

# KENTVILLE TOWN COUNCIL

## MINUTES

### July 24<sup>th</sup>, 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 in the audience was Director Fred Whynot

#### APPROVAL OF THE AGENDA

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

**that the agenda be approved with the addition of:**

- i. **7.d Municipality of the County of Kings - July 17<sup>th</sup>, 2017**

#### MOTION CARRIED

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

#### PRESENTATIONS

##### **(a) Kings County Historical Society – Bria Stokesbury**

Bria Stokesbury, Curator of the Kings County Museum presented a verbal report to refresh or introduce to Council what the Museum offers to the citizens of Kentville and Kings County. Some highlights from her report include:

- Numerous events and programs are presented for the public each year. Also these events are a big fundraiser for the museum.
- There is not a cover charge to visit the museum.
- The Museum receives 4,000 to 5,000 visitors a year.
- The Museum has been opened for close to 40 years now and maintains a collection of approximately 15,000 artifacts.
- Council was thanked for their continual financial support.

#### APPROVAL OF THE MINUTES

##### **(a) Kentville Town Council - June 26<sup>th</sup>, 2017**

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

**that the Council Minutes of June 26<sup>th</sup>,2017 be approved as circulated**

**MOTION CARRIED**

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

**(b) Special Kentville Town Council - July 10<sup>th</sup>,2017**

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

**that the Special Council Minutes of July 10<sup>th</sup>,2017 be approved as circulated**

**MOTION CARRIED**

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

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

**(a) Valley Waste**

**i. Synopsis of Activity leading up to budget**

Mayor Sandra Snow reported on the Valley Waste Resource Management Budget. Mayor Snow noted that the budget was held over until the County of Annapolis and the County of Kings processed their budgets.

**ii. Draft Financial Statements 16/17**

Mayor Snow noted that the new budget and the Statement of Financial position is in the attached package.

**iii. Capital Budget 17/18**

CAO Mark Phillips presented the recommendation to approve the Valley Waste Resource Management Capital Budget 17/18.

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

**that Council approve the Town of Kentville contribution to the 17/18 Valley Waste Resource Management Capital Budget - \$530,000 of which the Town of Kentville's share is 7.84% - \$40,298**

**MOTION CARRIED**

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

**iv. Operating Budget 17/18**

CAO Phillips presented the recommendation to approve the Valley Waste Resource Management Operating Budget.

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

**that Council approve the Town of Kentville contribution to the 17/18 Valley Waste Resource Management Operating Budget - \$10,616,500 of which the Town of Kentville share is 7.84% - \$584,268**

**MOTION CARRIED**

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

**v. Surplus Disbursement 16/17**

CAO Mark Phillips presented the recommendation to reflect the Valley Waste Resource Management Operating Budget changes made by VWRM and Surplus Disbursement Statement.

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

**that the Kentville 2017/18 Operating Budget reflect the changes made by the presentation of the VWRM Operating Budget and Surplus Disbursement Statement**

**MOTION CARRIED**

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

Reports attached

**RECOMMENDATIONS  
AND REPORTS**

**(a) Council Advisory Committee – Councillor Lynn Pulsifer  
(1) 2017/2018 Capital Budget Additions**

Councillor Lynn Pulsifer reported that at the July 10<sup>th</sup>, 2017 meeting of Council Advisory Committee, CAO Mark Phillips had reported on the current approved Capital Budget and noted the following capital budget changes were as a result of additions, increased cost and loss or unconfirmed funding. A total of \$245,174 is required to cover the cost of these proposed changes.

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

**that Council approve the 2017/2018 Capital Budget additions**

**MOTION CARRIED**

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

**(2) Kings 2050**

Councillor Lynn Pulsifer reported that at the July 10<sup>th</sup>, 2017 meeting of Council Advisory Committee, CAO Mark Phillips stated that a decision to revisit the Kings 2050 report and explore and perhaps implement four (4) statements of interest was discussed at a Joint Council Meeting. These statements of interest will be used as guiding statements.

Therefore, it was moved by Councillor Lunn Pulsifer and seconded by Councillor Cathy Maxwell

**that Council adopt the Statements of Regional Interest proposed in the Kings 2050 Report.**

**Those four statements are:**

- 1. *Settlement* – To ensure an effective, efficient, equitable and focused pattern of development that will support planned residential growth in response to the needs of the public.**
- 2. *Economic Development* – To encourage the development of the Kings regional economy for the benefit of all communities and residents.**
- 3. *Municipal Facilities* – To ensure the efficient provision of culture, recreation and other facilities required to serve and enhance the lives of all residents in the Kings region.**
- 4. *Environmental Protection* – To ensure the protection and enhancement of valued features of the natural environment in the Kings region.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(3) TBR – Capital 17/18 - Oakdene Park Project**

Councillor Lynn Pulsifer reported that at the July 10<sup>th</sup>, 2017 meeting of Council Advisory Committee, CAO Mark Phillips reported a need to adjust the construction costs for the Recreation - Oakdene Park Project.

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

**that Council authorize the temporary borrowing resolution noted below**

**TBR 17/18-03    Oakdene Park Project    \$113,100**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(4) TBR – Kentville Capital 17/18 and Water Utility 17/18**

Councillor Lynn Pulsifer reported that at the July 10<sup>th</sup>, 2017 meeting of Council Advisory Committee, Director Debra Crowell noted that the temporary borrowing resolutions relate to the Town's 2017/2018 Capital Program and the Kentville Water Utility Capital Program.

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

**that Council authorize the temporary borrowing resolution noted below**

<b>ISSUE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
<b>TBR 17/18-01</b>	<b>Water expansion</b>	<b>\$400,000</b>
<b>TBR 17/18-02</b>	<b>Various purposes</b>	<b>\$986,900</b>

**MOTION CARRIED**

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

**(b) Robinson Building – 374 Main Street**

Councillor Lynn Pulsifer reported that at the July 10<sup>th</sup>, 2017 meeting of Council Advisory Committee, CAO Mark Phillips stated that it was important for the joint acknowledge of the existing report from CBCL as it is the most up-to-date professional assessment of the building. Ensuring that parties have a strong understanding of this matter is the most responsible consideration at this time. This can be achieved by a more thorough review of the existing reports or by further structural assessment.

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

**that the structural assessment be reactivated and carried out where access to the building's structure is not prohibited by the presence of unknown or hazardous material**

**And Further**

**that the structure assessment be carried out so that the results can be presented and revisited on or before the September 11<sup>th</sup>, 2017 CAC meeting, if possible**

CAO Mark Philips presented an update/progress report on the Robinson Building and reported from the attached email received from CBCL Engineer, Jeff MacKenzie.

Points from Discussion:

- A selected look at exploratory openings may still result in an incomplete picture.
- There is known hazardous material in the way of any testing.
- Cannot recommend to commit additional funds for the abatement process.

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(c) (i) Fire**

None

**(ii) Joint Fire Services Report**

None

**(d) Valley Waste Resources Management – Representative’s Report**

Deputy Mayor Eric Bolland presented the June 2017 report for Valley Waste. Some highlights from the attached report were:

- VWRM completed and passed their new budget.
- A Pilot Study is being undertaken for “Cottage County”. The study will include areas of where green bins are being placed at lakes/cottages and also investigate the continuing practice of people illegally dumping garbage in rural areas.

**(e) Kings Transit Authority**

Councillor John Andrew presented the June report for Kings Transit. Some highlights from his report were:

- Ridership is down again.
- Investing new ways/promotions to increase student’s use of the buses.

**(f) Councillors Reports (Highlights)**

Councillor John Andrew:

- Attended all meetings as required.
- Strategic Planning Session

Councillor Cate Savage:

- Attended all meetings as required
- Kentville Audit Committee Meeting

Deputy Mayor Eric Bolland:

- Attended all meetings as required
- Received an invitation from MP Scott Brison to attend the Upgrades for Grande Pre National Park meeting.

Councillor Cathy Maxwell:

- Attended all meetings as required
- Annapolis Valley Trails AGM.

Councillor Lynn Pulsifer:

- Attended all meetings as required
- Point to Point monthly meeting and AGM.

Councillor Craig Gerrard:

- Attended all meetings as required.
- Police recruitment and Police Chief Selection meetings.

**(g) Mayors Report:**

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

- Attended all meetings as required.
- The Audit Committee met with the Auditors to discuss the results of the audit and the new directions provided by DMA and JMAT. The Auditors were very pleased with the audit as conducted and the implementation of on-line expense reporting.
- Auditors noted that the Town of Kentville has the best financial software for any Municipal Government. Also very good internal controls have been put in place by our Finance Department.

*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 Deputy Mayor Eric Bolland

**that 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) Relay for Life – Appreciation July 2017**  
CAO Mark Phillips read the thank you card received.

**(b) Kings 2050 – Mayor Jeff Cantwell**

CAO Mark Phillips read the letter of support for the Kings 2050 received from the Town of Wolfville.

**(c) Annapolis Valley Reginal Library – Annual report 2017**

CAO Mark Phillips reported that the AVRIL Annual report was in the package for Council's review.

**(d) Municipality of the County of Kings – July 17<sup>th</sup>,2017**

CAO Mark Phillips read the letter received from Mayor Peter Muttart regarding Kings 2050.

**NEW BUSINESS**

**(a) Valley Waste Resource Management – TBR Guarantee #17/18-1**

CAO Phillips noted that Valley Waste Representative Deputy Mayor Eric Bolland reported that Town Council is required to make a motion to support a Guarantee Resolution for the amount of \$105,637 for the Valley Regional Solid Waste Resource Management Authority. This represents the Town's portion of the total program of \$1,348,265 and will enable them to pay out the remainder of the balloon payment refinancing on the administration building.

Therefore, it was moved by Deputy Mayor Eric Bolland and seconded by Councillor John Andrew

**that Council guarantees the amount of \$105,637, representing the Town's contribution, for the Valley Regional Solid Waste Resource Management Authority for the 2017/18 Capital Program**

**MOTION CARRIED**

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

**(b) James Street Watermain Upgrade**

Director Fred Whynot reported that a tender had been prepared for the renewal of the James Street Watermain, as per the approved 2017-2018 Capital Program for the Kentville Water Commission, which closed on July 21<sup>st</sup>, 2017 at 2:00 p.m.

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

**that Council award the tender for the James Street Watermain upgrade to Howard Little Excavating for the estimated price of \$184,964.96 +HST**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*



*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

**(c) Offer to Sell- Surplus Land**

Director Fred Whynot reported that from the early planning stages of the new bridge, it was known that its location would lie on parcels of land owned by both the Town of Kentville and the Municipality of Kings. Since then, the properties owned by the Municipality have been sold to the Province of Nova Scotia.

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

**that Council enter into an Offer to Sell transaction with the Province of Nova Scotia regarding surplus land related to the new bridge location, as per the attached letter**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage*

*Solicitor Geoff Muttart noted at this time that the letter received from the DOT is a standard form letter and that staff needs to have a discussion with the DOT to ensure the appropriate language is in place regarding several issues before the letter is signed.*

**PUBLIC COMMENTS**

*Dave Ritcey - Leverett Avenue:*

- As treasure for the Kings County Museum, I wanted to pass along more information in relation to the cost of operating this Museum, in addition to the information given by Bria's during her earlier presentation.
- Also wanted to pass along congratulations on Council's recognition of the Kings 2050 Statements of Regional Interest.
- VREN has a new interim CEO and notes that the Board's structure needs to be changed.

*Carolyn Houston – Deer Haven Drive:*

- Congratulations to Mayor and Council on their awesome improvements around Kentville.
- Informed Council of possible violations of the Special Events Bylaw regarding the wedding events being held on the Healy Property.
- Requesting Council to revisit and amend this Bylaw to restrict the number of events to be held per year.
- It is not a proper place to run a business in a residential area due to excess noise and extra traffic.

Pauline Barnes – Prospect Avenue:

- The Special Events Bylaw needs to be revisited. The noise level is very high and goes for a long period of time.
- Asked if the proper permits were issued, and does the Police Department perform extra patrols when these events are happening?
- Healy's have not given the required five (5) days written notice to citizens as stated in the Bylaw. Does the Town check to ensure all aspects of the Special Events Bylaw are being followed?
- This business should not be run in a residential area as it promotes excess traffic and noise in what should be a quiet residential area.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Lynn Pulsifer

**that Council recess from the regular meeting of Council to a CLOSED session at 09:05 p.m. to discuss Land – Business Park**

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

**IN CAMERA**

**(a) Land – Business Park**

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

**that Council retire from CLOSED session at 09:45 p.m. and return to the regular meeting of Council**

**MOTION CARRIED**

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

**(a) Real Estate – Kentville Business Park**

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

**that Council provide the CAO with direction to negotiate the sale of the land to Canahort at a price not to go below the market value of the land as agreed in CLOSED session**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

**ADJOURNMENT**

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

**that the Council meeting adjourn**

**MOTION CARRIED at 09:50 p.m.**

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

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