

Council Advisory Committee

MINUTES

MARCH 14, 2016

PRESENT Mayor David Corkum, Councilor Nola Folker-Hill, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Eric Bolland, 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 1:30 p.m., and CAO Mark Phillips reported that regrets were received from Deputy Mayor Mark Pearl and Councilor Bill Boyd. All other 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 Tony Bentley and seconded by Councilor Eric Bolland

that the agenda be approved with the following three additions:

- 8 (k) Glenwood Subdivision**
- 8 (l) Harrington Park Road**
- 8 (m) Kings Point to Point**

MOTION CARRIED

PRESENTATIONS (a) **The Portal Youth Centre c/o Russell Sanche, Youth Outreach Coordinator**

Russ Sanche presented a brief outline on the activities of the Youth Centre and the goals the Centre is trying to accomplish while working with youth, ages 12-16. Russ provided the proper paper work and requested financial assistance in the amount of \$9,172.00 from the Town of Kentville, for a program called Summer Alive. This program would involve working in conjunction with the Recreation Department this summer. The Portal is located in the Town of Kentville but does help others from outside our area.

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

**RECOMMENDATION
TO COUNCIL**

**that the request for financial assistance be sent to the
2016/2017 Budget deliberations**

MOTION CARRIED

(b) Kings County Senior Safety

Daisy Dwyer from the Kings County Senior Safety program presented to CAC an outline of this program and the work that this group does to help seniors. KCSS provides assistance to seniors in the Town of Kentville as well as in the County of Kings. A request, along with the proper paper work, was asked in the amount of \$2000 from the Town of Kentville.

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

**RECOMMENDATION
TO COUNCIL**

**that the request for financial assistance be sent to the
2016/2017 Budget deliberations**

MOTION CARRIED

**(c) Valley Waste Resource Management Budget
Presentation**

Ross Maybee presented the Valley Region Solid Waste Resource Draft Operating and Capital Budgets for 2016-2017. This budget included a three (3) % decrease in the partner share requirement level, with the same level of programs and services as well as an estimated surplus of \$676,373 that will be returned to the partners based on the 2015-2016 activity.

**RECOMMENDATION
TO COUNCIL**

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

that the Valley Waste Resource Management (VWRM) Operating and Capital Budgets be sent to the 2016/2017 Budget deliberations

MOTION CARRIED

**APPROVAL OF THE
MINUTES**

(a) Minutes of February 01, 2016

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

that the Minutes of February 01 ,2016 be approved as circulated

MOTION CARRIED

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

(a) Kentville Library Update

CAO Mark Phillips presented a verbal update. CAO Phillips, along with the County of Kings' CAO, Parsons Group representative, and AVRLE CEO Ann Marie Mathieu will be meeting on March 17th for a continuing discussion on the lease agreement.

(b) Kentville Police Union (APA) – Collective Agreement Update

CAO Phillips noted that situation is still waiting to go to conciliation and that a date has not been set. An offer of 2.75%, 2.5, 2.5, 2.5 and 2.5% per year over five years, remains on the table.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(1) Director's Report

Director Debra Crowell presented a report for the period ended February 29, 2016. Some of the highlights from that attached report were:

- Third quarter utility bills were due on February 25, 2016.
- 2015/2016 capital program is nearly complete and capital acquisitions are being funded from various sources.
- The Investment Committee met on March 09, 2016 to discuss the month ended February 29, 2016.

- Overall revenue exceeds the to-date average with 94.2% recorded.
- Overall expenses are at the benchmark of 91.8% expended.
- 98.4% of the current levy has been collected.

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

that the report from the Director of Finance be received

MOTION CARRIED

(2) Projections

Director Crowell submitted a projections report up to March 31, 2016. Some highlights from the attached report were:

- Overall revenue is projected to end the year over budget \$255,600.
- Overall the expenses are projected to be over budget \$91,000.
- The Town Operating Budget is projecting a current surplus of \$194,600.

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

that the Projections Report be received

MOTION CARRIED

(3) Debenture Funding Spring 2016

Director Crowell noted that the MGA provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. NS Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to the NS Municipal Finance Corporation.

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

**RECOMMEDATION
TO COUNCIL**

**that the resolutions for Pre-approval of Debenture
Issuance be forwarded to Council for ratification**

MOTION CARRIED

(4) Withdrawal – Town Capital Reserve

Director Debra Crowell noted that the 2016/2017 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. In this second request for withdrawal, most projects are complete and require a resolution of Council to withdrawal funds. The TOK Capital Reserve contains \$553,199 and after the withdrawal, it will contain \$428,077.

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

that the resolution for withdrawal of \$125,122.22 from the TOK Capital Reserve be forwarded to Council for ratification

**RECOMMEDATION
TO COUNCIL**

MOTION CARRIED

(5) Sundry Account Write Off

Director Crowell stated that the Town's Collection Officer has indicated the need to write off sundry receivables in the amount of \$1,462.19.

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

that the sundry receivable amount of \$1462.19 be approved for write off and sent to Council for ratification

**RECOMMEDATION
TO COUNCIL**

MOTION CARRIED

(6) Tax Exemption – Section 69-2016/2017

Director Crowell noted that the Town of Kentville provides a partial tax exemption to individual property owners who must meet certain requirements.

As a guideline, the Town sets the income ceiling at a level close to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple.

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

**RECOMMENDATION
TO COUNCIL**

that the resolution for Low Income Tax Exemption for the 2016/2017 year be approved and sent to Council for ratification

MOTION CARRIED

b) Planning and Development

1. Director's Report

Director Beverly Gentleman provided a report with some of the following highlights:

- Three (3) permits were issued for the month of February for a building valuation of \$21,200 for a year total of \$654,200.
- The department reviewed one request to amend the MPS and a second for a concurrent amendments to the MPS and LUB.
- A public meeting scheduled in February was postponed to provide additional staff time to review the wellfield protection zones prohibited uses and the floodway surge designation.
- The department prepared a draft RFP for a proposed Facade program on behalf of KDCL.

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

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

MOTION CARRIED

Mayor David Corkum stepped away as chair and Councilor Nola Folker-Hill took over at 3:00 p.m.

2. Environmental Advisory Committee Report

Councilor Eric Bolland gave a verbal report stating that:

- The committee will once again partner with KCA for a spring cleanup.
- Ads have been placed in the local paper regarding the Anti-Idling Campaign.
- Earth Hour is this Saturday March 19th, 2016.

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

that the report from the Environmental Advisory Committee be received

MOTION CARRIED

At 3:05 pm Mayor David Corkum took back the chair.

3. Community Development Coordinator's Report

CAO Phillips read the CDC's report which included some of the following highlights:

- Merchants group continues to focus its efforts on the Shop Kentville campaign.
- Work continues on promotion materials and a more robust website presence for the AVRIP.
- Presentation of the final brand is ready to be scheduled.
- Kentville E Newsletter will have a slight interruption of service in the delivery of the online newsletter.

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

that the report from the Community Development Coordinator, Lindsay Young be received

MOTION CARRIED

**(c) Parks, Recreation and Community Development
(1) Director's Report**

Director Bedingfield provided an attached report with some of the following highlights:

- Capital work has been completed at the arena.

- With so many problems with the arena sign the manufactures are going to replace the sign with an upgraded model.
- Kentville Parks & Recreation is now an “Independent Award Centre” for the Duke of Edinburgh’s International Award.
- Our summer hiring process has begun.
- A survey was sent out to north end residents looking for feedback regarding Oakdene Park.
- Kentville Volunteer Awards will take place April 14th.

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

that the report from the Recreation Director be received

MOTION CARRIED

(d)Police Report

(1) Chief’s Report

Acting Police Chief Ken Reade provided a report with some of the following highlights:

- Of the 174 shifts scheduled for the month of February, 34 shifts (384 hrs) were lost due to leave and sick time.
- The platoons conducted 194 hours of foot patrols in the downtown core.
- They had 866 hours of mobile patrols resulting in 288 vehicle checks with 92 warnings issued and issued 24 SOT’s.
- 235 calls were received at 417, 49 calls were through 911, there were 122 traffic offences reported, 15 cleared by charges and 85 were cleared otherwise.
- There were 11 calls relating to Mental Health issues.

He advised that during the month the Kentville Police Service members had occasions to be outside of 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 arrests, 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

Points from Discussion:

- KPS only does house checks on individuals that KPS have dealt with and are their cases.
- Citizens are very happy to see more foot patrols in the downtown area.
- Speed radar on Main Street near the Research Station, could be moved back to Belcher Street or another area where speeding is a problem.

(2) Board Report

Councilor Bernie Cooper reported the next meeting will be on March 17th, 2016.

(e) Transportation Services

(1) Directors Report

Director Whynot provided a report with some of the following highlights:

- Staff assisted with snow removal for the sidewalks within the downtown core in February.
- Several staff attended courses in wastewater collection and in operation and maintenance of the pumps.
- Staff have been reviewing flows and organic loads at the Kings Reginal Sewage Treatment Plant with staff from the County of Kings. The amount of solids received from the Town of Kentville and other areas as well had increased substantially. An investigation into the source of the extra volume is currently underway.

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

that the report from the Transportation Services Director be received

MOTION CARRIED

Points from Discussion:

- Stop lights, when they change from full red to flashing red, need to be adjusted due to time change.
- Tender for Chester Avenue closed on March 3 and it will be awarded shortly.
- Bridge should be tendered this month.

(f) Water Commission

(1) Directors Report

Director Whynot provided a report that included some of the following highlights:

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- A heater at the Mitchell Avenue Treatment building needs to be replaced.
- A small leak had been detected at one of the production wells on Mitchell Avenue and will be corrected once favourable digging conditions permit.
- The watermain assessment has been completed by Echologics and they have submitted a draft report for our review.

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:

- When the Sarsfields plant closes, what would the possible impact be for the Water Commission?
- Councilor Peter Muttart is the new representative from the County of Kings.

(2) Commission Report

Mayor David Corkum had nothing to report.

(g) Administration

(1) Chief Administrative Officer's Report

CAO Phillips provided a report with some of the following highlights:

- Kings Partnership Steering Committee met on February 22 and the Kings 2050 report was discussed.
- Mayor Corkum was elected chair of the REN Liaison & Oversight committee.
- Rate Payers meeting for the 2016/2017 Area Rate for the KVFD if scheduled for March 30, 2016 at @ 7:00 p.m.

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

that the report from CAO Phillips be received.

MOTION CARRIED

(2) Social Media Report

CAO Phillips presented Gillian York's review of February's Social Media Report (Facebook Report) and some highlights include:

- 121 new likes in February
- 19,151 people reached in the last 30 days
- 11,883 people engaged with our posts
- 100% response rate, typically replying to messages within 21 minutes.

(h) Council Information Sharing (Workshops and Conferences)

Mayor David Corkum:

- Attended an FCM Board Meeting in Sherbrook, Quebec

Councilor Bill Boyd:

- No report

Councilor Bernie Cooper:

- Attended a brainstorming session at the Hub

Councilor Eric Bolland:

- Attended a brainstorming session at the Hub
- Kings Partnership Steering Committee, re: Kings 2050
- Presentation on Smart Fueling Initiative

Deputy Mayor Mark Pearl:

- No report

Councilor Nola Folker-Hill:

- Attended a brainstorming session at the Hub

Councilor Tony Bentley:

- Attended a brainstorming session at the Hub

CORRESPONDENCE None

NEW BUSINESS

(a) Ed Coleman – Kentville Stories

CAO Phillips noted that Ed Coleman had approached the Town of Kentville to ask if the Town would be interested in purchasing approximately 100 of his stories about the Town of Kentville, for historical purposes.

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

**RECOMMENDATION
TO COUNCIL**

**that Council pursue getting the historical
information from Ed Coleman and at a price to be
determined at the 2016/2017 Budget deliberations**

MOTION CARRIED

Points from Discussion:

- Ed Coleman is a well know writer in our area and his stories would be worth keeping.
- Price would be determined at a later date.
- Stories could be used in our social media.

(b) AVCC Tourism Funding Request

CAO Phillips stated that the Annapolis Valley Chamber of Commerce has requested financial assistance. Their request is for \$5000 and all proper paperwork has been received.

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

**RECOMMENDATION
TO COUNCIL**

**that the request for financial assistance be
sent to the 2016/2017 Budget deliberations**

MOTION CARRIED

Points from Discussion:

- In lieu of paying rent the AVCC provides the VIC services for the Town of Kentville and area.

(c) Town of Kentville Student Bursary

CAO Phillips noted to CAC that the Town of Kentville provides a yearly student bursary and requires a Councilor to sit on a selection committee.

Councilor Tony Bentley volunteered his services to sit on the selection committee.

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

that Councilor Tony Bentley sits on the Town of Kentville Student Bursary selection committee

MOTION CARRIED

(d) Kings Regional Sewer Technical Committee Appointment

Director Whynot stated that the Kings Regional Sewer Committee has been undergoing a governance review. It had been suggested that the Technical Committee, a sub-committee of the Regional Sewer Committee should have its own Terms of Reference, having meeting minutes taken, and members officially appointed by the relevant Councils/Commissions, or management as the case with Pepsi Co Canada, of each member. This currently is an informal ad-hock committee which meets to provide technical advice to the Kings Regional Sewer Committee.

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

**RECOMMENDATION
TO COUNCIL**

that Council appoint the Director of Engineering & Works, Fred Whynot, as its representative on the Technical Committee.

MOTION CARRIED

(e) Town Owned Kentville Industrial Park Lands Update

CAO Phillips stated that an RFP had been issued and was now closed. This RFP has not been awarded as of yet.

(f) Citizen Budget Demo- Citizen Engagement Software

CAO Phillips stated that this project is in the process of being completed.

(g) Proposed Property Assessed Clean Energy Program (PACE)

Director Bev Gentleman noted that the Environmental Action Committee (EAC) is looking for support from Council to adopt a Property Assessed Clean Energy Program (PACE) and put in place a new PACE by-law.

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

**RECOMMENDATION
TO COUNCIL**

that this report on PACE be forwarded to Council for discussion and approval in principle

MOTION CARRIED

(h) Updated Source Water Protection Plan

Director Fred Whynot stated that work has been done this year in close association with the original hydrogeologist who had assisted with the original Kentville West Wellfield Management Plan, W.G. Shaw & Associates Ltd. to update this 14 year old document. This revised document is now called the Kentville Water Commission Source Water Protection Plan (SWPP) which was adopted by the Source Water Protection Advisory Committee, during their regular meeting of March 2016.

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

**RECOMMENDATION
TO COUNCIL**

that CAC recommends to Town Council to approve the

Kentville Water Commission Source Water Protection Plan (SWPP).

MOTION CARRIED

(i) Proposed Amendments to the MPS- Rezoning R1 to R2

Director Gentleman stated the Hillcrest Development has requested to have their property on Mee Road designated to change from a Single Unit residential (R1) to a two unit residential (R2). Their property is prime real estate for higher density residential development.

RECOMMENDATION TO COUNCIL

that Council give first reading to the resolution to amend the MPS

and Further

that Council set a Public Participation meeting for Thursday March 29, 2016 at 6:00 p.m.

and Further

that Council have a Public Hearing on April 14, 2016 at 4:30 p.m.

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

MOTION CARRIED

(j) Release and Grant of Waterline Easement –River Street Redden property

Director Fred Whynot noted that approximately 19 years ago a water line was extended from Main Street to MTC Aldershot to replace the existing water line which serviced the military property. The original plan was to drive a metal casing under the river and then push the water line through the casing once complete. The contractor hit a buried tree beneath the layers of soil and a new method of crossing was necessary. A water line was directionally drilled with success but this required a slightly different location.

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

**RECOMMENDATION
TO COUNCIL**

that CAC recommends to Council to approve the release and grant of a water line easement over the lands of Howard Redden.

MOTION CARRIED

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

to recess at 4:30 p.m. to 5:30 p.m., to host the Khatib family from Syria, and welcome them to Kentville

MOTION CARRIED

5:30 p.m. Council Advisory Committee is back in session

(k) Glenwood Subdivision

Councilor Folker-Hill began a discussion of the underground wiring in the subdivision and why it was not possible for the residents to receive fiber-optic cable in this area.

(l) Harrington Road

Councilor Folker-Hill required information on who actually owns Harrington Road and who was responsible for snow plowing and maintenance of this road.

Director Whynot noted that the road itself is owned by the County of Kings.

(m) Kings Point to Point

Councilor Nola Folker-Hill noted that this organization requires help running its organization. Perhaps a municipality unit could take over doing their payroll and provide them with a benefit plan.

ADJOURNMENT

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

that the meeting adjourn at 5:40 p.m. and go into a special meeting of Council

MOTION CARRIED

IN CAMERA

CANCELLED