

APPROVED JUNE 13, 2016

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# COUNCIL ADVISORY COMMITTEE MINUTES May 09<sup>th</sup>, 2016

**PRESENT** Mayor David Corkum, Deputy Mayor Mark Pearl (will be arriving soon), Councilor Nola Folker-Hill, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Bill Boyd, 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, Acting Chief Ken Reade and Recreation Director Rachel Bedingfield.

**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 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 of May 09<sup>th</sup>, 2016 be approved as circulated**

**MOTION CARRIED**

**PRESENTATIONS** (a) **Efficiency NS c/o Amy Brown**  
Amy Brown presented information on behalf of Efficiency NS regarding their proposal for administering the PACE Program (Proposed Property Assessed Clean Energy) for the Town of Kentville.

Efficiency NS and the Province of NS have partnered to offer a fully-administered PACE program to municipalities in Nova Scotia.

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By participating in this program, municipalities could help residents invest in their homes, improving the value and comfort of these properties.

Once Amy gave her presentation, a discussion took place on the different options that may be available for cost sharing, administrating and or funding.

**APPROVAL OF THE MINUTES**

**(a) Minutes of April 11<sup>th</sup> , 2016**

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

**that the Minutes of April 11<sup>th</sup> ,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 and he noted that :

- Parsons requires a signed lease to allow access to the building on Main Street.
- The AVRL Board does not meet until June 22, 2016 so a letter is being drafted requesting Parsons to, in principal, accept the pending lease agreement.

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

CAO Phillips noted that 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.

As no date has yet been received for conciliation the APA Union is now requesting to go straight to arbitration. A discussion ensued on the pros and cons of forcing conciliation verses agreeing to arbitration.

*Points from Discussion:*

- A press release should be done with the background information of wage offer and also noting it is the APA Union and not the Town who want to go straight to arbitration.
- Going through conciliation first is due process even if it results in a pointless step.

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- This request from the union to go directly to arbitration displays their unwillingness to bargain in good faith.

At this point, a vote was taken wither to wait for a date for conciliation with the APA Union or go ahead with the Union's request for arbitration. The end result was to go ahead with arbitration with Public Comments.

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

CAO Phillips stated that the engagement with this software was not as high as anticipated. Therefore, the timeframe was extended until Friday May 13<sup>th</sup>, 2016. Over a hundred people have looked at this program but only a dozen have actually completed it. The Citizen Budget Engagement Software program is primarily an educational tool. Feedback will be weighed against current budget deliberations.

*Deputy Mayor Mark Pearl arrived at this time 2:12 p.m.*

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

Director Gentleman noted that CAC had earlier in the year supported EAC's initiative to adopt a PACE Program. A proposed PACE Program Bylaw and policy have now both been written. This Bylaw will give the Town the legal authority to enable the PACE Program financing; it is not the intent to have this as a Town-administered program. Once the bylaw is adopted, staff will explore options to having this program administered by a third party.

Some benefits for the Town of Kentville:

- Achieve sustainability objective of the ICSP
- Address climate change
- Stimulate economic development

Some benefits for the residents of the Town of Kentville:

- Energy savings = cost savings for homeowners
- Affordability – in many cases the upfront costs of making energy improvements is a barrier for many home owners, especially for lower income earners who may not be able to secure alternative financing.
- Improved housing quality
- Provides assurance for homeowners who would not finance their own upgrades because they are concerned that they will sell their home before the upgrades pay for themselves

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**RECOMMENDATION  
TO COUNCIL**

(the remaining charge stays with the property and becomes the obligation on the next owner).

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

**that Council Advisory Committee recommend to Council to adopt Chapter #97 Property Assessed Clean Energy Program Bylaw.**

**MOTION CARRIED**

Points from Discussion:

- Concern regarding liability by taking on this project and workload for Town staff.
- Bylaw and policy can always be adjusted by Council.
- Wait to see how other municipalities support this initiative.
- This Bylaw will allow us to move into a program but we do not necessary have to implement it.

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**1) Director's Report**

Director Debra Crowell presented a report for the period ended April 30<sup>th</sup>, 2016. Some of the highlights from that attached report were:

- Fourth quarter utility bills were mailed in mid-April with a due date of May 24<sup>th</sup>, 2016.
- Interim tax bills were issued in mid-April, with a due date of May 31<sup>st</sup>, 2016.
- External audit begins April 24<sup>th</sup>, 2016.
- Town Operating Fund ended the year in a current surplus position along with both the Water & Sewer Utilities.
- Budgets for 2016/2017 are ongoing.

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

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

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**MOTION CARRIED**

**2) 2015/2016 Operating Surplus Management**

Director Crowell noted from her attached report that:

- Actual revenue ended the year over budget \$305,954.
- Expenses are under budget \$88,310.
- Surplus as of March 2016, \$393,904.

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

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

**MOTION CARRIED**

**(b) Planning and Development**

**1) Director's Report**

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

- Seventeen (17) permits were issued for the month of April for a building valuation of \$1,566,400.
- A Public Hearing was held on April 14 for the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) amendments.
- Staff attended the Incident Command System training course.
- Planning Conference for the 2016 Planning Directors Conference will be held on May 18-20<sup>th</sup> in Halifax.

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

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

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**MOTION CARRIED**

**2) Environmental Advisory Committee Report**

Councilor Eric Bolland had no report.

**3) Community Development Coordinator's Report**

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

- Kentville Merchants Group is still very active with the Shop Kentville campaign.
- RFP for the KDCL/Façade closed on April 22<sup>nd</sup> and KDCL Management Committee will be making a final recommendation to the KDCL Board mid-May.
- The new Kentville Brand has been introduced in key places in our community.
- Smoke Free Public Places signage has been placed in the downtown area.
- The Lions Club has requested financial support for the cost of replacing the floor in the Lions Club building on River Street at a cost of \$14,600.00.

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**

Points from Discussion:

- The Club should follow the proper procedure and fill out the grant request forms.

At this time a motion was made to move this request to the budget deliberations, pending a formal application.

Therefore, it was moved by Deputy Mayor Peal and seconded by Councilor Bernie Cooper

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**RECOMMENDATION  
TO COUNCIL**

**that the request received from the Lions Club for \$14,600.00 in funding for floor replacement be moved to the budget deliberations , pending a formal grant application from the organization**

**MOTION CARRIED**

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

**1) Director’s Report**

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

- Recreation HUB, located on West Main St., is slated to be completed within the next three weeks.
- Construction has started on the Memorial Park Washrooms.
- Kentville Centennial Arena is currently experiencing an upswing in summer bookings.
- Recreation Wayfinding Sign project is moving forward now that the Town Branding is complete.
- The 4<sup>th</sup> year Acadia students have concluded their study and have submitted their recommendations.
- Following discussion at the last Parks and Recreation Advisory Committee meeting, we will be moving forward within the next few weeks with a request for proposals for a regional recreation needs assessment.

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 provided a report for April 2016. Some of the following highlights included:

- A total of 26 shifts scheduled for the month were lost due to leave and sick time.

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- The platoons conducted 249 hours of foot patrols in the downtown core.
- They had 1006 hours of mobile patrols resulting in 479 vehicle checks with 108 warnings issued and issued 35 SOT's.
- 252 calls were received at 417, 32 calls were through 911, there were 130 traffic offences reported, 20 cleared by charges and 104 were cleared otherwise.
- There were 10 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 Bernie Cooper and seconded by Deputy Mayor Pearl

**that the report from the Acting Police Chief be received**

**MOTION CARRIED**

## **2) By-Law Enforcement Proposal**

This report will go to the Police Commission Board meeting first on May 26<sup>th</sup>, 2016 and then will come back to Council.

## **3) Board Report**

Councilor Bernie Cooper noted that the next meeting will be May 26<sup>th</sup>, 2016.

## **(e) Transportation Services**

### **1) Directors Report**

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

- Both street sweepers are working and winter gear was being prepped for storage.
- Final planning for the start of construction for the Chester Avenue Upgrade was completed.
- Traffic lights have been set to flash at 9 p.m. and to stop flashing at 7a.m. with the exception of the set at the intersection of Cornwallis and Belcher Streets, which stops flashing at 6 a.m.

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- Discussion on Regional Governance continues.

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 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.
- During an internal inspection of the Industrial Tank Reservoir a large amount of sediment was once again found in the bottom. This is just sandy soil and not a concern for the quality of the drinking water.
- A FOIPOP application has been made to the Province of Nova Scotia to receive records on the groundwater monitoring program and results for the C& D Waste Disposal Site on North River Road.

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

**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:

- The Kings CAO's have met twice after the last meeting.

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Discussions have surrounded the Tiered Policing Study and the Recreation Needs Assessment.

- Valley REN Liaison and Oversight Committee met on April 28<sup>th</sup> in West Hants.
- The JFSC met on April 21<sup>st</sup> for the purpose to review 2016/2016 budgets.
- The Spring UNSM Conference was held on May 4-6<sup>th</sup> at the Old Orchard Inn.
- There have been a few enquiries regarding the industrial lands in the Park.

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

**that the report from the Chief Administrative Officer be received**

**MOTION CARRIED**

## **(2) Social Media Report**

CAO Phillips stated that the report is in the package for review.

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

Mayor David Corkum:

- Attended the UNSM Spring Conference

Councilor Bill Boyd:

- Attended the UNSM Spring Conference
- Town Budget Meeting
- Attended all meetings as required

Councilor Bernie Cooper:

- Attended all meetings as required

Councilor Eric Bolland:

- Attended the UNSM Spring Conference

Deputy Mayor Mark Pearl:

- No report

Councilor Nola Folker-Hill:

- Attended the Ottawa CAPG Lobby Days
- Attended the UNSM Spring Conference

Councilor Tony Bentley:

- Attended part of the UNSM Spring Conference

Deputy Mayor Mark Pearl

- Attended the UNSM Spring Conference

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**CORRESPONDENCE**      None

**NEW BUSINESS**

**(a) Polling Divisions for the 2016 Municipal Elections**  
CAO Phillips noted the following from Returning Officer Al Kingsbury's report to CAC.

Polling divisions for the 2016 municipal election are as follows:

- Ordinary Polls:
  1. North East
  2. North
  3. North West
  4. East
  5. Chester Avenue
  6. School Street
  7. Palmeto-Glenwood
  8. McDougall Heights-West

All the above polling divisions are the same as those used in 2012. Descriptions are intended to give a general area of town where they are located. Election Day voting will be at the Kentville Fire Hall.

- Mobile Polls:
  9. Evergreen Home for Special Care, 655 Park Street
  10. Wedgewood House, 19 Leverett Avenue
  11. Kings Riverside Court, 125 Webster Street
  12. Orchard Hall (Shannex), 155 River Street

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

**RECOMMENDATION  
TO COUNCIL**

**that the report from Returning Officer Al Kingsbury  
be sent to Council for approval of the Polling Divisions  
for the 2016 Municipal Election**

**MOTION CARRIED**

**(b) Electronic Voting Proposal**

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CAO Phillips noted that the Town used electronic voting services to compliment paper ballots during the 2012 Municipal and School Board Elections. It is the desire of the current Council to do the same in October of 2016. This has been supported by Council, pending costs at the April 2016 Council meeting.

April 2016 Motion of Council

**that Town Council engage in partial use of electronic voting in the 2016 Municipal Elections,**

**Further**

**that electronic voting start at advance polls and be used to the Election Day,**

**Further**

**that paper ballots are also used on Election Day**

*Discussion:*

- Citizens are given the opportunity to vote from their phones.
- Vote from work, in transit at any time of day or night.
- More convenient and environment friendly as some consider that “paper elections are becoming obsolete.

Last year, AMANS and Halifax Reginal Municipality embarked on a collaborative project to develop a bulk purchase of electronic voting services. It was anticipated that a joint RFP for e-voting services would produce many benefits for municipalities.

The RFP went out last summer and Intelivote submitted the successful bid. Shortly after Intelivote won the contract, new media began to report that the company was in trouble financially. Shortly after Dean Smith provided an update that contained additional clarification regarding Intelivote new partnership with Scyti and the impact that it will have on the e-voting services bulk purchase. Some highlights from the document were:

- Scyti Canada and Intelivote have entered into a partnership.
- The e-voting services bulk purchase will be using the Intelivote System, which has been adopted by Scyti Canada for use during this year’s municipal elections until December 31, 2016.

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- Scyti Canada has hired the entire Intelivote team, and this team will continue to engage and lead customers through the entire e-voting process.
- Nothing in terms of how you engage with Intelivote, or how the system will be used, will be impacted by the partnership with Scyti.

The amount of \$35,000 has been allocated in the 2016/2017 Operating Budget for the municipal election. The actual election costs for 2012 was \$32,696.18 and the 2016 forecasted elections costs are \$32,202.

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

**RECOMMENDATION  
TO COUNCIL**

**that the Town of Kentville engages Intelivote Systems Inc. to provide alternative voting services starting at the advanced poll of October 6<sup>th</sup>, 2016 up to and including Election Day on October 15<sup>th</sup>, 2016.**

**MOTION CARRIED**

**(c) County of Kings Cost Sharing (Fire, Recreation,  
Sewer and Library)**

Councilor Bill Boyd noted that there may be possible legal issues with this matter so it will go to the IN CAMERA session.

**(d) Recommendation of Public Street Status for  
Rockwell Drive**

Director Whynot noted that the Industrial Park has had different owners since first established. The Province of NS used to own and maintain the water system, including the reservoir before the assets were turned over to the Kentville Water Commission. On September 4<sup>th</sup>, 1991 a plan of survey was approved creating two lots (Lot"1B-A and Lot"T-1") and three parcels (Parcel "C.D.E.-1", Parcel "P.D.-1" and Parcel "R.D.-1").

Lot "T-1" is currently the lot owned by the Town of Kentville and is occupied by the Industrial Park Reservoir and related structure. Parcel "R.D.-1" is Rockwell Drive. This was created so that Lot "T-1" would have frontage on a public street. Unfortunately, during a recent survey of the Industrial Park an official deed transferring Parcel "R.D.-1" (Rockwell Drive) to the Town of Kentville was

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never recorded. A search for the official document was unsuccessful. Resolving the ownership of Rockwell Drive, and bringing the existing road infrastructure up to our current standards would be required for any new lots that would otherwise not have road frontage. Rockwell Drive is currently travelled by Public Works Staff and Eastlink Staff without issues but upgrades would be required to support a new business.

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

**RECOMMENDATION  
TO COUNCIL**

**that CAC recommend to Council that a legal description of Parcel “R.D.-1” be prepared and to accompany a Quitclaim Deed to officially transfer Rockwell Drive to the Town of Kentville and that Rockwell Drive be upgraded as required by future developments so that it may be listed as a public street.**

**MOTION CARRIED**

**(e) Fort McMurray Fires**

Councilor Eric Bolland requested that a donation be made from the Town of Kentville to the Red Cross in support of the citizens displaced by the wildfire destruction in the City of Fort McMurray.

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

**RECOMMENDATION  
TO COUNCIL**

**that CAC recommend to Council that a donation of up to a maximum of \$1,000.00 , be made to the Red Cross in support of Fort McMurray**

**MOTION CARRIED**

**(f) KPSC Update/Gordon McIntosh Report**

Councilor Bill Boyd noted that one year ago he had attended a two day workshop. At that time over sixty initiatives were identified that the KPSC committee should be working on. Some have been implemented but many have not. Two of main initiatives that came

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out of this workshop was doing a Liability Study and the second one was the Kings 2050 Study. Since then the committee has not been very active.

A discussion took place regarding moving forward with the Kings Partnership Steering Committee.

**ADJOURNMENT**

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

**that the meeting adjourn at 4:10 p.m. and go IN CAMERA**

**MOTION CARRIED**

**IN CAMERA**

- a) **Land Negotiations –Industrial Lands**
- b) **Legal-Sales of Service Agreement and Cost of Service Agreements**