

APPROVED JANUARY 11, 2016

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# KENTVILLE TOWN COUNCIL

## COUNCIL ADVISORY COMMITTEE

### November 09, 2015

<b>PRESENT</b>	<p>Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Bill Boyd, Councilor Bernie Cooper, Councilor Eric Bolland, Councilor Tony Bentley, Councilor Nola Folker-Hill, CAO Mark Phillips, Solicitor Geoff Muttart and Recording Secretary Gillian Yorke</p> <p>Also present: Finance Director Deb Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, Recreation Director Rachel Bedingfield and Inspector Darryl Brown.</p>
	<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, in addition to all department heads, Solicitor Muttart, himself, as CAO. Town Clerk Carol Harmes is away at this time.</p>
<b>NOTE</b>	<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>
<b>APPROVAL OF THE AGENDA</b>         <b>MOMENT OF SILENCE</b>	<p>It was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland</p> <p style="text-align: center;"><b>that the agenda be approved with the addition of :</b></p> <ul style="list-style-type: none"><li><b>2(a) Moment of Silence</b></li><li><b>New Business 8(j) Library</b></li><li><b>New Business 8(k) Multi - Culturalism</b></li><li><b>10. In Camera-Legal Issues</b></li></ul> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p>A Moment of Silence in respect for Remembrance Day for all those who have served and continue to service our great nation.</p>

<p><b>PRESENTATION</b></p>	<p><b>(a) Recreation Champion Award – NSCC Kingstec Tourism Class “Miner’s Marsh Jack-O-Lantern Walk, October 28<sup>th</sup>”</b></p> <p>Director Rachel Bedingfield spoke about the wonderful job the 2015 NSCC Tourism class performed for the Miner’s Marsh Jack-O-Lantern Walk. The students carved over 300 pumpkins and supervised over 2,300 people during this walk. Admission to the Pumpkin Walk was a food donation for the food bank and the students collected two truckloads of food, plus \$1000.00.</p> <p>At this time Mayor Corkum presented the class with the award on behalf of the Town of Kentville for their outstanding work.</p>
<p><b>APPROVAL OF THE MINUTES</b></p>	<p><b>(a) October 05,2015</b></p> <p>It was moved by Councilor Bill Boyd and seconded by Councilor Eric Bolland</p> <p><b>that the Minutes of October 05, 2015 be approved</b></p> <p><b>MOTION CARRIED</b></p>
<p><b>BUSINESS ARISING FROM THE MINUTES/ OLD BUSINESS</b></p>	<p><b>(a) Report on Public Housing Costs(update)</b></p> <p>CAO Mark Phillips noted that he had met with the Annapolis Valley Housing Authority representatives regarding the increase funding request in 2014/15 at year end. It was explained that the extra costs were for unexpected upgrades, which provide a satisfactory answer for the increase.</p>
	<p><b>(b) KDCL Funding Request (update)</b></p> <p>CAO Mark Phillips noted that there is nothing to report at this time.</p> <p><b>(c) Live-streaming Council Minutes</b></p> <p>CAO Mark Phillips will keep this on the agenda as a meeting needs to be had with our IT Specialist Jason Bethune.</p> <p><b>(d) Community Fibre Network</b></p> <p>CAO Mark Phillips will keep this on the agenda as a meeting needs to be had with our IT Specialist Jason Bethune.</p> <p><b>(e) Geothermal Regulations</b></p> <p>CAO Mark Phillips noted this issue would be better served if dealt with by Kentville Water Commission.</p>

	<p style="text-align: center;"><b>(f) Designated Smoking Area-downtown</b></p> <p>CAO Mark Phillips noted that this issue had been tabled by Council at the last Council meeting on October 26, 2015.</p> <p><u>Points from discussion:</u></p> <ul style="list-style-type: none"><li>• Signage and education are needed</li><li>• Smokers do have rights</li></ul> <p style="text-align: center;"><b>(g) Kentville/Kings Library –Kings County Support</b></p> <p>CAO Phillips presented the current position of the County of Kings regarding the new Kentville / Kings Library space. For some time now the Town has requested that the County provide financial support towards the relocation and ongoing cost of providing space for Kentville and County library users currently using the Kentville Branch.</p> <p>The following motion was passed at the Kings County Council meeting – November 3, 2015.</p> <p><u>Kings County’s Library Support</u></p> <p>“Council agrees that the annual lease costs associated with the premises for the relocated Kentville Branch of the AVRL shall be shared between the town of Kentville in the Municipality of the County of Kings (MOK) with each municipal unit responsible for 50% of the annual costs provided that</p> <ul style="list-style-type: none"><li>(a) The MOK and the Town of Kentville have equal input into the relocation site; and</li><li>(b) The MOK and the Town of Kentville are able to agree on a relocation site; and</li><li>(c) The MOK and the Town of Kentville are able to successfully negotiate a lease agreement which is acceptable to both municipal units</li></ul> <p>Council directs the CAO to work with the CAO for the Town of Kentville to review the two (2) proposals (Whynot Group and Parsons) and make joint recommendation on the preferred location site to the Councils of the Town of Kentville and the MOK in December 2015 (or earlier if possible). “</p> <p>After discussion Kentville Town Council made the following recommendation.</p>
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	<p>Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley</p> <p><b>That Kentville Town Council accept the support expressed by the County of Kings and direct the CAO to comply with the direction expressed in the County’s motion.</b></p> <p><b>Further</b></p> <p><b>That the current RFP process be terminated based on budget restraints associated with the current proposals.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
<p><b>DEPARTMENTAL REPORTS AND RECOMMENDATIONS</b></p>	<p><b>(a) Finance</b></p> <p><b>1.Directors’s Report</b></p> <p>Director Debra Crowell reported that:</p> <ul style="list-style-type: none"> <li>• The second quarter utility billing was mailed in October, with a due date of November 24, 2015.</li> <li>• KVFD financial statements for March 31, 2015 are complete and await ratification by the Joint Fire Services Committee. A special meeting is scheduled for November 19, 2015.</li> </ul> <p>Report is attached.</p> <p>Therefore, it was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper</p> <p><b>that the Finance Director’s report be received</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p><b>(2) Projections</b></p> <p>Director Crowell noted:</p> <ul style="list-style-type: none"> <li>• That a second projection report to March 31, 2016(as at October 31, 2015) is attached.</li> <li>• Currently, as at this early date, the Town of Kentville could realize a surplus of \$99,300 (Last month -\$87,800).</li> </ul>

	<ul style="list-style-type: none"><li>• All known expenses (as of today's date) are accrued.</li></ul> <p>It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p><b>that the Projections Report be received</b></p> <p><b>MOTION CARRIED</b></p>
	<p><b>b) Planning and Development</b></p> <p><b>1. Director's Report</b></p> <p>Director Beverly Gentleman presented her report and noted that there were two (2) permits issued in October 2015 for a building valuation of \$22,500 for a year total of \$6,244,019.</p> <p><u>Planning Related Issues:</u></p> <ul style="list-style-type: none"><li>• Valley Ford Expansion was considered by the Kentville Water Commission who subsequently recommended forwarding the DA to CAC.</li><li>• Council held a meeting on Oct 26<sup>th</sup> to review the MPS and LUB. A public consultation is anticipated before the holidays.</li><li>• A public hearing and second reading was held for the amendments to the Land Use Bylaw to allow for Special Events in the Residential Future Zones, subject to conditions. Notice of decision was placed in the local newspaper advising of a 14 day appeal period to the NS Utility and Review Board. If no appeals are submitted, the amendments will be effective November 16, 2015.</li><li>• Staff have met with an Eastlink Wireless (Cell Tower) site planner and have negotiated Town land by the water tower in the industrial park as a suitable location. Eastlink has provided notification to the public while the terms of the lease agreement are being finalized.</li></ul> <p>It was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley</p> <p><b>that the report from the Director of Planning and Development be received.</b></p> <p><b>MOTION CARRIED</b></p>

	<p style="text-align: center;"><b>2.Environmental Advisory Committee Report</b></p> <p>Chairman Eric Bolland had nothing new to report.</p> <p style="text-align: center;"><b>3.Community Development Coordinator’s Report</b></p> <p>A report received from CDC Lindsay Young, and read by CAO Phillips, indicated that:</p> <ul style="list-style-type: none"><li>• A meeting was held with the Merchants Group and KDCL regarding the Christmas Shopping Contest.</li><li>• Discussion will begin soon with business owners from the Industrial Park.</li><li>• We are in the final evaluation and awarding of the Rebranding Process. The successful applicant will soon be chosen for the rebranding and the graphic design.</li></ul> <p>It was moved by Deputy Mayor Mark Pearl and seconded by Councilor Tony Bentley</p> <p style="text-align: center;"><b>that the report from the Community Development Coordinator be received.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
	<p style="text-align: center;"><b>(c) Parks, Recreation and Community Development</b></p> <p style="text-align: center;"><b>(1)Director’s Report</b></p> <p>Director Bedingfield reported that:</p> <ul style="list-style-type: none"><li>• We have re-instated the warning track around memorial field.</li><li>• The washrooms have finally been installed in the Hub building.</li><li>• Trail work is still being completed at the Gorge, including some bridge repair.</li><li>• The last of the buildings in the park are being winterized this week.</li><li>• All fields are officially closed for the season.</li><li>• The department has begun the review of all programs that are offered.</li><li>• Bubble soccer is wrapped up for the year.</li><li>• Free indoor walking, parent and tot time has begun in the soccer dome.</li><li>• The first wood working workshop at the Makeshop was a success.</li><li>• Pumpkin People was a wonderful success this year.</li></ul>

	<ul style="list-style-type: none"><li>• For the second year in a row the Tourism class of the NSCC organized and put in a pumpkin walk around Miners Marsh.</li><li>• Acadia University ran the Family Fun Day for the second year in a row.</li><li>• The department is in the beginning stages of applying to host a Canada Cup here in Kentville (Mountain Bike).</li><li>• As a reminder, the Kentville Torchlight Event is taking place on November 20<sup>th</sup>.</li><li>• The month of October was also a month of conferences.</li><li>• The department was invited to speak at the Physical Literacy and Community Wellness conference.</li><li>• Andre attended the Provincial Bike Summit that was held in Wolfville.</li><li>• Gillian attended a provincial Art Hive conference that took place in Halifax.</li><li>• Andre was asked to be a facilitator at the Healthy School Communities Learning and Celebration that took place at Brigadoon.</li><li>• A number of meetings were held in preparation for updating our Recreation Master Plan.</li></ul> <p>It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p><b>that the report from the Recreation Director be received</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"><li>• Our trails should be recognized and be placed on the Trans Canada Trail map.</li></ul>
	<p><b>(d)Police Report</b></p> <p><b>(1) Chief’s Report</b></p> <p>Acting Police Chief Ken Reade’s report was presented by Inspector Darryl Brown. He noted that:</p> <ul style="list-style-type: none"><li>• There were a total of 186 shifts scheduled for the month of August, 29shifts (348hrs.) were lost due to leave and sick time.</li><li>• The platoons conducted 151 hours of foot patrols in the downtown core; they had 951hours of mobile patrols</li></ul>

	<p>resulting in 494 vehicle checks with 74 warnings issued and 30 SOT's issued.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• There were 12 MVA's for the month, 12 false alarms, 3 domestic calls and 23 calls relating to Mental Health issues.</li> <li>• The second base radio has arrived and has been installed at 417 and is now able to record the calls at their facility for us.</li> </ul> <p>It was moved by Councilor Bernie Cooper and seconded by Deputy Mark Pearl</p> <p><b>that the report from the Acting Police Chief be received.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"> <li>• Police truck vs other police vehicle works very well as it more comfortable for the officers to drive and more versatile.</li> </ul> <p style="text-align: center;"><b>(2)Board Report</b></p> <p>Councilor Bernie Cooper noted that there was no report</p>
	<p><b>(e) Transportation Services</b></p> <p style="text-align: center;"><b>(1) Directors Report</b></p> <p>Director Whynot reported that:</p> <ul style="list-style-type: none"> <li>• Staff were busy with capital and maintenance projects throughout town.</li> <li>• The Patch paving contractor returned in October and maintenance projects were able to be completed.</li> <li>• The only major paving project outstanding is the paving portion of Prospect Heights will be completed in November.</li> <li>• Maxwell Place Sewer Renewal Capital Project can be easily corrected and full renewal is no longer required.</li> <li>• On October 30<sup>th</sup> staff attend the 3<sup>rd</sup> Annual Pumpkin Drop at KAC Elementary.</li> </ul>



- The Regional Force main Renewal project has been completed. The adjusted budget was \$1,555,000 and the final figure was within \$5,000.

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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**

Points from Discussion:

- Chester Avenue will be started in late April 2016.
- Street lights on Park Street not located on the sidewalk side of the street.
- CAO Phillips noted that Director Whynot has been working with the citizens of Deer Haven/Prospect Avenue and ensuring their concerns are being met while the paving is been done in that area.
- MacDougall Heights residents have requested a Children Playing /Slow sign placed in their area.
- Unfortunately these signs are not recognized by the Department of Transportation.

**(f)Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- There were some minor service leaks in October.
- While Academy Street was being repaired, staff took an opportunity to replace some valves and a hydrants in that area.
- Hydrants were also being flushed in October.
- Staff attended the annual Atlantic Canada Water and Wastewater Conference.
- The existing production well on Mitchell Avenue has been successful rehabilitated.

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

	<p><b>that the report from the Director of the Water Commission be received.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p><u>Points from Discussion:</u></p> <ul style="list-style-type: none"> <li>• Newly elected County of Kings Councilor Peter Muttart, will be the new County representative on the Water Commission.</li> </ul>
	<p><b>(g) Administration</b> <b>(1) Chief Administrative Officer’s Report</b></p> <p>CAO Phillips noted some highlights from the attached report:</p> <ul style="list-style-type: none"> <li>• A meeting of the VREN Liaison and Oversight Committee was held in October.</li> <li>• The JFSC meeting for October 15<sup>th</sup> was cancelled.</li> <li>• KTA – nothing to report.</li> <li>• UNSM fall conference took place in Halifax from November 4-7<sup>th</sup>.</li> <li>• VWRM – nothing to report.</li> <li>• Police Commission – nothing to report.</li> <li>• Industrial Lands purchase sale and agreement has a closing date of October 23<sup>rd</sup>.</li> <li>• The Town of Kentville was the successful recipient of \$3,000.00 to assist with the establishment of a green roof on the south side of the building.</li> <li>• APA bargaining continues with the local. The next session is scheduled for November 24<sup>th</sup>.</li> </ul> <p>It was moved by Councilor Bill Boyd and seconded by Councilor Eric Bolland</p> <p><b>that the report from CAO Phillips be received.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
	<p><b>(h) Council Information Sharing (Workshops and Conferences)</b></p> <p><u>Mayor David Corkum</u> – attended the UNSM conference in Halifax.</p> <p><u>Councilor Bill Boyd</u> – attended the Parks and Recreation conference in Digby and the UNSM conference in Halifax</p>

	<p><u>Councilor Bernie Cooper</u>- attended the UNSM conference in Halifax</p> <p><u>Councilor Eric Bolland</u> –attended the Parks and Recreation conference in Digby and the UNSM conference in Halifax.</p> <p><u>Deputy Mayor Mark Pearl</u> – attended the Parks and Recreation conference in Digby and the UNSM conference in Halifax</p> <p><u>Councilor Nola Folker-Hill</u> - attended the UNSM conference in Halifax</p> <p><u>Councilor Tony Bentley</u> – attended the UNSM conference in Halifax.</p>
<p><b>CORRESPONDENCE</b></p>	<p><b>(a) Auditor General of Nova Scotia Michael Pickup</b></p> <p>CAO Phillips read a letter that had been sent to Mayor Corkum, from the Auditor General of Nova Scotia Michael Pickup. It noted that a performance audit had been performed on the Department of Municipal Affairs and the results will be released on November 18<sup>th</sup>, 2015.</p> <p>It was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper</p> <p><b>moved in receipt of letter</b></p> <p><b>MOTION CARRIED</b></p> <p><b>(b) Warden Diana Brothers (Regional Governance Study)</b></p> <p>At this time Mayor Corkum moved for a five minute recess to discuss the legal elements of the correspondence received from Warden Brothers.</p> <p>CAO Phillips read the correspondence from the County of Kings Warden Brothers. This letter was sent to the attention of the Towns of Kentville, Berwick and Wolfville.</p> <p>It was moved by Councilor Deputy Mayor Pearl and seconded by Councilor Bernie Cooper</p> <p><b>moved in receipt of letter</b></p> <p><b>MOTION CARRIED</b></p>

<p><i>Recommendation to Town Council</i></p>	<p><b>(a) Naming of New Bridge</b></p> <p>Mayor Corkum asked Council to consider suggesting, to the Province, a name for the new bridge scheduled for construction in 2016. Mayor Corkum suggested the bridge be named after former Mayor Wendell Phinney (1974 – 88).</p> <p>Discussion followed clarifying that the bridge will be constructed and owned by the province of Nova Scotia. Further there did not appear to be any conflicting or guiding policy created by the Town that would prevent the Town from making such a recommendation.</p> <p>At this time Deputy Mayor Pearl took over as Chair at the request of Mayor Corkum.</p> <p>It was moved by Mayor David Corkum and seconded by Deputy Mayor Mark Pearl</p> <p><b>that Kentville Town Council recommend to the Province of Nova Scotia that the new bridge be named “The Wendell Phinney Bridge”, so long as it does not contravene with any existing Town policy.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p>At this time Mayor Corkum returned as Chair</p> <p><b>(b) Committee Appointments</b></p> <p>Council reviewed the annual appointments to committees, boards and affiliations, making adjustments where necessary. Following this, Council Advisory Committee recommended</p> <p><b>that the attached list of Committee Appointments of Council be approved.</b></p>

<p><i>Recommendation to Town Council</i></p>	<p><b>(c) Deputy Mayor Appointment</b> As Councilor Pearl and Folker-Hill were nominated, an election was held for the annual position of Deputy Mayor for Town Council. Following this, Mayor Corkum declared the winner.</p> <p>Therefore, Council Advisory Committee recommended</p> <p><b>that Councilor Mark Pearl be appointed as Deputy Mayor for the term 2015-2016</b></p> <p><b>MOTION CARRIED</b></p> <p><b>(d) CARS (Centreville Aldershot Refugee Sponsorship</b> Deputy Mayor Pearl brought to Council’s attention that a community group known as Centreville Aldershot Refugee Support (CARS) has set a fundraising goal of \$25,000 to support a refugee family of eight (8) soon to arrive and reside in Kentville.</p> <p>Discussion followed with a mix of comments coming from Council supporting the cause and cautioning themselves to have a consistent response to all community fundraising initiatives.</p> <p>In addition to the discussion surrounding a cash contribution Council and the community was encouraged to explore possible “in-kind” contributions of furniture and other items that might be needed as well.</p> <p>At the conclusion of the discussions a recommendation was made to support CARS in the amount of \$2,000. An amendment was moved and supported to change the \$2,000.00 amount to \$500.00.</p> <p>Therefore, Council Advisory Committee recommends</p> <p><b>that Kentville Town Council make a cash donation of \$500.00 to the Centreville Aldershot Refugee Support (CARS) organization.</b></p>
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<p><i>Recommendation to Town Council</i></p>	<p><b>(e) Development Agreement (Valley Ford)</b> Director Gentlemen presented a report detailing the scheduled service bay expansion of the Valley Ford Dealership at 898 Park Street, Kentville.</p> <p>As the property is located within the Wellfield Protection Zone C, having potential impacts on the water system, the issue was discussed prior to CAC at the November Water Commission meeting. It was further confirmed that the requested service bay expansion can only be consider by a development agreement.</p> <p>After discussion and review at the Water Commission the Director’s report was endorsed and forwarded to CAC for consideration.</p> <p>Therefore, Council Advisory Committee recommends</p> <p><i>That Town Council set first reading for the development agreement for the expansion of Valley Ford on Monday, November 30, 2015 and to set a public hearing date.</i></p> <p>Note: Valley Ford Development Agreement Public Hearing <u>Date: January 31, 2016 at 6:30pm</u>, Kentville Council Chambers.</p> <p style="text-align: center;"><b>MOTION CARRIED</b></p> <p><b>(f) Live Streaming Council Meetings-Options from IT</b> Removed from agenda</p> <p><b>(g) Skate Park – Corporate Naming Discussion</b> Director Bedingfield presented a report detailing the sponsorship campaign currently underway by the Kentville Skateboard Association. Within the report she described the various sponsorship levels and the request by the association to offer the naming rights to the park to potential sponsors.</p> <p>Discussion ensued and concluded with a recommendation from Director Bedingfield.</p> <p>Therefore, Council Advisory Committee recommends</p>
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<p><b>Recommendation to Town Council</b></p>	<p><i>that Kentville Town Council endorse, in principle, the naming rights for the Kentville Skatepark as part of the platinum package of \$150,000 and up.</i></p> <p style="text-align: center;"><b>MOTION CARRIED</b></p> <p><b>(h) AVRLS Membership</b> Councillor Tony Bentley reported that the library has requested that all Council Members and Town Hall Staff join the library in a show of support.</p> <p><b>(i) Multi-Cultural Fair -5:30pmDec 10<sup>th</sup> at Kingstec NSCC</b> Councillor Bentley reported that the annual Multi-Cultural is to be held at NSCC on Thursday December 10<sup>th</sup>, 2015.</p>
<p><b>ADJOURNMENT</b></p>	<p>It was moved by Councillor Eric Bolland and seconded by Councillor Bernie Cooper</p> <p style="text-align: center;"><b>that the meeting adjourn at 4:30 p.m.</b></p> <p style="text-align: center;"><b>MOTION CARRIED</b></p>
<p><b>IN CAMERA</b></p>	<p><b>Legal Issues</b></p>