

Approved – March 17, 2014

# **Council Advisory Committee**

## **MINUTES**

### **February 11, 2014**

#### **PRESENT**

Mayor David Corkum, Deputy Mayor Mark Pearl (skyped), Councilor Nola Folker-Hill, Councilor Bill Boyd (skyped), Councilor Tony Bentley, Councilor Bernie Cooper, Solicitor Cris Shirritt, CAO Mark Phillips and Town Clerk Carol Harmes

Also present: Planning Director Bev Gentleman, Finance Director Deb Crowell, Police Chief Mark Mander, Town Engineer Fred Whynot 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, except for Councilor Eric Bolland, all members of Council were present, along with Solicitor Cris Shirritt, Town Clerk Carol Harmes and himself.

#### **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 be approved with some re-arrangement to accommodate an In Camera Meeting.**

**MOTION CARRIED**

#### **PRESENTATION**

##### **(a) Wes Rand – Kentville Rotary Club**

Wes Rand, the President of the Kentville Rotary Club publicly presented Town Council with a donation of \$30,000 towards renovations to the Kentville Memorial Swimming Pool. The Kentville Rotary Club has had a long history with the pool and continues to support its ongoing value to the community.

#### **APPROVAL OF THE MINUTES**

##### **(a) Minutes of January 13, 2014**

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

**that the Minutes of January 13, 2014 be approved as presented.**

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**MOTION CARRIED**

**BUSINESS ARISING  
FROM MINUTES/OLD  
BUSINESS**

(a) none

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

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

Director Debra Crowell noted some highlights from the department:

- The JFSC met on January 8<sup>th</sup> to review the financial reports.
- The IAC met on January 14<sup>th</sup>.
- The KTA (Partnering Finance Directors) met with new General Manager on January 16<sup>th</sup> regarding the Draft Budget proposed for 2014-15.
- Third-quarter utility bills were generated and are due on February 25<sup>th</sup>.
- The Town's 2014 assessment roll shows the CAP is set at 0.9% for 2014, as based on the Statistics Canada's cost-of-living (NS) for October 2013.
- Work has begun on the Town budgets
- Capital projects are near completion and will be funded from various sources.

Director Crowell noted that with a benchmark of 83%, Schedule A (Revenue) showed overall revenue at 89.8%; Schedule B (Expenses) showed expenses at 86% ; Schedule C (Summary of Outstanding Taxes) showed 97.6% of the current year's tax levy collected; Schedule D (Sanitary Sewer Area Services) with a 75% benchmark showed revenue at 51.8% and expenses at 72.%.

With Schedules E and F (Perpetual Investment Fund), Schedule E showed investments of \$13.4 million at cost and \$13.2 million at market. Schedule F showed net interest paid at \$188,419 dividends, totalling \$122,526, and combined income at \$407,035.

She expanded on the various funds, following which it was moved by Councilor Tony Bentley and seconded by Councilor Nola Folker-Hill

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

**MOTION CARRIED**

Points from Discussion

- The funds paid for the Active Living Coordinator appear to be non-refundable.
- More funds than expected have been received from Back-

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check.

**(2) Projections Report**

Director Debra Crowell introduced a Projections Report which indicates that as of January 31, 2014, the Town of Kentville may realize a surplus of \$84,100. However, she pointed out that this figure might change significantly with the uncertainty of uncontrollable expenses, such as snow and ice removal.

She reviewed the report noting specific areas such as payments in lieu, services provided, etc., which affect the budgetary position.

Following this, it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

**that the Projection Report be received.**

**MOTION CARRIED**

**(3) Tax Exemptions – Section 69-2014-2015**

Director Crowell reported that each year the Town provides a partial tax exemption to individual property owners who meet certain requirements as defined in *Section 69* of the *MGA*. She provided an analysis of the exemptions over the years and presented a recommendation for this year. She added that applications will be sent to those individuals who have received an exemption in the previous year and that notices will be placed in the local paper.

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

**that a recommendation be made to Town Council that Low Income Tax Exemptions be made for 2014-15 in the amount of \$200, with an income ceiling of \$24,988, and a deadline for applications being June 27, 2014.**

It was further moved by Councilor Nola Folker-Hill and seconded by Deputy Mayor Mark Pearl

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council that staff be asked to review the amount of the exemption (\$200) and recommend to Council if an increase should be made in order to keep pace with the cost-of-living.**

**MOTION CARRIED**

Points from Discussion

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- The income ceiling is rising each year, however the exemption has remained at \$200. It would appear that this figure may need adjustment.

**(4) Sanitary Sewer –Withdrawal – Capital Reserve**

Director Crowell noted that the 2013-14 Sanitary Sewer Area Service Capital Budget requires a withdrawal from the Town's Capital Reserve fund. The project involves lift stations (East Main and Bonavista). The budget from reserve shows \$67,000, from which a withdrawal of \$15,119.52 is being requested.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that a withdrawal of \$15,119.52 be approved from the Town's Capital Reserve, Sanitary Sewer Portion, to fund sanitary sewer capital construction incurred during 2013-2014.**

**MOTION CARRIED**

**(b)Planning and Development**

**(1)Director's Report**

Director Bev Gentleman reported that there was one building permit issued for the month, with a building valuation of \$25,000.

She added that:

- With the MPS Review, discussions continue regarding the industrial zone, the wellfield protection zones and prohibitive uses. Further meetings are anticipated.
- Kentville Ravine – Nothing has been heard regarding the Development Agreement between the County and Kent Building Supplies.
- Kings 2050 - Stantec held focus groups with Town Council in January to explore shared objectives, partnerships and resources. A subsequent meeting was held recently.
- Eastlink Cell Tower – locations are still being explored as possible sites for the installation of this tower in Town.

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.**

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**(2)Environmental Advisory Committee Report**

Director Gentleman reported that Chairman Eric Bolland was not present as he and another member of EcoKings are currently in PEI for a conference. She added that there had been a meeting last week and that the committee is working with KCA regarding an interest in creating a community garden. Work with EcoKings continues with the hiring of a Sustainability Coordinator. Bumper stickers and banners on Anti-Idling have been ordered.

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

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

**MOTION CARRIED**

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

**(1)Director’s Report**

CAO Mark Phillips introduced newly-hired Director, Rachel Bedingfield, noting that she began employment with the Town on February 3 and is currently undergoing an orientation process.

Director Bedingfield reported that:

- After-school programs continue at the indoor facility and the gym at KCA continues to be busy.
- Old KCA – A number of items are being gathered for a “yard sale” in the gymnasium at this location, and first viewing will be offered to service clubs and community groups.
- The indoor facility walking program continues to be popular.
- Kentville Trails have been groomed over the winter and all continue to be very active with winter activities. Skiing and snowshoeing are popular at the cross-town arterial road, the bird sanctuary near Evergreen Nursing Home and on other trails.
- Through the AV Mountain Bike Association, an agreement has been signed regarding maintenance.
- Sledding – Burgher hill, Oakdene and Memorial Park are all active sites for winter activities; a special event will be held on February 14<sup>th</sup> under the lights at Memorial Park from 5 until 9 pm.
- Apple Blossom Festival – “Discover the Valley Blossoms” will be the theme for this year’s festival which will take place from May 28 until June 2.
- Preparations are underway for several other events, such as the Volunteer Dinner, Princess Tea, the Annual Home

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Show and the Apple Blossom Festival.

- RFD Applications for trail development and the skateboard project are being reviewed.
- The Kentville Arena continues to be busy with tournaments.
- The TD Green Streets Fund application has been submitted for a total budget of \$21,000 of which \$9,000 is anticipated as cash and \$1,500 in kind contribution from the Town.
- Social media – There are currently 439 followers on the twitter account and 1,000 people following the facebook page. These are becoming popular means of communicating with recreation staff.
- With the Library RFP, 4 submissions have been received and include the construction of a new building, the use of existing commercial space and the repurposing of an abandoned building. A Special Council meeting may be required to review the proposals.

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

**that the report from the Director of Parks and Recreation be received.**

**MOTION CARRIED**

**(2)Community Development Coordinator’s Report**

Lindsay Young reported that:

- KDCL - The Strategic Plan for this organization will be made public in the near future at an event planned for this purpose.
- AVESTA Annual Awards will take place on February 28<sup>th</sup>, at which time the Kentville Gorge will be considered for the venue category.
- Force Four Update – This group is coming to Town on February 21-24 for additional demo shoots. A rally scene will take place on the 23<sup>rd</sup> and it is hoped many people will attend.
- Rebranding – A step-by-step process is being put into place and a Brand Development Team will soon begin work.
- Mi’kmaw Summer Games – 2015. The Glooscap First Nation community is bidding to host the 2015 summer games and work on the bid continues.
- Apple Blossom Festival. The office will be re-opening soon and excitement mounts for the new events being considered as festival attractions.

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

**that the report from the Community Development Coordinator be received.**

**MOTION CARRIED**

**(3)KCDC Chairman’s Report**

Mayor David Corkum reported that he expects that there will be a “kick off” party when KDCL is fully operational and the KCDC Board will be disbanded at that time.

**(d)Police Report**

**Chief’s Report - Crime Statistics Presentation**

Police Chief Mark Mander reported that the statistics (based on the threshold from the previous 4 years) reflected those crimes (primarily relating to thefts) that were greater than the threshold.

He added that foot patrol hours were logged at 94 hours for the month, business alarms were at 14; there were 35 calls to 911 and 33 parking tickets were issued. He added that break-ins to vehicles still seem to be taking place, and also that the Parking Enforcement Office, Gideon Travis has suffered a fall and is off work for awhile.

Lastly, he noted that the statistics gathered for this report are created on a calendar year.

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

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

**MOTION CARRIED**

**(2)Board Report**

Councilor Nola Folker-Hill reported that at the last Board meeting, both Shannon Doubleday and Cecil White are newly appointed.

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

**that the report from the Police Board be received.**

**MOTION CARRIED**

**(e) Transportation Services**

**(1) Directors Report**

Director Whynot reported that:

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- Public works crews have been busy with snow and ice control operations for 20 of the last 31 days.
- Potholes continue to be a large problem in Town streets but patching will be done when drier weather allows.
- It is hoped that the asphalt tender can be called and potentially awarded in May when the asphalt plants are open and better conditions for paving allows. Council will be asked to approve the tender when it is ready.
- Plans have begun for future capital work projects and work will begin when conditions allow.
- Regarding the Regional Sewer System, billing for the final upgrade to the lateral has been made to the Legion on River Street.

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

**that the report from the Director of Transportation Services be received.**

**MOTION CARRIED**

Points from Discussion

- About 69% of the snow and ice removal budget has been used at this point.
- Some citizens falsely believe that the type of asphalt being used for patching work can break down and come out in chunks.
- The quality of asphalt remains within the standards, however, asphalt lasts only about 20 years and the base paving on Park Street was done about 18 years ago. Some areas of Park Street were shaved out last year and these have remained in good shape.
- This has been an unusual year for potholes with thaw and freezing cycles.
- Kentville is not alone in the number of potholes, even on Highway 101.
- A school bus recently lost a wheel in a pothole on county roads.

**(f) Water Commission**

**(1) Directors Report**

Director Whynot noted that:

- All measured parameters for the water utility are within acceptable limits.
- Day-to-day operations progress well, however, 2 water main breaks occurred – Lanzy Road and Kent Road.
- The UARB water rates hearing, scheduled for February 26<sup>th</sup>



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saw 45 information requests have been addressed. Most involved depreciation, expenses, debt, lead detection, capital projects and the number of fire hydrants.

- Staff is reviewing the Source Water Protection Plan and a proposed revision has been sent to Kentville Water Commission and staff of the NS Department of Environment. A follow-up meeting will take place later in the month.

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

**that the report from the Kentville Water Commission be received.**

**MOTION CARRIED**

Points from Discussion

- CAO Phillips noted that there is a review of the existing policies that relate to the well-field protection areas, and although current practice allows for the County to adopt different policies from that of the Town, it is important that there be a high standard, consistent to these municipal units.
- Efforts are being made by the Town to ensure that the County's interpretation of the standards for the well-field protection areas are similar to the Town's

**(2) Commission Report**

Mayor David Corkum

**(g) Kings Partnership Steering Committee**

Councilor Bill Boyd reported that a meeting is scheduled for March.

**(h) Regional Enterprise Network (REN3)**

CAO Phillips reported that this issue would be addressed in the CAO's report.

**(i) Administration**

**(1) Chief Administrative Officer's Report**

CAO Phillips provided a written report and verbally highlighted some of the items.

Highlights from the report:

- KPSC – nothing further to report.
- REN3 – All units, except West Hants have committed at this time, and board orientation and signing of the municipal agreement are being arranged. The Joint Council Meeting is

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- scheduled for February 24<sup>th</sup> or the 27<sup>th</sup>, and Council is invited to attend.
- OneNS – The NS Commission on Building our New Economy is an independent body mandated to engage all Nova Scotians in a discussion about how to shape the economic future. Chairman Ray Ivany is presenting his final report on February 12, which will be released on the website [www.onens.ca](http://www.onens.ca)
  - Kentville Rotary Club – members have presented \$30,000 to the Town for upgrades on the Kentville pool.
  - Kings 2050 – Council met with the consultants on the planning process.
  - JFSC – The Fire Chief is preparing an Operating and Area Rate Budget for 2014-15 which will be reviewed at the next meeting.
  - KTA – At a recent meeting, regular updates were given and the draft 2014-15 operating and capital expenditures were presented. At the present time, an approximate \$30,000 surplus is projected for the 2013-14 year. A 9% increase in municipal contribution is being proposed in the 2014-15 draft and therefore, the board will revisit the budget after staff has done further work.
  - AMANS – The CAO-CEO Forum will take place in Truro on April 3<sup>rd</sup>.
  - UNSM – the Spring Workshop will be held on May 7<sup>th</sup> in Pictou.
  - Valley Waste – nothing further to report.
  - Police Commission Meeting – The group met on January 13<sup>th</sup> to participate in a Board Training session. The 2014-15 Operating Budget and collective agreement will be discussed at a future meeting.
  - Old KCA – the current offer has been extended to February 18<sup>th</sup> and surplus items will be available through a yard sale. Discussions regarding demolition of existing buildings will be held under new business.
  - Human Resources – A Labour Management meeting for CUPE was held and regular meetings will be held to ensure issues continue to be discussed.
  - APA Agreement – The current agreement expires on March 31, 2014 and I will review this with the Chief and the Commission Chair. The CAO is recommending that Kentville does not opt to bargain jointly with other units, as he anticipates that wages and pension will be the main bargaining points and the Town does not have issues with pensions. A strategy type session with Council will be arranged prior to negotiations.

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- Community Safety/Special Constable Model. The Police Service is currently creating a model to explore the development and integration of Special Constables into the current models in Kings County. All 5 units are supportive at the CAO level. The Justice Department is supportive of the exercise, and hopes that it will eventually lead to a provincial model.
- OHSW – Work continues on updating procedures and manual content.
- Parks and Recreation Director - Rachel Bedingfield has been hired in this capacity.

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**

**(ii) Town Clerk's Report**

Clerk Carol Harmes stated that there is a report under New Business but nothing further except the day-to-day work in the department.

**(h) Council Reports from Workshops and Conferences**

Mayor David Corkum – attended a workshop on pickle ball (cross between table tennis and tennis)

Councilor Bill Boyd.- nothing

Councilor Bernie Cooper – nothing

Councilor Eric Bolland – absent

Deputy Mayor Mark Pearl – nothing

Councilor Nola Folker-Hill – attended both sessions of the Kings 2050 project and found some of the sessions quite elementary and hopes there is not a lot of time spent on things already addressed.

Councilor Tony Bentley – nothing

**CORRESPONDENCE**

**(a) none**

**NEW BUSINESS**

**(a) Kentville Police / Special Constable Model**

CAO Phillips reported that this issue should continue under Old Business on future agendas.

**(b) Council Size and Boundary Review**

Clerk Harmes reported that in accordance with the *Municipal Government Act, 2014* is a year in which all municipal units must review their boundaries and their number of councilors. She

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prepared a report in which she pointed out the requirements of Council, should Town boundaries be proposed for change. A history of the review of Council's size was also included, as was a section on issues for discussion in both maintaining the current number of councilors and in reducing the numbers.

She added that Council is required to engage the public in this discussion, and accordingly has prepared a draft agenda of deadlines over the next few months that would allow for a thorough review of the current Council and boundary issue. Both issues will be discussed at future meetings.

Points from Discussion

- It will be necessary to get specific instruction on the boundary review process, as this might be a very lengthy process involving lots of money.
- Perhaps UNSM could play a role in helping the province to standardize the size of Council relating to population and concentration per councilor, and further to identify consistent benefits provided to Councilors.
- There are many inconsistencies within the various units which could make standardization very difficult for the Province to implement.
- The Clerk will get further information on the process for boundary changes, the effective date of any newly reduced council and the relationship of population – council representation.

**(c) Old KCA – Status Report**

CAO Mark Phillips reported that although the property continues to be monitored for safety and vandalism, the currently existing buildings have begun to deteriorate, to the extent that any possible future development would exclude the existing buildings.

The CAO noted that the older elementary section of the school had been demolished prior to engaging a realtor to sell the property. Since then, 22 enquiries and 2 offers have been received by the Barnard Group for the development of this property. It appears at this time that senior staff and the Barnard Group would recommend demolition of the remaining buildings, and that this decision is not being made to support either of the 2 offers received. There is obvious deterioration to the building and its repurposing at this time is unlikely, as that would be cost-prohibitive.

Should the buildings be removed, the property would be more “developable.” The property would still be sold at market value

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and this would be re-evaluated and an adjustment to the listing price made. The new market value would be presented to Council for approval prior to the list price adjustment.

At this time, it would appear that the costs to demolish would be \$350,000 and this could be funded by a short-term debenture with a financial return anticipated with the sale of the property.

**ADJOURNMENT FOR  
IN CAMERA  
MEETING**

As some of the comments and questions regarding the current offers on the property needed to be addressed, it was moved by Deputy Mayor Mark Pearl and seconded by Councilor Nola Folker-Hill

**that the CAC meeting adjourns at 3:25 p.m. to In Camera to discuss land negotiations.**

**MOTION CARRIED**

**CAC RESUMES**

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

**that the In Camera Meeting adjourns and that the CAC Meeting resumes at 3:40 p.m.**

**MOTION CARRIED**

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

***Recommendation to  
Town Council***

**that a recommendation be made to Town Council that the existing buildings at the old KCA site, (25 School Street) be demolished.**

**MOTION CARRIED**

Points from Discussion

- Some survey work is required on the AVRSB property and this might be available to the Town, minus a small piece reserved for the garage/offices on Elizabeth Avenue.
- The value of the property may be set between \$425,000 and \$475,000.
- With the demolished buildings, the Barnard Group will have to relist the property, however, the RFP would not have to be re-written.
- There may be more interest in the property when the land is totally cleared.
- Also since the property was originally offered for sale, the Town has learned that the water main is not a problem.
- The offers to date include a demolition component.

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**ADJOURNMENT**

It was moved by Councilor Bill Boyd and seconded by Deputy Mayor Mark Pearl

**that the meeting adjourns at 3:48 p.m.**

**MOTION CARRIED**