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# KENTVILLE TOWN COUNCIL

## MINUTES

### May 26, 2014

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

**CALL TO ORDER AND ROLL CALL** Mayor David Corkum called the meeting to order at 7:00 p.m., and CAO Phillips reported that all members were present, including the solicitor, himself as CAO and Town Clerk Carol Harmes. He noted that there was no audience or member of the press.

**APPROVAL OF THE AGENDA** It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

**that the agenda be approved with the addition of:  
8(d) Correspondence**

**MOTION CARRIED**

**PRESENTATIONS** (a) none

**APPROVAL OF THE MINUTES** (a) April 28, 2014

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

**that the Minutes of April 28, 2014 be approved as circulated.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES** (a) none

**RECOMMENDATIONS AND REPORTS**

**(1) Valley Search and Rescue - Kentville Fire Hall**  
Deputy Mayor Mark Pearl noted that at the May 12, 2014 meeting of Council Advisory Committee, CAO Phillips reported that information was received from the KVFD Society members implying that Valley Search and Rescue may be interested in relocating their services to the Fire Hall, where space might be provided in the main auditorium. The Society members felt that leasing this space on a permanent basis would be of financial benefit, even though this operation would require a large portion

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of the building.

However, it was debated that not only was there no Business Plan created by VSR, but the auditorium is a community facility - the only one of its size in Town; and further, it is used as a Comfort Centre in the event of EMO citizen relocations. With only 6 calls per year to the Valley Search and Rescue, CAC members felt that this change of use was inappropriate.

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

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

**MOTION CARRIED**

*(Note: Councilor Bill Boyd noted that these concerns will be passed along at the next Joint Meeting on June 5<sup>th</sup>)*

**(2) KPSC – Gordon MacIntosh – Workshop  
Consultant**

Deputy Mayor Mark Pearl noted that at the May 12, 2014 meeting of Council Advisory Committee, CAO Phillips reiterated that each of the council units participating in the Kings Partnership Steering Committee, has committed to the 3 goals (and possibly 4) of those recently brought forward to the Partnership group. Kentville ratified these at a Council meeting on January 27, 2014. Work is now required to establish a process which will objectively and effectively address each issue, with staff being tasked with this responsibility.

Gordon MacIntosh has been identified as a potential facilitator for this joint council workshop, as he is not only a nationally known consultant with expertise in facilitating projects with various levels of government and business, but had been the consultant who worked with the joint councils, back in 2004 when the Kings Partnership Steering Committee was first created.

Therefore, each council with the KPSC is required to endorse the engagement of Mr. MacIntosh in this capacity and to allocate funds for this service.

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

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**that providing all member councils agree, that Gordon MacIntosh be scheduled to lead a workshop for the Joint Councils of the Kings Partnership Steering Committee.**

**MOTION CARRIED**

Points from Discussion

- It is important that this process be professionally facilitated, even if Gordon MacIntosh is not engaged.
- The protocol must be followed by the committee partners.

**(3) Council Size Review – Public Engagement Program**

Deputy Mayor Mark Pearl noted that at the May 12, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harnes reported that this year a review of Council size must be undertaken by each municipality in accordance with Section 369 of the *Municipal Government Act*. Part of the process involves public input and further, consideration must be given of council workload, committee obligations, technological aids and the number of citizens in the municipality.

Therefore, in order to provide sufficient opportunities to engage the public in this process, four Engagement Programs (see attached) were presented for consideration and each debated.

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

**that Citizen Engagement Program # 1 be used to gather information from the general public regarding the size of Council.**

**MOTION CARRIED**

**(4) Library RFP – Rewritten for More Space Requirement**

Deputy Mayor Mark Pearl noted that at the May 12, 2014 meeting of Council Advisory Committee, CAO Phillips referenced a letter from CEO Frances Newman of the Annapolis Valley Regional Library Board in Bridgetown. In this, she noted that the AVRIL currently serves West Hants, Kings and Annapolis Counties, however, with its location in Bridgetown, there are a number of issues that affect the efficiency of this operation, its financial viability and the comfort of its 22 employees.

Subsequently, the relocation of administrative staff and on-site

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storage to a more central area might resolve many of the challenges they currently face. Ms. Newman added that all other Library Boards share premises with their main or central Library, and therefore, felt that this co-existence might be a consideration for the Town when establishing new premises for the Kentville Library.

CAO Phillips further noted that although a RFP for the provision of space for the new Kentville Library is still active and submissions are still being considered, no proposals have been accepted at this time. Therefore, with this potential shared-use of the building, it would be in order to cancel the original RFP and to issue a new one which would allow for additional space, should the AVRL Board occupy the same space.

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

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

**MOTION CARRIED**

Points from Discussion

- More information should be available within the next few days about the AVRL's decision to move to this area.

**(5) Rebranding Process**

Deputy Mayor Mark Pearl noted that at the May 12, 2014 meeting of Council Advisory Committee, Lindsay Young, the Community Development Coordinator presented a report on the work done to date on the rebranding of the Town of Kentville. She referenced a "Step-by-Step Guide to Branding" prepared by Roger Brooks International, and noted that Phase One would involve the Creation of a Brand Development Committee, Conducting an Education Process, Identifying Markets, Conducting a Filtering Process, and Creating a Brand Leadership Team to lead Phase Two.

She further outlined the principles of Phase One, along with the policy and budget implications involved.

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

**that Council adopts and approves the process as**

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**outlined in the attached report, including the principles listed for Phase One of the Kentville Community Branding Project.**

**MOTION CARRIED**

**b) Fire**

**(i) Chief's Report**

CAO Phillips reported that an emailed report was received from the Fire Chief on May 3<sup>rd</sup>, in which he notes that the budget has been submitted for Councils' review and he has had contact with the County of Kings regarding funding.

In addition, he noted that membership has been increasing; that training has been provided to members; and that an audit has been conducted on the Fire Hall building. From this audit, the most cost efficient method will be determined for repairing and maintaining the building in the future.

Lastly, he extends his appreciation to the Town and County for assistance during this transitional time for the department.

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

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

**MOTION CARRIED**

Points from Discussion

- The County is struggling with a method of providing standards for funding.
- The rate-payers meeting must be held independently of the Town and the County, and should have been held prior to setting the budgets
- There will be a Joint Fire Services meeting next week and perhaps some questions can be asked at that time.

**(ii) Joint Fire Services Committees Report**

Councilor Bill Boyd reported that the Search and Rescue request may be withdrawn and there will be a meeting on June 5<sup>th</sup>.

**(6) Valley Waste Resources Management –  
Representative's Report**

Deputy Mayor Mark Pearl noted that a report from April has been included in the Council package, in which it is noted that the

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Authority remains confident that, although the development of the Operating and Capital budgets has been challenging, the final draft will be presented at the Authority's May meeting. A copy will then be forwarded to the partnering councils.

He noted that due to adjustments for landfill disposal fees for the 2013-14 fiscal year, it appears that a year-end surplus in the range of \$74,000 can be anticipated. In addition, approximately \$33,000 in "capital buy-in funds" paid by the Town of Annapolis Royal has been returned to the remaining partners.

A Pay It Forward clothing drive was conducted across the Province to seek donations of used clothing and household items. The annual compost give-away was held.

In respect to the statistical recycling numbers, recyclables and organics have increased somewhat, while residuals have decreased minimally.

Also, he noted that the Product Stewardship Program, dealing with packaging and printed paper is being considered and the Waste Reduction Association of Nova Scotia will meet at a summit to share experiences, challenges and opportunities with representatives across Canada.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Eric Bolland

**that the report from Valley Waste Resource Management Authority be received.**

**MOTION CARRIED**

**d) Kings Transit Authority**

Deputy Mayor Mark Pearl reported that a late report was received from the General Manager in which he noted that staff and the Kings County IT personnel are working on an agreement; a staff person from NSCC's heavy truck repair program will be working with one of the technicians between May 12-23; one new bus has arrived and is being readied for service, while the other 2 busses are expected next week; the auditor will be on site June 12 and 13; inventory is being counted and valued; a public presentation was done for the Weymouth area residents and another at the Planning Director's Conference on the transit system; An application for NS Moves has been submitted for \$15,000 towards a strategy plan for the core.

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In addition, a slight decline in ridership is shown for Annapolis East, while a slight increase takes place in Annapolis West, Digby and Hants West. Revenue is up slightly over 2013, although there are lower ticket sales. A request was made to all municipal units involved in the partnership agreement, to advise Kings Transit of any disruption in traffic flow from road work, a parade or festival that might significantly affect scheduled stops of the transit service.

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

**that the report on the Kings Transit Authority be received.**

**MOTION CARRIED**

**(e) Councilor's Report**

Deputy Mayor Mark Pearl attended the Spring Workshop of UNSM and the Planning Conference. He enjoyed the Don Mills presentation and was pleased to hear that he will give a local presentation here in Kings County.

Councilor Bill Boyd – attended all meetings and the UNSM Spring workshop.

Councilor Bernie Cooper – attended all meetings, but missed the UNSM Spring Workshop.

Councilor Tony Bentley – attended the Day of Honour, the UNSM Workshop in Pictou and all other meetings.

Councilor Nola Folker-Hill – attended all meetings, the UNSM Spring Workshop, the Planning Conference in Halifax, and the staff recognition event.

Councilor Eric Bolland – attended the UNSM Spring Workshop, the National Day of Honour, the audit budget meeting, the overview of the Ivany Report in Truro, the Skate Board Park Fund Raiser and all other meetings.

Points from Discussion

- Although the CAC meeting allows for reports from Council on “Workshops and Conferences,” the Council Reports at this meeting, are not meant as duplication.
- The reports at CAC are done within a workshop environment and allow for the presentation of more detail and discussion with other members of Council and staff benefiting from the shared knowledge.

**f) Mayors Report**

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Mayor Dave Corkum recapped some highlights from his report:

- He had opportunities to meet with provincial ministers (Furey, Glavine and Whalen) and reiterated that there must be assistance to the towns for the costs of roads.
- The Fiscal Review information was taken “on the road” and presentations were done by UNSM throughout the province. Although some complained that the information was 2 years old, the municipal units must be responsible to keep that information current.
- The UNSM Spring Conference was excellent and the Minister of Municipal Affairs attended the whole program.
- A Tax Study is underway and the policies are being put in place for the CAP Review process, with one of the objectives being to phase out the CAP.
- Although some critics of local government will say that the removal of the CAP is a “tax grab” for municipalities, the goal is to provide fairness to all homeowners, with those who should be paying less, actually paying less, while those who should be paying more, doing so, as well. This is revenue neutral and not for the benefit of the municipalities. Some homeowners with CAPped rates and large apartment buildings are not paying their share.
- About 165 people (46 municipalities) attended the Ivany Report review. The Premier has asked Mayor Corkum to sit on the Premier’s Coalition on the Ivany Review.

## **CORRESPONDENCE**

### **(a) Canadian Red Cross**

A letter from this organization stressed the need to support the “Prepared” campaign, whose purpose is to equip and train volunteers to respond to a disaster resulting from climate change, security threats, health related emergencies or home fires and similar individual disasters. The Provincial Director of the Red Cross asked if each municipality would invest \$1 for each resident, which would help fund this campaign. This can be phased in over 5 years.

#### Points from Discussion

- There is a policy in place for the application of funding and the Red Cross should follow the same process. A copy of this policy and a letter explaining the procedure should be sent to them in response.
- The Red Cross is always there when needed and volunteers provide a valuable service during times of

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disaster.

- Perhaps funds could be provided through the contingency fund, if needed immediately, however, the funding request process should be followed.

## NEW BUSINESS

### **(a) Valley Regional Solid Waste-Resource Management – 2014-2015 Draft Operating Budget and Capital Budget**

CAO Phillips reported that a draft copy of the Operating and Capital budget for Valley Waste has been received, and that this is a result of a lot of hard work. The original draft budget was later transferred into 11.26% after additional hard work. He outlined some of the highlights, noting that in most cases, the reductions came from items that the public may not see.

There are some major changes, with some positions being eliminated, equipment being deferred, along with site signage, capital reserve contributions, window replacement, advertising and promotional materials, etc. There were also service level reductions involving fall clean-up and leaf collection. Other reductions being considered are ending collection services for multi-unit buildings and in cottage areas. Increased fees were also noted.

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

**that the 2014-2015 Operating Budget for Valley Region Solid Waste-Resource Management Authority be approved.**

**MOTION CARRIED**

#### Points from Discussion

- The reduction of the fall clean-up and leaf pick-up service will require some promotion as it has been included in the calendar already distributed to households.
- It will be the responsibility for each municipality to address those items which are left at the curbside unknowingly by residents.
- The loss of staff with these reductions has been a painful part of the process.
- Leaves can be taken to the compost area of Valley Waste free of charge for citizens.
- With the elimination of fall clean-up, it is likely that residents will be disposing of these articles in any area (i.e. roadside, woods, etc.) that might be nearby.

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- The benchmark for waste disposal in 2015 will be raised this year and although there is a surplus, this is not sustainable; it cannot be duplicated in future years, and simply postpones dealing with the financial situation.
- The urban areas offer more efficiencies in pick-up as it would cost more money to send 2 men into remotely populated places, however, the loss of services proposed, would impact the urban areas more than the rural ones.
- The cost of \$163 per service unit has been increased to almost \$175, with this budget, however, it is still below the Provincial average which is just under \$200 per service unit.

CAO Phillips reported that information on the Capital Budget has been included, however, noted that capital expenditures for the upcoming year have been deferred, although future projections have been included for years onward.

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

**that the 2014-2015 Capital Budget for Valley Region Solid Waste-Resource Management Authority be approved.**

**MOTION CARRIED**

Points from Discussion

- Our Finance Director will be asked to comment on the Capital Budget and the future projections being made in this report.

**(b) AFC Conference – Baddeck (September 11, 12)**

Councilor Eric Bolland reported that there is a conference in Baddeck this fall which deals with seniors and communities (Age-Friendly Communities) and he would like to attend.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Eric Bolland

**that Councilor Eric Bolland be appointed to attend the AFC Conference in Baddeck in September, as the Town's representative.**

**MOTION CARRIED**

**(c) FCM Delegate**

Mayor Corkum explained that this year, in addition to himself as

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UNSM President, there will be 3 delegates at the FCM Conference – Wayne Atwater, Don Downe, and Bill Carson. Although Don Downe has been prepared to assume the role as lead for Nova Scotia, he has withdrawn from this obligation and may not complete his term in Lunenburg. Bill Carson does not appear interested, nor does Wayne Atwater and therefore, this group has asked the Mayor if he would carry on in this role.

He noted that until November, he would be funded through UNSM, but following that, the Town would be responsible for his costs, which could be in the vicinity of \$10,000.

The selection for this member will be conducted through an application process and although he would appear to have the most relevant experience for the job, the policy relating to this selection process provides an opportunity for others to be considered, prior to the President of UNSM.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Eric Bolland

**that Mayor David Corkum be supported in his candidacy to attain a seat on the Board for the Federation of Canadian Municipalities.**

**MOTION CARRIED**

Points from Discussion

- Relating to this unbudgeted expense, operational reserves do exist to cover the expenses of this commitment.
- This expenditure should be included in the budget.
- There are many advantages of having served in the capacity of President of UNSM.
- The role of provincial representative on the FCM Board allows opportunities for advocating and leveraging funds for small municipal units (towns) which are available, and for support of the gas tax and infrastructure programs that exist for municipalities.

**(d) Correspondence**

Councilor Nola Folker-Hill noted that Council members receive individual correspondence that may not be brought to Council for discussion. Therefore, in some cases, other Councilors may not be aware of an issue. She asked if there was a policy or a general procedure in place to give direction on when and how such

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correspondence should be shared.

Points from Discussion

- Correspondence to any individual councilor should be shared with other members of Council, if it reflects an issue that may require discussion or consideration ,
- A policy could be drafted to address various scenarios when correspondence is received from the public.
- This topic should be discussed further at the next meeting of CAC.
- Research should be done with other municipalities, the MGA and the protocol of good governance.

**PUBLIC COMMENTS**

**(a) none**

**ADJOURNMENT**

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

**that the Council meeting adjourns at 8:19 p.m. to go In Camera to discuss “Personnel.”**

**MOTION CARRIED**

**ADJOURNMENT**

The Council meeting adjourned at 8:28 p.m.