

# Council Advisory Committee

## MINUTES

### March 4, 2013

#### PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl (skyped), Councilor Bill Boyd (skyped), Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Eric Bolland, Solicitor Tom MacEwan (arrived at 1:40 p.m.), CAO Mark Phillips and Town Clerk Carol Harmes.

Also present: Planning Director Bev Gentleman, Finance Director Deb Crowell, Town Engineer Fred Whynot.

Absent with consent was Councilor Tony Bentley and Police Chief Mark Mander

#### 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 (with the exception of Councilor Tony Bentley) all Councilors were present, with Town Solicitor Tom MacEwan (expected to arrive later), Town Clerk Carol Harmes and himself, as Chief Administrative Officer. He further noted that Deputy Mayor Mark Pearl and Councilor Bill Boyd were participating via video conferencing as per the Town's Policy.

#### 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 Nola Folker-Hill and seconded by Councilor Eric Bolland

**that the agenda be approved as circulated.**

**MOTION CARRIED**

#### PRESENTATION

##### **(a) Judy Rafuse – Annapolis Valley Chamber of Commerce.**

Judy Rafuse, the Executive Director of AVCC asked to present a proposal to Council regarding the extension of the partnership agreement between themselves and the Town. Ray Savage, the new President of AVCC was also in attendance. She noted that:

- The partnership between the Chamber of Commerce, the Town and the County (Visitors Information Centre) was a

- successful experiment last year and it should be continued.
- The VIC was operational from Apple Blossom Festival weekend onward and was staffed by AVCC.
- Later in June, the AVCC moved its offices in the building and this allowed the VIC to be staffed 7 days a week for the summer months.
- Weekends were also staffed throughout the fall, into October.
- 1332 visitors were greeted throughout the season.
- Some ideas for promotion and assistance to visitors were:
  - Better promotion of the phone number and location.
  - Better directional signage throughout Town and on the building (i.e. wrap-around sign on tower)
  - Notices placed in the tourism guides.
  - Installation of an interpretative board outside for after hours.
  - Installation of digital panels inside the for advertising and visitor's information.
  - Installation of a digital picture frame with photos of specific areas to visit.
  - Installation of a pay phone and vending machines.
  - Replacement of the flag.
- AVCC is grateful to the Town for moving the Kings Transit bus stop.
- AVCC agrees to continue to operate the VIC.

*(Note: CAO Phillips felt that most of the requests are operational however, any that might prove costly can be addressed during the budget deliberation process.)*

**(b) Terry Drahos – Uncommon Common Art**

Terry Drahos asked to present some information to Council regarding a project known as Uncommon Common Art, which featured some unusual art projects created by local artists. Points made were:

- This project is starting its 6<sup>th</sup> year and these visual art installations are at locations all over the valley.
- There are currently about 16 locations which are published on maps available at VICs and at some local businesses.
- There is a huge on-line following and the project has been picked up by on-line magazines and blogs all over North America and in Europe.
- Emails from people from the US indicate their interest in taking a vacation in Kings County to check out these art installations.

- Signage is necessary, but budgets last year didn't allow for this.
- A letter was previously sent, asking for \$2500, which included a budget as to how this money would be spent. 5,000 maps will be printed and distributed throughout the province. This could include the Town logo as a sponsor, along with website ads.
- The Kentville Research Station is a great location, as would be the Kentville Trails and Ducks Unlimited site. There are some artists looking for a site for their art work, while others prefer a certain place as their work is site-specific.
- The Municipality of Kings County supports this project.
- This particular project provides links from one community to another and could be promoted as a weekend event, where families walk or bike the trails to the locations where these installations are.

*(Note: It was agreed that this request would be reviewed during budget deliberations.)*

**APPROVAL OF THE MINUTES**

**(a) Minutes of January 14, 2013**

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

**that the Minutes of January 14, 2013 be approved as circulated.**

**MOTION CARRIED**

**BUSINESS ARISING FROM MINUTES/OLD BUSINESS**

**(a) Municipal Property Taxation (letter from Barrington District)**

CAO Phillips noted that this correspondence was introduced at a recent Council meeting, however, as some additional discussion seemed warranted, it was redirected to CAC. He added that he has participated in a meeting with AMA members, at which a discussion on income tax vs. property tax assessments took place. Mayor Corkum noted that UNSM will address this issue and it may not be necessary to send a letter to UNSM.

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

**that a recommendation be made to Town Council that Council sends a letter to UNSM showing support of the review involving municipal taxes based on uniform assessment or personal income.**

**MOTION CARRIED**

*Recommendation to Town Council*

**DEPARTMENTAL  
REPORTS AND  
RECOMMENDATIONS**

**(a) Finance**

**(i) Director’s Report**

Director Debra Crowell noted some highlights from the department:

- Third quarter utilities bills were due February 25<sup>th</sup>.
- RFPs for General Insurance closed.
- EFT (Electronic Fund Transfers) implemented for payables.
- T4s were released to staff.
- Work on various budgets and year-end work continues.
- Capital projects for 2012/13 are winding down.

With Schedule A (revenue), if averaged evenly over the year, the benchmark would be 91%. However, revenue is above the average at 90.7%. With Schedule B (expenses), overall expenses are slightly under the benchmark at 89.4%, due to annual payments and bulk purchasing. With Schedule C (Summary of Outstanding Taxes) 98.1% of the current tax levy has been collected, leaving an outstanding amount of \$174,008.

Following a discussion of each account, it was moved by Councilor Bernie Cooper and seconded by Councilor Eric Bolland

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

**MOTION CARRIED**

**(2) Projections Report**

Director Debra Crowell noted that as of February 26, 2013, the Town could realize a surplus of \$79,300, a decrease from last month which indicated a potential surplus of \$90,800.

Following a detailed review of the accounts impacting these projections, and a caution that snow removal will remain the “wild card” for some time yet, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Bill Boyd

**that the Projection Report from the Finance Department be received.**

**MOTION CARRIED**

Points from Discussion

- Payments on-line are commonplace, and people can pay at the bank, although it comes in a different format.
- Several citizens hold their payments until the last moment, as they probably have these funds invested.
- Due dates for payments are generally “non- events” these days and make very little impact on staff at the front desk.

**(3) Recommendation – General Insurance and Risk Management Services**

Director Crowell noted that as the Town’s general insurance coverage expires on March 31, 2013, a RFP was released and subsequently closed on February 13, 2013. Proposals were received from Frank Cowan Company Limited – MCTI, Jardine Lloyd Thompson Canada Inc. - MacCoy Insurance Brokers Limited and Aon Reed Stenhouse Inc.

In her report, Director Crowell outlined the coverage required, the evaluation criteria, the Analysis Matrix, pricing details and other considerations. In summary, she noted that any of the respondents could have offered the Town general insurance and risk management services, however, was prepared to make a recommendation based on the criteria presented and past services.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Eric Bolland

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council that the Town of Kentville enter into an agreement with Frank Cowan Limited – MCTI for the year April 1, 2013 to March 31, 2014, with the pricing for that period being \$174,523, excluding the UNSM fee and broker fee, with the option to renew for an additional three (3) years, based on Council’s satisfaction with pricing and service, among other things.**

**MOTION CARRIED**

Points from Discussion

- A thorough analysis supported the recommendation.
- At first glance the premium for the recommended insurance provider seemed extremely high in comparison to others.
- A great deal of work went into this project.

**(4) Withdrawal Town Capital - \$186,336.55**

Director Crowell noted that the 2012-13 capital budget provided partial funding for capital construction projects from the Town’s Capital Reserve and withdrawals would now be in order.

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

*Recommendation to  
Town Council*

**that a recommendation be made to Town Council to approve the resolution for withdrawal of \$186,336.55 for various capital projects.**

**MOTION CARRIED**

**(5) Withdrawal Town Capital – various**

Director Crowell reported that the 2012-13 capital project overrun for recreation amounted to \$3,484.30. In addition, two projects were added to the capital program (Town Hall ramp and changing rooms at the pool) which required funding amounts of \$6,309.27 and \$4,060.11 respectively. All three resolutions are now being brought to Council for approval.

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

***Recommendation to  
Town Council***

**that a recommendation be made to Council that a Resolution for the withdrawal of \$3,484.39 be approved from the Capital Reserve Recreation Fund for project overruns,**  
**and**  
**that a Resolution for the withdrawal of \$6,309.27 be approved from the Capital Reserve – General Allocations**  
**and further**  
**that a Resolution for the withdrawal of \$4,060.11 be approved from the Capital Reserve – Recreation**

**MOTION CARRIED**

**(b) Planning and Development**

**(i) Director's Report**

Director Bev Gentleman reported that there were 2 permits issued for the month of February 2013, for a building value of \$15,500, which provides a yearly total of \$15,500.

She added that:

- Meetings have begun on the MPS review and several good discussions have taken place.
- The Municipal Climate Change Action Plan project saw a new floodplain map, which used a model recognized world-wide. This will help identify vulnerable Town facilities and infrastructure, in the event of increased flooding.

It was moved by Councilor Eric Bolland and seconded by Councilor Nola Folker-Hill

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

**MOTION CARRIED**

Points from Discussion

- Torney Vigerstead did a study on the impact of the dykes on

- the Meadowview area.
- After the 2003 flood, a recommendation was made by Hiltz and Seamone to raise the flood plain to 9.7 feet.
  - Adjustments on flood plains will be made in the MPS and LUB during that review.
  - There is no cost to the Town for the MCCAP report.
  - The Province is concerned about the dykes and some rumours have been heard that this infrastructure should be owned by the Province
  - The Valley has many kilometers of dykes that protect Kings County and upkeep is very costly.

**(2) Update – 27 Canaan Avenue**

Staff responded to a complaint regarding this address, as the homeowner was operating a business (selling paintings) which was inconsistent with the MPS and LUB. Director Gentleman outlined those sections applicable and attached photographs of the front yard. She noted that a home occupation permit has not been issued and that the outdoor display is in contravention to the requirements specified, as home occupations must be conducted within the dwelling.

She added that a letter has been sent to the property owners to cease this operation and to advise them to apply for a home occupation permit, however, they will be required to conform to the provisions of the LUB.

Although this resident did not want to take out a permit, the Town was able to compromise by making reference to the Vending Bylaw. This would allow the sale of these paintings one day a week – perhaps on a weekend.

Points from Discussion

- The “yard sale” scenario must be more specifically defined in the Vending Bylaw to limit the time allowed for this type of function.
- Staff should review the Vending Bylaw and the Land Use Bylaw and make a recommendation to change the yard sale specifics.
- These changes must be consistent for everyone, and must be clear.

**(ii) Environmental Advisory Committee Report**

Chairman Bolland reported that there will be a meeting on Thursday regarding Conserve NS and the Great Nova Scotia Clean-Up which will involve our student groups in May.

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

**(i) Director's Report**

CAO/Director Mark Phillips reported that:

- Preparations continue for the Home Show (April 19-21).
- The Arena continues to be busy with Hockey Provincials, the Home Show and the World's Largest Garage Sale.
- The snow-shoeing program is busy, weather permitting.
- The Princess Tea will take place on March 21 at the Fire Hall, and applications should be in before March 8<sup>th</sup>.
- Applications are being received for summer positions.
- March Break Camp will take place from March 11-15<sup>th</sup>.
- This year's theme for the Apple Blossom Festival will be "A Time to Celebrate," and will take place May 29-June 3<sup>rd</sup>.

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

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

**MOTION CARRIED**

Points from Discussion

- There is nothing further to report about the hiring of a new Recreation Director, although staff is attending to the recreation business.

**(ii) Community Development Coordinator's Report**

CAO Phillips reported that:

- Funding has been confirmed for the Hotel Study in the amount of \$3,375, however, this study must be completed and paid for by March 15. Therefore, PKF Consulting has been contracted for this work and have confirmed that they can have their report ready by that deadline date. The funding being provided by the Province represents 25% of the cost of the study which was estimated at \$10,000. Phase 2 would probably be in the \$2500 range, as most of the work would be done up front.
- The new website is operational and updates will be more easily made.
- The AVCC Valley's Best Awards saw 19 Kentville Businesses (from 25 categories) placed in the top 3, with 9 businesses in 1<sup>st</sup> place. Congratulatory letters have been sent.
- KDCL board members met with Town staff regarding the funding formula for their operations.



- Force Four Television Production visited Kentville between March 1 and 3, to shoot a demo for the network. The film crew was satisfied with the footage taken and we now await the decision of the network, as to whether or not the series will actually materialize.
- A sip, chat and connect is a business networking event to be held on March 7<sup>th</sup> from 2 – 4 pm at the upper Rec Centre. The organizers (Charlie and Mary Jane Aubie) noted that these events are live-streamed, have a large following throughout the Province and this one is expected to be well attended.

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

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

**MOTION CARRIED**

Points from Discussion (On Hotel Study)

- In Phase 1 of the Hotel Study, the consulting firm may respond that the Town is unable to support a new hotel, but the region may.
- A detailed discussion took place on the Hotel Study at a Strategy Session last year, however, no formal motion was made.
- There may be several suitable sites in Town for a hotel, especially if a smaller version of what has been originally envisioned, is more feasible.
- With the Force Four Production project, it might be possible for Town Council and staff to see the pilot project after the network has seen it.

**(iii) KCDC Chairman's Report**

Most of the work being done by this committee relates to KDCL.

**(d) Police Report**

**(i) Chief's Report - Crime Statistics Presentation**

Police Chief Mark Mander submitted a report outlining a number of statistical categories based on monthly and year-to-date comparisons. As the Chief was not present, the CAO did not feel comfortable interpreting the statistics and answering questions in regard to them.

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

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

**MOTION CARRIED**

**(ii) Board Report**

Councilor Folker-Hill reported a scheduled meeting for March 14<sup>th</sup>.

**(e) Transportation Services**

**(i) Directors Report**

Director Whynot reported that:

- Snow removal efforts continue.
- Pot hole patching was completed.
- 75% of snow removal budget has been used based on the calendar's indication that 80% of winter is behind us.
- Work on capital budgets continue with consideration for the sanitary and storm sewer upgrades on Caldwell Avenue and Exhibition Street, sewer on Woodworth Road and guard rails on Chester Avenue, along with general paving throughout town.
- A Regional Sewer meeting was held on February 27<sup>th</sup> to discuss the MCCAP and the flooding risks to infrastructure.

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

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

**MOTION CARRIED**

Points from Discussion

- Staff from Public Works and other departments made a great effort to support the Force Four Production, however, Lindsay Young should be especially thanked for her efforts.
- The dyke behind Great Valley Juices is complete and functional in the event of rising water from the river.

**(f) Water Commission**

**(i) Directors Report**

Director Whynot noted that:

- Water quality continues to be within acceptable limits.
- A system assessment report is due April 1, 2013.
- Work on the preparation of capital budgets and replacement of residential water meters continues.
- Capital projects would be reservoir assessments and renewal of water mains on Chester Avenue, Caldwell Avenue and Exhibition Street. A number of breaks have occurred on these roads as a result of old cast iron mains.
- Some curb stops were replaced and well pumps have been

- maintained.
- Work will begin on the new Belcher Street Reservoir.

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

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

**MOTION CARRIED**

Points from Discussion

- The existing water tank will be removed after the new one has been installed on Belcher Street.
- The foundation for the old tank will be left, in the event that a second tank is required in the future.

**(i) Commission Report**

Mayor Corkum had nothing further to report.

**(g) Administration**

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

Highlights from the report:

- KPSC members plan to meet on April 11<sup>th</sup>.
- At the JFSC meeting scheduled for March 21, the need for paid fire department positions will be discussed.
- UNSM's report on the RENs around the province has been circulated and contains a number of comments and concerns.
- Discussions continue on Valley Waste's proposal for the energy conversion facility.
- A model is being prepared for presentation on the Fire Inspection Agreement.
- A meeting scheduled for March 7<sup>th</sup> on Policing, will involve CAOs who will discuss a number of aspects of this service.
- The participating units of the REN3 met on February 22 and because Annapolis County and Town of Annapolis were unable to attend, a meeting has been schedule for March 5<sup>th</sup> to bring these units up-to-date. The majority of the projects under the RDA have been adopted.
- KDCL Proposal – A meeting was held regarding the financial proposal and a report is forthcoming.
- 2013-14 Budget Deliberations – Budget deliberations should start mid-April and dates will be determined shortly.
- Demolition on the old KCA elementary building is expected to start immediately and be completed by the end of March.
- A labour management meeting will be scheduled on the APA Agreement regarding the STAT Arbitration ruling.

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**

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

Clerk Harnes reported that there is no written report as she has been occupied in catching up on minutes and agenda packages for Council after a leave of absence during February. With the rescheduling of meetings because of March break, there was also a very short turn-around time for preparations for these meetings.

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

Mayor Corkum – Noted that he also attended the FCM Sustainability Conference and brought back information on electric vehicles for Public Works.

Deputy Mayor Mark Pearl – Nothing to report

Councilor Eric Bolland-Noted that he attended the FCM Conference in Windsor, Ontario. There were over 300 delegates at the conference from across the county. The 2050 project, energy audits, active transportation and leasing of electric pick-up trucks were some issues addressed. The conference next year will be in Charlottetown, PEI.

Councilor Bill Boyd – Nothing to report.

Councilor Bernie Cooper-- Nothing to report.

Councilor Tony Bentley – Nothing to report

Councilor Nola Folker-Hill – Nothing to report

**CORRESPONDENCE**

**(a) Property Valuation Services**

A letter was received from PVS in which it was noted that their Board approved the 2013-14 fiscal year budget and a distribution sheet was attached for each municipality.

As each unit pays the average of their proportional share of the Uniform Assessment and the total number of assessment accounts, resulting in the recovery of \$93,045. The letter also indicated that an invoice for the first quarter (\$23,261) would be sent shortly.

**NEW BUSINESS**

**(a) Provincial Funding – Trail Paving**

Councilor Eric Bolland stated that he is a member of the Chamber of Commerce's Tourism Committee and at a recent meetin, Mike Trinacity gave an update on the trail development east from Kentville to Hants County. He added that the Province has awarded funding for paving.

Points from Discussion

- It is really encouraging that the County and Village of New Minas are moving on the trails project.
- There is some equipment working near the Middle Dyke Road and some of the railroad ties are being removed.
- The grant maximizes at \$200,000.
- Kentville has received \$18,000 under the NS Moves Project, but this will involve other aspects of trails. (i.e. connection of Participark to McDougall Heights, crosswalk signs for downtown trails, etc.)
- An Economic Forum on Trails is scheduled for April 17<sup>th</sup>.
- As this topic has become a tourism issue, it would be on the scale of those others that would be addressed by the REN.
- Through Health Promotion and Protection, the Town could put Mike Trinacity on notice of some trail work and with this done, it would be possible to begin a capital project on the trails and apply for funds retroactively.

**ADJOURNMENT**

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

**that the meeting adjourns at 3:40 p.m.**

**MOTION CARRIED**