

## COUNCIL ADVISORY COMMITTEE

October 11<sup>th</sup> , 2016

### PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Tony Bentley, Councilor Bernie Cooper, Councilor Bill Boyd, Councilor Eric Bolland, Solicitor Geoff Muttart, 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.

### 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 Bill Boyd

**that the agenda of October 11<sup>th</sup> ,2016 be approved with the addition of:**

**3 (b) Hill Presentation**

**9 (a) Personnel**

**MOTION CARRIED**

### PRESENTATIONS

**(a) Kevin Bennett: Recreation Nova Scotia 2016 Professional Achievement Award Recipient**

Parks and Recreation Director, Rachel Bedingfield noted that at this year’s Recreation Nova Scotia Awards Banquet, our very own Kevin Bennett was awarded with the 2016 Recreation NS Professional Achievement Award. This award recognizes an individual who has demonstrated high achievement and dedication as a recreation professional through mentorship, leadership, and support while also

showing a path of excellence for the next generation of recreation professionals.

Rachel presented the award to Kevin and thanked him for a job well done. Mayor Corkum and council also took this time to congratulate Kevin.

**(b) Hill Presentation**

Mayor David Corkum presented to Cliff Hill, his late wife's name plaque, Councilor Nola Folker-Hill. Mayor Corkum remarked to Cliff that a Student Bursary had been put in place in honor of Nola.

**APPROVAL OF THE MINUTES**

**(a) Minutes of September 12<sup>th</sup> , 2016**

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

**that the Minutes of September 12<sup>th</sup> ,2016 be approved as circulated**

**MOTION CARRIED**

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

**(a) 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. Collective Bargaining is advancing to the arbitration process. Dates are set for February 2017.

**(b) KDCL – Your Parking Solution**

CAO Phillips reported that this will be tabled until the next meeting of CAC on November 14<sup>th</sup>, 2016.

**(c) Outstanding Receivables – County of Kings**

CAO Phillips reported that this situation was being handled at the staff level.

**(d) Kentville Infograph Update**

CAO Phillips noted that this information will be distributed to the public soon.

**(e) Amendment of Policy Statement #G18, Student Bursary**

At the September 12<sup>th</sup>, 2016 meeting of Council Advisory Committee, Mayor Corkum reported to Council that a student bursary will be provided in memory of Nola Folker-Hill. CAO Phillips read the amended Policy Statement G18 Student Bursary and noted the changes.

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

**that the amendment to the Town of Kentville's Policy Statement #G18 Student Bursary be approved**

*Mayor Corkum, at this time, requested that the words "but not limited to" be added to this amend this motion.*

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

**that the Town of Kentville's Policy Statement #G18 Student Bursary be rewritten to note that of the \$2000.00 to be awarded annually \$500.00 be set aside for a bursary in memory of Nola Folker-Hill**

**And further**

**that priority will be given to *but not limited to* a female student who will be entering into a post-secondary program with a science or medical focus.**

**RECOMMENDATION  
TO COUNCIL**

**MOTION CARRIED**

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**1) Director's Report**

Director Debra Crowell presented a report for the period ending September 30, 2016. Some of the highlights from that attached report were:

- Final tax levy was due September 30, 2016.
- The second quarter utility meter readings took place in September and will be released in October 2016.

- To September 30, 2016, overall revenue exceeds the average at 83.2% recorded.
- To date, overall expenditures are at the average at 50.5% expended.

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

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

**MOTION CARRIED**

**2) Temporary Borrowing Resolution (TBR)  
Renewal – Former KCA**

Director Crowell reported that the temporary borrowing resolution (TBR) will soon expire. This TBR must be replaced with a current authorization .The Department of Municipal Affairs (DMA) provided the renewal document. This resolution must be approved by Council, duly executed and forwarded to DMA for Ministerial approval. Once complete, the executed resolution enables the Town continued access to the related short-term borrowing.

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

**RECOMMENDATION  
TO COUNCIL**

**that CAC recommend to Council that it authorize the renewal of the temporary borrowing resolution , TBR 12/13-01 Demolition of School \$115,000, and that this authorization is ratified at the next meeting of Council**

**MOTION CARRIED**

**(b) Planning and Development**

**1) Director's Report**

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

- Five permits were issued for the month of September for a building valuation of \$126,100.

- A subdivision plan to sell Quality Concrete a portion of Industrial Park land is almost complete.
- The contract with Efficiency NS to administer the PACE Program is under review.
- A considerable amount of time was allocated to enforcement of land use and signage infractions.

Therefore, it was moved by Deputy Mayor Mark Pearl 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 had no report.

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

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

- Fall marketing and promotions are in full swing. Advertising was focused on fall activities in Kentville, including Pumpkin People, Miners Marsh Pumpkin Walk, Infirmary of Lost Souls Haunted Attraction, Soldiers Social, etc.
- The first Fall Downtown Decorating party was a big success.
- Some permits have been issued for the Facade Program and work has started on some of the projects.
- The latest edition of the e-newsletter was delivered to subscribers on Friday September 23<sup>rd</sup>, 2016.

*At this time Mayor Corkum requested that the Agenda be re-opened to make an addition to IN CAMERA.*

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

**that the agenda for CAC October 11<sup>th</sup>, 2016 have an addition to :**

**9 (a) IN CAMERA – Personnel**

**MOTON CARRIED**

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

**1) Director's Report**

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

- The arena is now open and in full swing.
- We have begun construction of a new park shed.
- Wayfinding signs have started to go up around Town.
- Bubble soccer will continue at the Soccer Dome.
- Women on Wheels has concluded for the season.
- Bookings are being taken for the Recreation Hub. They include a children's music class and the KCA robotics club.
- October is "Walk to School" Month and active route to school signs have been installed at strategic locations around town.
- Recreation was well represented in Kings County, as Berwick, Kentville, New Minas, Wolfville and the Country of Kings received an award for our work in the Let Them Play project.

Therefore, it was moved by Councilor Bill Boyd 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 for September 2016. Some of the following highlights included:

- A total of 23 shifts scheduled for the month were lost due to leave and sick time.
- The platoons conducted 163.5 hours of foot patrols in the downtown core.
- They had 908 hours of mobile patrols resulting in 176 vehicle checks with 78 warnings issued and issued 31 SOT's.

- 256 calls were received at 417, 42 calls were through 911, there were 138 traffic offences reported, 24 cleared by charges and 90 were cleared otherwise.
- There were 6 calls relating to Mental Health issues.
- There were 8 alarms attended for August.

Special Cst. Cunningham issued 287 warnings for the month, 163 for exceeding two hour parking, 124 for various other parking infractions. He also issued 404 warning for smoking. This again is being done as an educating process and charges will be starting soon for such infractions.

Further details are provided in the Acting Chief's report.

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

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

**MOTION CARRIED**

### **3) Board Report**

Councilor Bernie Cooper noted that next Police Commission meeting will be held on November 24<sup>th</sup>, 2016.

#### **(e) Transportation Services**

##### **1) Directors Report**

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

- We once again plan to assist downtown businesses with their snow removal.
- Chester Avenue continues to progress well and the entire length of Chester Avenue should soon be open to through traffic.
- The directional drilling of the mains for the sanitary sewer siphon system has been completed. Once the manholes arrive on site and placed, testing and final connections will soon be completed.
- Staff attended the ACWWA Conference in September.

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

**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.
- All residential meters were read in the month of September.
- Two pressure zones on Fox Hollow Drive were connected. Local residents now have improved water pressure.
- Staff attended the annual ACWWA Conference in September. One interesting topic, Saltwater Intrusion Risk Evaluation for Municipal Water Supplies was actually presented by a former summer student, Brennan Gourley.
- We would like to thank Councilor Cooper for all his help with the Kentville Water Commission and Source Water Protection Committee.

Therefore, it was moved by Councilor Bernie Cooper 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 provided a report from that included some of the following highlights:

- The annual conference of UNSM will be held from November 29<sup>th</sup> to December 2<sup>nd</sup>. Councilor Orientation Training will be offered by UNSM on November 9<sup>th</sup> and 10<sup>th</sup> for new members of Council.
- We are looking to have a second sale in the Industrial Park lands.
- An RFP has been created for engineering services to conduct a structural assessment on the F.W. Robinson building.
- Participated in a Kingstec Campus Tour on September 13<sup>th</sup>. A report will be brought forward to Council for consideration endorsement detailing ways in which the Town of Kentville and Kingstec could better collaborate and brand Kentville as a College Town.

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

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

**MOTION CARRIED**

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

CAO Phillips stated that Jennifer West, Recreation Communication & Resource Coordinator's report was in the package for review.

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

**that the report from Communication & Resource Coordinator Jennifer West 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:

- Attended a Local Government for Sustainability Conference in Halifax

Deputy Mayor Mark Pearl:

- No report

Councilor Tony Bentley:

- No report

**CORRESPONDENCE  
NEW BUSINESS**

**NONE**

**(a) F.W. Robinson Building Update**

An RFP has been created and sent out for engineering services to conduct a structural assessment and will close on October 14, 2016.

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

that Council adjourn at 3:10 p.m. to go IN CAMERA

**MOTION CARRIED**

*All staff except for CAO Phillips and Solicitor Muttart, vacated Council Chambers.*

**IN CAMERA**

**(a) Personnel**

**ADJOURNMENT**

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

**that Council come back into the regular meeting of CAC and as there was no further business to discuss, adjourned at 3:20 p.m.**

**MOTION CARRIED**