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# Council Advisory Committee

## MINUTES

### FEBRUARY 01, 2016

#### PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl (skyped), Councilor Nola Folker-Hill (will be arriving shortly), Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Eric Bolland, Councilor Bill Boyd (skyped), 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 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 Tony Bentley

**that the agenda be approved as circulated**

**MOTION CARRIED**

#### PRESENTATIONS

##### **(a) NKEC Mini Bus Grant Application –VP Ian Campbell**

Ian Campbell presented a report requesting some funding from the Town of Kentville to help finance a new mini-bus the school would like to purchase.

Ian noted that over the past number of years, the Mini-Bus has been used for many activities and outings. For example:

- Taking International and Local students on cultural outings to obtain an appreciation of the culture, history, and society that we live in;
- Taking students with special needs to their work placements

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(Flower Cart, L'Arche, Winners, Giant Tiger, etc.) and other activities like the Tim Hortons Camp;

- Taking middle school students on “exploratories” where students are exposed to new skills and activities;
- Taking individuals, teams or spectators to Sporting events;
- Taking students on field trips;
- Taking students to local sites and to other provinces to experience new cultures and expose the students to service learning opportunities to better develop civic responsibility.

As the bus is now fifteen years old, the school has begun to see their maintenance costs on the bus rise significantly. This, in turn, has resulted in higher costs for those who use the bus. And, although the Mini-Bus has been able to assist in providing wonderful and meaningful experiences to many students who have come through our doors over the last number of years, they have been unable to provide all students with these opportunities. There is no wheelchair accessibility on the current Mini-Bus, nor are there any seatbelts for students. The school would like to sell the current Mini-Bus and replace it with a new Mini-Bus that is wheelchair accessible and has seatbelts for all the students so that, moving forward, every student can be afforded the same opportunities to succeed.

**RECOMMENDATION  
TO COUNCIL**

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

**that the request for funding be referred to the 2016/2017  
budget deliberation**

**MOTION CARRIED**

*Councilor Nola Folker –Hill arrived at this time 1:50 p.m.*

Points from Discussion:

- A great and important idea to have seatbelt on school buses
- Asking request formula must be fair as only a small portion of the student population comes from the Town of Kentville

**APPROVAL OF THE  
MINUTES**

**(a) Minutes of January 11 , 2016**

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

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**that the Minutes of January 11,2016 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, Kentville Librarian Julie Johnson and AVRL CEO Ann Marie Mathieu will be doing a site visit of the church property on Main Street. This group will be working toward a draft lease agreement with Parsons Development.

**(b) Citizen Budget Demo- Citizen Engagement Software**

[www.citizenbudget.com](http://www.citizenbudget.com)

CAO Phillips noted that the four minute demo video clip he wanted to play would not download. He stated that this CES is available to all municipalities and towns across Canada. It is used to engage citizens in the level of services they would like to have and could influence the budget process.

The Town of Kentville would provide the software company with our budget and they would provide a product that is web based. Our citizens can then go through the budget process on their own using their tax assessment. Ten questions could be posed to our citizens to help guide them through the process; for example, the service level they would like to have. By using this process a resident would see the direct impact on their tax bill for each service they want decreased or increased.

The fee for this research is very affordable, between \$1,750 and \$3,000 with a two week turnaround time.

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

**RECOMMENDATION TO COUNCIL**

**that Town Council move forward with the purchase of the Citizen Engagement Software**

**MOTION CARRIED**

**DEPARTMENTAL REPORTS AND**

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

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**RECOMMENDATIONS** Director Debra Crowell reported that:

- Third quarter utility bills were quantified and sent out.
- Work has begun on all budgets for the Town and its entities.
- Preliminary work has begun on the Town's annual year-end process.
- 2015/16 capital program is winding down and capital acquisitions are being funded from various sources.

Director Crowell added that *Schedules A and B (Revenue and Expenditures)* are included for the month ended January 28 2016. If revenue were averaged evenly over the year, 83% of the budget would be consumed. To January 28, 2016, overall revenue exceeds the average at 92.9% recorded.

To date, overall expenses are above the average at 84.5% expended. Some departments have exceeded the 83% guideline due to annual payments and bulk ordering of supplies. A written synopsis identifies the pertinent areas.

*Schedule C (Summary of Outstanding Taxes)* As at January 28, 2016, 97.4% of the current levy is collected (last year - 95.6%). Total property tax outstanding as at January 28, 2016 is \$259,664 (last year \$346,576). This equates to 97.1 % collected in total (last year 96.0 %).

*Schedule D (Sanitary Sewer Area Service)* The report from the Sanitary Sewer Area Service is for the third-quarter report ended December 31, 2015. If revenue and expenses were averaged equally, 75% of the budget would be consumed.

*Schedule E and F (Perpetual Investment Fund)* are not included. The next report will be for the month ended January 31, 2016.

*Schedule G (Capital Investment Plan)* This schedule is a snapshot of the 2015/16 Capital Investment Plan for the Town of Kentville, as at the date of writing. (This report shows all transactions posted to the General Ledger). A written synopsis is attached.

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

**that the report from the Director of Finance be received**

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**MOTION CARRIED**

**(2) Projections**

Director Crowell submitted a projections report up to March 31, 2016 (as at January 28, 2016).

Currently as at this date, the Town of Kentville could realize a surplus of \$118,900 (last month -\$174,200).

- Overall actual revenue is projected to the year over budget \$227,800.
- Overall, the expenses are projected to be over budget \$108,900.

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

**that the Projections Report be received**

**MOTION CARRIED**

**(3) Resolution Withdrawal- Town Capital Reserve**

The 2015/2016 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. In this first request for withdrawal, several projects are complete and require a resolution of Council to withdraw funds. Also included in the request are several over runs. The Town of Kentville Capital Reserve- General Allocation contains **\$593,462** and after the withdrawal, it will contain **\$534,939**.

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

**RECOMMENDATION  
TO TOWN COUNCIL**

**that a resolution be approved for a withdrawal of \$58,522.63 from the Town of Kentville Capital Reserve to fund several capital acquisitions and over runs (as denoted above) during the year 2015/2016.**

**MOTION CARRIED**

**(4) Resolution Withdrawal-Sanitary Sewer Capital  
Equipment Reserve**

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The 2015/2016 Sanitary Sewer capital budget provides for partial funding of capital acquisitions from the Sanitary Sewer Capital Reserve fund. The projects are substantially complete and require a resolution of Council to withdraw funds

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

**RECOMMENDATION  
TO TOWN COUNCIL**

**that a resolution be approved for a withdrawal of \$129,474.64 from the Sanitary Sewer Capital Reserve to fund 2015/2016 sanitary sewer capital acquisitions.**

**MOTION CARRIED**

**b) Planning and Development**

**1. Director's Report**

Director Beverly Gentleman noted that:

- Five permits were issued for the month of January for a building valuation of \$624,000. Permit information is done on the calendar year.
- Valley Ford has begun a portion of their expansion with detailing bays. A Public Hearing was held on January 25<sup>th</sup> and there were no comments from the public. Therefore, Council gave 2<sup>nd</sup> approval to the Development Agreement to build 3 addition bays.
- A Public consultation meeting on the MPS Review was held on January 12<sup>th</sup>. It was a full house with many concerned about the proposed Environmentally Sensitive Area map depicting a floodplain overlay and flood surge overlay. There was some confusion regarding the difference between an overlay and a zone. A second meeting will be held within the next month or so to provide an opportunity to review any other issues regarding the proposed changes.

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**

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Councilor Eric Bolland reported that the work on the Solar Town Project is continuing to move forward.

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

**that the report from the Environmental Advisory Committee be received**

### **MOTION CARRIED**

#### **3. Community Development Coordinator's Report**

CAO Phillips provided a report with the following highlights:

- Kentville will be featured in Progress Magazines publication titled "Strategic Communities".
- Community Development would like to develop winter videos similar to the ones created in the fall of 2014.
- The Merchants Group continues to meet and is launching a Shop Local campaign called "Rediscover Downtown Kentville".
- KDCL has refocused energy on their strategic plan and will be identifying over the next few weeks' high priority items and working towards accomplishing those goals.
- AVRIP work continues on promotional materials and a more robust website presence for the Park. The next group meeting is scheduled for Friday February 12<sup>th</sup>.
- Revolve delivered their branding DNA report to the Brand Leadership Team on January 21<sup>st</sup>.
- Smoke Free Public Places Signage is completed and will be shipped this week.
- AVCC Valley's Best Business Awards The event will be held at Acadia - Fountain Commons on the 18<sup>th</sup> of February starting at 6pm.

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

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

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## **MOTION CARRIED**

At this time Mayor David Corkum congratulated Rachel Bedingfield, Director of Parks and Recreation, on receiving her award from the Canadian Association for the Advancement of Women in Sport & Physical Activity (CAAW).

CAO Phillips also congratulated Director Bedingfield and noted that this was a very prestigious national award.

### **(c) Parks, Recreation and Community Development**

#### **(1) Director's Report**

Director Bedingfield reported that:

- Recreation Department is busy planning for the Home Show which take place on April 15-17.
- The Department is focusing on a number of addition events for this year:
  - April 8-10 Annapolis Valley Outdoor Show
  - April 28 Wrestling Event with Matt Hardy
  - May 14 World's Largest Garage Sale
  - May – Hoping to hosting a lacrosse event and perhaps another spring concert.
- Snowshoes are very poplar, so much that our Department is looking for funding to purchase more to keep up with the demand.
- The department have begun our winter term of the Trailblazers afterschool program.
- The department's CEC is working with Outdoor Recreation Council of NS to develop an outdoor leadership manual.
- Advertising has begun for March Break as well as planning for summer programs such as camps and pool.
- April 6<sup>th</sup> is our Princess Tea
- Planning has begun for the volunteer dinner celebration
- The 2<sup>nd</sup> annual WOW will be held March 4-6
- Recently the department was awarded two cheques for \$2,000 from the Community Health Board. And also received two grants from the Physician Philanthropic Fund, one in the account of \$8,000 to be used for the water heating system at the Kentville Memorial Pool and the other for \$8,000 towards furnishings of the new Kentville Library.

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

**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  
from which he noted that:

- There were 19 shifts, (228hrs) lost due to leave and sick time.
- The platoons conducted 164 hours of foot patrols in the downtown core.
- They had 1123 hours of mobile patrols resulting in 446 vehicle checks with 124 warnings issued and issued 38 SOT's.
- 306 calls were received at 417, 46 calls were through 911, there were 100 traffic offences reported, 22 cleared by charges and 72 were cleared otherwise.
- There were 14 MVA's for the month, 17 false alarms and 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**

**(2) Board Report**

Councilor Bernie Cooper reported the last meeting was held on  
January 21<sup>st</sup> and the next meeting will be on March 17<sup>th</sup>, 2016.

It was moved by Councilor Bernie Cooper and seconded by

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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:

- Roughly 40% of the Snow Budget has been spent to date with 8% being costs from snow and ice control operation in April of 2015.
- Staff has looked at the possibility of increasing service to downtown core sidewalks.
- Staff have received their recertification in CPR and wastewater courses have been scheduled for February.
- Staff prepared an RFP for the development of the Industrial Park lands owned by the Town.
- Review of the proposed 2016-2017 Regional Sewer System is underway.

It was moved by Councilor Bill Boyd 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 noted that:

- All measured parameters for the water utility were within the acceptable limits set within our approval to operate.
- Water breaks happened on Sanford Road and another on Minas St., both of which have been repaired.
- A booster pump on Chester Avenue failed and has now been replaced.
- A Department of Transportation snow plow damaged a fire

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hydrant on Brook Street. The Fire Department has been advised of this temporary loss of service.

- Currently waiting on the report of the watermain condition assessments.

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

**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 noted some highlights from his attached report:

- Kings Partnership Steering Committee has a meeting scheduled for February 22<sup>nd</sup>
- Valley Ren L/O Committee met on January 21<sup>st</sup>. Mayor Corkum was re-elected as Chair of the committee.
- JFSC will meet on February 25<sup>th</sup> with Councilor Bill Boyd being re-elected as chair.
- VWRM- The authority was projecting a surplus of \$676,000
- KDCL's CEO, JD MacCulloch has resigned. The Town is supporting KDCL in the interim, with CED Officer Lindsay Young working with the part-time staff.
- Police Commission met on January 21<sup>st</sup> and due to the low number of applicants for the vacant citizen appointment, direction was given to reissue the application form.
- Regional Sewer governance meeting was held on January 21<sup>st</sup> with the regular meeting to be on January 28<sup>th</sup>
- A site visit is in the process of being scheduled for the Kentville Growth/Library, on the former Church property on Main Street.
- Kings CAOs- CAOs from Berwick, Wolfville and Kentville met to discuss the Kings 2050 report.
- Police Union Negotiations are in a conciliation process, and no dates have been set.

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

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**that the report from CAO Phillips be received.**

**MOTION CARRIED**

**(2) Social Media Report**

CAO Phillips presented a review of Januarys Facebook stats.

- This report still needs to be fine-tuned as it is still a work in progress.
- All of the people we reach on Facebook are organic reaches
- Throwback Thursdays are very popular
- Videos placed on-line of the Gorge and the Ravine have been very popular

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

**that the report from Recreation Adm. Assistant Gillian York be received.**

**MOTION CARRIED**

**(h) Council Information Sharing (Workshops and Conferences)**

Mayor David Corkum – No report

Councilor Bill Boyd – No report

Councilor Bernie Cooper – No report

Councilor Eric Bolland – No report

Deputy Mayor Mark Pearl – No report

Councilor Nola Folker-Hill – Attended a Kings Point to Point meeting

Councilor Tony Bentley – No report

**CORRESPONDENCE**      None

**NEW BUSINESS**

**(a) Policy Statement G5 – Council Remuneration and Benefits**

CAO Mark Phillips noted that this policy is legislated to be reviewed every four (4) years or before an election. This will be brought forth again at another time.

**(b) Kentville Police Department Vehicle Request-Capital**

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**2016/17**

Acting Police Chief Reade proposed to the CAC for their approval to forward to Council for the sale of the 2012 Dodge Charger and the purchase of a 2016 police packaged car in the 2016/17 Capital Budget. The 2012 Dodge has 194304 KLMs on it and is costly to maintain in proper running condition. He requested CAC to move the recommendation to purchase a new police cruiser to Council for their approval to allow me to place the tender and order a new vehicle for the 2016/17 Capital Budget years.

Base Price of Cruiser + HST	\$38,000.00
Outfitting	\$5,800.00
Stripping	\$3,000.00
Total	\$4,680.00
Sale of 312	\$2,500.00
Total ask from Capital	\$44,300.00

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

**RECOMMENATION  
TO COUNCIL**

**that the request to purchase a new vehicle for the Kentville Police Service be approved in advance of the 2016/17 Capital Budget deliberations**

**MOTION CARRIED**

**(c) Kentville Police Union (APA)- Collective Agreement Update**

This information was covered under CAO Phillips report.

**(d) Kentville Police Union (APA) –Grievance (s) Update Arbitration Application**

These grievances relate to the following items:

- Limiting the amount of time taken during the summer months of July and August to (for members working the 12 hr shift to two rotations or 8 12hr shifts, and for those working 10 hr or 8 hr shifts to 80 hours or two weeks leave).
- The second grievance is with regard to changing time off or cancelling time once posted on the shift schedule. The time referred to is with regards to Management time that was

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scheduled for time off and prior to the time off one of the members on a specific shift went off for an extended time on Workers Comp thus leaving the shift a member short. The scheduled Management time was cancelled to ensure a full complement and no payment of overtime for members on Management time.

- Still waiting for a meeting date to go forward with arbitration on those matters.

**(e) Kings 2050 Report**

CAO Mark Phillips noted that in this Kings 2050 report the top four (4) key principals or statements of interest are:

- Settlement
- Economic Development
- Municipalities Facilities
- Environment Protection

The purpose of this report was for the participating units to find common areas of interest to collaborate on, prior to each unit's review of their Municipal Planning Strategies (MPS). It was the intent to use regional planning, inter-municipal agreements or review governance options as ways to ensure all units adhered to the principles of the report. Kings 2050 Report will go back to the Kings Steering Committee for review and consideration.

**(f) Kentville Streets By-Law and Downtown Snow Removal**

CAO Phillips reported that recent comments from the business community have sparked staff and Council to reflect upon the current practice and policy regarding snow removal on sidewalks in the downtown area.

He noted the following:

- No Policy Changes recommended at this time.
- It is felt that costs associated with the recommendation can be absorbed within the existing snow removal section of the 2015 /16 Operating Budget.

**Mayor David Corkum gave up the Chair to Deputy Mayor Mark Pearl at this time 4:12 p.m.**

The following recommendation was read by Mayor Corkum

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**RECOMMENATION  
TO COUNCIL**

It was moved by Mayor David Corkum and seconded by Councilor Bill Boyd

**that Council direct the Department of Public Works and Transportation to engage in a Pilot Program for the balance of the 2016 snow removal season by assisting the business community with their responsibilities, as stated the Streets Bylaw – Chapter 83, of snow and ice removal on sidewalks by making a pass with snow removal equipment and making an application of salt in conjunction with the Streets By-Law.**

**Further**

**it is noted that some sections of sidewalks in the Commercial C1 and C2 zones are not passable by the sidewalk equipment due to physical obstructions, the sidewalks are too narrow or general safety concerns as identified by the Director and Foreman. These sections will not receive assistance if the equipment cannot pass through for the noted reasons.**

**Futher**

**the delivery of the Pilot Program may be interrupted due to extreme weather conditions, the availability of Public Works staff, equipment failure or other demands placed on the existing snow and ice removal program and operational demands of the Public Works Department as identified by the Director or Foreman**

**MOTION CARRIED**

Points from Discussion:

- A problem may occur when the snow is pushed toward the street. This may cause drivers not to be able to exit their cars when parked.
- Fixing one problem might lead to another.

**Mayor Corkum took back the chair at this time 4:19 p.m.**

**(g) VREN Draft Strategic Plan**

CAO Phillips noted that the Valley REN has presented this report for Council's information. They would like Council to be aware of any issues they are experiencing and their next step is to create a 2016/17 budget.

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**ADJOURNMENT**

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

**that the meeting adjourn at 4:20 p.m.**

**MOTION CARRIED**

**IN CAMERA**

Land negotiations – Former KCA Property, School Street