourth quarter utility bills and interim tax bills have been sent out.
- The audit will begin on May 20 and prep work has begun.

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- KWC will post a surplus of \$14,444 and the sanitary sewer utility has a surplus of \$32,622,
- Completion of the budgets for the Town's operating and capital expenses are in progress.

She added that Schedule A (Revenue) and Schedule B (Expenses) are not included with this report as Financial Statements are being prepared; Schedule C (Summary of Outstanding Taxes) is also not included. Schedule D (Sanitary Sewer Area Services) is included for the year ended March 31, as the fourth quarter is now billed.

Schedules E and F (Perpetual Investment Fund), are not included for April 30<sup>th</sup> as the IAC will meet on May 14<sup>th</sup> to discuss the month end position.

Director Crowell provided an analysis for Schedules A and B, ended March 31, 2014, noting that a surplus of \$73,400 was realized. In addition to an over budget for revenue of \$101,400, the major variances showed expenses over budget by \$28,000.

She added that Sanitary Sewer Area Service (Schedule D) notes the status at the year ended March 31, shows revenue reporting at 99.4% and expenses at 96%. The Sanitary Sewer Area Service shows the surplus position of \$32,622 from the accumulated surplus injection and the utility's final accumulated surplus position decreased \$127,578 and now totals \$57,168.

Following a review of each category, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

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

**MOTION CARRIED**

Points from Discussion

- There is a need for another budget meeting for both Operating and Capital Budgets prior to June. CAO Phillips stated that he would work with staff and council to find a mutually convenient time.
- At two meetings involving the Municipal Financial Index and was proud to hear that our Finance Director is considered a leader in her field of municipal finance.

**(b) Pre-Audit Meeting Dates**

The CAO agreed to find a date that might work for the auditors and Council for the pre-audit meeting.

**(b)Planning and Development**

**(1)Director’s Report**

Director Bev Gentleman reported that there were 6 building permits issued for the month, with a building valuation of \$775,000, bringing the year total to \$1,732,300.

She added that:

- The MPS Review Committee did not meet in April, although discussions are underway regarding Recreation and Open Space, Transportation, and Municipal Services.
- This year’s Planning Directors Association’s Conference theme is “Regionalism – Planning Beyond Boundaries” and plans are finalized for this May 14-16<sup>th</sup> event. The Kings 2050 project will be on the agenda.
- Kings 2050 –Stantec has submitted a report called “Kings 2050 Regional Approach” in which four statements of interest have been identified – settlement, economic development, environmental protection, municipal facilities. The report also summarizes policies and frameworks for future regional planning.

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

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

**MOTION CARRIED**

Points from Discussion

- It is important that each Council understands and adopts in principle the amendments proposed in the Kings 2050 project.
- The committee is working on a larger scale with ideas on how to put these principles into practice. (i.e. each unit write policies within their MPS).
- The Open Arms do not, at this point in time, provide over-night lodging at their location, although they are doing some more renovations to provide kitchen facilities.

**(2)Environmental Advisory Committee Report**

Chairman Eric Bolland reported that EAC met on April 23 and reported on:

- the Sustainability Conference he attended,
- the electric car hook-up site (Kentville Arena),
- Brian Smith (a member of EAC and Kentville Rotary Club)

talked about the Town Clean-Up Day which was held 2 weeks ago and was very successful.

- The newly hired Sustainability Student started work today (May 12) and more will follow on her role in this capacity and the impact that it will make on the town of Kentville.

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

**that the report from the Chair of the Environmental Advisory Committee be received.**

**MOTION CARRIED**

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

**(1) Director's Report**

Director Rachel Bedingfield presented her report noting that:

- The national project “Pathways to Wellbeing” is a joint initiative of the Interprovincial Sport and Recreation Council and the Canadian Parks and Recreation Association and envisions individual wellbeing, community wellbeing and wellbeing of places and spaces.
- There is expected to be a Provincial Framework introduced, into which UNSM will be asked for input.
- Goals to wellbeing – foster active, healthy living through recreation; increase inclusion and access to recreation for populations that face constraints to participation; help people connect to nature through recreation; ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring, communities; and ensure the continued growth and sustainability of the recreation field.
- The Director noted that Kentville has already (or will shortly) put into place some of the goals associated with this initiative.
- Parks – seasonal clean-up is under way and soccer and ball fields will be ready by the end of the month.
- New mountain bike course at Burger Hill is coming along and the first event is scheduled for the Apple Blossom Festival with a workshop.
- Arena – events and lacrosse have kept the rink busy; four hours per week has been dedicated for summer programming; a free time for parents and tots has been scheduled.
- The Valley Wildcats Jr. As are leaving Kentville.
- Summer staff – Recreation intern (Charles MacDougall) has begun employment and the Pool Director (Neiley Terrio)

has been hired.

- Upcoming events – senior games, Senior Wildcats Open, Valley Tea, Princess school visit, Coronation on May 30<sup>th</sup>, Day Camp Registration, Bike Week, Pool Registration and Ribbon cutting for KCA playground.

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

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

**MOTION CARRIED**

Points from Discussion

- Horton and NKEC High School Hockey games will be scheduled for the Arena.
- It is good to see that Kentville is on course, with the “Pathways to Wellbeing” project.
- The construction of the bike course at Burger Hill was sped along to meet the Apple Blossom Festival schedule, and although not a great deal of information was given to Council in advance, the project and budget figures fall in line with future recreation development.
- With the new bike course, efforts are being made to have bikes and training available to the public, so all levels and ages can become involved in this sport.
- Liability coverage relating to these sports is available under the Town’s policy.
- Signage regarding safe use of the Town’s facilities is posted, and Park employees routinely check facilities for safety.

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

Lindsay Young reported that:

- Marketing and Promotions – Promotional ads have been prepared for the Apple Blossom Festival and radio promos encouraging spring shopping in Kentville have begun.
- Rebranding – Committee has been selected and the first meeting will be on May 14<sup>th</sup>.
- Most details are finalized with the Apple Blossom Festival.
- Kentville Farmers’ Market will move outdoors on May 21.
- TDI First Impressions –new benches and kiosks will be installed, along with new gateway signage for Centre Square. An application to TDI First Impressions will be sent for the branding projects.
- Fairn-Hickman Award Presentation – Plans are underway

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for a ceremony at Miner’s Marsh on June 9<sup>th</sup> (noon) for the recognition of Mayor Corkum in his contributions to the environment.

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

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

**MOTION CARRIED**

Points from Discussion

- The ceremony on June 9<sup>th</sup> will take place prior to CAC in June.
- Advertisement and promotion of downtown Kentville is not part of the KDCL budget for the most part; their functions relate more to mapping, business inventory, needs of downtown businesses and the like.
- Council would benefit from quarterly reports from KDCL.

**(d)Police Report**

**Chief’s Report**

Police Chief Mark Mander presented a statistical report in which he noted that the number of crimes during the last month, as compared to those of previous months. Above the threshold were crimes of fraud, mischief, theft, suspicious persons and breach of court orders. Below the average were crimes of break and enters, robbery, possession of stolen property and shoplifting.

He added that there were 96 hours of foot patrol during the month, 41 alarms sounding, 23 911 calls and 47 parking tickets.

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

- During the Chief’s absence from CAC meetings, it might be advantageous for the Inspector to come to CAC to answer any questions.
- The business alarms seem to be consistently high and some answers might be available as to why this continues, especially as an Alarm Bylaw is in effect.
- If there are specific questions to the Chief, the Chair of the

Board could take those back to him for response.

**(2)Board Report**

Councilor Nola Folker-Hill reported that the Board met on April 29<sup>th</sup>, with discussion on the verbal response from the Department of Justice, as the written response had not been received. Another meeting is scheduled for June 3<sup>rd</sup>.

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

**that the report from the Chair of the Police Board be received.**

**MOTION CARRIED**

**(e) Transportation Services**

**(1) Directors Report**

Director Whynot reported that:

- Crews continued work with ice and snow during the early part of the month, some capital work has been delayed with Asphalt Paving and KCA buildings demolition, due to weight restrictions imposed by the Province. Monitoring continues on road conditions.
- Concern regarding the possible nesting of the endangered Chimney Swift in an old chimney at KCA required some investigation with experts on the return time of these birds from their southern migration. A quick boarding up of the chimney removed any potential danger in the swifts being hurt during demolition. The possibility of erecting an artificial chimney in the area may help with the future increased population of this species.
- Renewal of the sanitary sewer and storm sewer systems has begun on Exhibition and Caldwell Avenue.
- With the Regional Sewer System, Operational and Capital Budgets have been approved by the committee and the County of Kings has assumed financial responsibilities for Atlantic Poultry until a new governance model is accepted.

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

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

**MOTION CARRIED**

Points from Discussion

- The paving delay has resulted from weight restrictions

imposed by the Province, which came into effect prior to the award of tender.

- Unofficial word is that the weight restrictions have been lifted today and if that is the case, work will start immediately.

**(f) Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- All measured parameters for the water utility are within acceptable limits.
- A replacement well pump was installed.
- Two service interruptions were experienced – one due to an MVA, resulting in temporary loss of power and another during a sewer service repair in the County, part of the system turned over to the Water Commission, as per the Stead Agreement.
- All pressure control valves were inspected on the new SCADA system, as there was the rise in some regulated pressure areas. System analyzers were also inspected.
- The water meter at the former Bus Boys building was removed for reuse prior to the building's demolition. The Province purchased and removed this building in preparation for future bridge and intersection improvements.

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

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

**MOTION CARRIED**

**(2) Commission Report**

Mayor David Corkum had nothing further to add.

**(g) Kings Partnership Steering Committee**

Councilor Bill Boyd noted that a meeting will be scheduled, hopefully before the end of June. The County is hosting the meetings this year and we will be advised when that date is set.

CAO Phillips noted that at the CAO/CEO Forum in Truro, discussions took place with Gordon MacIntosh, who is a nationally known consultant, speaker and facilitator. Following this meeting, a further discussion took place regarding his availability to help the members of the Kings Partnership Steering Committee set a path to reach the 3 goals as identified and agreed upon by the units.

However, in order to proceed with this arrangement, an endorsement of this process must be made.

Mayor Corkum noted that:

- the engagement of Gordon MacIntosh might be affordable, if funded jointly;
- involving an outside consultant would help project a more objective and transparent process to the public;
- if Gordon MacIntosh could be engaged in this process, this could relieve some of the heavy workload on staff;
- This consultant was involved in the initial stages of creating the KPSC and is familiar with government relationships.
- Both Warden Brothers and Mayor Cantwell appeared interested in pursuing the idea, however, all KPSC members will have to take the concept back to their own councils.

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 Gordon MacIntosh be engaged to lead a workshop for the Joint Councils of the Kings Partnership Steering Committee.**

**MOTION CARRIED**

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

CAO Phillips reported that the Liaison Committee meeting must be scheduled over the upcoming weeks to allow the transition to take place. The Board is comprised of some very impressive individuals and has met several times, most recently, earlier today. Debate has taken place regarding the qualifications of a CEO, and the recruitment and hiring process involved. This group represents a wide range of professional attributes and perspectives and when the strategy and CEO are in place, exciting outcomes are expected.

**(i) Administration**

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

CAO Phillips provided a verbal report, noting that:

- Ivany Report – more to follow under New Business
- Joint Fire Services – a proposal on behalf of the Valley Search and Rescue will be coming forward later on the agenda.
- There is no word regarding a Fire Rate-Payers' meeting which is a mandatory requirement.
- AMA – Spring Conference

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- UNSM – Pictou meetings appeared good.
- Regional Sewer – County of Kings is taking the lead on the agreement.
- Rebranding – A report later on the agenda, with endorsement required from Council.
- APA – at least one meeting regarding pre-bargaining and grievance is still outstanding.
- Thanks to everyone who helped and attended the staff appreciation event, which also recognized the retirement of long-serving employee, Jim Haynes.

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

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

**MOTION CARRIED**

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

Clerk Carol Harmes had nothing further to report.

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

Mayor David Corkum – He attended the local meeting on the Fiscal Review, along with one in Yarmouth, Port Hawkesbury and New Glasgow, and noted that there were lots of questions and concerns during those meetings. At the UNSM Workshop a brief, but well done presentation, was made on this same topic. General feedback on the conference was that the sessions were excellent as were the networking opportunities.

Councilor Bill Boyd – attended UNSM Workshop – enjoyed many of the programs and found Friday morning's 211 information will be valuable, especially for seniors. Minister Furey is a down-to-earth person and appears dedicated and passionate about his job.

Councilor Bernie Cooper attended all meetings, but missed UNSM, due to illness.

Councilor Eric Bolland -With UNSM Workshop – he enjoyed the presentation by the Mayor of Yarmouth (All Hands on Deck Project), and the session by Danny Graham (community engagement and future of Municipal Affairs. He enjoyed a tour of the facilities at the Pictou County Centre which was impressive.

Deputy Mayor Mark Pearl UNSM Workshop – President Corkum of UNSM and Minister Furey expressed confidence in UNSM, toured facility where the workshops were taking place – the Pictou County Centre is an outstanding facility and the Town should explore the possibility of a similar facility in our area.

Councilor Nola Folker-Hill – attended UNSM Workshop and the

Day of Honour for those who served in Afghanistan and other wars. Councilor Tony Bentley – reported that the Town clean-up resulted in about 6 bags of garbage; he attended the Day of Honour, the staff appreciation lunch, the UNSM Workshop. He noted that the Mayor of Yarmouth is inspirational and has motivated the whole town with the new ferry. The 211 session was very good, as was Minister Furey.

## CORRESPONDENCE

### (a) Central Kings Rural High School

CAO Phillips noted that a letter from Principal Janice Foote expressed concern for the discontinuation of Constable Pick's presentation to the LAW 12 students at Central Kings. The information he presented was valuable in that it identified the role and importance of police in the justice system, and after nine years, his contribution to this class will be missed.

She asked if the Town would allow him to continue this community service even though the school is in the jurisdiction of the RCMP.

#### Points from Discussion

- This issue should be brought back to CAC when the Chief of Police is present.
- It is important to know if there are other similar programs recently cut.
- This issue appears to have been started under the Community Policing initiative. As the Community Policing Officer is not Constable Pick, his involvement is confusing.
- Kentville school students should be priorities in such projects.
- There is an RCMP officer at Central Kings working with the students.
- A joint Police Commission and Council Strategy Session should be held, during which time Council could set expectations of what community service levels and priorities should be.

### (b)Katie Pegg – Habitat – House Recipient

CAO Phillips noted that this letter has been received from a family who will be benefiting from having a home accessible to them, due to the efforts of the Habitat for Humanity, the Town of Kentville and many volunteers. On behalf of her family, she expressed her appreciation to the Town for contributing the lot where their home will be built.

It was agreed that this family would be advised that the letter has

been shared with other members of Council.

**(b) Premier Stephen McNeil**

A letter from the Premier to Mayor Corkum noted that he has been selected to serve on a coalition to oversee the development of a comprehensive, long-term growth and economic renewal plan for the Province; the first meeting is scheduled for May 15<sup>th</sup> at 5:30 p.m. in Halifax. Ray Ivany will do a presentation of the ONE Nova Scotia Commission.

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

**that the letter from the Premier be received.**

**MOTION CARRIED**

**NEW BUSINESS**

**(a) Animal Protection Act – Regulation for Companion Animals**

CAO Phillips noted that this information has been received from the province, which included a draft copy of the Standards of Care for Cats and Dogs. The standards related to general care, treatment during outdoor time, transportation and the sale of companion pets. The correspondence further noted that although many municipalities have bylaws relating to animals, little attention is given to the treatment of these animals themselves.

He added that as the Provincial Government now has broader powers to regulate the welfare of companion animals, it will add infractions relating to the Animal Protection Act to its summary offence tickets, therefore allowing SOTs to be issued by enforcement officers.

It was agreed that this topic will be discussed further with the Police Chief regarding the Animal Control service.

**(b) Rebranding Process**

A report from Community Development Coordinator Lindsay Young noted that the Town wishes to create a brand that is more modern and reflective of what Kentville is today and where it is headed in the future. She added that a great deal of information has been gathered over the past year from several resources and the time would appear right for a strong statement about what Kentville is.

DC Young noted that work done by Roger Brooks outlined very

specific principles and practices for success, such as:

- Stability and objectivity will be maintained throughout the process with professional external support, while overall control remains at the local level.
- Work at a committee level will gather input for evaluation from local and outside perspectives.
- Roger Brooks is known internationally as a leader in community and place branding, and is recognized as a valuable resource and consultant in the fields of both Tourism and Economic Development.

In Phase 1, she noted that Step 1 would be to create a Brand Development Committee.

Step 2 would involve Education of local stakeholders on what a brand is and why the process must be followed.

Step 3 would be to Identify the markets the community is hoping to attract.

Step 4 will involve a Filtering Process in which a 10 point feasibility test will be employed, following which niche and sub-brands will be identified.

Step 5 will involve the creation of a Brand Leadership Team, who will lead Phase 2 of the process and will push the brand forward. This group will hit the streets and create the look and feel of the brand through a logo, tagline, etc. These items will be by-products of this phase.

She further outlined the principles of Phase 1, along with the policy and budget implications. Although a range of \$12,710 to \$30,422 (plus HST) has been quoted for Phase 1, the costs for Phase 2 are currently unknown. With future funding, she proposed that in addition to the Town's contributions, other potential funding sources be explored that might offset the costs of this project.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council to adopt and approve the process as outlined in the above report, including the principles listed for Phase 1 of the Kentville Community Branding project.**

**MOTION CARRIED**

**(c) Kentville Fire Hall / Valley Search and Rescue**  
CAO Phillips reported that a notice was received from the Society members of KVFD, that Valley Search and Rescue may be

interested in relocating to the Fire Hall where space could be provided in the main auditorium. The Society raises additional funds from the community and felt that having a tenant pay for space on a permanent basis would be of financial benefit.

Following 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 the Chair of the Kentville Joint Fire Services notifies the KVFD Society that Kentville prefers that the fire hall remains as it is.**

**MOTION CARRIED**

Points from Discussion

- The Fire Hall is the only facility in Town that can accommodate a large group of people.
- The Fire Hall is the location of a Comfort Centre during EMO situations when residents need to be relocated.
- There are only about 6 calls a year for Search and Rescue, and the allocation of this prime space for this purpose does not seem warranted.
- Perhaps storage of VSR vehicles could be accommodated behind the County building.
- The Town pays the full cost of fuel, lights, repairs and maintenance at the Fire Hall, and capital costs would fall under the Area Rate.
- It would not be reasonable for the Town to continue to support these operational costs if rental of the auditorium can financially support these costs.

**(d) Student Bursary Committee (Council Liaison)**

In previous years, a member of Town Council was asked to represent the Town during the selection process for students being granted a bursary. Councilor Tony Bentley volunteered to serve on this committee again this year, following which it was moved by Councilor Bill Boyd and seconded by Deputy Mayor Mark Pearl

**that Councilor Tony Bentley be appointed this year to the Student Bursary Committee.**

**MOTION CARRIED**

**(e) Workshop – Truro – Ivany Report**

At a recent meeting of CAOs and CEOs in Truro, some discussion took place regarding a joint municipality review of the Ivany Report. As it was agreed that a special session should be allocated

for this very important topic, May 23<sup>rd</sup> has been scheduled for that purpose. Therefore, any councilors interested in attending should make this known to the Administration Department, so each may be registered. Mayor Corkum added that he will be attending under the UNSM umbrella.

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

**that Councilor Folker-Hill and Councilor Eric Bolland be appointed to participate in the meeting scheduled for May 23<sup>rd</sup> in Truro.**

**MOTION CARRIED**

**(f) AV Regional Library Report**

A letter from CEO Frances Newman shared some concerns about the current location of the Regional Library offices, which currently serve West Hants, Kings and Annapolis Counties. At its Bridgetown premises there are a number of issues that affect the efficiency of this operation, along with its financial viability and the comfort of the employees.

Councilor Tony Bentley added that he sits on a committee whose purpose is to find suitable space for the AV Regional Library Board in this area and questioned if a partnering of the AVRL and the Kentville Library might be a consideration. This group can move with a 6 month notice.

It is necessary to honour the RFP that is currently open, however, if required, the Town could collapse this document in light of this new information and include additional space for both services. No decision has been made on any of the 4 proposals received.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that the original RFP for the Library be closed and that it be rewritten to incorporate additional space.**

**MOTION CARRIED**

Points from Discussion

- Expressions of interest from the Regional Library Board would be important, prior to the Town to proceeding with a RFP for this new space requirement.
- There are 22 employees at the AVRL, who would require a

working are, along with the storage of books and other equipment.

- Kings County will be asked to play a part in this new RFP.
- The AVRL should participate in these early discussions.

**(g) Town Clock**

Councilor Nola Folker-Hill reported that the new Town Clock does not keep the correct time.

CAO Phillips reported that security access to the mechanism which will reset the clock requires a “key” which is not available. He will contact the manufacturer to get one, so this adjustment can be made now and again in the future, when necessary.

**ADJOURNMENT**

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

**that the meeting adjourns at 4:08 p.m. to go “In Camera” to discuss Labour Relations.**

**MOTION CARRIED**

**IN CAMERA**

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

**that the In Camera meeting adjourns at 5:12 p.m. and returns to the regular meeting of Council Advisory Committee.**

**MOTION CARRIED**

**CAC RESUMES**

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

**that the CAC meeting adjourns 5:13 at p.m.**

**MOTION CARRIED**