

APPROVED BY COUNCIL – April 11, 2011

Council Advisory Committee

MINUTES

March 7, 2011 – 1:30 p.m.

PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Nola Folker-Hill, Councilor Bernie Cooper, Councilor Tony Bentley, Councilor Eric Bolland, CAO Keith Robicheau, Town Solicitor Peter Muttart and Town Clerk Carol Harmes

Director Debra Crowell, Director Mark Phillips, Director Bev Gentleman, Director Greg Kehoe, Police Chief Mark Mander

Regrets: Councilor Mark Pearl.

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:30 p.m. and CAO Robicheau reported that all members of Council were present except for Councilor Mark Pearl.

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 be approved as circulated

MOTION CARRIED

PRESENTATION

Councilor Eric Bolland was wished a happy 50th birthday, which he was celebrating that day.

APPROVAL OF THE MINUTES

(a) February 14, 2010

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

**that the Minutes of February 14, 2011 be
approved as circulated**

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

(a) RFP Kentville Futures Site
CAO Keith Robicheau reported that ads have been placed in

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the Chronicle Herald and in the local paper, seeking interest from commercial brokers, to sell the remaining property at the Kentville Futures Site. The deadline date for submissions was March 4th at 3:00 p.m., however, no submissions were received. As an alternative, he felt that some of the national brokers could be called and invited to submit a proposal.

Points from Discussion

- The Town could work with Kings RDA to encourage new business to the Town and perhaps this land could be made available as an option.
- Perhaps the Director of Planning could contact some large developers.

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

*Recommendation to Town
Council*

that a recommendation be made to Council that the matter of seeking proposals for development of the remaining lots at the Kentville Futures Site become the responsibility of the Director of Planning.

MOTION CARRIED

(b) Edge Building – Fire Inspection (update)

Director Gentleman reported that she has been in contact with Rick Corkum, the Fire Inspector, who carried out an inspection on February 22, 2011. Mr. Corkum noted that the building is being demolished inside and is currently not occupied.

One area is used for storage, as well as a permit has been taken out by Clifford Beaton to renovate another area for retail space. At the time, however, there is no power nor an operable sprinkler system in the building. In conclusion, Mr. Corkum felt that there was no concern for fire or safety.

(c) E-Government – Video Conferencing Update

Director Mark Phillips reported that work is progressing on this initiative and he and the Town solicitor have been discussing the legal authority, the MGA and the advice of Service NS and Municipal Relations. He has been working on a policy which may take the form of an operating procedure, providing the MGA allows Council to proceed. On the technical front, the town of Wolfville is housing the server which allows the different units throughout the Valley

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to use video conferencing, and this server will be available to Kentville soon. In the meantime, the Town of Kentville has the camera and screens, although other equipment is still required.

Points from Discussion

- SNSMR has been asked to have the MGA amended to address this issue.
- Some MGAs in other provinces state that all councilors must be physically in the room, and this implies that if the Act *does not* specifically state the physical attendance requirement, than video conferencing should be allowed.

(d) Kings Transit Budget

CAO Robicheau reported that most members of Council attended the joint meeting of Kings Transit and Kings Para Transit, at which the budget was presented. He added that with declines in ridership and revenue, along with high costs for fuel, the net result has been that an additional \$82,000 must be funded by the participating partners. In the case of Kentville, that addition amounts to 20%, or \$16,500.

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 the 2011-2012 Kings Transit Authority Budgets be approved, as attached.

MOTION CARRIED

Points from Discussion

- By extending the routes, Kings Transit has over-expended on management fees.
- This amount could grow if the newer routes fail to become more profitable.

(e) Amendment – Street Naming Policy G-27

At a recent Council meeting, it was noted that more clarification was needed as to when Council would ask for the public's input into the street-naming process. An amendment was added to that section of the policy.

Following some proposals for wording, it was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

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***Recommendation to Town
Council***

that a recommendation be made to Town Council that the Street Naming Policy G-27 be approved as amended, to state in section (iv) that “if requested by Council, submissions by members of the public will be considered.”

MOTION CARRIED

Points from Discussion

- Guidelines should be established as to when public submissions would be requested.
- This motion would be considered as the 7 days notice to Council, of amendment to a policy.

(f) Park Street Apartment (cost sharing of water main relocation)

A report was prepared by Chief Administrative Officer Keith Robicheau based on financial data regarding this development. He reiterated that the developer has asked that the Town cost-share in the relocation of the water mains running through his property, as these mains need to be moved, to better situate the apartment building proposed for that site. Following an analysis of the financial implications of a cost sharing arrangement, the CAO recommended against the Town sharing the costs of this work.

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

***Recommendation to Town
Council***

that a recommendation be made to Town Council that the request to relocate the water main at 150 Park Street be approved, and that negotiations between the developer and the Town be conducted regarding cost-sharing.

MOTION CARRIED

Points from Discussion

- Section 57 (2) of the *Municipal Government Act* states that “a municipality shall not grant a tax concession or other form of direct financial assistance to a business or industry.”
- It would take 6 years for payback to the Town, should it incur the total costs of relocating the mains – 3 years if cost-shared at 50%.
- There is a need for this type of development in Kentville and the Town should make concessions to

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assist, if possible.

- The Town must be seen as being “open for business.”
- The Town cannot assist this project with tax forgiveness, but indirect assistance is possible in cost-sharing.
- If the Town supports this project, Council is not bound by precedent to continue such support, although there may be some difficulty in declining requests from future developers.
- Arrangements for cost-sharing are the responsibility of the Council, not the Water Commission.
- If cost-sharing is being considered, the actual amount should be designated, not just a percentage, and the Town must look at how this will impact on the budget.

**DEPARTMENTAL
REPORTS**

**(a) Finance
(i) Director’s Report**

Director Crowell noted that the third quarter utility billings came due on February 24; capital projects continue to be funded; preliminary work has begun on the year-end procedures; preliminary work has been done with the year-end audit and that work is underway on the operating and capital budgets.

She added that with a benchmark of 92% if spread evenly over the year, Schedule A (Revenue) indicates that overall revenue is below average at 88.9%; Schedule B (expenses) indicates that expenditures are slightly below average at 89.4% ; Schedule C (Summary of Outstanding Interim Taxes) indicates that these report at 94.2%.

Director Crowell further noted that Schedules E and F (Perpetual Investment Fund) show investments totalling \$13.5 million at cost and \$13.6 million at market. She attached a comprehensive report giving an overview of the fund, noting in summary, that the Fund Manager projects that income and dividends will exceed budget figures of \$550,000 by approximately \$11,800 to \$14,000, although capital gains will fall short of the budget.

Following some questions, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

that the report from the Director of Finance be

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received.

MOTION CARRIED

(ii) Projections Report

Director Crowell submitted a Projections Report, as of February 28, 2011, noting that the Town could realize a year-end surplus of \$144,200 which is an increase from last month. She noted that there are some outstanding expenses, however, it looks likely that at the very least, the year will end on budget. She noted that this will be the last Projections Report for the fiscal year.

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

that the Projection Report be received.

MOTION CARRIED

(iii) Recommendation – BOT Write Offs

Director Debra Crowell noted that an outstanding amount of \$9,869.93 exists on the non-collection of business occupancy taxes, and as this company has declared bankruptcy, it seems unlikely that the amount will be collected.

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

*Recommendation to Town
Council*

**that a recommendation be made to Town Council
that the attached business occupancy tax account
in the amount of \$9,869.93 be written-off.**

MOTION CARRIED

**(iv) Recommendation – Sundry Accounts Receivable
Write-Offs**

Director Debra Crowell reported that 3 sundry receivables have remained uncollected, and as it seems unlikely that payment will be made, she recommended that these be written off.

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

that a recommendation be made to Town Council

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that the attached listing of outstanding sundry receivables in the amount of \$1,121.50 be approved for write-off.

MOTION CARRIED

(v) Recommendation – Withdrawal Equipment Reserve

Director Debra Crowell noted that the equipment, as identified in the 2010-2011 capital budget at \$53,100, has been received and now requires partial funding from the equipment reserve.

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

Recommendation to Town Council

that a recommendation be made to Town Council that the resolution be approved for the withdrawal of \$24,266.92 from the Town's Equipment Reserve, to fund the purchase of transportation equipment in 2010-2011.

MOTION CARRIED

(vi) Recommendation – Withdrawal – Capital Construction

Director Debra Crowell noted that the Town's capital budget for 2010-2011 (\$574,400) provides for partial funding of capital construction from the capital reserve fund, and that a resolution to withdraw these funds is attached.

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 resolution be approved to withdraw \$210,689.45 from the Town's Capital Reserve fund for various capital construction projects for 2010/2011.

MOTION CARRIED

(b) Planning and Development

(i) Director's Report

Director Gentleman reported that there were 3 permits issued for February, for a total building value of \$127,600, therefore, bringing the yearly total up to \$837,000. It was further noted that First Reading was held on the adoption of

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amendments to Land Use Bylaw (the Residential Futures Zone) and that a Public Hearing has been scheduled prior to Second Reading on March 28th. An investigation was carried out on the Edge Building and concluded with the Fire Inspector's opinion that the building does not create a hazard.

She further noted that staff has worked with the Town's engineer to review the proposals for the Transportation Master Plan, and further that work continues with the sale of the Belcher Street property currently owned by the Town. With this latter project, she noted that abutting homeowners have been asked to submit expressions of interest for the purchase of this land prior to the closing date of March 2, 2011. She finalized her report by listing the number of meetings she has been attending.

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

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

MOTION CARRIED

(c) Parks and Recreation

(i) Director's Report

A report from Director Phillips noted that plans are well underway with the Annual Home Show and information is available on line; arena activities continue with some hockey tournaments and the skating carnival which is scheduled for March; retro-fits for energy savings are expected to save substantial energy and money in the future; the snow-shoeing program continues to be popular; the new KCA school will be open in September instead of May, as previously anticipated; with the Friends of the Library project, the County of Kings will report soon on its capital and operating support of this facility.

Work continues on the video conferencing project; summer positions have been advertised; plans are underway for the opening of this year's Farmer's Market and two locations have been proposed for consideration; trail wardens are being considered for the trail system, and the department is experimenting with a QR coding system, which is activated through a smart phone which links the code to specific information; Design work continues on the Apple Blossom

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Festival monument for the 80th anniversary, and lastly, the Annapolis Valley Labour Council monument will be erected on the north side of Veteran's Lane at Memorial Park.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Nola Folker-Hill

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

MOTION CARRIED

Points from Discussion

- The ads on the radio for the Kentville 125 project are excellent, with lots of good information, at no cost.
- Some work will be done with the local newspaper in advertising the events associated with Kentville 125.
- The QR bars can be used by the public, in a number of applications to expand information.
- The savings on the newsletter are due to the timing for the spring publication as it relates to the budget, not on the discontinuance of the newsletter.

(ii) Community Development Issues

Director Mark Phillips reported that the Kentville 125 project is being expanded and the logo is showing up in lots of places. Tiffaney Connell should return in a few weeks and will prepare the spring newsletter.

(d) Police

(i) Chief's Report

Police Chief Mark Mander reported that the Board met on February 17th; there were 47 hours of foot patrol, compared to 53 last month, 88 in 2010 and 64 in 2009; there were 265 calls for dispatch in February compared to 247 the previous month; and 68 parking tickets were written. Other statistical information was included in the report regarding various types of incidents.

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

that the report from the Chief of Police be received.

MOTION CARRIED

(ii) Board Report

Councilor Bernie Cooper had nothing further to report.

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(e) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that the various weather events over the last month have kept the Public Works crews very busy. Icy conditions have been of particular concern, especially on sidewalks. Some patching of holes has been possible due to fluctuating temperatures and work will continue with this work.

He added that work on the Operating and Capital Budgets continues and that the Transportation Master Plan is being done by Delphi MRC. It is expected that recommendations for long term road linkages (i.e. Donald Hiltz Connector Road and W. Main St. extension) will be part of the Master Plan.

Capital work continues on the headworks project, drum screens and an aeration study on the lagoon. At the Regional Sewer Committee meeting, members agreed to have the Technical Committee review the Forcemain Replacement and budget authorization for electrical components for the headworks project.

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

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

MOTION CARRIED

Points from Discussion

- Some residents are expressing concern about the amount of traffic trying to turn onto Belcher Street from both Mee Road and Apple Tree Lane, and have asked if traffic lights could be considered.
- Other areas of Town also have a “wait period” for a break in traffic.
- The installation of traffic lights is a costly investment and in some instances, creates a problem with traffic flow.
- There have been very few slip and falls on icy sidewalks this winter, in spite of melting ice during the day and freezing again at night.
- If the Master Plan indicates a need for the Donald Hiltz Connector Road, gas tax money might be

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available for that project.

(f) Water Commission

(i) Directors Report

Director Greg Kehoe reported that the Commission will meet next on March 15, 2011. Also, in addition to regular monitoring and maintenance of the systems, KWC staff has attended a course on trenching and excavation, working with the contractor on the new well at Mitchell Avenue, taking water meter readings, working with NS Department of the Environment on balancing PH levels in the system, and responding to water customer enquiries.

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

that the report from the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor Corkum had nothing to add.

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

CAO Robicheau reiterated some items on his written report, noting that:

- No proposals were received for commercial real estate broker services for the Kentville Futures Site;
- Work continues on the River Street clean-up of a commercial site;
- At the Regional Industrial Park, 2 phases of work have been identified and are underway.
- KPSC will be rescheduled for March.
- PANS discussions in Bridgewater and first meeting with locals have been scheduled.
- The CUPE labour management committee will meet this week.

It was moved by Deputy Mayor 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

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Town Clerk Carol Harmes outlined the status of several bylaws which are either being adopted as new documents or repealed, as they are no longer relevant. Some policies are also being updated or repealed if they have no current value.

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

that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Recognition of Local Athletes for Canada Games

Councilor Eric Bolland asked if athletes from this area, who have participated in the recent Canada Games events, could be recognized at a meeting of Council, whether or not they have won medals.

(Note: Director Phillips will update the list from the Canada Winter Games Committee, and will provide that information for a future Council meeting.)

Points from Discussion

- The Town makes a great effort to recognize people who have reached a level of achievement.

(b) AVRSB – March 2

Mayor David Corkum advised that he attended the School Board Meeting held on March 2, at which time the new KCA school was discussed. He noted that 2 motions were made – one for not opening the school until the propane tanks were removed and another to open the school in September.

He added that these two motions were approved, however, they were linked together, thereby creating a negative impression to members of the community.

Points from Discussion

- The delay in opening the school is as a result of giving the teachers more time to undertake the move, to establish bus routes and to get some “kinks” worked out of this new facility.
- The issue with the propane tanks has not delayed the opening of the school.
- The propane tanks were being moved to make a new

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soccer field.

- There are similar situations around the province where an elementary school is located across from a propane storage area.

CORRESPONDENCE

(a) Roger Wells Re: Forest Hill

A letter from this resident of Forest Hill noted that fast-moving traffic has been a concern of many residents living on this narrow, winding residential street, and asked that the Town consider speed bumps or another type of device to slow traffic down.

Director Greg Kehoe has reviewed this issue and location, and has noted that the area is challenging for traffic. He stated that an effort will be made by the police department to monitor traffic speed. He added that speed bumps can create a problem with emergency response vehicles, snow removal equipment and other vehicles, in addition to creating extra maintenance work on the street. However, he suggested that additional signage on the street might make the motoring public aware of the dangerous situation.

Points from Discussion

- Portable rubber speed bumps are available and perhaps could be used on a seasonal basis – removed during the winter.
- This street is used as a short-cut between two parts of Town.
- A one-way traffic flow might be considered.

(b) Robert Gee Re: Smoke-Free Public Places Bylaw

A letter from Mader's Tobacco Store owner, pointed out his disappointment in the Town's approval of this new bylaw. Mr. Gee felt that there should have been more public consultation, and that the economic impact that his business has on the Town has not been considered, nor has its long history as a local business.

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

that the letter from Robert Gee be received.

MOTION CARRIED

Points from Discussion

- There have been a number of public meetings held

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by Council, at which business people and residents have not attended.

- Following the First Reading to adopt this bylaw, a Notice indicating Council's intent for Second Reading was placed in the local paper before Christmas, and another three advertisements were placed just prior to the Second Reading in January.
- In addition to these ads, the newspapers have carried stories about the bylaw, and the Town has contacted the business community through an email update about the scheduled Second Reading.
- Mr. Gee wanted to have a couple of areas around Town that permitted smoking.
- There are lots of privately owned driveways and lots that would not be classified as "public places" as per the bylaw.
- A response should be made to Mr. Gee, in which it should be noted that there are still many areas around Town that allow smoking.

ADJOURNMENT

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

that the meeting adjourns at 4:02 p.m. to go "In Camera" to discuss land negotiations, contract negotiations and a personnel issue.

MOTION CARRIED

IN CAMERA

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

that the In Camera Meeting adjourns at 5:06 p.m. and that the regular meeting of CAC resumes.

MOTION CARRIED

CAC RESUMES

(a) Contract Negotiations (Back Check)

Following the preparation of a contract between the Town of Kentville and BackCheck -a division of Checkwell Decision Corporation, and some subsequent amendments, as requested by Council, this document was brought forward by CAO Robicheau for Council's consideration.

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

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***Recommendation to Town
Council***

that a recommendation be made to Town Council that the contract between the Town and BackCheck be signed by the Town of Kentville as presented.

MOTION CARRIED

**(b) Personnel Issue – Letter of Resignation of CAO
Keith Robicheau**

A letter of resignation was submitted by CAO Keith Robicheau who has, for personal reasons, accepted a job in Ontario. His termination date will be April 15th.

It was therefore, moved by Deputy Mayor Bill Boyd and seconded by Councilor Bernie Cooper

***Recommendation to Town
Council***

that the letter of resignation from the Chief Administrative Officer be received, and that a recommendation be made to Town Council that it be accepted.

MOTION CARRIED

ADJOURNMENT

The meeting adjourned at 5:10 p.m.