

**COUNCIL ADVISORY COMMITTEE
MINUTES
April 11th, 2016**

PRESENT Mayor David Corkum, Councilor Nola Folker-Hill, Councilor Tony Bentley, Councilor Bill Boyd (skyped), Deputy Mayor Mark Pearl (skyped), 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 and Recreation Director Rachel Bedingfield.
Regrets were received from Acting 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 that all members of Council were present, in addition to all other 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 Bernie Cooper and seconded by Councilor Tony Bentley

that the agenda of April 11th, 2016 be approved the addition of:

8 (c) C&D Transfer Stations in Kentville

MOTION CARRIED

PRESENTATIONS (a) **Acadia University Community Development – Mary Swetnan**
This attached report was presented by five (5) Acadia students: Malcolm Anderson, Morgan Dunn, Rachel Sparling, Ellie Valle and

Alex Walsh. These students provided their findings from a study they performed in our community on February 26th, 2016. This involved interviewing youth with a special focus on youth engagement. This will be an ongoing study within our community and more information from this will be presented to Council at another time.

APPROVAL OF THE MINUTES

(a) Minutes of March 14th , 2016

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

that the Minutes of March 14th ,2016 be approved as circulated

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES/OLD BUSINES

(a) Kentville Library Update

CAO Mark Phillips presented an update on the proposed expenses of opening the library in the new location. This cost is over and above what the lease agreement will be. Funding may be provided from various groups to help with these costs.

The lease agreement is still being negotiated with the County of Kings and the building owner. Once the lease has been signed it will take three months to move the library over to its new location.

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

CAO Phillips noted that there is still no change in this situation. The offer of wage increases of 2.75%, 2.5, 2.5, 2.5 and 2.5% per year over five years, remains on the table

(c) Citizen Budget Update – Citizen Engagement Software <http://www.citizenbudget.com/>

CAO Phillips stated that he has met with Director Crowell and IT Specialist Bethune to determine the information that may be of interest to the general public while using this program. This is still an ongoing process.

(d) Proposed Property Assessed Clean Energy Program (PACE)- Update

Director Gentleman stated that her department is in the process of drafting a by-law for the PACE Program. This program would allow individual homeowners to acquire funding over a ten year period for enhancing their home energy projects. The Province of NS is working with Efficiency NS and will provide \$15,000 for the first year to each municipally for running a PACE Program.

Director Gentleman noted the by-law should be ready for Council in May 2016.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

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

Director Debra Crowell presented a report for the period ended March 31, 2016 Some of the highlights from that attached report were:

- Water meters were read in March for the 4th quarter utility bills.
- Audit will begin May 24, 2016.
- The annual income cheque from the Perpetual Fund was received in late March and deposited to the Town Operating Fund.
- As of March 31, 2016 - 99.6 % of the 15/16 tax levy was collected (last year - 97.6 %).

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

that the report from the Director of Finance be received

MOTION CARRIED

(2) Withdrawal from Capital Reserve

Director Crowell stated that the 2015/2016 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. This is the final request for withdrawal. Projects are complete and require a resolution of Council to withdrawal funds. Also included in the request are several over runs. The TOK Capital Reserve contains \$436,077 and after the withdrawal will contain \$414,096.

Therefore, it was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland

**RECOMMENDATION
TO COUNCIL**

that the resolution for withdrawal of \$21,981.44 from the TOK Capital Reserve to fund capital acquisitions and over runs during the year 2015/2016 be forwarded to Council for ratification

MOTION CARRIED

**(3) Interest Rate Charged for Outstanding Accounts -
2016/2017**

Director Crowell noted that Council passed in February 2002, the Policy Statement Respecting Application of Interest Charges on Outstanding Accounts. The Town's current rate of interest on outstanding accounts is 2% per month. This rate has been in effect since 2002 and serves the purpose of being an incentive to pay.

Therefore, it was moved by Councilor Tony Bentley and seconded by Councilor Bernie Cooper

**RECOMMENDATION
TO COUNCIL**

that the interest rate on outstanding accounts for the Town of Kentville remain at 2% per month, or part thereof (26.8% per annum) for the year April 01, 2016 to March 31, 2017 and that this matter be 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:

- Six (6) permits were issued for the month of March for a building valuation of \$566,500.
- A meeting was held with Applied Geomatics Research Group to review the floodplain mapping.
- A PACE By-law is being been drafted for CAC's consideration.

- A site plan was approved for the expansion of the Centennial Professions Centre at 81 Exhibition Street.
- Staff attended the Incident Command System training course.

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

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

MOTION CARRIED

2.Environmental Advisory Committee Report

Councilor Eric Bolland has no report.

3. Community Development Coordinator’s Report

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

- Promo has begun for the Home Show and Apple Blossom.
- An RFP for the Façade Program was released on April 4th, 2016 with a closing date of April 22nd.
- Resolve has completed the work on the Brand for Kentville.
- Smoke free signs will soon be installed.

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

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

MOTION CARRIED

Points from discussion:

- Regarding the proposed Façade Program ,the building owner will also be involved financially
- ACOA may be available to provide some funding
- Other towns have been involved with a Façade Program and have been very pleased with results.

(c) Parks, Recreation and Community Development

(1) Director's Report

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

- The ice is officially out of the arena.
- Home Show, Annapolis Valley Sportsmen Show and other events are lined up to take place in the arena.
- Pool assessment will happen soon.
- With the completion of our new branding we have been able to finalize our wayfinding project.
- The annual Princess Tea was held April 6th and Hannah Smith will be this year's Princess Kentville with Natalie Whynot as her attendant.
- The Director and Mayor Corkum had the pleasure of escorting John Andrews to the Provincial Volunteer awards where John received an award for the work he has done with Open Arms.

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

that the report from the Recreation Director be received

MOTION CARRIED

(d) Police Report

(1) Chief's Report

On behalf of Acting Police Chief Ken Reade, CAO Phillips read the report for March. Some of the following highlights included:

- A total of 55 shifts scheduled for the month were lost due to leave and sick time.
- The platoons conducted 181 hours of foot patrols in the downtown core.
- They had 917 hours of mobile patrols resulting in 323 vehicle checks with 100 warnings issued and issued 31 SOT's.
- 268 calls were received at 417, 44 calls were through 911, there were 100 traffic offences reported, 20 cleared by charges and 76 were cleared otherwise.
- There were 19 calls relating to Mental Health issues.

It was 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 Eric Bolland and seconded by Councilor Bernie Cooper

that the report from the Acting Police Chief be received

MOTION CARRIED

(2) Board Report

Councilor Bernie Cooper noted that the next meeting will be May 19th, 2016.

(e) Transportation Services

(1) Directors Report

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

- Public works crew have been busy cleaning up the litter as the snow is melting and work will begin on the broken asphalt curbs and lawns.
- The new bridge tender will be available in April or May.
- The new brand street signs are replacing the older ones and the downtown and main routes will be completed by Apple Blossom.
- Operations and capital budgets for the Kings Regional Sewer System have been approved.

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

that the report from the Transportation Services Director be received

MOTION CARRIED

(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.
- The Water Commission has approved the Source Water Protection Plan.
- The booster station and treatment equipment on Prospect Avenue is now connected to a permanently installed generator.
- Due to the recent fire at the C&D Site on North River Road, we are currently awaiting monitoring well records from the site, through the Department of Environment.

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

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

MOTION CARRIED

(2) Commission Report

Mayor David Corkum had nothing to report.

(g) Administration

(1) Chief Administrative Officer's Report

CAO Phillips provided a report that included some of the following highlights:

- Valley REN – Liaison and Oversight Committee have received notice that the Town of Annapolis Royal would like to join the VREN.
- The Rate Payers Meeting for the proposed 2016/17 Area Rate for the Kentville Fire Service was held on March 30, 2016. The voters in attendance voted unanimously in support of the budget.
- Town Council and KDCL met on March 16th and planning for public input sessions is underway.

Mayor Corkum made a motion to receive this report

MOTION CARRIED

(2) Social Media Report

CAO Phillips stated that there was not a report at this time.

(h) Council Information Sharing (Workshops and Conferences)

Mayor David Corkum:

- Attended the Town Caucus Meeting
- Fire Department Area Rate Meeting
- Provincial Volunteer Appreciation Dinner in Halifax
- Princess Tea

Councilor Bill Boyd:

- No report

Councilor Bernie Cooper:

- No report

Councilor Eric Bolland:

- Attended the Atlantic Facilities Conference Trade Show
- Attended a lecture given by the Event Development Coordinator for the City of Charlottown, Wayne Long

Deputy Mayor Mark Pearl:

- No report

Councilor Nola Folker-Hill:

- Attended the branding session
- KDCL Joint Meeting

Councilor Tony Bentley:

- No report

CORRESPONDENCE

(a) Regimental Association of the West Nova Scotia Regiment

CAO Phillips read a letter received from the Regimental Association of the West Nova Scotia Regiment.

They are asking for a letter of intent for the possibility of a twinning between the Towns of Kentville and Ortona, a seaside community in Italy, where a museum exists to honor Canadians who liberated their town during WWII.

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

that the letter be received and a letter of intent be sent to the West NS Regimental Association

MOTION CARRIED

(b) 2016 NS Heritage Conference

CAO Phillips read the letter from Madelyn LeMay giving Council an “early notice” of the upcoming conference which will be held at the Old Orchard Inn in September 21-23, 2016.

Mayor Corkum made a motion to receive letter

MOTION CARRIED

NEW BUSINESS

(a) Electronic Voting – 2016 Municipal Elections

CAO Phillips noted the attached report indicating the past 2012 election electronic voting stats along with the expense involved. A discussion took place to determine if this process will be used again in the October 2016 Elections.

Points from Discussion:

- Both paper and electronic voting seemed to work well
- Voter fraud is very rare
- Provides greater accessibility for all.
- Proceed and get a quote

It was moved by Councilor Tony Bentley and seconded by Deputy Mayor Mark Pearl

RECOMMEND TO COUNCIL

that Town Council proceed to the use of electronic voting in the 2016 Municipal Elections,

Further

that electronic voting start at advanced polls and be used through to the Election Day,

Further

that paper ballots are also used on Election Day.

MOTION CARRIED

(b) North River Road C&D Site Fire

CAO Phillips stated that he had met with the Kentville Fire Chief, CAO and Brian Desloges from the County of Kings. The Fire Chief shared with them their procedures and experiences from a Fire Service’s prospective. The Fire Chief stated that the Minister of the Department of Environment request that all expenses from this fire be sent to his department. Monitoring of the situation from the Dept. of Environment will be ongoing.

(c) C & D Transfer Stations in Kentville

Deputy Mayor Pearl requested that the Planning Department research the information regarding the process that would be required to open such a facility within the town limits.

ADJOURNMENT

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

**that the meeting adjourn at 4:05 p.m. and go IN
CAMERA**

MOTION CARRIED

IN CAMERA

**Land Negotiations – Former KCA Property, Industrial Lands
and Library Lease Agreement**