

KENTVILLE TOWN COUNCIL

MINUTES

March 26th, 2018

PRESENT

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

CALL TO ORDER AND ROLL CALL

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

ABSENT WITH REGRETS

Regrets were received from Councillor John Andrew.

APPROVAL OF THE AGENDA

It was moved by Councillor Cate Savage and seconded by Councillor Craig Gerrard

that the agenda of March 26th, 2018 be approved with the addition of:

- i. **7.c Andrew Zebian – Digital Sign**

MOTION CARRIED

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

PRESENTATIONS

None

APPROVAL OF THE MINUTES

(a) Kentville Town Council Minutes – February 26th, 2018

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

that the Council Minutes of February 26th, 2018 be approved

MOTION CARRIED

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

(b) Kentville Special Council Minutes - March 15th, 2018

It was moved by Councillor Cate Savage and seconded by Deputy Mayor Lynn Pulsifer

that the Kentville Special Council Minutes of March 15th, 2018 be approved

MOTION CARRIED

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

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

(a) None

**RECOMMENDATIONS
AND REPORTS**

(a) Council Advisory Committee – Deputy Mayor Lynn Pulsifer

(1) Tax Exemption-Section 69-2018/2019

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements.

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

that the low resolution for Low Income Tax Exemption for the 2018/19 year be approved

Exemption amount: \$246 to \$524

Income Ceiling: \$26,507

Deadline for applications: June 29th, 2018

**RECOMMENDATION TO
COUNCIL**

MOTION CARRIED

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

(2) Renewal of TBR Resolution 16/17-03– Robinson Building

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that a Temporary Borrowing Resolution expired February 23rd, 2018 and must be replaced with a current authorization in

order to maintain the short-term financing relating to the Robinson Building.

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

RECOMMENDATION TO COUNCIL

that the renewal of the temporary borrowing resolution noted below be approved. Following this event the document will be sent to the Minister for Department of Municipal Affairs for Provincial authorization.

TBR 16/17-03 Robinson Building \$182,000

MOTION CARRIED

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

**(3) Debenture Funding – Water Purposes
(Refinancing) – Spring 2018**

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that as part of the debenture call this spring, the Kentville Water Utility requires the refinancing of a mature issue for TBR 02/03-4.

Therefore, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that the resolution for Pre-approval of Debenture Issuance be approved

Resolution#	Purpose	Funding Requested
TBR02/03-4	Water Purpose (Refinancing)	\$152,500

MOTION CARRIED

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

(4) Debenture Funding – Spring 2018

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that Paul Wills, Chief Executive Officer of Nova Scotia Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring. The Town

of Kentville requires debenture funding.

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

**RECOMMENDATION TO
COUNCIL**

that the resolutions for Pre-approval of Debenture Issuance be approved. After ratification, it will be forwarded to NS Municipal Finance Corporation.

<u>Resolution#</u>	<u>Purpose</u>	<u>Funding Requested</u>
TBR 17/18-02	Various	\$687,900
TBR 17/18-03	Oakdene Park	\$75,600

MOTION CARRIED

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

**(5) Resolution Withdrawals Town Capital Reserve –
Draw #2**

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that the 2017/2018 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve Fund. Several projects require a resolution of Council to withdrawal funds and also included in the request are an addition and an overrun.

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

**RECOMMENDATION TO
COUNCIL**

that Council approve the resolution for withdrawal of \$152,710.70 from the following reserves:

- **Town of Kentville Capital Reserve - General Allocation - \$142,884.98**
- **Town of Kentville Capital Reserve – Kentville Futures - \$203.76**
- **Town of Kentville Capital Reserve – Recreation - \$9,621.96**

MOTION CARRIED

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

(6) Sanitary Sewer Accounts Receivable Write Off – 2014/15

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that an invoice for sanitary sewer connections for the 2014/2015 year, which included the new rate lift, was sent to the County of Kings. Director Crowell noted that:

- The County disputed the increase and remitted a lower amount and the shortfall was \$45,344.00;
- Total interest attached to the above noted figure is \$25,028.24;
- This outstanding matter is three (3) years old , and with our year-end audit examination looming, it would be appropriate to write off the noted amounts , as it appears collection is not forthcoming;
- Maintaining this receivable could overstate the Sanitary Sewer Area Service's and ultimately the Town's assets;
- The Sanitary Sewer Area Service Operating Reserve contains \$266,614 and after this withdrawal will contain \$196,242.

Therefore, it was moved by Deputy Mayor Lynn Pulsifer seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that an amount of \$70,372.24 be approved for write off

And Further

that the funds (\$70,372.24) are withdrawn from the Sanitary Sewer Area Service Operating Reserve and transferred into the Sanitary Sewer Area Service Operating Fund

MOTION CARRIED

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

(7) Resolution – Withdrawal –Town of Kentville Operating Reserve

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that as of today's date the Town of Kentville Operating Fund is projecting a current operating deficit on March 31st 2018 of \$43,200. The Town can mitigate this possibility by the passage of a "blanket" resolution to transfer from the Town's Operating Reserve Fund to offset the year-end deficit position.

Therefore, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

**RECOMMENDATION TO
COUNCIL**

that Council approve a blanket resolution for withdrawal from the Town of Kentville Operating Reserve in the amount of a current operating deficit, should occur at March 31st, 2018, and all year-end transactions are quantified. These funds would be transacted only if the Town is facing a current operating deficit end of year.

MOTION CARRIED

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

**(8) First Reading of the Development Agreement –
Allen's Motel**

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Director Gentleman noted that Michael Coakley, President of Allen's Motel Limited has applied to enter into a development agreement to convert the twelve (12) unit motel into six (6) apartment units at 384 Park Street.

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

**RECOMMENDATION TO
COUNCIL**

that Council hold first reading to adopt the Development Agreement for the change of use of a non-conforming structure to another non-conforming structure, and to hold a public hearing on April 30th, 2018 at 6:00 p.m.

MOTION CARRIED

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

(9) Robinson Property – 374-376 Main Street

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, CEDC Lindsay Young had presented a report and noted that The Town of Kentville had purchased the Robinson Property at 374/376 Main Street on April 08, 2015 and on February 26th, 2018, Town Council declared the property as surplus property.

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

that Council elect to sell the Robinson Property at 374/376

**RECOMMENDATION TO
COUNCIL**

Main Street using an RFP process with assistance from the solicitor as outlined in the discussion session of this report

MOTION CARRIED

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

(10) Joint Fire Services Operating and Capital Budgets

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, CAO Mark Phillips presented the Kentville Fire 2018-2019 Operating Budget and Fire Protection Area Rate and noted that:

- The Joint Fire Services Committee exists to provide governance and oversight for the operation of the Kentville Volunteer Fire Department;
- These budgets have been approved by that committee.

a. JFS Operating Budget 2018-2019

Therefore, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

that Council approve the 2018-2019 Kentville Volunteer Fire Department Operating Budget as presented at \$592,000 of which \$175,300 is assigned to the Town of Kentville

**RECOMMENDATION TO
COUNCIL**

MOTION CARRIED

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

b. JFS Fire Protection Area Rate 2018-2019

Therefore, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

that Council approve the 2018-2019 Kentville Volunteer Fire Department Fire Protection Area Rate of 0.0336/\$100 as presented and voted on at the Kentville Rate Payer Meeting held on Feb 28th, 2018

**RECOMMENDATION TO
COUNCIL**

And Further

that the capital budget for related capital expenses and debt repayment of \$626,000 of which \$166,800 is assigned to the Town of Kentville

MOTION CARRIED

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

**(11) Kings Regional Sewer Committee Operating and
Capital Budgets**

Deputy Mayor Lynn Pulsifer reported that at the March 12th, 2018 meeting of Council Advisory Committee, Councillor Cate Savage presented the Kings Regional Sewer Committee Operating and Capital Budgets and stated that:

- The Kings Regional Sewer Committee exists to provide governance for the operation of Town and County sewer systems;
- These budgets has been approved by that committee.

a. Operating Budget 2018-2019

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

that that Council approve the Regional Sewer 2018-2019 Operational Budget as presented at \$1,405,400, of which \$703,000 or 50% share is assigned to the Town of Kentville

**RECOMMENDATION TO
COUNCIL**

MOTION CARRIED

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

b. Capital Budget 2018-2019

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

that Council approve the Regional Sewer 2018-2019 Capital Budget as presented at \$550,000 from capital reserves

**RECOMMENDATION TO
COUNCIL**

MOTION CARRIED

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

All reports attached

(b) Councillors Report:

1. Councillor Andrew

Some of the highlights from Councillor John Andrew's report were:

- At the February 28th meeting of KTA the budget was passed;
- On March 21st participated in a teleconference call for hiring;
- Attended the welcoming ceremony for the new nurse practitioner on March 19th.

2. Councillor Savage

Some of the highlights from Councillor Cate Savage's report were:

- Attend on March 12th the PRADC meeting which discussed the proposal review on non-indigenous truth and reconciliation workshop update;
- Attended a meeting on March 21st regarding a proposal from Mike Schroder for a dog park;
- Also on the same day the IAC meeting reviewed the Town of Kentville perpetual Reserve Fund.

3. Councillor Bolland

Some of the highlights from Councillor Eric Bolland's report were:

- Attended the VWRM Committee Meeting held on March 13th ;
- On March 18th attended with others for the rebranding and naming announcement of the new "Credit Union Rec Centre";
- Attended along with MLA Irving to hear of a workplace announcement with VANSDA.

4. Councillor Maxwell

Some of the highlights from Councillor Cathy Maxwell's report were:

- At the March 16th Police Commission the proposed budget was discussed;
- The Historical Society Meeting received an update on our strategic plan and looked at two exciting upcoming projects;
- Director Crowell provided a Budget Lunch and Learn on February 28th.

5. Deputy Mayor Pulsifer

Some of the highlights from Deputy Mayor Lynn Pulsifer's report were:

- On March 6th, participated in a video celebrating International Women's Day;
- The AVRL Board meeting held on March 15th included a discussion on promoting our libraries;
- Attended a meeting on March 19th for County of Kings Public Housing.

6. Councillor Gerrard

Some of the highlights from Councillor Craig Gerrard's report were:

- Attended the February 28th meeting of a Budget Lunch and Learn;
- Participated in a NSAPG Conference call on March 9th;
- At the March 16th meeting of the Kentville Police Commission Chief Cecchetto's budget proposal was approved to be forwarded to Council.

(c) Mayors Report:

Mayor Sandra Snow's reported to Council and some of the highlights from her report were:

- Attended a Vibrant, Active NS Symposium on March 7th in Halifax along with the recreation director;
- At the Special Valley Regional Solid Waste-Resource Management Authority Meeting it was noted that issues continue with the Intermunicipal Agreements and the interpretation by the authority and board;
- Also issues continue with the Intermunicipal Agreements of Kings Transit as noted at the March 15th meeting;
- A policy update was discussed at the March 21st Investment Advisory Meeting.

Therefore, it was moved by Deputy Mayor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that the reports from Council and Mayor be accepted as presented

MOTION CARRIED

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

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

CORRESPONDENCE

(a) MLA, Kings West Leo Glavine

CAO Phillips read MLA Glavine's letter in which the MLA had

expressed his concerns regarding the contract Valley Waste has signed with Fundy Compost.

(b) Bike Lane Correspondence File

Mayor Sandra Snow reported that all correspondence received regarding the proposed bike lane will be kept all together in one single correspondence file, which is available to all councillors.

(c) Andrew Zebian – Digital Sign

CAO Phillips read the email received from Andrew Zebian which expressed Andrew's thoughts on the removal and replacement of the digital sign.

All correspondence is attached

NEW BUSINESS

(a) Memo from Councillor John Andrew

Mayor Snow read the letter received from Councillor John Andrew. Councillor Andrew noted his regrets for tonight's Council meeting as he will be away on a family vacation.

(b) Appointment for Student Bursary Committee

Mayor Sandra Snow reported that a councillor was needed to head up the Student Bursary Committee for 2018. This committee does not meet until early June.

Councillor Cathy Maxwell volunteered to chair this committee.

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

ACTION

that Councillor Cathy Maxwell chair the Student Bursary Committee for 2018

MOTION CARRIED

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

(c) Valley Waste Regional Management Board-Motions

(d) CAO and Mayor's Committee - Inter-Municipal Service Agreement Resolution

CAO Mark Phillips read both **c** and **d** as both are intertwined and he also provided background explanations on the motions included in both reports. Phillips remarked that Annapolis County

led the charge, with support from the other municipal units, regarding concerns within the Valley Waste organization.

There will be more discussion and information provided for the April 09th, 2018 meeting of Council Advisory Committee.

(d) Inter-Municipal Service Agreement Resolution

The CAO and Mayor's Committee of the nine municipal service partners to Valley Waste, Kings Transit and Valley Community Fibre Network recommend that council approve the following proposal for consultancy put forward by the committee.

- Whereas the municipal units situated within the counties of Annapolis, Kings and West Hants are parties to various Intermunicipal service agreements , which have created corporations under s.60 of the Municipality Government Act: and
- Whereas the parties to the IMSAs recognize the need to review and update the various incorporating documents with the view of achieving organizational efficiencies from both operational and governance perspectives.

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

RECOMMENDATION TO COUNCIL

that it be resolved that the council of the Town of Kentville hereby agree to authorize the:

- **Financial commitment specific to the Town of Kentville for the attached memo;**
- **Establishment of an oversight committee comprising of CAOs of representative municipalities; and**
- **Application to the department of municipal affairs for cost sharing.**

And Further

that we endorse the deliverables as noted in the attached memo "Strengthening of Regional Service Delivery"

MOTION CARRIED

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

(c) Valley Waste Regional Management Board-Motions

The Valley Regional Solid Waste – Resource Management Authority requires that all approval motions and all attachments be

forwarded to the current municipal parties that entered into the Intermunicipal services agreement that created the municipal enterprise known as the Valley Regional Solid Waste – Resource Management Authority for consideration and approval.

The Valley Regional Solid Waste – Resource Management Board requests that the following motions be approved by the municipal partners:

(1) Retention of surplus funds by Chester landfill to smooth early impacts of the closure costs.

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

RECOMMENDATION TO COUNCIL

that the Valley Regional Solid Waste-Resource Management Board requests that the Town of Kentville allow any surpluses generated from 2017-2018 tipping/host fees for Chester to be used to smooth the next five years of projected tipping and host fees

MOTON CARRIED

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

(2) Approval of the other contracts in force requiring approval under S 88(4) of the MGA. (Support for Financial Review & Alignment)

Therefore it was moved by Councillor Eric Bolland and seconded by Councillor Craig Gerrard

RECOMMENDATION TO COUNCIL

that the Valley Regional Solid Waste-Resource Management Board requests that the Town of Kentville directly cost share in a temporary resource to work with the VWRM Board and staff to compile all of the requested financial information, to identify immediate budgetary efficiencies, and to help develop a final 2018-2019 budget that can be presented to each council

MOTION CARRIED

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

(3) A temporary budget for Valley Waste set a term of 3 months with the conditions attached. (Temporary Funding)

Therefore it was moved by Councillor Eric Bolland and seconded

by Councillor Cathy Maxwell

RECOMMENDATION TO COUNCIL

that the Valley Regional Solid Waste-Resource Management Board requests that the Town of Kentville immediately pass a temporary 3-month budget at 2017-2018 funding levels subject to the following conditions:

- **that the 2017-2018 financial audit be completed prior to adoption of the 2018-2019 budget;**
- **that no new expenses be incurred;**
- **that no surplus funds be spent without prior approval from municipal parties; and**
- **that the hiring of the general manger position be postponed**

MOTION CARRIED

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

Reports attached

PUBLIC COMMENTS

(a) Kevin Robinson – Robinson Cannabis - Industrial Park

Kevin introduced himself to Council and remarked that he had:

- Moved back to the Valley and along with his brother they have been working on this business since 2013;
- They hope to become more involved in Kentville and make an impact on our community;
- Thanked Mayor Snow for her letter of support for their business for Health Canada;
- In dealing with the cannabis - it is all about education, awareness and acceptance;
- His company hopes to employ 25 full time employees by August 2018.

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

that Council recess from the regular meeting of Council to a CLOSED session at 9:05 p.m. to discuss – Land

MOTION CARRIED

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

Only Council, CAO and Solicitor Muttart remained in Chambers at this time.

IN CAMERA

- (a) Land – River Street Sale**
- (b) Land – Update on Former KCA Land**

It was moved by Councillor Craig Gerrard and seconded by Councillor Eric Bolland

that Council retire from CLOSED session at 9:45 p.m. and return to the regular meeting of Council

MOTION CARRIED

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

- (a) Land – River Street Sale**

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

that Council approve the sale of the land on River Street under the terms and conditions recommended in the CLOSED session

MOTION CARRIED

RECOMMENDATION TO COUNCIL

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

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

that the Council meeting adjourn

MOTION CARRIED
Adjourned at 9:46 p.m.

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