

Council Advisory Committee

MINUTES

January 12, 2015

PRESENT

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

Also present: Finance Director Deb Crowell, Planning Director Bev Gentleman, Town Engineer Fred Whynot, Recreation Director Rachel Bedingfield and Acting Police Chief Ken Reade.

CALL TO ORDER AND ROLL CALL

Deputy Mayor Mark Pearl called the meeting to order at 1:32 p.m. and CAO Mark Phillips reported that, with the exception of Mayor Corkum, all members of Council were present, along with all department heads, Solicitor Cris Shirritt, Town Clerk Harmes and himself.

NOTE

“Points from Discussion” below show various comments made by individual councilors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

APPROVAL OF THE AGENDA

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

that the agenda be approved with no changes.

MOTION CARRIED

PRESENTATIONS

(a) none

APPROVAL OF THE MINUTES

(a) **Minutes of December 8, 2014**

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

that the Minutes of December 8, 2014 be approved as circulated.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES/OLD

(a) none

BUSINESS

DEPARTMENTAL REPORTS AND RECOMMENDATIONS

(a) Finance

1. Directors's Report

Director Debra Crowell reported that:

- The Investment Committee met on December 10th;
- Following the Christmas to New Year's break, a major upgrade has been carried out on the computer system.
- The new CRA tax tables were loaded prior to the upgrade to ensure a smooth transition with payroll information.

As to Revenue and Expenditures (Schedules A and B) with a benchmark of 75 %, the overall revenue exceeds the average at 86.1% and the overall expenditures are above average at 77.3%, due to annual payments and bulk order of supplies. Schedule C (Summary of Outstanding Taxes) saw 95.3% of the 2014/15 tax levy collected, with property tax outstanding at \$420,376.

With Schedules E and F (Perpetual Investment Fund, at the January 7th IAC meeting, Schedule E (Balance Sheet) indicated investments at \$13.7 million (at cost) and \$13,6 m. at market. Schedule F (Statement of Reserves) showed interest paid at \$161,714 and dividends paid at \$128,703. With the ongoing volatility of the market at December 31 the total budget has been met, although income will be less than budgets and capital gains have exceeded the target.

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

that the report from the Director of Finance be received.

MOTION CARRIED

2. Projections

Director Debra Crowell reported that based on the yearly figures to date, it would appear that the Town will see a surplus of \$68,300, up from a deficit of \$51,700 the previous month. She referenced some parts of this report, pointing out some areas that affect the current financial position, such as revenue over budget with payments in lieu, sales of service, and own source revenue.

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

that the Projection Report be received.

MOTION CARRIED

(b) Planning and Development Report

1. Director's Report

Director Beverly Gentleman reported that there were 3 building permits issued during December for a building valuation of \$115,000, bringing the yearly total to \$9,196,980.

She added that

- Mapping updates continue with Public Works infrastructure.
- Updated maps are also being prepared for the Planning Strategy and Land Use bylaws.
- Some problems with civic addressing have been resolved through work with the Civic Addressing file department of the Geometrics Centre.
- Four subdivision / consolidation applications were processed.
- The RFPs for the Kentville Growth Centre/Library were reviewed, following which site visits were done.
- Work continues on updates to the MPS and LUB.

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

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

MOTION CARRIED

2. Environmental Advisory Committee Report

Chairman Eric Bolland noted that EAC reviewed the Lighting Audit, and proposed replacing the T-8 lights with newer LED lighting, which would see a projected saving of about \$4,982 over 5 years.

The Sustainability Student is being considered for the summer of 2015 and a letter will be sent to Eco Kings supporting this hire for \$500 once again.

The Safe Drinking Water Foundation has provided test kits to over 2400 schools since 2001 and as this organization is looking for sponsors to help distribute the kits, Chairman Bolland will contact Horton High to determine if kits or needed. If so, the EAC will donate the funds.

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

that the report from Environmental Advisory Committee be received.

MOTION CARRIED

3.Community Development Coordinator’s Report

A report received from CDC Lindsay Young, indicated that:

- Trails and outdoor activity opportunities in Kentville will be the focus in the spring “Fine Lifestyles Magazine” currently being completed.
- An inventory of the businesses in the Annapolis Valley Regional Industrial Park is being prepared and will allow for information to be more readily accessible on the web.
- Interest has been expressed by a food processing business to acquire 4000 square feet in the Town.
- Kentville Wayfinding Kiosk Maps should be available by the end of the month.
- Work is being done on the rebranding project – phase two and when the structure is in place, the leadership team will begin work.
- Hotel Feasibility Study – A package of information has been sent to another party interested in such a development in Kentville and a meeting has taken place earlier today.
- The theme for this year’s Apple Blossom Festival will be “Appily ever After.”. The CDC now holds the position of Marketing, Promotions and Public Relations on the Festival Board.
- Farmer’s Market – The winter market has begun and will run until May. New fund-raising is being done.

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

(c) Parks, Recreation and Community Development

(1)Director’s Report

Director Bedingfield reported that:

- Staff were sadden with the passing of long time rink attendant Malcolm Brownell.
- The rink staff is now short two full time employees, as a second employee is recovering from knee surgery.
- A successful AMHA tournament was held, along with a

- number of public skates over the holidays.
- Work continues on the hold shell building (West Main Street).
- Preparations have begun for the annual Home Show and the Sammy Kershaw concert.
- Aa \$12,000 donation was received from West – Seeding Stronger Communities” for the after school program, such as the trailblazers program a new physical literacy program for young children. Bubble Soccer will be brought to Kentville which will appeal to all ages.
- January 9th was the closing date for RFPs for the skateboard park design, with the awarding proposed for January 23, and design work completed by May 1st.
- February 2nd is World Wetland Day and an event is being planned for the Miner’s Marsh site, perhaps a calendar.
- The Alexander Society is an organization that provides art based educational programs to children and teens with special needs and work has begun with possible options for staff training.
- A film and a leadership camp are being considered as an alternative to routine March Break Camps.
- Work has begun with a baby friendly space.
- The Way finding strategy encompasses ways in which people orient themselves to physical space, and navigate from place to place.

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

that the report from the Recreation Director be received.

MOTION CARRIED

Points from Discussion

- Bubble Soccer equipment should be here this week and a competition will be arranged.
- Funds are needed for the after-school programs, as Provincial funding has ended and some of the funds from Weston will be used for that program.

(d)Police Report

(1) Chief’s Report

Acting Police Chief Ken Reade presented a department report in which he noted that there are 4 watches of 3 members, a GIS Section (investigator), a CISNS Section (intelligence) an a Street Crime member who is part of an integrated unit for Kings County.

He added that during December 178 vehicles were checked, resulting in 69 warnings and 13 summary offence tickets. Numerous road checks were conducted over the holiday season and 4 impaired driving offences were recorded. Ninety-five hours of foot patrols were done, 211 calls for service were received and an addition 51 calls were made to 911. Two break and enter calls over this period brought the yearly total to 26. There were 5 domestic calls, 110 disturbance calls, 9 MVAs, 3 mental health calls and 12 persons incarcerated. Mental Health calls are frequent in Kentville because a number of organizations and facilities are in this area that assist persons with mental health issues. These calls create a strain on the work force, as members are required to remain with the individuals until assisted or cleared by medical staff.

The GIS section is also busy with investigations and compiling information for court. There have been a number of serious crimes this year. A recent meeting with the director of the CISNS section resulted in learning that he present KPS member is the top performer in the Province with this work.

The Street Crime unit (SCEU), resulting in 24 persons being charged with criminal/drug and other Federal and Provincial charges. Again statistics show that the KPS member is one of (if not the top) performer in this Section.

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

that the report from the Acting Police Chief be received.

MOTION CARRIED

Points from Discussion

- In the package of statistics with this report, a breakdown of crime to specific areas provides clarification.
- The KPS staff are well qualified and committed to the community, thereby working hard to reduce crime.

(2)Board Report

Councilor Bernie Cooper reported that there was a meeting on January 9th and the next meeting will be on February 12th.

(e) Transportation Services

(1) Directors Report

Director Whynot reported that:

- Although very little snow was received, staff did an excellent job with removal. The budget spent to the end of

December was \$24,000. With other contract considerations, it is anticipated that some savings in ice and snow removal will be realized over the winter months.

- Flooding conditions prevailed due to blocked drains
- A misplaced sanitary sewer lateral behind a storm sewer lateral on Park Street flooded the area, but has been repaired.
- A storm sewer lateral collapsed on Cornwallis Street and has been repaired.
- A replacement sidewalk machine is being considered for the 2015-16 Capital Budget and during the interim a machine is being rented.

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

that the report from the Transportation Services Director be received.

MOTION CARRIED

(f) Water Commission

(1) Directors Report

Director Whynot noted that:

- Water quality continues at acceptable levels.
- Residents had temporary loss of water service during repairs to the main transmission line on Cornwallis Street. The area broken was a 60 year old cast iron pipe.
- A machine to recycle asphalt which can be used for patching during the winter months would cost about \$100,000.
- The new generator for the Prospect Reservoir site will be installed when it arrives and the concrete pad is in place.

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

that the report from the Director of the Water Commission be received.

MOTION CARRIED

(3) Commission Report

Mayor David Corkum was not available to give a report and Director Whynot noted that there hasn't been a meeting recently.

(g) Kings Partnership Steering Committee

December 18th meeting – all units represented, along with citizens and advocacy groups. Two issues from the meeting – one

regarding the inclusion of villages at the partnership table, and the second dealing with the upcoming workshop with Gordon MacIntosh. – April 21 and 22nd. All members of Councils will be invited and more information will be forthcoming. There will be a change in the Chairmanship with a rotation of units hosting the partnership and the chair selected from that hosting unit. The Town of Wolfville will host KPSC during 2015.

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

that the report from the Kings Partnership Steering Committee be received.

MOTION CARRIED

Points from Discussion

- Hantsport's dissolution will result in Hantsport not being represented on this committee.
- Hantsport is a full-partner on Valley Waste and a service is provided from Kings Transit. If a partner of Valley Waste leaves, 1 year notice is required, along with other requirements such as financial commitments, etc.
- The meeting in April with Gordon MacIntosh may address the issue of a governance study.

(h) Regional Enterprise Network (REN3)

CAO Phillips noted that this issue will be discussed under the CAO's Report.

(i) Administration

(1) Chief Administrative Officer's Report

CAO Phillips noted that:

- The Valley REN will hold a meeting on January 13th and the Liaison Committee on January 22nd. A meeting of the CAO Working group met to discuss the municipal funding formula and a new formula will be proposed through an amendment. A \$7,500 contribution will be made by each unit and the balance based on assessment and population. RFPs have also been issued for financial and IT services.
- The JFSC met on January 8th to approve the Inter-Municipal Funding Service Agreement and to review the draft area rate and operating budget. The Committee asked the Chief to revisit the draft budgets and bring them back to the committee.
- The UNSM Spring Conference will be on May 6-8 at White Point Lodge.

- Police Commission Meeting – The Police Commission met on January 9th and discussed the 2014/15 Operating budget, service review, the economics of policing and the swearing in of a new citizen member – Gary Candow. Chief Mander is schedule to return to work on January 29th.
- Growth Centre/Library - The review committee has evaluated proposals and the County of Kings will be approached to invest in this project and to participate in future site reviews.
- The Kings CAOs met on January 8th and discussions took place reach Valley Search and Rescue, REN, Joints Boards and Commissions and shared policies and services. He noted that Valley Search and Rescue has been in contact with the county and County Council have offered the previous flight school building, along with a storage area. This group, however, want to have their own facility and have been offered a church property in the county which may be more feasible. The request for a new building is still being sought.
- The AVRSB has request the Education Minister to support the Town’s request for the lower section of the former site off Elizabeth Avenue. The Minister’s signature is required.
- A Joint Police Services and Community Safety Advisory Committee meeting was held on January 7th and included the review of the RCMP Police Resourcing Methodology Study.
- CUPE Collective Bargaining should begin in April.

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

that the report from the CAO be received.

MOTION CARRIED

(ii)Town Clerk’s Report

Clerk Carol Harmes noted that there is nothing to report this month.

(h) Council Reports from Workshops and Conferences

Mayor David Corkum – not available

Councilor Bill Boyd – nothing to report

Councilor Bernie Cooper - He wanted to have in the minutes that a new police Commissioner, Gary Candow, was welcomed at the recent Police Commission meeting.

Councilor Eric Bolland – nothing to report

Deputy Mayor Mark Pearl - He wanted to thank staff for their hard work preparing for the strategy session this past weekend. He agreed that it was a Strategy Session /Operational update.

Councilor Nola Folker-Hill – She attended the strategy session and felt it was well done. As a suggestion, she felt that an afternoon be scheduled every few months as a mini-strategy session.

Councilor Tony Bentley – nothing to report

CORRESPONDENCE

(a) NSUARB

CAO Phillips noted that the letter from the Nova Scotia Utility and Review Board officially accepted the Town’s application to maintain the status quo for both council size and boundary lines.

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

that the letter from NSUARB be received.

MOTION CARRIED

NEW BUSINESS

(a) Kings Partnership Steering Committee – Request for Reconsideration

CAO Phillips noted that a request has come from the County of Kings to members of KPSC that they reconsider their request to have a presence of the villages at the KPSC table. The number of representatives was debated at the time, and Town Council is now being asked for their support.

It was moved by Councilor Bill Boyd, Chair of the Kings Partnership Steering Committee and seconded by Councilor Eric Bolland

that Town Council reconsider the inclusion of villages to the KPSC membership

and further,

that a recommendation be made to Town Council that it supports one representative to be selected from the villages who will be a full member with the right to enter debate and to vote on any issue brought before the committee.

*Recommendation to
Town Council*

**MOTION CARRIED
(Unanimously)**

Points from Discussion

- The selection of the village representative would be done by the villages themselves.
- The villages had not been previously included in the

partnership because they are not a municipal unit and it was felt that they are already represented by their councillor who sits on County Council.

- The Fiscal Review now has recommended that the villages be dissolved and either absorbed into the County or raised to the status of a Town. Therefore, this has implied that villages may be in the position to determine their fate and therefore, should participate in a governance study.
- The partnership does not make decisions, but takes any recommendations back to their respective councils.
- The Mayor provided a written opinion on this topic.
- County Council has approved a motion to ask all units to consider allowing villages to participate in the governance study.

(b) Gas Tax Formula Review

An email from UNSM noted that the Towns Caucus approved a Terms of Reference to conduct a review of the gas tax funding formula, which is currently based on a combination of population, assessment and dwelling units. An RFP will be issued to hire a consultant to carry out the necessary research and to prepare a report. This final report and recommendations will be shared with the entire memberships upon finalization.

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

that the correspondence from UNSM regarding the Gas Tax Formula Review be received, with comments to be made when the recommendations have been finalized.

MOTION CARRIED

Points from Discussion

- The CAO should write a letter to UNSM stating that Council will comment at a future date.

ADJOURNMENT

As there was no further business on this agenda, it was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

that the meeting adjourn at 2:55 p.m.

MOTION CARRIED