

APPROVED JUNE 15, 2015

# Council Advisory Committee

## MINUTES

### May 11, 2015

**PRESENT**

Deputy Mayor Mark Pearl, Councilor Bill Boyd, Councilor Nola Folker-Hill (arrived at 1:50 p.m.), Councilor Bernie Cooper (arrived at 2:06 p.m.), Councilor Tony Bentley, Solicitor Geoff Muttart, 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 and Police Chief Ken Reade.

**CALL TO ORDER AND ROLL CALL**

Deputy Mayor Pearl called the meeting to order at 1:50 p.m. and CAO Mark Phillips reported that all members of Council were present, except for Mayor David Corkum (who was attending a funeral), Councilor Bolland who sent regrets and Councilor Cooper who was expected shortly. In addition all department heads, Solicitor Muttart, Town Clerk Harmes and CAO Phillips were in attendance

**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 the addition of:  
8(d) Pathway to Viability**

**MOTION CARRIED**

**PRESENTATIONS**

**(a) none**

**APPROVAL OF THE MINUTES**

**(a) Minutes of April 2015**

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

**that the Minutes of April 13, 2015 be approved as circulated.**

**MOTION CARRIED**

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

**(a) Belcher Street Dumping**

CAO Phillips reported that the Town is pursuing legal action and as well, attempting to arrange an agreement with the property owner to undertake remediation of the hillside which runs from his property onto Miner's Marsh. This proposed agreement will involve a time period for completion and specifics regarding the remediation and bank stabilization. He added that should the agreement be signed by the home-owner, the legal action may be discontinued.

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**1. Directors's Report**

Director Debra Crowell reported that:

- The 4<sup>th</sup> quarter utility bills are due May 25<sup>th</sup>.
- Interim taxes are due on May 29<sup>th</sup>.
- Audit preparations are nearly complete and financial statements are being drafted.
- The external audit begins on May 19<sup>th</sup>.
- The KWC posted a surplus of \$49,580.
- The Sanitary Sewer Utility ended the year with a surplus of \$13,257.
- Work on the Town's Operating and Capital Budgets are progressing.

Director Crowell added that Schedules A, B and C are not included, although Schedules A and B up to March 31, 2015 show a surplus of \$78,500. A written synopsis identifies the pertinent areas. With Schedule C, the interim billing was \$4,292,740 and as of April 30<sup>th</sup>, outstanding taxes were \$4,406,800.

Schedule D (Sanitary Sewer Area Service) is based on a benchmark of 100 % and therefore, the budget will be consumed and exceeds this amount at 108.4%. This includes a \$100,000 transfer of the surplus to the capital reserve. As for revenue, sewer charges exceed the benchmark at 109.8% with a surplus of \$13,257, resulting in a final accumulated surplus totalling \$70,456.

Schedules E and F (Perpetual Investment Fund) showed the Statement of Financial Position totalling \$13.1 million (at cost) while the Statement of Reserves notes the interest paid into the fund is \$211,909, with dividends paid at \$176,072 and capital gains at \$357,537. A cheque for \$650,000 has been delivered to the Town and has been deposited into the Town's Operating Fund Bank.

It was moved by Councilor Bill Boyd and seconded by Councilor

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Tony Bentley

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

**MOTION CARRIED**

Points from Discussion

- An Audit Committee meeting will be scheduled shortly.
- The large, outstanding tax bill still has not been received.

**(b) Planning and Development**

**1. Director's Report**

Director Beverly Gentleman reported that there were 8 permits issued in April for a building valuation of \$79,000, bringing the yearly total to \$805,400. She added that:

- Mapping updates are complete.
- Staff is working with developers for the next phase of Deer Haven Subdivision. Efforts continue to obtain a bond for the maintenance of the infrastructure currently in the proposed cul-de-sacs and a construction bond for the future paving required.
- With the last of the melting snow, the issues of garbage have been brought forward under dangerous and unsightly premises.
- The Dr. Apple sculpture of Dr. Charles Eaves will be unveiled at 3:30 p.m. on Friday, May 29<sup>th</sup>. Brochures regarding the artist and Dr. Eaves are available.
- Valley Waste has requested a variance application to increase the height of a small scale wind turbine by an additional 20 feet. An appeal program is available to those adjacent property owners should it be required. May 14<sup>th</sup> is the last day for submissions.
- The signage section of the MPS/LUB is currently being reviewed.
- The NS Planning Directors' Conference will take place on May 28<sup>th</sup> and 29<sup>th</sup>.

It was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

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

**MOTION CARRIED**

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Points from Discussion

- With the Kings 2050, the County has claimed this document as their MPS. The joint adoption of this document by other municipalities did not move forward.
- This document was meant to be a regional plan that would identify the areas for development, however, the developing areas have expanded in the county without regard for undeveloped land in the urban areas (i.e. the towns of Kings County).
- The 4 guiding principles agreed upon earlier appear no longer of interest to the County.
- Growth areas might be an agenda item for the Planning Advisory Committee's plan review.
- Don Mills gave a great presentation on growth centres at the UNSM Spring Conference.
- Performance bonds are made to ensure that the infrastructure installed in developing areas does not collapse. However, should there be no problems, those monies are returned.

**2.Environmental Advisory Committee Report**

Chairman Eric Bolland was not available to provide a verbal report and Director Gentleman had nothing to add, other than a new committee members has been added – Tracey Webb. CAO Phillips added that an invoice was received by the Town for a study contracted by EcoKings. However, funds have not been allocated for this cost.

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

A report received from CDC Lindsay Young, indicated that:

- A “shop downtown” promotion was featured on K-Rock for 2 weeks before Mother's Day and features will be published in The Grapevine and the Valley Harvester before Apple Blossom.
- KDCL will present its plan for Downtown Revitalization to the business community on May 20<sup>th</sup>.
- The Kentville Merchants Group is reviewing some possible changes in its remaining part of the umbrella of KDCL. The group would prefer to have more independence.
- New digital promotional materials are being created for the River Street properties that are currently for sale.
- NSTA – First Impressions Grant Application – An application for \$41,000 has been submitted to support the next phase of the Branding Project and the purchase and

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installation of new gateway wayfinding and brand reinforcement signage.

- Work continues on the Wayfinding Kiosks and in readiness for the installation of the sculpture of Dr. Charles Eaves at Eaves Hollow.

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

**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:

- Summer staff have been hired and work has begun in the downtown core area, fields, trails and trail heads.
- The 4X course is open.
- Building maintenance and landscaping is being planned.
- Some capital work has begun at the Gorge and new elements are being added as the snow melts from the area.
- The new Hub Building (former Shell building) has seen work continue on the new deck with renovation plans for the interior to make it a gathering place for groups.
- New Line Skateparks Limited has been doing public presentations on 3 possible designs and it appears the favourite is the “pick up sticks” concept, with a pedestrian area to be added. Fund raising efforts continue with the KSA.
- The popular Bubble Soccer program will continue with programs and tournaments over the summer.
- Leadership training in the Special Olympics Active Start and Fundamental Movement Skills program was held at the Rec Centre.
- Stewards of Children (a program that increases knowledge, improves attitudes and changes child protective behaviours) will be offered to families, communities, recreation facilities, faith centres, educational institutions and a wide variety of other youth-serving organizations. The purpose of this is to create a safer environment for children.
- Blomidon Naturalists and Wild Roots Nature Education will partner with the Town to provide a day camp program this summer – Wild Roots Nature Immersion Camps – the

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Magic School Bus Camp. Leadership is being financially supported by the Blomidon Naturalists Society for \$8,000.

- The Trailblazers have been at the Gorge 4 days a week. The after school programs at KCA gym are being run by the KCFRC.
- Program promotion is underway and will target different age groups, Kentville residents, visitors and people with small recreation budgets.
- Social media guidelines are being created to help ensure online communication remains consistent and transparent.
- Work is being done on the 55+ Games and the Town will hosting auction 45s at the Fire Hall.
- On May 8<sup>th</sup> the Kentville Community Garden Society hosted its planting day at NSCC as they had allowed the use of their greenhouses. The Little Pumpkins Day Care and Valley Adult Learning Centre helped plant and their efforts received a lot of media attention both locally and provincially.
- Only one employee will remain at work at the arena this summer, with others moving to the parks and green spaces.
- Two co-op students will join park staff for a few weeks to assist with the green spaces.
- Karlee Perry will be the Summer Recreation Intern responsible for all summer programs and some community projects.

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

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

**MOTION CARRIED**

Points from Discussion

- A group of individuals are being gathered to continue work on the “sportsplex” facility and an RFP will be issued sometime in the future.
- Public interest is disappointingly limited, however, the Kentville Skatepark Association is keen and seizing every opportunity to engage the public in this project.
- \$5,000 has been received from the Province for the Skateboard project.
- An official opening of the Hub Community Centre will be held when work is completed.

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**(d) Police Report**

**(1) Chief's Report**

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

- From the 183 regularly scheduled shifts for the month, 34 were lost due to scheduled leave and sick time.
- 974.75 hours were spent on mobile patrols which resulted in 211 vehicles being checked, with 21 warnings and 28 charges laid.
- With the warmer weather, 161 hours have been spent patrolling the block from 9:00 a.m. until 5:00 p.m. However, during times when officers are called away for more serious crimes, the foot patrol numbers may lessen.
- The GIS, CISNS and SCEU units are at full capacity and quarterly reports will be shared regarding their actions. An impressive number of illegal substances (firearms and the like) have been removed from the streets.
- A 2015 Dodge Ram 1500 crew cab police package should be available within 8 weeks.
- New radios are being programmed and training will be conducted on their use.
- Statistics on other offences and calls have been included in the package of information for Council.

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

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

**MOTION CARRIED**

Points from Discussion

- With Gideon Travis being off on sick leave, other constables are trying to fill in when they witness an offence.
- A truck has been purchased, as it provides an opportunity to pick up large items (i.e. recovered bikes), which were difficult to transport with a car.

**(2) Board Report**

Councilor Bernie Cooper reported that there was a meeting earlier today at which time the budget was approved by the Commission.

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

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**that the Board Report be received.**

**MOTION CARRIED**

**(e) Transportation Services**

**(1) Directors Report**

Director Whynot reported that:

- Public Works crews continued with their snow removal efforts during the earlier part of the month and were relieved to see a gradual snow melt, limiting flooding.
- A problem with the storm water pumping station was repaired.
- The tender for hand patching was awarded to Dexter Construction and this work should be completed shortly.
- Larger asphalt projects will be tendered later in the season and funded in the Capital Budget.
- Repairs are being done to catch basins, lawns, retaining walls and signs on a priority basis.
- A self-defence course was offered to staff by Shoken and an information session was provided on the Town's Pension Plan.
- CUPE negotiations continue.
- Operational and Capital Budgets were reviewed and approved by the Regional Sewer Committee.

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

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

**MOTION CARRIED**

**(f) Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- Water utility crews have been busy with repairs, as a number of fire hydrants and curb stops were damaged throughout the winter.
- A water main break was repaired on Miller Avenue which was a cast iron pipe from the 1950s.
- A caustic soda pump failed and unfortunately the backup pump also failed. A new pump was ordered and the backup sent to the manufacturer for repairs.

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- The inflow meter at the Prospect Avenue treatment building failed. This meter controls the chemicals added to the water before entering the reservoir, based on the pumping rate from the wellfield. A temporary system has been constructed until the replacement parts arrive. Water service is being maintained.
- The 2014 annual report was submitted, and meetings took place with the Town's planning staff and the County's planning staff regarding land restrictions within wellfield zones.

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

- The meeting regarding the wellfield restrictions was quite successful in that definitions of restricted uses were discussed, along with some additional review of building permits.

**(3) Commission Report**

Mayor David Corkum was not available to provide a report.

**(i) Administration**

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

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

- The JPSC workshop took place in Wolfville on April 21 and 22<sup>nd</sup>, with all Councils represented. A meeting will be held in October to work-shop past successes and potential future projects. The CAOs will create a Terms of Reference for a future committee who will create an RFP for a Viability Study of the 5 (or 4) units.
- The Liaison and Oversight Committee for the VREN met on April 23<sup>rd</sup> to discuss the proposed amendments to the Agreement and the proposed Operating Budget. The budget of \$555,322 was approved and further discussion took place on the funding formula.
- The Joint Fire Services Committee met on April 16<sup>th</sup> at which time the Fire Chief was instructed to make adjustments on the Operating Budget, as Kings County

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wanted the service to hold the budget at last year's rates. A revised budget has been received.

- KDCL – Two meetings were held in April, at which time the alignment of CREN, TOK and KDCL resources and strategies were discussed. Concerns were identified regarding the deviation of the group from the original “Strategic Plan,” which was a focus on “boots on the street” efforts.
- The AMANS Spring Conference will take place from June 17 – 19 at Saint FX Campus.
- The UNSM Spring Workshop was held from May 6-8<sup>th</sup> at White Point Lodge.
- A Police Commission Meeting was held on May 11<sup>th</sup> and the Operating Budget was on the agenda.
- Old KCA property – a marketing strategy and public engagement campaign is being developed and reviewed with the team.
- The Rebranding group is awaiting budget deliberations in the hope that funds will be ear-marked for future work.
- Other meetings – E-voting Bulk Purchase Committee, AVESTA, Library Committee meeting, Princess Tea, Budget meetings, Investment Advisory Committee meeting and Kentville Skatepark Public Consultation meetings
- A release on questions and answers for the public will clarify the status of a new library for Kentville.
- Atlantic Police Association Collective Bargaining meeting was held in April, at which time both parties exchanged proposals on language and remuneration. Two grievances are in progress from the Union relating to scheduling time off for vacation and STAT time.
- CUPE Collective Bargaining meetings were held in April at which time both parties exchanged proposals surrounding language and remuneration. Another session will take place in late May.

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

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

**MOTION CARRIED**

Points from Discussion

- It is doubtful that development at the KCA site will begin this year, as the public process will be time-consuming.

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- Administrative staff at the KVFD will provide monthly reports on statistical information.

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

Mayor David Corkum – not available.

Councilor Bill Boyd – KPSC meetings (prioritizing projects was interesting – involving a planning meeting to sort out Kings 2050 and to establish a terms of reference for a Viability Study); attended the AVESTA Awards and UNSM Workshop (Don Mills, the Executive Director of ACR did a great presentation)

Councilor Bernie Cooper – nothing further

Councilor Eric Bolland – nothing

Deputy Mayor Mark Pearl – He attended the UNSM workshops.

While there, he took advantage of the opportunity to speak with Warden Brothers and another councilor, and felt encouraged with their apparent support of a new library.

Councilor Nola Folker-Hill – attended the KPSC meetings and was disappointed with the lack of focus on the current Protocol, as many people were not familiar with it. Although discussions seemed off track, on the second day the facilitator brought the whole thing into focus and the event was successful. She attended the UNSM workshop and found the content good, as were the opportunities to network.

Councilor Tony Bentley – He attended AVESTA Awards, however, was ill during the UNSM Workshop and did not attend.

**CORRESPONDENCE**

**(a) Dick Killam**

An email correspondence was received regarding the opportunity for the Town to purchase some archival negatives of photographs relating to Town events and facilities. The price was \$3,500 plus HST.

Points from Discussion

- The Town may already have several of these photographs, as many have been purchased over the years.
- It is important to preserve the history of the Town and these items should be scrutinized for their value.
- Staff and council can meet to look at the items Mr. Killam is offering. (Councilor Bentley and some staff can arrange a meeting)
- Many of the items would be dated and not of value for marketing, however, they may have some historical value.
- The Town relies on citizens to keep a record on its history.
- Perhaps the price could be negotiated.

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**(b) Clan Donald NS**

Judith Parks of the Annapolis Valley Tartan Committee thanked the Town for its support of the tartan. It is a lengthy process to have this tartan created and authenticated.

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

**that the correspondence be received.**

**MOTION CARRIED**

**(c) Harley Foote (Tax Sale)**

CAO Phillips reported that a letter from this resident expressed concerns regarding a neighbourhood property which he has described as an “eyesore.” He requested that Town staff investigate that location, as an unsightly and unsafe property. Director Gentleman will photograph the property and report back.

**NEW BUSINESS**

**(a) Skateboarding Bylaw (rescheduled)**

This item will be included on a future agenda, as additional revisions were required.

**(b) Gas Tax Study**

A copy of a document prepared by the UNSM Towns Caucus was presented at the recent UNSM Workshops and response from the municipalities was requested. CAO Phillips asked to have this document available for discussion as part of the budget review process.

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

**that the Gas Tax Study be received.**

**MOTION CARRIED**

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

**that the Gas Tax Study be reviewed by staff in a timely manner.**

**MOTION CARRIED**

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**(c) VREN Agreement**

CAO Phillips reported that there were 3 amendments to the VREN agreement as proposed by the Liaison/Oversight Committee and these are included in the document attached. Each municipality will review the proposal and report back to the committee.

The first 2 amendments deal with the issue of a quorum – one being for the appointees to the board and the other relating to the Liaison and Oversight Committee. The third amendment being proposed deals with a change in the funding formula. There is a uniform base amount paid by each funding partner, along with the balance to be paid by each, based on uniform assessment/population. In the case of Kentville, the new formula reduces the amount to be paid.

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

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council to endorse the 3 amendments proposed to the Inter-Municipal Agreement of the Valley Regional Enterprise Network (VREN).**

**MOTION CARRIED**

**(d) A Path to Municipal Viability**

Councilor Bill Boyd noted that this document was created by the Town's Task Force 2 years ago, and subsequently was endorsed by the UNSM. He noted, however, that Goal 3 of the document recommends a process that could be used to resolve service issues between municipalities. However, there appears to be no support by the Province to move this recommendation along and these concerns were addressed once again at the UNSM workshop.

Councilor Boyd added that this proposed agreement would ensure fairness to all, by establishing a form of binding dispute resolution and arbitration and should be legislated by the Province.

At the present time, the County may withdraw funding or part of its funding arbitrarily placing the onus on other units to support the financial shortfall.

Although the UNSM has indicated support of this document, there appears an unwillingness by the province to take action.

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Points from Discussion

- The recommendations have been placed before the Minister and he has responded by saying that he did not want to place the responsibility in the hands of an unelected official.
- Most of the Minister’s advisors are non-elected officials.
- Ministerial approval may not be required if all units in Kings County agreed.
- The Town could ask the local members of UNSM if there is an appetite to enter into a Memorandum of Understanding.
- Discussion may also lead to endorsement, if moved forward by the Mayors/Warden and CAOs.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Nola Folker-Hill

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council that the municipal units in Kings County be asked to enter into a MOU regarding a process by which service delivery issues can be resolved.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**that the meeting adjourn at 3:51 p.m. to go In Camera to discuss the tendering process of the Town’s legal services.**

**MOTION CARRIED**

**IN CAMERA**

In Camera Meeting - from 3:52 p.m. until 4:16 p.m.