

APPROVED – April 13, 2015

# Council Advisory Committee

## MINUTES

### March 9, 2015

#### **PRESENT**

Mayor David Corkum, Deputy Mayor Mark Pearl (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, Recreation Director Rachel Bedingfield and Acting Police Chief Ken Reade.

#### **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, except Councilor Bill Boyd who was expected to join the meeting by skype shortly. Also in attendance were all department heads, Solicitor Cris Shirritt, Town Clerk Harmes and himself.

Ashley Thompson of the Kentville Advertiser was introduced as the new member of the press who would be attending Council meetings.

#### **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 no additions**

#### **MOTION CARRIED**

#### **PRESENTATIONS**

##### **(a) Kings Volunteer Resource Centre**

Bruce MacArthur, Chairman of the KVRC Advisory Committee thanked Council for allowing this presentation and introduced long-standing committee member, Brenda Wallace-Allen. She noted that for the past two years, this organization has operated under the Kings Regional Development Authority and the AV Chamber of Commerce with 2 full time staff, funded through a federal grant. It

APPROVED – April 13, 2015

is now incorporating as a non-profit organization and will be operating on a reduced budget.

The Mission of this organization is to promote the quality of life in the community through the provision of services and information in support of volunteerism.

Hundreds of organizations operate in the County of Kings, some of which operate totally with volunteers and others that complement staff with volunteer assistants. Churches, hospitals, sports teams, libraries, and so on, rely on volunteers to continue.

Workshops and programs have been provided to ensure safety and education. One of the programs to be offered over the next year will be a workshop series involving 9 months (for grass roots volunteers) and held all over the County. Topics include organizing a successful special event, benefits of volunteerism, how to plan and run a productive meeting, criminal investigation checks, how to determine what is needed for liability insurance incorporation, successful recruitment, etc.

There are a number of youth in the area and retirees whose volunteer efforts could be of great use in the community. A number of immigrants and international students in the area might be encouraged to remain as residents if engaged in the community at this level.

Future plans for the centre could see having the offices open every day, but staffed part time by paid personnel. Volunteers will play a very large role in the services that will be available.

Therefore, in order to continue with the reduced budget of \$35,000, KVRC is asking for financial support from the province, municipalities and other resources in the community, and subsequently, Kentville is being asked to fund this operation for \$2,000.

Points from Discussion

- The segment of the population most likely to volunteer is younger people, while the segment that can provide the most number of volunteer hours is older people.
- Strategies are in place to encourage more volunteer hours from the youth, as seniors may be less available due to

APPROVED – April 13, 2015

illness, transportation challenges or re-employment.

- Budget deliberations will begin shortly and should be wound-up by June.
- All applicants will be notified of Council’s decision regarding their request.

**(b) Uncommon Common Art**

Terry Drahos, Artistic Director, noted that this project has been in the community for the last 8 years, with the gallery for these art installations being all of Kings County. This is a seasonal project (June until October) which brings visual art directly to the community and is meant to expand the public’s understanding of the relationship of art and nature through thought-provoking installations.

The website is currently being re-designed and with this, the use of social media, advertising and printing of booklets and maps, businesses and VICs throughout the province will be made aware of this project, thereby encouraging more visitors to the area. Workshops, camps and school field trips will further reach the community.

She added that 10 to 20 installations will be made throughout Kings County and with a proposed budget of \$51,850, she has identified various sources of revenue, both private and public. Municipalities are being asked to contribute, with Kentville’s request being \$2,000.

**APPROVAL OF THE  
MINUTES**

**(a) Minutes of February, 2015**

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

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

**MOTION CARRIED**

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

**(a) Belcher Street Dumping**

Two pieces of correspondence were received relating to the dumping of various debris at a residential address on Belcher Street. The first letter from Anne Freiss and Eric Mullen, residents of the area, complained about snow dumping taking place at 71 Belcher Street at all hours of the night. The disturbance to the area with noise and bright lights is unacceptable. This letter was referred to CAC.

APPROVED – April 13, 2015

A letter from Cate Smith, a resident also of that area, complained of similar disturbances and pointed out that although the Town's CAO has received a promise from Mr. Mutch that late night dumping would be terminated, this has not been done.

Points from Discussion

- Dumping has been an issue for about ten years and it appears that the property owner just does not care, in spite of the fact that neighbours are distressed and that he is not conforming to residential standards.
- Valley Waste was notified of the illegal dumping, as was the Department of Environment regarding damage to the environment around Miner's Marsh.
- Some citizens have actually called the Kentville Police to respond and the Town's solicitors have been involved.
- Attempts to deal with Mr. Mutch have not brought forward many changes, although previous threats of legal action have resulted in some remediation to the bank.
- If Mr. Mutch makes money from this dumping, this would be a business operating in a residential zone, which is not only in contravention of the Land Use Bylaw, but is not consistent with the way other home-based business owners have been treated.
- The Peace and Good Order Bylaw is vague relating to noise and such neighbourhood disturbances. It is important to find a reasonable balance that allows the bylaw to be clear, with well-defined penalties, but to not create undue hardships on other citizens.
- This issue will be kept on the agenda under "Old Business."

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**1. Directors's Report**

Director Debra Crowell reported that:

- Utility bills were due February 25<sup>th</sup>.
- Work has begun on the Town's budgets and year-end.
- Capital projects are nearing completion and are being funded from various sources.
- The Investment Advisory Committee met on February 11 to discuss the month ended January 31, 2015.

As to Revenue and Expenditures (Schedules A and B) with a benchmark of 92 %, the overall revenue is under the average at 90.7% and the overall expenditures are slightly above average at

APPROVED – April 13, 2015

92.3%, due to annual payments and bulk order of supplies. Schedule C (Summary of Outstanding Taxes) saw 96.5% of the 2014/15 tax levy collected, with property tax outstanding at \$312,162.

With Schedule E and F (Perpetual Investment Fund), investments total \$13.8 million at cost; a Statement of Reserves shows that the market remains in a state of flux; the total budget has been met, with income less than budgeted; and that capital gains exceed the target.

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

**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 \$51,900, down from a surplus of \$55,500 the previous month. She referenced some parts of this report, pointing out some areas that affect the current financial position. She is projecting that \$112,300 is the increase in revenue for 2014-2015, however, expenses are projected to be over budget \$60,400.

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

**that the Projection Report be received.**

**MOTION CARRIED**

## Points from Discussion

- 94% of the budget has been expended on snow removal up to the current date.
- Last year, snow removal costs were over and then ended with a big snow storm at the end of March.

## **3. Withdrawal – Town Capital 14-15 Construction**

Director Crowell noted that the 2014-15 capital budget provided for partial funding of capital construction from the Town's Capital Reserve Fund, and with various projects completed, or substantially completed, a resolution is required of Council to withdraw funds.

APPROVED – April 13, 2015

These withdrawals were for budgeted projects and for others that ran over, or were added later.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that the attached resolution be approved for:**

- **A withdrawal of \$38,940.54 from the Town of Kentville Capital Reserve-General Allocation,**
- **A withdrawal of \$10,832.23 from the Town of Kentville Capital Reserve – Recreation**
- **A withdrawal of \$5,932.00 from the Town of Kentville Capital Reserve – Recreation Soccer**
- **A withdrawal of \$51,675.55 from the Town of Kentville Equipment Reserve,**

**to fund various capital construction projects for 2014-2015.**

**MOTION CARRIED**

**4. Tax Exemption – Section 69 – 2015/2016**

Director Debra Crowell reported that the Town provides a partial tax exemption to home owners who meet certain requirements. She provided a history of how the income ceiling has increased over the years and noted that in 2014, Council included a sliding income/exemption scale to allow for an annual increase based on the cost of living.

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

***Recommendation to  
Town Council***

**that a recommendation was made to Town Council that the attached resolution for Low Income Tax Exemption for the 2015-2016 year be approved as follows:**

**Exemption Amount - \$240 to \$510**

**Income ceiling - \$25,359**

**Deadline for applications – June 30, 2015**

**MOTION CARRIED**

**(b) Planning and Development Report**

**1. Director's Report**

Director Beverly Gentleman reported that there was one building permit issued during February for a building valuation of \$200,000,

APPROVED – April 13, 2015

bringing the year total to \$580,400. 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 with the proposal of 2 new cul-de-sacs.
- Two properties have been identified for inspection under the Dangerous and Unsightly Premises program.
- The unveiling of the sculpture of Dr. Charles Eaves is being coordinated with the Apple Blossom Festival. (May 28 date will be confirmed.)
- A discussion took place with Valley Waste regarding the wind turbine.
- Work continues with the budget preparation.

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 an Environmental Advisory Committee meeting will take place on Wednesday.

### **3.Community Development Coordinator's Report**

A report received from CDC Lindsay Young, indicated that:

- Marketing and Promotions continue with the Sip.Chat.Connect magazine and with Kentville's Top 12, which will be in the spring edition of Fine Lifestyles Magazine. The Apple Blossom Festival will also be featured in the spring edition.
- Wayfinding Kiosk Maps have been completed in black and white however colour will be added.
- Kentville Merchant Group has been officially formed under the direction of KDCL and priority projects are being identified.
- Dr. Apple (Dr. Charles Eaves) sculpture will be unveiled during the AB Festival.
- AVESTA Awards will be held April 29<sup>th</sup> and nominations are being accepted.

APPROVED – April 13, 2015

It was moved by Councilor Nola Folker Hill 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:

- On February 13, 2015 Provincial and Territorial Ministers endorsed, and the Federal Government supported, the Framework for Recreation in Canada, which identifies 5 goals – Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments and Recreation Capacity.
- The new definition for recreation states that “recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.”
- The Recreation Advisory Committee will be brought together for the updating of the Master Plan.
- Kentville Recreation Champion Award was presented to Rosslyn Gillan (a grade 4 teacher at KCA) as the first recipient. The award is given to an individual who recognizes the value of recreation and brings recreational opportunities to the people in Town.
- Parks and Facilities noted that work on the Home Show is in full swing for its April 17 opening. Eighteen new vendors have been added.
- Trail grooming and maintenance of other winter areas continues, with a thank you to Public Works crews for their help.
- Initiatives and Programs – A report from the Physical Activity Community Survey, conducted during November and December, has been received with preliminary results of 270 telephone interviews of adults age 18 and older. It was noted that improving accessibility of community-based physical activity opportunities may engage more residents.
- Public input sessions on the design of the skatepark will take place on March 12 and April 16<sup>th</sup> at the KVFD hall.
- Financial support from the County in the amount of \$150,000 for the skatepark has not been confirmed.

APPROVED – April 13, 2015

- The After School Bubble Soccer drop-in program has been very popular; the KCA Gym Jam leader has resigned, however, a quick replacement will prevent any interruption in the program.
- Trailblazers continue their outdoor experiences (playing in the woods, building and replenishing bird feeders and houses.) There will be a session during March Break –A one-day Adventure Camp for kids 6 – 12 years to take place in both the Kentville Ravine and Miner’s Marsh.
- A two-day Heartwood-lead youth leadership workshop will be provided for youth ages 15-17.
- Plans are underway for summer camps to provide a great experience for both campers and leaders. Summer staff positions will be advertised shortly.
- A self-defence seminar will take place in April for employees and will take place over two separate lunch hours, to allow all to attend.
- The Weekend of Winter event (February 7th) at Miner’s Marsh saw over 100 people drop by during the day. Kick-sleds, snow-shoeing and snow forts (Eskimolds) were well participate events.
- A new project – Turtles About Town – is being initiated with the help of local artists. Both residents and tourists will be able to explore the Town in search of the famous turtles, to be seen in real life at the Miner’s Marsh ponds.
- Volunteer Dinner will be April 2<sup>nd</sup> at the KVFD hall and a concert with Sammy Kershaw will take place on May 23<sup>rd</sup>.

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

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

**MOTION CARRIED**

**(d)Police Report**

**(1) Chief’s Report**

Acting Police Chief Ken Reade presented a number of department reports, one of which indicated that:

- There were 168 –twelve hour shifts scheduled for general patrol – 30 of these were lost due to sickness and time-off requests.
- Four watches conducted 76 hours of foot patrols, stopped 156 vehicles, and gave 65 warnings and 10 SOTs.

APPROVED – April 13, 2015

- GIS section continues to investigate and prepare serious and time-consuming matters for court.
- The SCEU continue with surveillance and searches for drugs and other illicit drugs.

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

**that the report from the Acting Police Chief be received.**

**MOTION CARRIED**

Points from Discussion

- The Kentville Police helped a homeless man find accessible lodging in the area.

**(2 Recommendation: Purchase of Police Vehicles**

Acting Police Chief Ken Reade apologized to those Council members on the Police Commission, however, due to time restraints, prepared a report for CAC regarding police vehicles. In this he noted that one Dodge Charger and the 2008 Mazda 6 (300) should be sold, with funds received to be used to purchase the Honda CRV (307) which is due to be returned to the dealer as the lease has expired. The buy-out would be \$13,296.30.

As the lease for the Honda CRV (314) is also expiring, the newly purchased CRV could be used as the GIS vehicle. This arrangement will provide GIS with a vehicle, eliminating the need to purchase a replacement. Although he realized this would reduce the fleet, he felt it would be manageable and would subsequently save repair costs and money for a lease payment.

In addition, the Acting Police Chief recommended that a new marked vehicle be purchased to replace the Dodge Charger (311) at \$45,000 and subsequently the Charger be sold.

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

**that a recommendation be made to Council that, subject to the approval by the Board of Police Commissioners, that the vehicles be bought and sold, as proposed by the Acting Police Chief.**

**MOTION CARRIED**

APPROVED – April 13, 2015

Points from Discussion

- These vehicles will not be affected during budget review.

**(2)Board Report**

Councilor Bernie Cooper reported a Board meeting on March 12<sup>th</sup>.

**(e) Transportation Services**

**(1) Directors Report**

Director Whynot reported that:

- Statistics at the Greenwood Weather station show that Kentville had received 83.1 cm of snow in February and a cumulative amount of 240.4 cm to the end of February.
- Snow removal was ratcheted up from the February 15<sup>th</sup> storm and roads were passable with caution the following day.
- Major routes, hilly streets and connector roads were priorities with snow removal.
- Local streets were then cleaned and large piles of snow trucked away. Snow near fire hydrants and lift stations caused extra work for the crews.
- Although this unusual amount of snow caused removal problems with residents, it became necessary to warn some residents of the bylaw relating to dumping and blowing snow out onto the streets.
- For the most part, residents were understanding of the scheduling for priority snow removal, although, some were less tolerant than others.
- Regional sewer – The tender for the replacement of sections of the forecmain closed on February 26<sup>th</sup> and the lowest bid was Buildon Construction at \$454,021. This was within the approved budget for the project.

It was moved by Councilor Tony Bentley 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.
- A watermain break on Canaan Avenue was caused by a

APPROVED – April 13, 2015

corroded water service saddle and was repaired with a stainless steel saddle.

- A leak at the arena and a malfunctioning flow meter were also repaired.
- The generator for the Prospect Plant arrived and is now on site awaiting electrical work. This will provide power to treatment equipment and the nearby booster stations for residents of Prospect Avenue and Deer Haven.
- Meter readings will be estimated for March due to difficulty in reading meters with so much snow. Special requests for a reading and residential phone-in reports will be other options with this process.

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

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

**MOTION CARRIED**

**(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:

- The KPSC has not had a meeting however, the Spring session should be held.
- VREN – No word has been received from the other partners on whether or not the Councils have accepted the proposed budget.
- JFSC – The rate payers meeting has been set.
- There is a rumour that the County has not approved the KVFD budget.
- Kings Transit – nothing to report
- UNSM Spring Conference will be from May 6-8
- Valley Waste – some feedback regarding budget has been received from some of the units.
- Police Commission – meet Thursday and the Economics on Policing Summit information will be shared with Council.
- Growth Centre/Library – the AVRLB has sent an RFP regarding their space in Bridgetown. Kentville's Library may be able to share premises, although there is some

APPROVED – April 13, 2015

doubt that the AVRLB will want to move. A meeting is scheduled regarding this on Thursday morning.

- Meeting dates for both CUPE and APA are being arranged, hopefully during April.
- With the Economics on Policing – the CAO attended this event and the previous one, also in Ottawa. This summit was focused on the justification of the costs of policing, and less on making changes that affect the cost. Topics were strategic approaches, safety, sustainability, innovation, and northern Aboriginal communities, along with what is the real costs of policing – court costs, labour, etc. More details will be provided to the Board of Police Commissioners on Thursday. Also, Training, conflict, stress management, collective bargaining, etc. will need to be addressed during Kentville's service review.

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

**that the report from the CAO be received.**

**MOTION CARRIED**

Points from Discussion

- The Town will replace the current Library to accommodate the new bridge, however, the Library relocation and design depends on the County's support.
- The options presented in the recent RFP may prove to be a shorter term arrangement than preferred.

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

Mayor David Corkum – attended a course on hazardous products. (i.e. granite countertops from China have uranium in them, as there are no regulations in that country to control such things.) Also, 9” tiles have asbestos in them and this is one of the leading causes of cancer in this country. He added that peanuts, ice cream and pop are three foods that are hazardous to your health.

Councilor Bill Boyd – not in attendance

Councilor Bernie Cooper – nothing to report, other than that ValleyWaste has a meeting on March 18<sup>th</sup> and he will report back.

Councilor Eric Bolland – Attended the Sustainability Conference – with 700 municipal staff and politicians – The theme was that sustainability practices in purchasing, lighting and building saves money. An all-day session on public engagement – indicated some

APPROVED – April 13, 2015

communities are having “sidewalk meetings.” This is a public engagement session at the scene of concern (i.e. green space, street construction, etc.) There was also a session on Policies (decided what will be done, announce it and support it). Another session dealt with the costs of road surfacing, and paving proved to be the cheapest option (between paving, concrete and granite) however, paving lasts the shortest amount of time. The Stoney Creek Community Centre was cost-shared with the library, city and YMCA allowing for a facility to be constructed on a collaborative level.

Deputy Mayor Mark Pearl – nothing to report

Councilor Nola Folker-Hill – nothing to report

Councilor Tony Bentley – nothing to report

**CORRESPONDENCE**

**(a) Kings Historical Society**

The curator, Bria Stokesbury submitted a letter, along with a completed application form requesting funding from the Town through its grants program. The amount being requested is \$5,000.

She noted the work and special projects carried out by staff over the last year, some of which involved a special Apple Blossom display, East Meets West on Japanese culture, and A Soldier’s Story, depicting the role played by Camp Aldershot in the lives of young men training for war.

**NEW BUSINESS**

**(a) Funding Requests from Groups**

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

**that the funding requests from Kings Volunteer Resource Centre, Uncommon Common Art, and Kings Historical Society, all be sent to the budget process.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourned at 3:58 p.m.**

**MOTION CARRIED**