

Council Advisory Committee

MINUTES

JANUARY 11, 2016

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill, Councilor Tony Bentley, Councilor Bernie Cooper (will be arriving shortly), Councilor Eric Bolland, Councilor Bill Boyd, Solicitor Geoff Muttart, CAO Mark Phillips and Recording Secretary Patricia Gourley.

Also present: Finance Director Debra Crowell, Planning Director Beverly Gentleman, Town Engineer Fred Whynot, Recreation Director Rachel Bedingfield and Acting Police Chief Ken Reade.

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:35 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

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 Eric Bolland and seconded by Councilor Bill Boyd

**that the agenda be approved with the addition of:
8 (j) Communication**

MOTION CARRIED

PRESENTATIONS

(a) Kings Volunteer Resource Centre

Bruce MacArthur and Genevieve Allen Hearn presented a brief overview of the Kings Volunteer Resource Centre. The overall mission of the KVRC is to *promote the quality of life in Kings County through provision of services and information in support of volunteerism.*

A copy of the proposed budget was enclosed along with a request for funding assistance in the amount of \$2000.00 for the 2016/17 budget year.

Funding for KVRC is sought from four municipalities as well as

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other organizations such as the Province of Nova Scotia, not for profit and private organizations in the County.

**APPROVAL OF THE
MINUTES**

(a) Minutes of November 09 , 2015

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

**that the Minutes of November 09, 2015 be approved as
circulated**

MOTION CARRIED

(b) Minutes of December 14 , 2015

It was moved by Councilor Eric Bolland and Seconded by Deputy Mayor Mark Pearl

**that the Minutes of December 14 , 2015 be approved
as circulated**

MOTION CARRIED

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

None

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

**(a) Finance
(1) Director's Report**

Director Debra Crowell reported that:

- The Investment Advisory Committee met on December 09, 2015.
- Director Crowell attended the Atlantic Police Association negotiations on December 27, 2015.
- Most Finance personnel enjoyed vacation time between Christmas and New Year's.
- The new CRA tax tables were loaded into the Finance System the last week of December. Thanks to Payroll Clerk Wanda Whitlock and IT Specialist Jason Bethune for making that smooth transition between taxation years.

Director Crowell added that *Schedules A and B (Revenue and Expenditures)* are included for the month ended December 31,

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2015. If revenue were averaged evenly over the year, 75% of the budget would be consumed. To December 31, 2015, overall revenue exceeds the average at 88.1% recorded. To date, overall expenses are above the average at 77.3% expended. Some department have exceeded the 75% guideline due to annual payments and bulk ordering of supplies. A written synopsis identifies the pertinent areas.

Schedule C (Summary of Outstanding Taxes) As of December 31, 2015, 94.6% of the current levy is collected (last year 95.3%). Total property tax outstanding as at December 31, 2015 is \$672,352 (last year \$420, 3676). This equates to 92.6 % collected in total (last year 95.1 %).

Schedule D is not included, however *Schedule E and F (Perpetual Investment Fund)* showed the Statement of Financial Position for the month ended December 31, 2015 shows that investments total \$13.4 million (at cost). While the Statement of Reserves to December 31, 2015 capital gains total \$8,645 (last year-gain \$422,265). Management fees total \$25,835 (last year -\$23,360).

Schedule G (Capital Investment Plan) shows the current status of the 2015/2016 capital projects (as at day of writing). Projects to date are recorded at \$1,542,601 or about 75.8% of the adjusted budget. A written synopsis identifies the pertinent areas.

It was moved by Councilor Bill Boyd and seconded by Deputy Mayor Mark Pearl

that the report from the Director of Finance be received

MOTION CARRIED

(2) Projections

Director Crowell submitted a projections report as at December 31, 2015. Currently, as at this early date, the Town could realize a surplus of \$174,200. (Last month- \$147,100).

- Overall, actual revenue is projected to end the year over budget \$262,500.
- Overall, the expenses are projected to be over budget \$88,300.
- The Town Operating Fund is projecting a current surplus of \$174,200.

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

that the Projections Report be received

MOTION CARRIED

2:00 pm Councilor Bernie Cooper arrived at this time.

(3) Capital Equipment Reserve Withdrawal

The 2015/2016 capital budget provides for partial funding of capital transportation equipment acquisitions from the Town's Equipment Reserve Fund. The projects are complete and require a resolution of Council to withdraw funds.

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

**RECOMMENDATION
TO COUNCIL**

that a recommendation be made to Town Council to approve for a withdrawal of \$115,292 from the Town of Kentville's Capital Equipment Reserve to fund 2015/16 transportation equipment

MOTION CARRIED

b) Planning and Development

1. Director's Report

Director Beverly Gentleman noted that:

- 4 permits issued for the month of December for a building valuation of \$30,000 for a year total of \$6,398, 719.
- Valley Ford has begun a portion of their expansion with detailing bays. A public hearing is scheduled for January 25, 2016 at 6:30 pm to hear comments on the proposed Development Agreement to include 3 new service bays.
- A public consultation regarding the MPS review, is scheduled for January 12th, 2016 from 6pm to 8 pm in Council Chambers. Information gathered from the MPS review committee who met for over 2 years; 2 public surveys; public input gathered over the summer at the farmers market and; public response gathered on line through the Towns

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website and Facebook will be summarized for feedback.

- Eastlink are finalizing their building plans for their cell tower.

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

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

MOTION CARRIED

2.Environmental Advisory Committee Report

Councilor Eric Bolland had nothing new to report.

3. (1) Community Development Coordinator’s Report

Lindsay Young reported that:

- Holiday marketing has concluded
- Merchants Group “Shop to Win” contest was a success
- AVRIP continues on promotional material and a more robust website presence for the Industrial Park.
- Town of Kentville has been awarded \$1800.00 in grant money from Smoke Free NS to purchase Smoke Free Public Places signage.

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

that the report from the Community Development Coordinator be received

MOTION CARRIED

(2) Rebranding Report

Community Development Coordinator Lindsay Young reported that the Brand Leadership Team held their first working brand session with Revolve on January 5th, 2016. The team consists of :

- Mayor Dave Corkum, Council Representative
- Mark Phillips, CAO
- Rachel Bedingfield, Director of Parks and Recreation
- Lindsay Young, CED Coordinator
- Sandra Snow, Kentville Merchants Group President
- Craig Gerrard, KDCL and Citizen Representative

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- Laura Churchill Duke, Citizen Representative
- Nicole Robinson, NSCC Tourism Facility and Citizen Representative
- Cate Savage, President KDCL
- JD MacCulloch, CEO KDCL

When the Brand is finalized it will ultimately not only describe the current culture that exists in Kentville, but will help to inform where Kentville should focus its energy moving forward.

The next working meeting of the Brand Leadership Team is scheduled for January 21st, 2016.

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

that the Rebranding Report from the Community Development Coordinator be received

MOTION CARRIED

(c) Parks, Recreation and Community Development

(1) Director's Report

Director Bedingfield reported that:

- With the arrival of snow, staff have been inspecting the hills and taking down jumps that have been built, to keep everyone safe.
- Recreation centre has had some painting and general repair done.
- Snowshoes, kick sleds and snow fort building equipment are now available for use, free of charge.
- The free indoor walking on Monday, Wednesday and Fridays has started up again. Also running is the S.H.A.F.T. program which happens on Saturday morning at the soccer dome. And on Mondays an afterschool program is offered to focus on physical literacy skills.
- Acadia University students are participating in a project that will provide the department with an outline for a youth engagement strategy.
- The department along with Kings County Resource Centre, is in the preliminary stages of creating a volunteer driven “buddy system”. This program would provide an

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opportunity for folks to find a trusted individual to recreate with.

- The first Parks and Recreation Advisory meeting has been held. It included three citizen appointees, and the regional representative from the Department of Health and Wellness, Active Living branch. The primary focus of this committee will be to review the Kentville Recreation Master Plan.
- The needs assessment that is to be completed for the Recreation Master Plan will be combined with a feasibility study that focuses specifically on a health and wellness centre.

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 his reports for December 2015 from which he noted that:

- 36 shifts, (432 hours) hours were lost due to leave and sick time.
- 170 hours served on foot patrols downtown and 948 hours of mobile patrols, with 312 vehicle checks resulting in 113 warnings and 27 SOTs issued.
- 304 calls received at 417 with 57 of them being 911 calls.
- 65 traffic offences reported, 13 cleared by charges and 40 were cleared otherwise.
- 13 MVAs for the month, 21 false alarms and 24 calls relating to Mental Health issues.
- Third quarter stats are in for the integrated SCEU: 12 warrants were executed (6 CCC warrants and 6 Drug warrants) and as a result there were 17 individuals charged with 24 Criminal Code offences and 23 Drug related charges. A street value on the seized drugs amount to \$373,130.00, \$13,700.00 of seized property and \$25,00.00 in cash seized. 21 long guns were seized along with 1 hand gun and 2 other weapons.

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Acting Chief Ken Reade noted that during the month the Kentville Police Service members had occasions to be outside the town boundaries. Reasons for this are as follows: assistance to other agencies, follow up investigations, service of court documents, taking statements for ongoing investigations, conducting checks for persons on house arrest, and to get meals at fast food locations.

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

that the report from the Acting Police Chief be received

MOTION CARRIED

(2) Board Report

Councilor Bernie Cooper reported that the negotiations are on the way to conciliation and the next board meeting will be held January 21st, 2016.

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

that the report from the Board of Police Commissioners be received

MOTION CARRIED

(e) Transportation Services

(1) Directors Report

Director Whynot reported that:

- In December a major cross culvert collapsed on Canaan Avenue. The repair work has been completed at a cost of \$10,000 but the new pipe will have a better capacity and hopefully last several decades.
- A letter was received from the residents of Condon Avenue regarding their concerns with flooding and the overflow of the current storm sewer on their street. Some preliminary investigations have begun.
- Figure skating harness at the Kentville Arena was inspected and deemed safe for its intended use.

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- A final drawing review was been completed for the Chester Avenue upgrade project. A project package has been completed and submitted for review and approval by the Department of Environment. The project is still on schedule for Tender at the end of January.
- A meeting of the Regional Sewer System was held in December 2015.

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:

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- Department staff met with representatives from Eastlink on site at the Industrial Park Water Reservoir lands to review the proposed location of their new communications tower.
- The proposed tower location should not create any problems for the existing infrastructure.
- There were some problems with meters, noted as suspect during readings earlier in December. These are easily replaced by staff as time permits.
- Our meter specifications were provided to the general contractor for the ongoing Riverside Court development. The developer is responsible for the meter cost.
- Hydrant markers were also placed as needed to hopefully avoid strikes by plows and to allow them to be easily located as we need to dig them out for fire department access in case of emergency.
- The field work portion of the leak detection and estimated service life for approximately 4 kilometres of watermain with the town was completed in December.

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

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

MOTION CARRIED

(2) Commission Report

Mayor David Corkum had nothing to report.

(i) Administration

(1) Chief Administrative Officer's Report

CAO Phillips noted some highlights from the attached report:

- Kings Partnership Steering Committee has a scheduled meeting for February 22, 2016.
- Mayor Corkum and I met with Kelly Ells to review key elements of the VREN Strategic Plan.
- The JFSC committee met on January 7th to review the 2016/1017 Operating and Area rate budgets. The Operating budget was approved with a 2% increase. In addition the Inter-municipal Funding Service Agreement was approved by the committee and before CAC for approval.
- Kings CAO s will met again in January 2016. By appointment a commitment was made to attend Joint Board meetings such as Valley Waste, Kings Transit, VSFN and the REN was made by the 4 group.
- Police Union Negotiations (APA)-the second bargaining session with the police union took place on December 17th, 2015. Wages and Pension benefits remain outstanding and the primary concern for the Union. The next step in negotiations will be to proceed to conciliation.

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

that the report from CAO Phillips be received.

MOTION CARRIED

(2) Social Media Report

CAO Phillips reported that this report template is still a work in progress.

(h) Council Information Sharing (Workshops and Conferences)

Mayor David Corkum – nothing to report

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Councilor Bill Boyd – nothing to report
Councilor Bernie Cooper – nothing to report
Councilor Eric Bolland – nothing to report
Deputy Mayor Mark Pearl – attended a VREN workshop
Councilor Nola Folker-Hill nothing to report
Councilor Tony Bentley – nothing to report

IN CAMERA

In Camera meeting was held from 3:10 p.m. until 4:50 p.m. to address issues relating to the Public Library.

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

that Town Council adjourned at 3:10 pm to attend an In Camera meeting with members of Kings County Council and staff

MOTION CARRIED

COUNCIL RESUMES

Council back at 4:50 pm

CORRESPONDENCE

(a) 2016 Canadian Women’s Amateur Golf Championships- Ken-Wo

A letter was received from Ken-Wo Gulf Club requesting that the Town of Kentville participate in the Canadian Women’s Amateur Golf Tournament by means of the sponsorship packages the club has selected.

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

that the letter from be received and referred to the budget process

MOTION CARRIED

NEW BUSINESS

(a) Kentville Library –Location Proposals

CAO Mark Phillips presented a report that stated there is a demand by the public to have public spaces capture their attention, be innovative, foster community pride, be environmentally conscious, be a focal point for community gatherings, to generate economic spin offs and to push traditional views of public space and its use. There is no better example than the current Halifax Library on

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Spring Garden Road in Halifax. Size, scale and cost are prohibiting factors to us locally but these issues should not prevent us from making every effort to provide the best opportunity to meet this vision through the current site selection and future allocation of financial resources.

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

**PROPOSED
RECOMMENDATION
TO COUNCIL**

- a) **that Town Council recognize both proposals presented for the provision of space for the Kentville Library are sound proposals capable of complying with the space requirements in the RFP.**
- b) **that Town Council recognize that it is our municipal responsibility to ensure that the selected site provides the very best opportunity for the space to meet the modern expectation and vision of the library community and the community at large.**
- c) **that Town Council recognize that additional financial support from the community and municipal levels will be required to outfit the space with furniture, programming equipment and other innovative community space elements desired to meet the vision of the library community and community at large.**
- d) **that Town Council recommend the Whynot Group proposal on River Street to be the site for the New Kentville Library.**

MOTION CARRIED

A discussion ensued regarding a request by the County of Kings.

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

**RECOMMENDATION
TO COUNCIL**

that CAC recommends to Town Council that payments in lieu of parking for development on River Street to be used for construction of parking in River Street.

MOTION CARRIED

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The recommendation for a decision on the Library site was tabled at this time until such time as a reply will be received from the Municipality of County of Kings

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

**RECOMMENDATION
TO COUNCIL**

**that the recommendation to Town Council for a
decision on the Library site be tabled at this time**

MOTION CARREID

(b) 2016 Council and CAC Meeting Schedule

CAO Phillips reviewed the 2016 Council and CAC meeting schedule with council members.

Therefore, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Tony Bentley

**that the meeting schedule for 2016 Council and CAC
be accepted.**

MOTION CARREID

(c) Tiered Policing Study-KPSC Initiative

CAO Phillis reported that this study requires an endorsement by Town Council in order to go to the Kings Steering Committee and also the Police Commission.

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

**RECOMMENDATION
TO COUNCIL**

**that his Tiered Policing Study be endorsed by Town
Council**

MOTION CARREID

(d) Inter-Municipal Fire Service Agreement -2015-2025.

CAO Phillips made a recommendation to have Town Council sign the contract as circulated.

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

RECOMMENDATION

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TO COUNCIL

that the Inter-Municipal Fire Service Agreement for 2015- 2015 be sent to Town Council for signature as circulated

MOTION CARREID

(e) 2016/2017 Kentville Fire Service Operating Budget

CAO Phillips made a recommendation to Town Council to have the 2016/2017 Kentville Fire Service Operation Budget approved.

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

**RECOMMENDATION
TO COUNCIL**

that the 2016/2017 Kentville Fire Service Operating budget be sent to Town Council for approval

MOTION CARREID

(f) 2016-2017 Kentville Fire Service Area Rate Budget

CAO Phillips recommended that the 2016/2017 Kentville Fire Service Area Rate Budget be sent to Town Council for approval.

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

**RECOMMENDATION
TO COUNCIL**

that the 2016/2017 Kentville Fire Service Area Rate Budget be sent to Town Council for approval

MOTION CARREID

(g) Kentville Fire Service Three (3) Year Capital Plan

CAO Phillips recommended that the 2016/2017 Kentville Fire Service Three (3) Year Capital Plan be sent to Town Council for approval.

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

**RECOMMENDATION
TO COUNCIL**

that the 2016/2017 Kentville Fire Service Three (3) Year Capital Plan be sent to Town Council for approval

MOTION CARREID

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(h) Kentville Business Community Concerns

CAO Mark Phillips presented a report regarding recent comments posted on Social Media and through traditional media. This has prompted discussions about the business community, service provision by Town and Business community support. These comments have been reviewed by Councilors, staff, and recently had the opportunity to discuss the current issues with the KDCL Executive Committee.

**RECOMMENDATION
TO COUNCIL**

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

that it is recommend to Town Council that Council requests an immediate joint session with KDCL's Board of Directors to discuss current issues within the business community.

and further

that the discussion refer to KDCL's current Strategic Plan and how their current resources are addressing the needs of their membership and the business community.

and further

That both parties are fully engaged with a goal of identifying a short list of priorities of the business community that can be addressed immediately or that might require policy amendments, operational changes or addition resources.

MOTION CARRIED

Points from Discussion:

- Too much incorrect information perceived by public
- We need to provide as much correct information as possible
- Too much criticism and not enough direction
- Need to get more updates from KDCL
- Draft a plan to get information out to public – step up our social media output
- Kings County Coalition has misinformation
- Provide a monthly update in paper
- Perhaps use the Electronic signs –Kentville facts –Did you Know?

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

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seconded by Deputy Mayor Mark Pearl

that staff prepare and send copies of approved minutes from CAC and Town Council meetings to Kings Coalition Group and other groups

MOTION CARRIED

(i) Citizen Appointments to Council Advisory Committees

Due to vacancies and the need to appoint citizens to various committee and the Police Commission, an ad was placed in the local paper with a deadline of December 11th, 2015. The Parks and Recreation, Audit and Environmental Advisory committees are reviewed directly by Council. The Police Commission appointment is first reviewed by the Police Commission and then forwarded to Council for consideration. There were no application for the Environmental Advisory committee.

Therefore, it was moved by Councilor Tony Bentley and seconded by Councilor Eric Bolland

that Town Council recommends the following three (3) citizens to the Parks and Recreation Advisory Committee for a 1 year term (January 2016 to January 2017): Deanna Beck, Kate Seaman and Tom Herman.

MOTION CARRIED

Therefore, it was moved by Councilor Eric Bolland and seconded by Deputy Mayor Pearl

that Town Council recommends the following one (1) citizen, Chris Blanchette ,to the Audit Committee for a 1 year term (January 2016 to January 2017)

MOTION CARRIED

(j) Communication

Covered under **(h) Kentville Business Community Concerns**

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ADJOURNMENT

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

that the meeting adjourn at 5:45 p.m.

MOTION CARRIED