

KENTVILLE TOWN COUNCIL

MINUTES

October 30th, 2017

PRESENT

Mayor Sandra Snow, Deputy Mayor Eric Bolland, Councillor Cate Savage, 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 7:05 p.m., and CAO Phillips reported that all Council members, with the exception of Councillor John Andrew, were in attendance along with Town Solicitor Geoff Muttart, Recording Secretary Patricia Gourley and himself, CAO.

ABSENT

Regrets due to illness were received from Councillor John Andrew.

Also in attendance were Director Fred Whynot and Administration Assistant Jennifer West.

APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor Lynn Pulsifer

that the agenda of October 30th be approved with the deletion of:

- i. 8 (e) Tender Award: Business Park Infrastructure**

MOTION CARRIED

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

PRESENTATIONS

(a) Kentville Historical Society

John MacDonald presented an information package to Council and some highlights from this attached package were:

- The name Kentville Historical Society (KHS) has been registered with the NS Joint Stock Registry and on August 30, 2017 status was granted as an independent non-profit organization.
- KHS began meeting informally in February 2017 and currently has twelve (12) members.
- A public meeting will be held on November 29th and a membership drive will begin at this time.
- KHS was seeking from Council two things:

- i. Council's recognition of Kentville Historical Society as an entity within the town having a reasonable chance of success.
- ii. Ongoing support, where possible, within the means of the town and its financial constraints.

At this time a motion was made to support the Kentville Historical Society (KHS).

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

RECOMMENDATION TO COUNCIL

that Council show support of the preservation of the history and heritage of the Town of Kentville

MOTION CARRIED

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

Presentation attached

(b) Kentville Art Gallery Society - Hardware Gallery – Sasha Nelson

Sasha Nelson introduced to Council the Kentville Art Gallery Society, or KAGS for short. Sasha noted that this group is a non-profit society first incorporated in January 2017 and some highlights from this presentation were:

- To help boost the cultural environment in Kentville, in turn providing greater opportunity for economic growth and innovation, as well as increasing pedestrian traffic and vibrancy in the downtown core.
- To provide emerging and established artists the opportunity to exhibit and sell their work.
- To engage the public with the intention of providing greater exposure to contemporary and historical aesthetic practices.
- Proposed to form an art gallery in the Calkin Building, called Hardware Gallery, named in recognition of the location's historical use as a hardware store.

Presentation attached

AGENDA ADDITION

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

that the agenda of October 30th be reopened and approved with the addition of:

- i. **8 (e) Eco Kings Action Team**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

(a) Kentville Town Council – September 25th,2017

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

that the Council Minutes of September 25th,2017 be approved with an amendment to:

i. (b) Housing Needs Assessment – Second paragraph reads as:

As the Housing Initiative Partnership has requested an answer by the end of September Mayor Snow revisited the information from the previous CAC meeting. After further review, Mayor Snow as Chair of the Planning Committee recommend that the Town support this project.

Recommended changes to this paragraph:

As the Housing Initiative Partnership has requested an answer by the end of September Mayor Snow revisited the information from the previous CAC meeting *with the Director of Planning*. After further review, Mayor Snow as Chair of the Planning Committee, recommend the Town *fund the project in support of current Planning Strategy and Future Housing Needs, using available Planning funding*.

MOTION CARRIED

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

BUSINESS ARISING FROM THE MINUTES/ UNFINISHED BUSINESS

(a) Calkin Building Lease Update

CAO Mark Phillips reviewed the attached report.

RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee – Deputy Mayor Eric Bolland

(1) TBR 12/13-01 Demolition of the old KCA School

Deputy Mayor Eric Bolland reported that at the October 10th, 2017 meeting of Council Advisory Committee, Finance Director Debra Crowell reported that the Temporary Borrowing Resolution 12/13-01 will expire December 22nd, 2017 and must be replaced with a current authorization in order to maintain the short term financing related to the demolition of the old KCA School.

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

**RECOMMENDATION
TO COUNCIL**

that Council authorize the renewal of the temporary borrowing resolution 12/13-01 in the amount of \$110,000

MOTION CARRIED

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

(2) Policy Statement G16 – Code of Conduct for Councillors

Deputy Mayor Eric Bolland reported that at the October 10th, 2017 meeting of Council Advisory Committee, Mayor Sandra Snow presented Policy Statement G16 – Code of Conduct for Councillors for final review.

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

**RECOMMENDATION
TO COUNCIL**

that Council accept Policy Statement G16- Code of Conduct for Councillors as presented

MOTION CARRIED

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

(3) Revision of Policy Statement G18 – Student Bursary

Deputy Mayor Eric Bolland reported that at the October 10th, 2017 meeting of Council Advisory Committee, CAO Mark Phillips reviewed the changes to Policy Statement G18 - Student Bursary.

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

**RECOMMENDATION
TO COUNCIL**

that the revised Policy Statement G18- Student Bursary be adopted

MOTION CARRIED

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

(4) Policy Statement G4 – Travel, Meal and Miscellaneous Expenses

Deputy Mayor Eric Bolland reported that at the October 10th, 2017 meeting of Council Advisory Committee, CAO Mark Phillips reviewed Policy Statement G4 - Travel, Meal and Miscellaneous Expenses and noted some changes to the current template.

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

**RECOMMENDATION
TO COUNCIL**

**that Council adopt the revised Policy Statement G4 –
Travel, Meal and Miscellaneous Expenses**

MOTION CARRIED

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

All reports along with the recommendations are attached.

(c) Councillors Reports (Highlights)

Councillor Cate Savage:

- Attended all meetings as required
- Regional Sewer – Kentville Contingent only
- Oakdene Park – Plant a tree day
- Harvest Celebration

Some end of year comments from Councillor Savage:

- Almost a year has gone by since the citizens of Kentville provided Councillor Savage with an opportunity to serve as their Councillor, and was honored and humbled to be granted such an important task.
- Significant changes were made during the first Council meeting and as noted, we have the upmost respect and transparency in conducting Council Business for the citizens of Kentville.
- Council revisited the Kings 2050 and we are and will continue to work with our partners in the county.
- Councillor Savage wanted to acknowledge the hard work of fellow Councillors, Mayor, CAO, Department Heads and Town Staff and noted that she is looking forward to maintaining our momentum from year one and carrying it forward with even more energy into the exciting years ahead.

Deputy Mayor Eric Bolland:

- Attended all meetings as required
- UNSM Resolutions Meeting - Elmsdale, NS
- Mobius Awards of Environmental Excellence
- Devour to Kentville Luncheon

Some end of year comments from Deputy Mayor Eric Bolland:

- The Deputy Mayor has participated on council for the past thirteen years (13) and wanted to emphasize that this past

year has been one of positive change, positive optimism in the Town, and in this building with staff.

- He noted that he was proud of being a part of this team and of being Deputy Mayor for the first year of this Council.
- Council is really moving forward and it is a great time to be part of this team and be a resident of the Town of Kentville.

Councillor Cathy Maxwell:

- Attended all meetings as required
- 100 Women Who Care Annapolis Valley
- Open Arms/Housing Project Info. Meeting
- Kentville Historical Society

Some end of year comments from Councillor Cathy Maxwell:

- Councillor Maxwell was honored to have been elected by the citizens of Kentville to represent them, their views, and was very pleased that people put their confidence in her.
- A lot of policy changes were completed and this council is operating under a lot of different policies than previous councils had in the past.
- The transparency issue is very important and I think we have those policies in place and we are moving forward from a really good spot.
- Looking forward to working with this team and providing new changes over the next three (3) years.

Councilor Lynn Pulsifer:

- Attended all meetings as required
- Chrysalis House Funding Announcement
- Devour presentation
- Kings County Bus Tour

Some end of year comments from Councilor Lynn Pulsifer:

- Councillor Pulsifer's first year of sitting on Council has been very exciting and a positive year.
- It has also been a learning experience and we have done our utmost to be more transparent with our Town proceedings. We are now more accountable to the public with expenses.
- One of the policies that was quite an important policy was to have our expenses posted on the Town's website and available to the public.
- Being able to try and make improvements to our Town has been a satisfying experience and I look forward to the year ahead with more new projects that will make our Town a town that people would want to live in and to come and visit.

Councillor Craig Gerrard:

- Attended all meetings as required
- NSAPG/NSCPA Conference Sept 27-29
- Open Arms Housing Meeting
- Apple Blossom Committee AGM

Some end of year comments from Councillor Craig Gerrard:

- Councillor Gerrard remarked that he has and continues to enjoy his time on Council.
- The enjoyment comes from doing the research involved, the learning, asking citizens what they think and ultimately doing what he thinks is the best thing for Kentville moving forward

(d) Mayors Report:

Mayor Snow presented her report to Council and some of the highlights from her attached report were:

- Attended all meetings as required
- Engage NS
- Inner Church Food Bank Board Meeting
- Asset Management – Workshops
- Meeting with Mayor of King's and CAO

Some end of year comments from Mayor Sandra Snow:

- The citizens of Kentville have taken a leap of faith in us, they watched, listened and provided feedback and participated in activities around town.
- Kentville is poised to grow and prosper. Business folks and entrepreneurs are seeing a revival of our downtown and are prepared to invest.
- Developers have demonstrated their confidence in our housing market and planning strategy through presentations of new and innovative housing options for the future.
- Mayor Snow remarked that she has enjoyed working with our CAO, Kentville Town staff and Kentville Police Service this past year. Your sage council and advice have allowed us to be the change that was demanded of this Council. Together we are making a positive change in Kentville.
- Council remains committed to abiding your trust and as the Mayor and leader of this Council I am responsible and accountable for the conduct of Council, the welfare of all citizens and staff and management of your tax dollar remembering when the money comes from
- This council is committed to conduct all town business with transparency and accountability. Meeting and exceeding the requirements established by the Joint Municipal Accountability and Transparency Committee.

- Last December we engaged our citizens with a survey - *What We Heard*. We drafted a strategic plan which has not been finalized pending further input from the public. Which bring us to *The Kentville Project*. This project is a way for you to tell us what you think about Kentville and where you see Kentville in the future. We heard from you during the election campaign and subsequent survey but we want to hear from you every year, every month and every day about your concerns. All of us have a goal of making Kentville stronger, more resilient and prosperous and we need to work together to understand what is working and what is not. The information gathered will be used to help Council to plan out the 2018-2019 Budget and will help us to roll out our strategic plan.

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

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

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*

CORRESPONDENCE

(a) Donna Conrad - Berwick Gala Days, Appreciation – October 23, 2017

CAO Mark Phillips read the thank you note received from Donna Conrad thanking the Town of Kentville for the contribution to the Berwick Gala Days.

(b) Jennifer Jones – Clark's Harbour Resolutions –October 17,2017

CAO Mark Phillips read the letter received from Jennifer Jones, Clark's Harbour Town Clerk and Treasurer. Jennifer was requesting Council's support of the Municipality of the District of Barrington's suggestion to amend the process in which priority resolutions are determined.

(c) Gus Meister

CAO Mark Phillips read the letter received from Robert (Gus) Meister proposing an appropriate name for the new replacement bridge.

(d) Louis Comeau

CAO Mark Phillips read the letter received from the Director of the Kentville Historical Society Louis Comeau, formally requested that the name-sake stone from the F.W. Robinson Building be salvaged and donated to the KHS.

CAO Philips noted at this time that Director Whynot had already incorporated this name-sake stone recovery into his tender in anticipation of such a request.

(e) George Mutch

CAO Mark Phillips read the letter received from George Mutch requesting Council to petition the Provincial Government to install a rotary along with the new infrastructure for the new river crossing.

All correspondence is attached

NEW BUSINESS

(a) Election of Deputy Mayor

Mayor Sandra Snow reported that according to *Policy Statement G19 – Appointment of Deputy Mayor*, a Council member is required to be elected annually for the position of Deputy Mayor for a one (1) year term.

- At the November 2016 meeting of Council, Councillor Eric Bolland had been elected as Deputy Mayor and now his term has ended.
- Mayor Snow thanked Deputy Mayor Bolland for his term of service.
- Mayor Sandra then called for nominations for the position of Deputy Mayor.

Councillor Cathy Maxwell nominated Councillor Lynn Pulsifer for the position of Deputy Mayor; Councillor Pulsifer accepted.

Deputy Mayor Eric Bolland nominated Councillor Cate Savage for the position of Deputy Mayor; Councillor Savage accepted.

- The secret ballots were distributed, collected and counted by Solicitor Muttart and CAO Phillips.
- As the voting resulted in a tie it was recommended by CAO Phillips and Solicitor Muttart that the election be held again with a full attendance of Council members at the next Council meeting.
- Deputy Mayor Eric Bolland will continue on with his position until the next meeting of Council.

(b) Re-appointments to Committees

CAO Mark Phillips reported that the proposed Council Committee and Commission Appointments had been updated for the upcoming year of November 2017-November 2018.

- Councillor Lynn Pulsifer noted that she is not able to be the alternate (A) for the KCA/PTA Committee due to a conflict with another committee requirement.
- Deputy Mayor Eric Bolland volunteered as the alternate (A) for the KCA/PTA Committee.

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

**RECOMMENDATION
TO COUNCIL**

that Council accept the list of Committee Appointments and Council appointments for November 2017 to November 2018, minus the Deputy Mayor

MOTION CARRIED

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

Report attached

(c) Citizen Appointees

CAO Mark Phillips noted from Jennifer West's report that two (2) citizen appointments were needed to fill vacancies in the Audit Committee and in the Housing Authority Committee. An advertisement had been placed in the local papers, on the Town website and on social media requesting applications with a deadline of September 30th, 2017.

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

**RECOMMENDATION
TO COUNCIL**

that Susan Hayes be appointed to the Audit Committee for a one year term, and that Ashely Hancock be appointed to the Housing Committee

MOTION CARRIED

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

Report attached

(d) Tender Award: Demolition of Robinson Building

Director Fred Whynot reported to Council that a tender had been prepared for the demolition of the R.W. Robinson Building, as per the approved 2017-2018 Capital Program for the Town of Kentville, which closed on October 23, 2017 at 2pm. The budget for this

project was estimated at \$200,000. Allowing for a small contingency the proposed budget is now \$300,000. The additional budget of \$1000, 000 will come from borrowings. However, the overall borrowing rate for 2017/18 capital projects is not anticipated to exceed the original approval levels due to other projects either not being completed or coming in under budget.

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

RECOMMENDATION TO COUNCIL

that Council award the tender for the F.W. Robinson Building demolition to Mid Valley Construction for the estimated price of \$247,600 + HST

MOTION CARRIED

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

Recommendation attached

(e) Eco Kings Action Team

Deputy Mayor Eric Bolland request that the Town of Kentville provide the Kings Eco Action Team with a representative for this committee. This committee has been inactive for a number of years but is now ready to restart.

Points from Discussion:

- Eco Kings works collectively on environmental projects.
- Environmental issues are covered in the Kings 2050 Plan.
- More background information on the Eco Kings Action Team needs to be provided at the next Council meeting before a decision can be made to add this committee to the current roster.

PUBLIC COMMENTS

(a) Reverend Doctor John Roddam

- Reverend Roddam thanked Councillor Cathy Maxwell for volunteering with their pie fundraiser and invited any councillors to do so again in 2018.
- In December 2017 along with other clergy and anyone else who would be interested, a prayer to bless the Town will happen at the boundaries of the Town of Kentville, as well as in front of the Town Hall.
- Tonight was a great meeting and that the current council has a lot to celebrate.

(b) Gary Randall

- Thanked Mayor Snow for travelling to Italy for the twinning ceremony and as a Kentville citizen he was proud of Mayor Snow's interaction with the Italian people. She did an excellent job and made many connections for Kentville.

(c) Larry Eaton

- Congratulated Council and the administration for the rejuvenation of the Town's governance body.
- Asked Council if there are any current plans for the lot once the Robinson Building is demolished?
- A large amount of money has been tied up with the purchase and demolition of this property.

IN CAMERA

None

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Cate Savage and seconded by Deputy Mayor Eric Bolland

that the Council meeting adjourn

MOTION CARRIED
Adjourned at 09:10 p.m.

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