

Council Advisory Committee

MINUTES

April 13, 2015

PRESENT

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

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

CALL TO ORDER AND ROLL CALL

Mayor 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 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 Bernie Cooper and seconded by Councilor Eric Bolland

**that the agenda be approved with the addition of
8(a) AVRLB
8(b) Clean – Up Kentville**

MOTION CARRIED

PRESENTATIONS

(a) none

APPROVAL OF THE MINUTES

(a) **Minutes of March 2015**
It was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the Minutes of March 9, 2015 be approved as circulated.

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MOTION CARRIED

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

(a) Belcher Street Dumping

CAO Phillips reported that the file for the 71 Belcher Street dumping site has been reviewed in respect to both the current snow dumping situation and previous dumping of landscaping and construction debris. A letter has been sent to the homeowner which indicates that this property use is in violation of the Land Use Bylaws and sections of the MGA.

Since the delivery of this letter to Mr. Mutch, there appear to have been no additional dumping of snow and ice on his property, at least no complaints have been received from neighbours.

Director Gentleman added that the contractor who had been engaged in dumping the snow has also been advised that this activity must cease.

Solicitor Shirritt advised that the SOT program would not apply in this case (according to Municipal Affairs) and that each violation is a separate event.

CAO Phillips asked the solicitor about the status of the general dumping from previous years and the encroachment of this debris on the property of Miner's Marsh. The next steps towards litigation would need to be discussed.

As this issue was bordering on sensitive issued more suitable for In Camera discussion, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the Agenda be re-opened to add an In Camera session to deal with "litigation or potential litigation."

MOTION CARRIED

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

1.Directors's Report

Director Debra Crowell reported that:

- Due to the snow, many water meters were unable to be read and therefore, the amounts were estimated. Bills were released in April.
- Budget work and preparations for the year-end external audit continue.

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- The audit will begin on May 19th.
- The Investment Advisory Committee met on March 11th.

Director Crowell added that information usually reported in Schedules A and B (Revenue and Expenditures) is not available as year-end entries are being quantified and the position of the Town will change during this process.

Summary of Outstanding Taxes (Schedule C), 97.6% of the total property tax levy has been collected. Schedule E and F (Perpetual Investment Fund), shows the investments total \$13.8 million at costs, interest paid is \$184,669, dividends paid at \$156,815, capital gains at \$457,716 and the management fees at \$29,420, as of February 28th. Although the total budget has been met, income will be less than budgeted and capital gains will exceed the target. A cheque for \$650,000 was deposited into the Town's Operating Fund Bank.

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

that the report from the Director of Finance be received.

MOTION CARRIED

Points from Discussion

- The tax sale for properties with unpaid taxes has been cancelled, as all property owners have paid the outstanding taxes.

2. Withdrawal – Town Capital (Construction)

An invoice in the amount of \$9,714.25 has arrived for the Capital Investment Plan Project relating to a bicycle repair station in Town. The withdrawal of this amount from the General Allocation Reserve of \$314,773 is in order and will leave \$305,059 in that fund.

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

*Recommendation to
Council*

that a recommendation be made to Town Council that a withdrawal of \$9,714.25 be made from the Town's Capital Reserve-General Allocation, to fund the Bicycle

Repair Station, capital acquisition cost of 2014/2015.

MOTION CARRIED

3. Spring Debenture Funding

Director Crowell reported that debenture funds will be issued this spring and that NS Municipal Finance Corporation requires that in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to the NSMFC.

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

*Recommendation to
Council*

that a recommendation be made to Town Council that the attached resolution for Preapproval of Debenture Issuance be approved as Resolution # TBR 14/15-1 for various items, requesting funds of \$1,044,000.

MOTION CARRIED

(b) Planning and Development

1. Director's Report

Director Beverly Gentleman reported that there were two building permits issued during March for a building valuation of \$146,000, bringing the year total to \$726,400. She added that:

- Mapping updates are completed for the MPS and LUB, as they relate to zoning, transportation, floodplain and environmental constraint.
- Subdivisions – staff is working with developers on the next phase of Deer Haven Subdivision. Planning and engineering staff are working to obtain a bond for the maintenance for the cul-de-sacs and for the future paving requirements.
- The installation and unveiling of the sculpture of Dr. Charles Eaves is being coordinated with the Apple Blossom Festival and discussions have taken place regarding naming the East End Parking Lot in association with this installation.
- Discussions continue with Valley Waste regarding the wind turbine and an application for a Development Permit is pending.
- Work continues with the MPS and LUB updates.
- The first draft of the planning budget has been created.
- With the illegal dumping on Belcher Street, letters have

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been sent to the homeowner and to the hauling company, citing an infraction to the Land Use Bylaw and to cease this activity.

Director Gentleman added a report from Kirsten Harrison in which she noted that subdivision applications have been received from Alice Goodwin, Brian Adams and Robert and Janet Scott. In addition, work is underway regarding permit software, along with work relating to mapping and other data.

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

1.(ii) East End Park

Director Gentleman attached a detailed report in which she noted that Council approved a facility naming policy in October of 2014 which would acknowledge contributions made by citizens or groups, by naming facilities in their honour in some cases.

She added that Ruth Abernethy has created a life size bronze statue in honour of scientist Charles Eaves and intends to gift this to the Town of Kentville to commemorate the contribution Dr. Eaves has made to our area. By way of a letter to Council, Ms. Abernethy has asked if Council would consider naming the east end park after Dr. Charles Eaves, as this is the eastern entrance to the trail system and the location at which the statue will be erected. She supports her request with a resume of Dr. Eaves' contributions.

As other Town staff are in agreement with this proposal and the name being recommended, she is presenting this to CAC.

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

Recommendation to Council

that a recommendation be made to Town Council that the park at the trail entrance, known informally as the East End Park, be officially named "Eaves Hollow."

MOTION CARRIED UNANIMOUSLY

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Points from Discussion

- Mayor Corkum wanted to have on record that the longest-serving Mayor of this Town (Wendell Phinney) has never been acknowledged by having a facility or structure named in his honour. This oversight should be addressed sometime in the future.

2.Environmental Advisory Committee Report

Chairman Eric Bolland noted that an Environmental Advisory Committee meeting will be held shortly.

3.Community Development Coordinator’s Report

A report received from CDC Lindsay Young, indicated that:

- **Marketing and Promotion** – A multi-page spread on Kentville businesses has been prepared for the Fine Lifestyles Magazine “Kentville top 12.” Kentville will be featured in the Apple Blossom Souvenir publication which has a distribution of 20,000 copies.
- **Planning Department Website** – Changes are being made to the content of this section of the website to make the information more functional and inclusive.
- **NSTA First Impressions Grant Application** – An application is being prepared to support the next phase of the Branding Project and the purchase and installation of new gateway, wayfinding and brand reinforcement signage.
- **Wayfinding Kiosk Maps** – All design work, with colour additions should be completed by the Apple Blossom Festival weekend.
- **Kentville Merchants Group** –the downtown kiosks will include a business directory and the Kentville Merchants Group log has been approved.
- **Dr. Apple – unveiling event** – Work is underway with members of the Apple Blossom Committee and Artist Ruth Abernethy to provide an event for the unveiling of the bronze statue of Dr. Charles Eaves. The date will be May 29th at 3:30 p.m.

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

that the report from the Community Development

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Coordinator be received.

MOTION CARRIED

(c) Parks, Recreation and Community Development

(1) Director's Report

Director Bedingfield reported that:

- Summer staff is being hired for the programs and Karlee Perry will be the Summer Intern, starting on May 4th.
- The Home Show (April 17-19) promises to be the largest one yet.
- Bookings for the arena are for 2 wrestling events and indoor spring training for sports groups.
- Work continues with energy efficiency at the rink.
- Spring clean-up and the completion of outstanding capital work will continue when the snow melts.
- Promotion of the recreation centre for community use is being done (to increase revenue and to provide space for community events.)
- Public input in the design of the skatepark is being gathered from the community, with another session scheduled for April 16th.
- Spring programs at KCA have begun and have remained very popular. (bubble soccer, open house at the Gorge, free activity hour – SHAFT – supper happy active family-fun time)
- Volunteer Dinner was held on April 2 and from survey results changes have been made for this year's event, with more next year.
- Princess Kentville Tea will take place April 15th and Meredith Moore will be crowned.

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

that the report from the Recreation Director be received

MOTION CARRIED

(ii) Report – Community Garden

Director Bedingfield stated that the Kentville Community Garden Society has adopted the mission statement “to establish urban edible landscapes that provide safe, nutritious, accessible food to community members; to deliver knowledge around sustainable

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gardening; and to foster a shared learning space for community growth.” This will be a pilot project for showcasing how communities can increase their food security. Proposed public spaces would town containers and a designated community garden. For the 2015 growing season, the Kentville Community Garden Society, will work in partnership with Blomidon Nurseries, Harvest Land Design and the Valley Community Learning Association, to take responsibility for planting and maintaining Kentville’s existing downtown containers. These will focus on promoting learning and small scale food production; will develop citizenry and community pride; and will introduce the idea of food-growing to Kentville citizens. Partners will include Open Arms, Treasure House Soup Kitchen, Valley Community Learning Association, Public Health, NSCC, Blomidon Nurseries, respite workers with Family Children’s Services and Kentville Food Bank. Director Bedingfield added that the total cost for the containers would be \$1,356, which is on par with last year.

The community garden will be located at the top of Oakdene Park with Harvest Land Design and Blomidon Nurseries being the plant care and agricultural specialist, who aid in the development and training. Two keyhole gardens will be established the first year, with an expansion in subsequent years. The first year’s development costs will be approximately \$3,000 and funding will be from grant applications, private sources, fundraising and in-kind donations.

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

that Council endorses the concept of community gardening in the town of Kentville.

MOTION CARRIED

Points from Discussion

- Some local restaurants harvested and dead-headed some of the herbs last year.
- There was very little, if any, damage to the containers or the plantings.
- There is an excitement in the community for this type of project.
- Blomidon Nurseries provided the plantings last year as well.

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(d) Police Report

(1) Chief's Report

Acting Police Chief Ken Reade presented his reports, from which he noted that:

- 135 shifts were worked in March, with 51 shifts lost due to leave and sickness.
- 152 hours were dedicated to foot patrols.
- 225 vehicles were stopped and checked, resulting in 132 warnings and 25 SOTs.
- SCEU reports that:
 - 8 search warrants were conducted, with 14 people charged.
 - 6 criminal code charges were laid.
 - 22 drug related charges were laid, with seized drugs valued at \$470,802.
 - 1 firearm was seized.
 - 5 of these searches were in or near Kentville.

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

that the report from the Acting Police Chief be received.

MOTION CARRIED

Points from Discussion

- The shifts missed could be made up with other officers, coming in on over-time. Therefore, there may have been no savings with missed shifts, because of overtime hours having to be worked.
- A discussion must take place on shift replacement guidelines.
- More explanation is needed from the Acting Police Chief on this issue.
- A robbery at a local drugstore was on the news today, with the Kentville Police having apprehended the suspects immediately afterwards. This is only one example of the excellent work done by the Kentville Police Service.

(2) Board Report

Councilor Bernie Cooper reported that there will be more information on the shift structure at the next Board meeting, and that his understanding on shift replacement involved time-off in

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lieu, illness and paid time. Also a budget meeting will be held shortly when the Acting Chief returns from vacation.

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

that the board report be received.

MOTION CARRIED

(e) Transportation Services

(1) Directors Report

Director Whynot reported that:

- Based on the 6 year average, Kentville received 40 cm of snow in March, but this year the Town received 109.5 cm.
- The accumulative amount of snow by the end of March would normally be 280.5 cm., however, this year the accumulative amount was 439.3 cm (14.5 feet)
- Preliminary budgets have been prepared and further work will be required.
- A meeting was held with the consultant for the regional skatepark.
- Discussions took place with neighbouring municipalities to coordinate tenders for traffic paint, safety supplies, training, etc.
- Staff training involved the new Papersave software, Basic Electrical Safety and a Flood Management Conference.
- The Regional Sewer Committee continued to discuss the operating and capital budgets and the effectiveness of the additional aerators used for sludge reduction.
- The approved capital budget of \$325,000 included the RG1 lift station upgrade for \$112,000.

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

that the report from the Transportation Services Director be received.

MOTION CARRIED

Points from Discussion

- Mayor Corkum wanted to pass along to the Public Works department the number of compliments that he has personally received on the excellent snow removal services

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carried out this year, especially in light of the extreme amount of snow.

(f) Water Commission

(1) Directors Report

Director Whynot noted that:

- Water quality continues at acceptable levels.
- Overall the system performed well over the last month and the few problems that arose, were repaired.
- A few service repairs were done, with 3 services frozen and a meter damaged from freezing.
- Considerable water damage was sustained to a home due to frozen pipes, and a curb stop has been turned off until repairs are made.
- A chemical pump and a heater from one of the treatment buildings was replaced.
- Some residential meters were read in spite of the Town's expectation to estimate the usage, due to snow.
- Industrial meters were read.
- Under potential capital projects is the installation of radio frequency meters which will allow data collection from the street.
- A brief commission meeting took place on March 23.

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

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

MOTION CARRIED

Points from Discussion

- CAO Phillips added that he recently attended a meeting regarding the appropriate remuneration for the purchase of water from a utility, when services are extended into a rural area.
- Some municipalities request a portion of future property taxes when water services are extended to a developing area.
- Currently, the Stead Agreement identifies an area for service expansion.
- A policy could be drafted to deal with remuneration of this service and resource.

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(3) Commission Report

Mayor David Corkum had nothing further to report.

(i) Administration

(1) Chief Administrative Officer's Report

CAO Phillips noted that he would present a verbal report for this meeting:

- Kings Partnership Steering Community will hold a joint Council workshop in Wolfville on April 21 and 22nd, with all council invited.
- The Valley REN Signing Ceremony took place and new board members were appointed. A number of activities have been identified for future meetings, and some amendments were adopted regarding a number of articles in the agreement.
- JFSC – A rate payers meeting was held on March 18 and a regular meeting on April 15.
- KDCL's meeting was held on March 20th at which the executive committee reviewed the 2015-16 Plan.
- AMANS – The CAO-CEO Forum was held on April 9 and 10th in Chester.
- UNSM Spring Workshop will take place at White Point on May 6-8th.
- A Valley Towns Round Table meeting was held to review policies and procedures and to reflect on potential concern and inequities existing at the municipal levels.
- The CAOs meeting in Middleton provided input on the organizational review of the Valley Waste Resource Management Authority.
- A Police Commission Meeting was held on March 12th to review the Operating Budget.
- At the Regional Sewer meeting, the Board approved the 2015-16 budget, which will be brought to Council for review.
- Old KCA – Subsequent meetings have taken place regarding the purchase and development of this site, following which the potential purchaser will provide a community update and solicit feedback on the project.
- Rebranding – work will proceed upon allocation of financial resources.
- A number of other meetings took place.

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- Kentville Skatepark – A meeting will be held on Thursday night
- Kentville Library Space / AVRLS – Work continues with this project, and 2 known groups have submitted proposals, based on the exclusion of the AVRLS, as they will relocate to another area. With the project now consisting only of the Kentville Library, new proposals will be required. These will be reviewed and brought back to Council.
- 2015-2016 Provincial Budget – The financial impact to municipalities has been reviewed and it appears that there will be little detriment, although some program changes under recreation and economic development are still unknown.
- APA Agreement – negotiations will continue to address the double holidays paid to members.
- CUPE bargaining will begin on April 14, 2015.

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

that the report from the CAO be received.

MOTION CARRIED

Points from Discussion

- The REN Board is trying to build a foundation with Provincial and Federal support.
- It would be anticipated that in 6 months some programs will be identified by the REN Board.
- With the current decline in the real estate market, the developer feels that the Annapolis Valley should be promoted as a place to live, not just visit.
- Some research and/or public consultation should help with determining the type of development to be undertaken.

(h) Council Reports from Workshops and Conferences

Mayor David Corkum – Attended CAO/CEO workshop which was beneficial and was a good networking opportunity.

Councilor Bill Boyd – nothing

Councilor Bernie Cooper – nothing

Councilor Eric Bolland – nothing

Deputy Mayor Mark Pearl – nothing

Councilor Nola Folker-Hill – nothing

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Councilor Tony Bentley – nothing

CORRESPONDENCE

(a) Art and Liz Aucoin

This correspondence addressed concerns regarding the fire hydrant on Elizabeth Avenue, which had been cleared of snow only once in recent months. The residents expressed concern that in the event of a fire, accessing the hydrant would be difficult.

It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Nola Folker-Hill

that the correspondence be received.

MOTION CARRIED

Points from Discussion

- The KVFD have pumper trucks which would be engaged during a fire.
- Halifax residents were asked to clear the snow away from fire hydrants and storm water drainage, as equipment was tied up with snow removal.

NEW BUSINESS

(a) AVRLB

Councilor Tony Bentley reported that the Annapolis Valley Regional Library Board issued an RFP for a new location for their operation. Six responses were received and the location of choice was Berwick. It appears that the town of Berwick will build a new office and storage space, instead of providing dedicated space at the Apple Dome. Although the library has over \$1m in the bank, space in Berwick was offered at \$10.50 a square foot.

Points from Discussion

- The economic spin-off of not having the additional employees in our town is disappointing, however, it would be difficult to compete with \$10.50 sq. ft. for the type of space required.
- Delivery to the schools via the bookmobile will be discontinued.

(b) Clean-Up Kentville

Councilor Bolland expressed concerns about the visible garbage around Town and that which is not visible yet, as it is under the snow. With the Apple Blossom Festival only 6 weeks away, he

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thought it would be a good idea to organize a team through an environmental group, girl guides, etc. to have a clean-up day, and that perhaps Director Bedingfield is aware of a group who can provide this community service.

ADJOURNMENT

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

that the meeting adjourned at 3:51 p.m. (until 4:16 p.m.) to go In Camera to discuss litigation.

MOTION CARRIED