

COUNCIL ADVISORY COMMITTEE MINUTES July 11th , 2016

PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill, 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 Director Debra Crowell noted that regrets were received from CAO Mark Phillips, she reported that all members of Council were present, in addition to all department heads, Solicitor Muttart, and herself as Acting CAO.

**MOMENT OF
SILENCE**

A moment of silence was observed for the passing of a long-time resident and prominent Kentville businessman, Doug MacDonald.

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 Bernie Cooper

**that the agenda of July 11th,2016 be approved as
circulated with the addition of:**

8(d) 2017 Canada Day

MOTION CARRIED

PRESENTATIONS

(a) Valley Athletics Club – Kentville Track

Ueli Albert on behalf of Ben Brown, presented a report on the possibility of having the dirt track, which is located next to the Valley United Soccer Dome, be paved and eventually changed into a Mondo brand surface. This would provide great training and eventually a competition facility in the Annapolis Valley for runners, wheelchair racers and sprinters in the summer and speed skaters in the winter.

The benefits of having the tract paved first would be a multi-use facility for runners, wheelers, beginner cyclists, roller skaters and rollerblades in the summer, speed skaters and outdoor public skating in the winter much like the Emery Speed Skating Oval in Halifax and having a solid foundation for a Mondo surface.

Information on the Mission, Vision and Objectives were also included in this presentation and attached report, as well as fundraising goals over the next few years.

(b) KDCL Parking Presentation

President C. Savage presented her attached report on behalf of KDCL “*Your Parking Solution*”. This report included a few recommendations for parking in downtown Kentville. One recommendation was to change the downtown parking from two hours to three hours and having the bylaw officer using a handheld device to monitor the offenders.

It was felt that a change in the parking situation in downtown Kentville was needed in order to fully embrace and become our new brand. KDCL believes its recommendation is on the path to Kentville truly becoming a “Breath of Fresh Air”.

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

RECOMMENDATION TO COUNCIL

**that the KDCL Parking Solution report be deferred to
the next meeting of CAC**

MOTION CARRIED

Points from Discussion:

- Disappointed was expressed that this parking issue was brought back to council again.

- Employees parking all day in two hour spots is still occurring.
- A three hour parking limit may not help with the abuse problem.
- A change to 3 hour parking might be considered on a trial period for a few months.
- More information on hand held devices and the expense it would entail is required.
- Further investigation into these KDCL parking recommendations needs to be done by both Town Hall staff and the Police Commission.

APPROVAL OF THE MINUTES

(a) Minutes of June 13th , 2016

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

that the Minutes of June 13th ,2016 be approved as circulated

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES/OLD BUSINES

(a) Kentville Library Update

Acting CAO Debra Crowell presented a verbal update and she reported that the County of Kings has still not signed the funding agreement as of yet. The Town of Kentville will not sign the lease agreement with Parson until both the Town of Kentville and the Municipal County of Kings have signed off on the funding agreement.

Director Fred Whynot spoke at this time in relation to the necessary removal of the existing library building. He noted that the tender for the bridge will go out for public tender on Thursday July 14th. The time frame for it to be awarded is unknown at this time but this information will be included in the tender information once it has been posted.

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

Acting CAO Crowell 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.

The conciliation meeting of June 21st was uneventful and the situation with the APA Union may end up going to binding arbitration.

**(c) Proposed Property Assessed Clean Energy Program
PACE Update**

Director Bev Gentleman reported that a meeting with Efficiency NS needs to take place as an agreement and a set up program needs to be drawn up.

(d) 2016 Kentville Student Bursary Update

Councilor Tony Bentley reported that the Student Bursary's were handed out by Mayor Corkum at the June 27th NKEC Graduation. The four bursary recipients for 2016 were Ethan Anderson, Hunter Feltham, Brittany Longley and Nicole Rabahi.

**(e) Annapolis Valley Trails Coalition – Funding Request
Update**

Acting CAO Crowell noted that a grant policy and funding application has been sent out to the Trail Coalition.

(f) Outstanding Receivables – County of Kings

Acting CAO Crowell read the attached report of the outstanding funds due to the Town of Kentville by the Municipality County of Kings. It was noted that a meeting will be held with Mayor Corkum, CAO Phillips, County Warden Brothers and CAO McEwen to discuss this matter.

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

**RECOMMENDATION
TO COUNCIL**

**that staff come back to Council at the next meeting
of CAC with a recommendation on the best way to
handle this situation of the outstanding amount**

MOTION CARRIED

Points from Discussion:

- The County of Kings may have a serious misunderstanding with the billing amounts for the Sanitary Sewer funds outstanding.
- The County of Kings is not unwilling to pay, but does believe that they do not owe the funds outstanding.

- Both the Town of Kentville and the County of Kings are willing to have a meeting to discuss and review the amounts outstanding.

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

1) Director's Report

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

- New water and sanitary sewer rates became effective April 01, 2016.
- Kent and Duffett met with the Audit Committee on June 27, 2016 where the audited consolidated financial statements for the year ended March 31, 2016 were presented. Later that evening the statements were ratified by Town Council.
- The 2016/2017 Sanitary Sewer Area Rate Service's operating and capital budgets were ratified at the Council meeting , while the Kentville Water Commission's operating and capital budgets were ratified at the June 23rd ,2016 meeting of the Water Commission.
- The Federal Grant in Lieu has been submitted to the Federal Government and the Capital Investment Plan has been submitted to the Province of Nova Scotia. The Gas Tax Annual Expenditure Report for year ended 2016 was also tabled with the Province in June.
- If revenue were averaged evenly over the year, 25% of the budget would be consumed. To June 20, 2016, overall revenue exceeds the average at 37.4% recorded.
- To date, overall expenditures are at the average at 27.9% expended. Some departments have exceeded the 25% guideline due to annual payments and bulk ordering of supplies.

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

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:

- Fifteen permits were issued for the month of June for a building valuation of \$178,200 for a year total of \$4,774,300.
- Ministerial approval for the concurrent amendment to allow automotive repair facilities within the wellfield zones is still under consideration. The maximum sixty day review period ends on July 15th, 2016.
- Council approved the second reading to the PACE Bylaw and is now in effect. Staff will be meeting with Efficiency One to discuss the opportunity to engage them to administer a PACE Program.
- The Healy property at the top of Prospect Avenue have begun hosting private special events, primarily weddings. Three weddings have been held so far with eleven more planned before the end of October.

Therefore, it was moved by Councilor Tony Bentley 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.

2) Community Development Coordinator's Report

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

- Planning for autumn features and campaigns have started with a regional feature in ReRefined Magazine, formerly "Lifestyles".
- The Merchant Group will be hosting a town wide yard sale on July 16th.

- The next meeting for the KDCL Façade Program will be a public meeting on July 21st at 7:00 p.m. in Council Chambers.
- A Smoke Free Public Place sign was posted at Miner’s March and a PSA was posted to the Town’s YouTube channel and social media sites.

Therefore, 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

MOTION CARRIED

(c) Parks, Recreation and Community Development

1) Director’s Report

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

- The Recreation Hub and the Memorial Park washroom facilities are nearing completion.
- The Makery building is now open for business.
- Work has begun at Oakdene Park to move the playground to a more open and safer location.
- In June, the department hosted a Planning Walkable Communities Workshop that was put on by the Heart and Stroke Foundations for planners, engineers, recreation professionals, and municipal leaders.

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

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 June 2016. Some of the following highlights included:

- A total of 18 shifts scheduled for the month were lost due to leave and sick time.
- The platoons conducted 212.5 hours of foot patrols in the downtown core.
- They had 1040 hours of mobile patrols resulting in 251 vehicle checks with 89 warnings issued and issued 33 SOT's.
- 270 calls were received at 417, 45 calls were through 911, there were 131 traffic offences reported, 24 cleared by charges and 83 were cleared otherwise.
- There were 12 calls relating to Mental Health issues.
- There were 17 alarms attended for June.

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.

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

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 July 21st, 2016.

(e) Transportation Services

1) Directors Report

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

- Existing parking stalls in Centre Square between Valley Stove and Cycle and Lawtons will be changed to angle parking at the request of KDCL.
- All water, sanitary sewer, and storm sewer renewals have been completed to and including the intersection with MacDonald Avenue.

- The tender preparation for the library demolition has begun as well as a tender for sanitary sewer siphon relating to the new bridge.
- Problems still continue with the binding of the drum screens at the Regional Sewer System plant.

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.
- The Kentville Water Commission met in June to discuss the FOIPOP application and the 2016-2017 Operation and Capital Budgets, which were approved.
- The Industrial Park Reservoir exterior has now been prepared for painting which will be in line with our new branding. Painting, including a logo will be completed later this summer.

Therefore, 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

(2) Commission Report

Mayor David Corkum had nothing to report.

(g) Administration

(1) Chief Administrative Officer's Report

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

- Valley REN –Liaison and Oversight Committee is scheduled to meet on July 21st in Wolfville.
- JFSC next meeting will take place on July 21st.
- UNSM has provided notice that there are 18 draft recommendations for your review and comment under the Municipal Government Act Review.
- The Police Commission is also scheduled to meet on July 21st at noon.
- There have been three inquiries regarding the industrial lands for sale in the Industrial Park. We are looking to finalize the first sale of two acres of land.

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

that the report from the Chief Administrative Officer be received

MOTION CARRIED

(2) Social Media Report

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

(h) Council Information Sharing (Workshops and Conferences)

Mayor David Corkum:

- No report

Councilor Bill Boyd:

- Re-offering for the October election

Councilor Bernie Cooper:

- No report

Councilor Eric Bolland:

- No report

Deputy Mayor Mark Pearl:

- No report

Councilor Nola Folker-Hill:

- No report

Councilor Tony Bentley:

- Attended Town Clerk Carol Harmes' retirement party

CORRESPONDENCE

(a) Nova Scotia's Information and Privacy Commissioner
Acting CAO Crowell read the letter received from Catherine Tully, Information and Privacy Commissioner for Nova Scotia and noted that a Proclamation for *Right to Know Week* was attached. This event will happen from September 26, 2016 to October 02, 2016.

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

that the letter from NS Information and Privacy Commissioner be received

MOTION CARRIED

(b) Municipal Affairs – Letter Re MOU

Acting CAO Crowell read the letter received from Municipal Affairs. This correspondence noted that under the provisions of the Municipal Government Act the Minister of Municipal Affairs must provide to the Union of Nova Scotia Municipalities 12 month notice of any Provincial legislation, regulation or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

This letter was intended to provide notice of such changes for fiscal year 2017-2018 and beyond.

(c) NKEC Cheerleading Program – Request for Funding

Acting CAO Crowell read the letter received from the Cheerleading Program requesting sponsorship for their program.

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

RECOMMENDATION TO COUNCIL

that this request for funding from the NKEC Cheerleading Program be sent to the budget process

MOTION CARRIED

(d) Annapolis Valley Reginal Library Annual Report

Acting CAO Crowell read the annual report received from Ann-Marie Mathieu, CEO of the Annapolis Valley Regional Library.

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

that the Annapolis Valley Reginal Library Annual Report be received

MOTION CARRIED

NEW BUSINESS

(a) VWRM Guarantees for TBR #16/17-1(2016/17 Capital)

Acting CAO Crowell reported that Town Council is required to make a motion of a Guarantee Resolution for the amount of \$30,944, representation the Town's contribution, for the Valley Regional Solid Waste-Resource Management Authority to enable them to purchase several vehicles and an outgoing scale for the Eastern Management Centre.

Therefore, it was moved by Deputy Mayor Pearl and seconded by Councilor Bill Boyd

RECOMMENDATION TO COUNCIL

that Council guarantees the amount of \$30,944, representing the Town's contribution, for Valley Regional Solid Waste-Resource Management Authority for the 2016/17 Capital Program

MOTION CARRIED

(b) 2015/2016 Town of Kentville Financial Statements Review

Acting CAO Crowell read the letter received from Kent & Duffett who had just recently completed their audit of the Town of Kentville for the year ended March 31st, 2016.

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

that the letter from Kent and Duffett be received

MOTION CARRIED

(c) Financial Report Card Update

Acting CAO Crowell reported that three meetings have been held with the working group on June 20th, 28th and July 05th. Our branding team of Revolve was also involved. The goal is to do a mock-up of the financial information and present it to Council for approval.

Therefore, it was moved by Councilor Nola Folker-Hill and seconded by Deputy Mayor Pearl

that the Financial Report Card update be received

MOTION CARRIED

(d) Canada Day

Councilor Tony Bentley noted that July 01st, 2017 will be Canada's 150th Anniversary. He requested that the Town of Kentville host a large scale event for this special occasion. Planning and costs associated with hosting the event will be discussed further during the 2017/18 Operating Budget deliberations in the spring of 2017.

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

**RECOMMENDATION
TO COUNCIL**

that the Town of Kentville host a large Special Event on July 1st 2017 to celebrate Canada's 150th Anniversary

MOTION CARRIED

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

**that at 4:40 p.m. the CAC meeting recess to go
IN CAMERA**

MOTION CARRIED

IN CAMERA

(a) Land Related Issue

Roll call for In Camera: Councilor Eric Bolland, Councilor Bill Boyd, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Nola Folker-Hill, Deputy Mayor Mark Pearl, Mayor Dave Corkum, Acting CAO Debra Crowell and Solicitor Geoff Muttart.

ADJOURNMENT

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

**that Council came back into the regular meeting of
CAC and adjourned at 5:10 p.m.**

MOTION CARRIED