

APPROVED JANUARY 11, 2016

KENTVILLE TOWN COUNCIL

COUNCIL ADVISORY COMMITTEE

DECEMBER 14, 2015

PRESENT	<p>Mayor David Corkum, Deputy Mayor Marl Pearl, Councilor Bill Boyd, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Nola Folker-Hill, CAO Mark Phillips, Solicitor Geoff Muttart and Recording Secretary Patricia Gourley</p> <p>Also present: Finance Director Deb Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, Recreation Facility Manager Kevin Bennett and Inspector Darryl Brown.</p>
CALL TO ORDER AND ROLL CALL	<p>Mayor David Corkum called the meeting to order at 1:30 p.m., and CAO Mark Phillips reported all members of Council were present, except for Councilor Eric Bolland who will be arriving shortly, in addition to all department heads, Solicitor Muttart, and himself, as CAO. Town Clerk Carol Harmes is away at this time.</p>
NOTE	<p><i>“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.</i></p>
APPROVAL OF THE AGENDA	<p>It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p style="text-align: center;">that the agenda be approved</p> <p style="text-align: right;">MOTION CARRIED</p>
PRESENTATION	<p>Recreation Champion Award Presentation</p> <p>Gillian York, from Kentville Parks and Recreation, gave a brief explanation about the award for Recreation Champion. She noted that this award embodies the spirit of recreation in our community. The Duke family was chosen to receive this award for the building of the Wee Library, a book lending library, located at Miner’s Marsh. People could read the books at the marsh and or take a book home. It was noted that many citizens have used this library and can still do so during the winter months at its temporary spot located in the Recreation Department.</p> <p>Mayor David Corkum then presented the Recreation Champion Award to the Duke family.</p>

<p>APPROVAL OF THE MINUTES</p>	<p>None</p>
<p>BUSINESS ARISING FROM THE MINUTES/ OLD BUSINESS</p>	<p>(a) Valley Community Fibre Network – Update CAO Phillips reported that he and IT Specialist Jason Bethune attended a presentation given by Bruce MacDougall from the Valley Community Fibre Network. It was decided that at this time there is no advantage to invest in this type of service.</p>
	<p>(b) Smoking By-Law – Bylaw Education Update CAO Phillips reported that warning tickets are being handed out by S/Cst. Gideon Travis, as well as the Kentville Police Department, in an attempt to educate people that the Town of Kentville does have a Smoking By-Law.</p> <p>A grant was received by Smoke Free NS to purchase Non-Smoking signs and they will be placed in the downtown area once received.</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"> • Very difficult to enforce the non-smoking bylaw. • Should have a designated space for the smokers. • Fine amounts should have been noted on the warning tickets.
<p>DEPARTMENTAL REPORTS AND RECOMMENDATIONS</p>	<p>(a) Finance 1.Directors’s Report Director Debra Crowell reported that:</p> <ul style="list-style-type: none"> • The second quarter utility billing was due November 24, 2015. • KVFD financial statements for March 31, 2015 were ratified at a Joint Fire Services Committee meeting on November 19, 2015. <p>Director Crowell added that <i>Schedules A and B (Revenue and Expenditures)</i> are included for the month and ended November 30, 2015. If revenue were averaged evenly over the year, 67% of the budget would be consumed. To November 30, 2015, overall revenue exceeds the average at 87.4% recorded. To date, overall expenses are above the average at 71.4% expended. Some department have exceeded the 67% guideline due to annual payments and bulk ordering of supplies. A written synopsis identifies the pertinent areas.</p>

Schedule C (Summary of Outstanding Taxes) The final tax levy was due September 30, 2015. 94.3% of the current levy is collected (last year -94.8%). Total property tax outstanding as of November 30, 2015 is \$6999, 392(last year-\$462,214). This equates to 92.3 % collected in total (last year-94.6%).

Schedule D is not included, however *Schedule E and F (Perpetual Investment Fund)* showed the Statement of Financial Position on October 31, 2015 total was \$13.3 million. While the Statement of Reserves to October 31, 2015 capital gains total \$8,645(last year-gain \$282,008).

Schedule G (Capital Investment Plan) shows the current status of the 2015/2016 capital projects. Projects to date are recorded at \$985,163 or about 48.4% of the adjusted budget. A written synopsis identifies the pertinent areas.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

that the Director's Report be received

MOTION CARRIED

(2) Projections

Director Crowell submitted a report on Projections as of November 30, 2015. The report said that at this early date, the Town of Kentville could realize a surplus of \$147,100(last month -\$99,300). All know expenses (as at today's date) are accrued.

Overall, actual *revenue* is projected to end the year over budget \$232,500. A written synopsis identifies the pertinent areas.

Overall, the *expenses* are projected to be over budget \$85,400. The Town Operating Fund is projecting a current surplus of \$147,100. A written synopsis identifies the pertinent areas.

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

that the Projections Report be received

MOTION CARRIED

b) Planning and Development

1. Director's Report

Director Beverly Gentleman presented her report and noted that there were four (4) permits issued for the month of November 2015 for a building valuation of \$124,000 for a year total of \$6,368,019.

- Valley Ford has begun a portion of their expansion with detailing bays. A Public Hearing is scheduled for January 25, 2016 at 6:30 to hear comments of the proposed Development Agreement to include 3 new service bays.
- A Public consultation meeting is tentatively scheduled for early January 2016 to review the proposed changes to the MPS.
- No appeals were submitted to the NSURB for changes to the Land Use Bylaw to provide for Special Events.
- The final lease agreement has been signed with Eastlink to construct a cell tower on near the water tank in the Industrial Park. Construction is anticipated to begin in the New Year.

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

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

MOTION CARRIED

Points from discussion:

- The Gerrard development has begun on Park Street.
- A reminder to Council that there is on record a motion of support to relocate the water line for the Gerrard project.

2. Environmental Advisory Committee Report

No report

3. Community Development Coordinator's Report

A report received from CDC Lindsay Young indicated that:

- The Holiday Marketing Promos are in place.
- Shop to Win contest is being held again this year.
- The Merchant Group is busy with a store front decorating contest.
- Next meeting of KDCL will be December 17, 2015

	<ul style="list-style-type: none">• Annapolis Valley Industrial Park business group held a meeting that included CAO Phillips and Lindsay Young and another meeting will be held in January 2016.• Increased LTE service with Bell Alliant agreement has been signed and we will now have an improved faster service.• The Phase II Rebranding of Kentville has been awarded to “Revolve”.• Parking ticket warning are being issued for the month of December as well as the Non-Smoking warning tickets. <p>It was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley</p> <p>that the report from the Community Development Coordinator be received.</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none">• The parking ticket warnings are very informative.
	<p>(c) Parks, Recreation and Community Development (1) Director’s Report</p> <p>Facility Manager Kevin Bennett reported on behalf of Director Bedingfield that:</p> <ul style="list-style-type: none">• Arena dressing rooms are now being heated with our new heat pumps.• Currently exploring ways to mark the trails in order to increase access.• The new digital sign at the park is up and running.• Work is progressing on the HUB building.• Two skateboard deck making workshops were held in November.• Trailblazers concluded another successful season with 24 children taking part this fall.• SHAFT (Super Happy Active Family Fun Time) is for families to use for free play time until March at the soccer dome. This time is on Saturdays from 10am to 12 noon.• Pickleball was a new activity this fall. Equipment was purchased through a grant from the Department of Health and Wellness.• Our Community Engagement Coordinator was given the opportunity at an education in-service day to speak to

	<p>approximately 200 teachers, education assistants and administrators in the Family of Schools.</p> <ul style="list-style-type: none">• January 10th 2016 from 2pm -4 pm a community input is planned to discuss what they want to see in the new library.• Applications have now closed for community members to sit on the Parks and Recreation Advisory Committee.• Planning has started for the annual Weekend of Winter event that will take place on February 12th, 13th and 14th of 2016. <p>It was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper</p> <p>that the report from the Recreation Director be received</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none">• Sign at park is not utilized as it should be.• Perhaps the sign should be controlled at town hall and not from the Facility Manager's laptop.• It would be very expensive to run a service that could be utilized from across town• Kevin Bennett can download any message on his laptop as required and drive down to the site to change the sign.• Messages on sign should be updated as soon as an event is over.• Should have the ability to add more than 3 messages.• Royal Canadian Legion is happy with the new location.• Signs looks good and many positive comments regarding it have been received.• Old sign at park will be situated at the arena.
	<p>(d)Police Report (1) Chief's Report</p> <p>Inspector Darryl Brown presented the November report, on behalf of Acting Chief Ken Reade , from which he noted that:</p> <ul style="list-style-type: none">• There were a total of 186 shifts scheduled for the month of August, 29shifts (348hrs.) were lost due to leave and sick time.

- Sgt. Andrews is presently off on Workers Comp. as a result of an injury from a year ago.
- The platoons conducted 151 hours of foot patrols in the downtown core; they had 951 hours of mobile patrols resulting in 494 vehicle checks with 74 warnings issued and 30 SOT's issued.
- 304 calls were received at 417, 59 being 911 calls, there were 88 traffic offences reported with one being unfounded, 11 cleared by charges and 72 were cleared otherwise for 95.4% clearance rate.
- There were 12 MVA's for the month, 12 false alarms, 3 domestic calls and 23 calls relating to Mental Health issues.
- Sgt. Andrews is on Workers Comp. and is doing modified duties for the Service and is being paid by Workers Comp which has allowed KPS to backfill the position on shift with a term position. Kevin Andrews has accepted a 3 month term position to fill the vacancy on Sgt. Andrews shift.
- The second base radio has arrived and has been installed at 417 and is now able to record the calls at their facility.
- Cst. Smith attended a search warrant course in November at the Atlantic Police Academy.
- Cst. Angie McWaid attended a sexual assault course through Halifax Police Department.
- Cst. MacDonald and Cst. Burke attended an incident commanders course with EMO in Truro.

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

that the report from the Acting Police Chief be received.

MOTION CARRIED

Points from Discussion:

- A noticeable police presence around the downtown area has been observed and appreciated.
- Police Service, along with Jason Blanchard put on a brunch benefit, which was well attended. Funds to go to the Salvation Army.
- Town of Kentville helps out with any shortfall.

	<p>Councilor Eric Bolland arrived at 2:45 pm</p> <p style="text-align: center;">(2)Board Report</p> <p>Councilor Bernie Cooper noted that there will be a Police Commission meeting on January 16, 2016. The negotiations with the APA will begin on December 17, 2015 and the applications for a board vacancy closed on Friday December 11, 2015.</p> <p>It was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland</p> <p style="text-align: center;">that the report from the Board of Police Commissioners be received.</p> <p style="text-align: right;">MOTION CARRIED</p>
	<p>(e) Transportation Services</p> <p style="text-align: center;">(1) Directors Report</p> <p>Director Whynot reported that:</p> <ul style="list-style-type: none">• Most of the Capital Projects have started to wrap up.• A few more started in November, as the construction season will soon come to a close any further work will likely be limited to the first two weeks of December.• Patching of our existing maintenance cuts and capital projects will be completed by early December.• Soon after the Industrial Park parcels were purchased by the Town, arrangements were made to brush cut and clear some of the land to allow potential buyers to better see the site and develop a sense of what might be possible at a future time.• This clearing will also facilitate future topographic surveys for later design, most likely by Staff.• At this early stage potential lots can easily be created to a potential buyer's needs.• While the clearing equipment was on site, the access road (Rockwell Drive) to the Industrial Park reservoir was cleared to allow better accessibility to the site and to allow maintenance of the utility lines.• Several days of rain created problems for many residents in November. Public Works crews were very busy trying to keep ahead of the storm water while trying to address washouts around town. Areas within the road right of

	<p>ways not completely reinstated and will be addressed in the spring.</p> <ul style="list-style-type: none">• The recent work by the Salvation Army to address flooding in their area appears to have been successful. Some backup still occurred but their latest site work did very well at managing such a large volume of storm water.• Other items of note were Take Your Kid to Work Day in partnership with NKEC, Attendance of a Risk Management Seminar hosted by MacDonald Chisholm Trask, and preparation and presentation of a five (5) year Capital Plan. <p>It was moved by Councilor Bernie Cooper and seconded by Councilor Bill Boyd</p> <p>that the report from the Transportation Services Director be received.</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none">• Concerns or questions that Council receive from the citizens of Kentville are sent on to the appropriate Directors. Council would like to have an action plan in place in order to follow the actions or results of these comments.• Directors provide the process on how these inquiries are to be handled.• There is a need to keep everyone involved in a complaint and or inquiry, informed of the action to be taken or result. <p>(f)Water Commission (1) Directors Report</p> <p>Director Whynot noted that:</p> <ul style="list-style-type: none">• All measured parameters for the water utility were within the acceptable limits set within our approval to operate.• A meeting of the Kentville Water Commission was held on November 02, 2015. The main subject of the meeting was a discussion about the recommendation from the Source Water Protection Committee regarding the proposed expansion of the Valley Ford building in the Industrial Park. This expansion received a positive recommendation.
--	--

	<ul style="list-style-type: none">• There were two minor service leaks in November on Apple Crest Drive. These were both plastic service lines. Although old they should still be good for some time, hopefully not a sign of early deterioration. These would have been installed prior to the Stead Agreement as current standards require copper service lines to the curbstops. Both leaks were quickly repaired by Staff.• A minor pump controller problem was also experienced at the Prospect Treatment Building but all services remained in place.• Planning of the leak detection and estimated life for 4 kilometers of water main within the town was completed in November.• The actual field work will be completed in December which will assist with the planning of capital projects over the next several years.• We had some problems with our SCADA signals from the Industrial Park Reservoir but took advantage of some nearby brush and tree clearing to allow Aliant to come to the site and replace the line. There has been no further issues with the signals.• Although late in the year, water services were extended from River Street (at contractor's expense) to the new facility of Kings Riverside Court Residences Ltd. Any settlement or deficiencies will be corrected in the spring. <p>It was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland</p> <p>that the report from the Director of the Water Commission be received.</p> <p style="text-align: right;">MOTION CARRIED</p> <p>(2) Commission Report No report</p>
	<p>(g) Administration</p> <p>(1) Chief Administrative Officer's Report</p> <p>CAO Phillips noted some highlights from his verbal report:</p> <ul style="list-style-type: none">• Rebranding group has been selected• The RFP for the Library will be redrafted• Police grievances and APA negotiations beginning next week.

	<ul style="list-style-type: none"> • BCFN - Attended a meeting with Backcheck • Regional Sewer meeting went well and the Governance next meeting will be January 14,2016 • 1st Kings Multi-Cultural Fair was held at Kingstec • Berwick will host the next Kings Partnership meeting • Committee applications closed December 11, 2015. Looking for members for Audit, Police, EAC and Recreation Committees. • Industrial Park – need to determine what the cost per acre • Update on the old KCA site will be discussed In Camera <p>It was moved by Councilor Nola Folker-Hill and seconded by Councilor Bernie Cooper</p> <p style="text-align: center;">that the report from CAO Phillips be received.</p> <p style="text-align: right;">MOTION CARRIED</p>
	<p style="text-align: center;">(h) Council Information Sharing (Workshops and Conferences)</p> <p><u>Mayor David Corkum</u> – Attended a REN Workshop <u>Councilor Bill Boyd</u> – nothing to report <u>Councilor Bernie Cooper</u> - nothing to report <u>Councilor Eric Bolland</u> – nothing to report <u>Deputy Mayor Mark Pearl</u> – nothing to report <u>Councilor Nola Folker-Hill</u> - nothing to report <u>Councilor Tony Bentley</u> – nothing to report</p>
<p>CORRESPONDENCE</p>	<p>None</p>
<p>NEW BUSINESS</p>	<p style="text-align: center;">(a) Eco Kings Action Team Update – report</p> <p>The Eco-Kings Action Team has been an active committee dealing with regional sustainability issues in Kings County for more than a dozen years. The committee originally managed the Federal Government’s One Tonne Challenge program followed by a series of local projects including anti-idling programs, sustainability fairs, a commuter rapid transit feasibility study, and promotion of a regional approach to sustainability among Kings County municipalities. Each of the four municipalities in Kings has a representative on the committee in addition to representatives from the Blomidon Naturalists, Nova Scotia Department of Natural Resources, Acadia University and Valley Waste.</p>

	<p>As stated in the Actin Team mandate, revised January 8th, 2014 , the Eco-Kings Actin Team</p> <p><i>“champions environmental change with partners on a regional scope in Kings County” and “envisions a Kings County that provides environmentally and economically sustainable solutions [for] ... adapting to change and living in harmony with the natural environment.”</i></p> <p>At its recent regular meeting held November 17, 2015, the committee discussed its future direction in the context of potential opportunities and challenges for municipalities posed by the new Federal Government’s anticipated climate change policies.</p> <p>To effectively grasp opportunities and comply with senior government policy requirements, Eco-Kings recommends that each of the four Kings County municipal units form its own Sustainability Committee, if they have not already done so, to recommend climate change and sustainability plans specific to their own jurisdictions.</p> <p>Further, in the interests of coordinated regional action, Eco-Kings invites Councils to consider using the Eco-Kings table, when opportunities exist for more effective environmental action and financial advantages, as a forum where the individual sustainability committees can meet and discuss regionally significant issues.</p> <p>It is our hope that collaborative action among the municipal units in Kings County will lead to a healthier and more productive environment for all residents of Kings County.</p> <p>Sincerely: Brian Van Rooyen Chair</p> <p style="text-align: center;">that the correspondence report be received</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none">• CAO Phillips recommends council currently comply with committee’s request.
--	---

<p><i>Recommendation to Town Council</i></p>	<p>(b) Fire Protection Rate Policy Statement G15 Amendment</p> <p>Director Debra Crowell reported that Council passed the <u>Policy G-15 Fire Protective Rate</u> on June 14, 2000. This policy requires an update because the calculation methods which comprise the hydrant area rate have changed. The revised policy cites the current calculation of the area rate, which is based on the number of hydrants contained with the Town of Kentville and with the Municipality of the County of Kings.</p> <p>Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p><i>that a recommendation be made to have this this item placed on the agenda of Town Council for ratification</i></p> <p>MOTION CARRIED</p>
	<p>(c) Kentville Social Media Report</p> <p>Parks and Recreation Administrative Assistant Gillian Yorke noted in her report that Social Media- Facebook and Twitter are a very effective tool to interact with the citizens of Kentville and beyond. It is a significant means of communication and education as her stat sheet indicated.</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"> • A Social Media Policy needs to be written. • The Social Media Report should be added to the CAC agenda.
	<p>(d) Kentville Fire Service-October Council Report</p> <p>CAO Phillips reported the October stats were included in this report but have not received any report for September or November.</p> <p>Kentville Volunteer Fire Department reported that the total kilometers for call outs were as follows: <u>Town of Kentville</u> -190 kms for a total number of 12 calls <u>County of Kings</u> - 904 kms, for a total number of 15 calls <u>Mutual Aid</u> –30kms, for a total of 1 call for Mutual Aid.</p>

	<p>(e) Rebranding Update Community Development Coordinator Lindsay Young gave a brief history of the Phase I process. She noted in her report that Phase II of the Rebranding Process starts in January 2016. Revolve was the company selected for the Rebranding process. A short promo film was then shown noting the company's values and objectives.</p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"> • No local company applied and Revolve is located in Bedford. • The logo is not the whole project, just one piece of the rebranding process.
<p>ADJOURNMENT</p>	<p>It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p style="text-align: center;">that the meeting adjourn at 4:15 p.m.</p> <p style="text-align: right;">MOTION CARRIED</p>
<p>IN CAMERA</p>	<p>(a) Land Negotiations (Former KCA site) (b) Contract Negotiations</p>

APPROVED