

KENTVILLE TOWN COUNCIL

MINUTES

April 24th , 2017

PRESENT

Mayor Sandra Snow, Deputy Mayor Eric Bolland, Councillor Cate Savage, Councillor John Andrew, Councillor Craig Gerrard, Councillor Lynn Pulsifer, Councillor Cathy Maxwell, CAO Mark Phillips, and Solicitor Geoff Muttart.

CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 7:00 p.m., and CAO Phillips reported that all Council members were in attendance along with Town Solicitor Geoff Muttart, Recording Secretary Patricia Gourley and himself, CAO.

Also present was Director of Finance Debra Crowell

APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

**that the agenda be approved with an addition to:
7(g) By-Law Officer – Tanya Owen**

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

PRESENTATIONS

(a) Nova Scotia Gaelic Month – Joseph McGillivray

Murdina McRae reported on her experience of immigrating to Canada from Scotland and how she came to teach the Gaelic language and songs to many students of all ages. She remarked that May was Nova Scotia Gaelic Awareness Month and noted that she will be back on May 08th 2017 with a group to entertain Council with some Gaelic Songs.

APPROVAL OF THE MINUTES

(a) Kentville Town Council – March 20th , 2017

It was moved by Councillor Craig Gerrard and seconded by Councillor Lynn Pulsifer

that the Council Minutes of March 20th ,2017 be approved

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(b) Kentville Special Town Council – April 10th, 2017

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

that the Special Town Council of April 10th, 2017 be approved

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**BUSINESS ARISING
FROM THE
MINUTES/UNFINISHED
BUSINESS**

(a) Lego Team Funding Request

CAO Phillips read the correspondence received from the 21st Century Space Guys Lego Team, and noted that this group has been invited to participate in an International Invitational competition in Fairmont, West Virginia on July 6th -10th, 2017. This group requested funding from Town Council in the amount of \$500.00 US to cover the expensive of their registration for this competition.

It was moved by Councilor Cate Savage and seconded by Deputy Mayor Eric Bolland

that Council approve the funding request of \$500.00 in US funds

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(b) KCA Funding Request

In May, 2017, KCA students will be participating in a Cultural Student Exchange with students from Levis, Quebec. The exchange students have request funding from Council to support their bus trip from Kentville, NS to Clare, NB.

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cate Savage

that Council support funding for the exchange students trip and forward their request to the budget process

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Maxwell, Pulsifer & Savage*

*Councillor who voted against this motion:
Gerrard*

(c) Kings County Municipal Complex

Mayor Sandra Snow read the letter sent to the County of Kings from the Town of Kentville.

(d) Calkin Building Update

CAO Mark Phillips reported on the Calking Building Update and noted that:

- The tenant recruitment package was due on April 20th, 2017 and four (4) applicants were received.
- An RFP has also been issued for the Exterior Façade, of which there were three (3) applications were received for this. The Interior Design RFP will be issued soon.
- The asbestos abatement removal contact has been awarded.

(e) Cornwallis Bridge Update

CAO Mark Phillips presented a verbal update and noted that this is still moving ahead. Power Utility lines, Communications lines and Sanitary Sewer lines all still need to be relocated.

**RECOMMENDATIONS
AND REPORTS**

**(a) Council Advisory Committee – Councillor Cate Savage
(1) Policy Amendment G16, Code of Conduct
(Schedule A)**

Councillor Cate Savage reported that at the February 13th, 2017 meeting of Council Advisory Committee, CAO Phillips reported on Schedule A of the Council Code of Conduct Policy G16; Decision Making by Council. Councillors assess every issue presented in Council through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council has the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council strives to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Town of Kentville and the people it serves.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

**that the amended Council Code of Conduct Policy
G16 - Schedule A: Decision Making by Council be
approved**

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(2) Visitors Information Centre

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, CEDC Lindsay Young reported on the information compiled involving the expense and

resources that will be required to move the VIC from Cornwallis Street back to its original location on Park Street.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

that the Visitors Information Centre be moved back to Park Street

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(3) Kentville Development Corporation Ltd. –
Financial Request**

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, CAO Mark Phillips remarked on KDCL's report and noted their request of \$107,500 in funding, to be given out over a four year period. He requested Council look at this request under two different increments:

- Performance, Strategic Planning and Service Delivery
- KDCL Funding Request

After some discussion, Council reported that they were satisfied with the Performance and Service Delivery criteria presented by KDCL.

CAO Phillips recommended that the Town of Kentville support the core function of KDCL and 50% of the facade program, through the previous formulas that we used. Also put in place, was an option to review KDCL's performance prior to the fiscal year end.

Therefore, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that a four year agreement be approved with a performance review to be completed ninety days prior to the March 31st year end

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(4) Valley Sports and Multi-Purpose Facility

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, CAO Mark Phillips reported on the current agreement between the Valley Sports and Multi-Purpose Facility and the Town of Kentville. This agreement now needs to be updated and a request has been

received from the Facility Association for some tax relief; such as a change to their tax assessment to a non-profit group status.

Therefore, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that the Chapter 87-Partial Tax Exemption By-Law for the Town of Kentville be fully applied to the property of the Valley Sports and Multi-Purpose Facility on Park Street and that Schedule “A” be amended to include VSMPF facility for a four (4) year term

Further

that the Town receives 100 hours of facility use annually over the term of the agreement

Further

that the existing agreement be amended to reflect these changes and noted term; effective April 01st, 2017 and expire on March 21st, 2021

Further

that the Council and Staff commit to supporting the VSMPF in securing additional financial from other municipal units within the region

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

A motion was requested to amend the second part of this motion.

Therefore, it was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer

Further

that the Town receives ~~100~~ 200 hours of facility use annually over the term of the agreement

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(5) Town Capital Reserve

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee Director Debra Crowell reported that the 2016/2017 capital budget provides for partial funding of capital acquisitions from the Town’s Capital Reserves. Four projects – two budgeted and two additions require funding.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Craig Gerrard

that the resolution be approved for a withdrawal of \$16,049.68 from the Town's Capital Reserve Fund as follows:

- **Town of Kentville Capital Reserve-General Allocation for \$7,052.29**
- **Town of Kentville Recreation Capital Reserve for \$8,997.39**

This will fund capital acquisition (as denoted above) during the year 2016/2017

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(6) Sanitary Sewer Capital Reserve

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, Director Debra Crowell reported that the 2016/2017 Sanitary Sewer Capital Budget provides for partial funding of capital acquisitions from the Sanitary Sewer Capital Reserve Fund. Two budgeted projects are now complete and require final funding. Also replacement of equipment is required, which was not included in the 2016/2017 Sewer Capital Budget. This equipment is added to the capital program and requires funding from the Sanitary Sewer Capital Reserve.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

that the resolution be approved for a withdrawal of \$54,177.01 from the Sanitary Sewer Capital Reserve to complete the funding of 2016/17 capital acquisitions of the sanitary sewer capital program.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(7) Operating Reserve

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, Director Debra Crowell reported that if the Town's position changes to a deficit position over the course of the year-end process, this deficit figure is the first line item in the 2017/2018 Operating Budget, as municipalities are not permitted to carry deficit positions. The

Town can easily mitigate this possibility by the passage of a “blanket” resolution for transfer from the Town’s Operating Reserve Fund to offset the deficit position.

Therefore it was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

that Council approve a blanket resolution for withdrawal from the Town of Kentville’s Operating Reserve in the amount of a current operating deficit, should one occur at March 31st, 2017, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end of year

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(8) Land Use Amendments to Commercial Zone

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, Director Bev Gentleman reported that due to discussions at the Public Hearing on March 16th, 2017; Planning Staff and CAO Phillips met to review the Commercial General (C-1) regulations and permitted uses to determine if any other uses should be considered in this round of amendments. Two (2) uses were identified – “farmers markets” and “daycare and nursery schools”

Therefore it was moved by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that Council give First Reading to the Resolution to amend the Land Use By-Law on April 24th, 2017 and hold a Public Hearing on Tuesday May 16th, 2017 at 6:00 p.m.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(9) Robinson Building

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, CAO Phillips reviewed the completed report compiled on the Robinson Building at 374 Main Street.

Issues requiring a recommendation from staff included a balance of factors including; public opinion, economic impact, the property itself, social influences and any environmental impacts. It was recognized that the property or structure related issues and the costs of up to \$1,785,500 related to making the building safe and roof tight were heavy influences.

Therefore it was moved by Councillor Cate Savage and seconded by Councillor John Andrew

that Council endorse the ‘Staff Report’ and move towards the demolition of the Robinson Building at 374 Main Street as outlined

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(10)Phase-out of Bottled Water

Councillor Cate Savage reported that at the April 10th, 2017 meeting of Council Advisory Committee, Deputy Mayor Eric Bolland requested that tax payers stop paying for bottled water consumed at the Town Hall.

Therefore it was moved by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that the purchasing of bottled water for use within Town Hall be phased out

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(b) (i) Fire

CAO Mark Phillips stated from the attached report that for:
February 2017:

- Kentville fire alarm total was 10 with 178 KM used.
- County fire alarm total was 22 with 1,288 KM used.
- Mutual aid alarm total was 1 with 190 KM used

(ii) Joint Fire Services Report

None

(c) Valley Waste Resources Management

Deputy Mayor Eric Bolland noted that his report is attached.

(d) Kings Transit Authority

Councillor John Andrew noted that Kings Transit has purchased a new passenger van.

Report Attached

(e) Councillors Reports (Highlights)

Councillor John Andrew:

- Attended the Municipal Strategy Review meeting.

Councillor Cate Savage:

- Attended the Investment Advisory Committee meeting.

Deputy Mayor Eric Bolland:

- Attended the Valley Waste Resource Management meetings.

Councillor Cathy Maxwell:

- Attended the Perpetual Fund learning session.

Councilor Lynn Pulsifer:

- Attended the Budget meetings.

Councillor Craig Gerrard:

- Attended a Water Commission meeting.

(f) Mayors Report:

Mayor Snow presented her report to Council.

- *Attended a Joint Municipal Accountability and Transparency Committee conference.*

Full reports are attached as well as each councillor and Mayor's financial statements.

Therefore, it was moved by Councillor Lynn Pulsifer and seconded by Councillor Craig Gerrard

that all of the reports from Council and Mayor be accepted as presented

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

CORRESPONDENCE

(a) Minister Delorey – Nova Scotia Gaelic Month

CAO Phillips read the letter received from Randy Delorey, MLA Minister, Gaelic Affairs. This letter included a Proclamation in

support of the Gaelic language and culture during the month of May.

It was moved by Councillor Cate Savage and seconded by Councillor John Andrew

that the Town of Kentville proclaim May as Nova Scotia Gaelic Month

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(b) Department of Municipal Affairs – Transparency

CAO Mark Phillips read the letter received from Zach Churchill, Minister.

(c) John Lohr – Kentville Skatepark

CAO Mark Phillips read the letter received from John Lohr, MLA.

(d) Goosnargh & Whittingham Whitsuntide Festival

CAO Mark Phillips read the letter received from the Goosnargh and Whittingham Whitsuntide Festival. This festival is twinned with the Apple Blossom Festival of Kentville.

(e) Minister of Community Culture and Heritage – Skateboard Park

CAO Mark Phillips read the letter received from Tony Ince, Minister.

(f) Canteen Request – Abby Eyre

CAO Mark Phillips read the letter received from Abby requesting that the Town allow her to run a canteen for the summer at the Kentville Recreation Hub building.

(g) By-Law Officer – Tanya Owen

CAO Phillips read the request and petition received and noted that he will review this request with staff.

Points from Discussion:

- It may be possible to use Auxiliary members to provide a police presence at night.
- The loitering problem around the downtown core both day and early evening does need to be addressed.

Therefore, it was moved by Councillor Cathy Maxwell and seconded by Deputy Mayor Eric Bolland

that the letter and petition be sent to Kentville Police Commission for discussion

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

NEW BUSINESS

(a) 2017-18 Town of Kentville Capital Budget

Director Debra Crowell presented the Proposed 2017-2022 Capital Investment Plan (CIP). Some highlights from her report include:

- The goals in Kentville's CIP process is to maintain debt service limits at 12-13 % of own-source revenue, as previously set by Council and to keep new long-term borrowing for each year of the CIP at (or below) the \$1 million mark.
- This proposed 5 year plan CIP is the result of a solid internal process, which included Council, Senior Managers and other interested parties.
- The proposed Capital Investment Plan is separated into two parts – the current year and future years. Council must ratify the current budget –both projects and funding, while the future years' capital are ratified in principle only.
- For the year 2017-2018, senior managers seek approval in the amount of \$3.27 million encompassing 49 Projects.
- As required by legislation, future capital investments expenditures for 2018/19 to 2021/22 are projected.
- The proposed CIP continues to affordably build Kentville while maintaining it sustainability, stability and flexibility, and sets the tone for our long-range plans by reducing our reliance on long term borrowing and increases out own-source financing.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor Craig Gerrard

that Council approve the proposed 2017/2018 Capital Investment Plan for the Town of Kentville (along with the Related funding sources as noted above) as follows:

2017/18	\$3,269,400
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and Further

that Council approve the future years 2018/19 *in principle* (along with related funding sources as noted above) as follows:

2018/19	\$1,800,800
2019/20	\$1,983,500
2020/21	\$2,638,00
2021/22	\$1,328,000

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

(b) Valley Waste Intermunicipal Agreement – Town of Annapolis Royal

CAO Mark Phillips reported on the Valley Waste Intermunicipal Agreement for the Town of Annapolis Royal. The report noted that:

- It was the intention of the Parties of the Valley Region Solid Waste-Resource Management Authority (VRSWRMA) through an Inter-Municipal Services Agreement to make the Town of Annapolis Royal a *Party* to the VRSWRMA under the ‘New Parties’ Clause 31 in accordance with and under ‘Decisions’ Clause 5 to append the amendment to the original 2001 VRSWRMA agreement with signatures supported by motions from each represented Council (Parties to the Agreement) as early as July 19, 2013.
- However, the Parties made an error by attempting to make the Town a *Member* of the Board of the Authority under the ‘Members’ Clause 4(1) instead of a party.
- Since becoming aware, the Parties to the agreement and the Town of Annapolis Royal wish to immediately correct this error. The Parties agree on the intention of the amendment made three years ago and acknowledge that the Town of Annapolis Royal has operated as a Party to the Intermunicipal Service Agreement since that time.
- The CAO recommends that the Municipal Council agree to correct this error by ‘Amendment to the Second Amending Agreement’, thereby allowing the Town of Annapolis Royal to be admitted to and made a *Party* to the Valley Region Solid Waste-Resource Management Authority Intermunicipal Services Agreement subject Clause 31 and in accordance with Clause 5 and Clause 37 (the Entire Agreement’ Clause), together with all the rights, privileges and obligations that attend such status, effective upon approval and execution of all Parties.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor Lynn Pulsifer

that Kentville Town Council authorize the Mayor

and CAO to execute the Amendment to the Second Amending Agreement to the Valley Region Solid Waste-Resource Management Authority Inter-Municipal Services Agreement to allow the Town of Annapolis Royal to be a party to the Authority

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

PUBLIC COMMENTS

None

IN CAMERA

None

ADJOURNMENT

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Cathy Maxwell

that the Council meeting adjourn at 9:00 p.m.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*