

KENTVILLE TOWN COUNCIL

MINUTES

May 29th, 2016

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.

APPROVAL OF THE AGENDA

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

that the agenda be approved as circulated

MOTION CARRIED

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

PRESENTATIONS

(a) Chrysalis House – Ginger MacPhee

Ginger MacPhee gave a presentation describing the services offered by the Chrysalis House. She noted that it provides a safe and non-judgmental environment, providing shelter, and outreach services for women and children. Ginger remarked on the mission statement of Chrysalis House and noted that these services are provided free of charge.

Presentation attached

APPROVAL OF THE MINUTES

(a) Kentville Town Council- April 24th, 2017

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

that the Council Minutes of April 24th,2017 be approved

MOTION CARRIED

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

(b) Public Hearing – May 16th,2017

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

that the Public Hearing Minutes of May 16th, 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) Land Use Bylaw Second Reading

Mayor Sandra Snow reported that Director Bev Gentleman held a public meeting on Tuesday May 16th, 2017 and that there were no comments from the public to the proposed amendments.

Therefore, it was moved by Mayor Sandra Snow and seconded by Deputy Mayor Eric Bolland

that Council give second reading to the Resolution to amend the Land Use Bylaw as follows:

- 1) **The following uses be added to the list of permitted uses within the Commercial (C-1) Zone:**
 - **Craft Distilleries;**
 - **Farm Markets; and**
 - **Day Care and Nursery Schools**

- 2) **That the current definition in Part 1 of the LUB 1.40 “Day Care Centre” means a place where fourteen or fewer persons are cared for on a temporary daily basis without overnight accommodations , but does not include a school.**

be deleted and replaced with

1.40 “Day Care and Nursery School” means an establishment that provides for the care and supervision of children on a temporary basis without providing overnight accommodations.

- 3) **That the following definition be added to Part 1 of the Land Use Bylaw**

1.38.1 Craft Distillery means a place where alcoholic drinks etc., are made by distillation.

- 4) **1.55.1 Farmers Market means an indoor or outdoor market or group of stalls and booths where farmers and other vendors sell their products directly to consumers.**

MOTION CARRIED

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

(b) Calkin Building Update

CAO Mark Phillips reported that three spaces have been awarded to tenants in the Calking building. One will be for Hill's Grill, Kentville Farmers Market/Makery and Kentville Community Art Society. Work is still in progress with both the interior and exterior of this building.

Report attached.

(c) VIC Update

CAO Phillips presented a verbal update and noted that two staff members have been hired, one manager and one support person. Volunteers who would like to aid in the operation of the Centre are encourage to contact the Town of Kentville. The Visitor information Centre is expected to be opened for business within the next two weeks.

(d) Robinson Building Update

CAO Phillips presented a verbal update on the Robinson Building. Pictures of the building's interior have been added to the Town of Kentville's website for review.

**RECOMMENDATIONS
AND REPORTS**

**(a) Council Advisory Committee – Councillor John Andrew
(1) Interest Rate for 2017-2018**

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee, Director Debra Crowell reported that the current rate of interest on outstanding accounts is 2% per month (compounded – 26.8% annum).

- This rate has been in effect since 2002.
- Other municipal units charge in the range of 1 to 2 %.
- Our rate serves the purpose of being an incentive to pay.
- This ensures the Town has the cash reserves required to operate its entities, prevents the need for operating loans, cuts down on internal costs and external collection expenses, as well as write offs.

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

that the interest rate on outstanding accounts for the Town of Kentville remain at 2% per month, or part thereof (26.8 % per annum) for the year April 01, 2017 to March 31, 2018.

MOTION CARRIED

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

(2) Withdrawals Capital Reserve 2016-2016

Councillor John Andrew reported that at the May 08th, 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. During the year-end process, late arriving invoices and adjustments to lands held for resale occurred and now require funding.

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

that the resolution be approved for a withdrawal of \$21,353.62 from the Town's Capital Reserve Fund as follows:

- **Town of Kentville Capital Reserve-General Allocation for \$3,583.55**
- **Town of Kentville Recreation Capital Reserve for \$8,625.44**
- **Town of Kentville Capital Reserve-Kentville Futures for \$9,144.63**

This will fund capital acquisitions and other expenditures (as denoted above) during the year 2016/2017.

MOTION CARRIED

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

(3) 2017/2018 Proposed Operating Budget

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee, Director Crowell reported that the proposed 2017/18 Town of Kentville Operating Budget was before CAC for its consideration. This financial plan is a balanced budget totalling **\$12.9 million**, an increase of \$402,400 (3.2%) over last year's budget.

Therefore, it was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

that the proposed 2017/18 Operating Budget for the Town of Kentville (appendices A and B) be approved as follows:

Revenue	\$12,950,200
Expenditure	\$12,950,200
General tax rate	\$1.70 2/5 per \$100 of assessed dollar

And Further

that the following proposed tax rates for the year April 1, 2017 to March 31, 2018 are ratified as follows (Figures are rounded slightly for ease of reading):

	<u>Residential</u> (per \$100)	<u>Commercial</u> (per \$100)
Municipal basic rate	\$0.98 ³/₄ c	\$2.94 ¹/₈ c
Provincial Mandatory rate	40c	40 c
Fire area rate	3 c	3 c
Hydrant area rate	7 ¹/₂ c	7 ¹/₂ c
Economic development levy	1/8 c	7 ⁴/₅ c
Total Residential	1.49 and ²/₅ c	
Total Commercial		3.52 and ²/₅ c

MOTION CARRIED

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

(4) Sanitary Sewer Budgets 2017-2018

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee, Director Fred Whynot reported that:

- The budget came in at 100.1% with a \$166,438 surplus.
- It is proposed that we place \$105,000 of the surplus to the Sanitary Sewer Operating Reserve. The reserve currently has \$161,613 and with the addition it will then contain \$266,614.
- Further we propose to place \$61,438 of the remaining surplus to the Sanitary Sewer Capital Reserve for future capital and with the addition, it will then contain \$220,325.
- After a budgeted transfer in 2017-2018 our Depreciation Reserve will contain \$95,500.
- Our Capital Program for 2017-2018 consists of an extension of sanitary sewer service within the Kentville Business Park (\$110,500) and a new sewer utility truck (85,000).

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

that Council approve the 2017-2018 Sanitary Sewer Operating Budget

And Further

**that Council approve the 2017-2018 Sanitary
Sewer Capital Budget**

MOTION CARRIED

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

(5) Burke Subdivision

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee, Director Fred Whynot reported that over the past five (5) years staff have worked on videoing infrastructure and investigating areas of concern (break history, watermain condition surveys, etc.) to prepare our five year capital infrastructure renewal plans. One area of concern is the Burke Subdivision (Colonial Avenue, Pleasant Street, Fairview Street and Hillside Avenue) and adjacent areas.

- As part of the current five year capital plan we plan to renew the infrastructure, which includes sanitary and storm sewer concerns surrounding the subdivision in 2018-2019.
- We have been notified by the DMA that we were approved for \$28,679 for a pre-design through PCAP.
- To complete the file, the DMA requires a resolution from Council confirming that the Burke Subdivision is a priority project.

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

**that the Burke Subdivision Upgrade project be a
priority of Council as part of the current five year
Capital Plan of the Town Council**

MOTION CARRIED

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

(6) Temporary Development Officer

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee CAO Phillips acknowledged several positions with the Town of Kentville.

He further noted the appointment of Kristen Harrison as a Development Officer.

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

that Council appoint Kirsten Harrison as a Development Officer in Director Beverley Gentleman's absence

And further

that the following designations be recognized by council:

- **Town Clerk: Mark Phillips**
- **Emergency Measures Coordinator: Mark Phillips**
- **Traffic Authority Officer: Fred Whynot**

Additional positions should also be recognized by council:

- **Town Piper: Edward Coleman**
- **Town Crier: Lloyd Smith**

Upon reflection of further discussion taking place at the May CAC, Solicitor Geoff Muttart recommended that the above motion should read :

that Council appoint Kirsten Harrison as a Development Officer

And further

that the following designations be acknowledged by council:

- **Town Clerk: Mark Phillips**
- **Emergency Measures Coordinator: Mark Phillips**
- **Traffic Authority Officer: Fred Whynot**

Additional positions should also be acknowledged by council:

- **Town Piper: Edward Coleman**
- **Town Crier: Lloyd Smith**

MOTION CARRIED

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

(7) Change of July Council Meeting Date

Councillor John Andrew reported that at the May 08th, 2017 meeting of Council Advisory Committee, CAO Mark Philips

reported that Mayor Sandra Snow will not be able to attend the July 31st meeting of Council and requested that council make a motion to move the date of July's Council meeting from July 31st to July 24th, 2017.

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

that the Council meeting scheduled for July 31st be moved up to July 24st, 2017

MOTION CARRIED

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

(8) Vehicle donation to Valley Search and Rescue

CAO Phillips verbally reported that in recognition of the wishes of Council, noted during the budget deliberation process, that the Town of Kentville donate the Kentville Police Mobile Command Unit (valued at \$8,000 and as is) to the Valley Search and Rescue.

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

that Kentville Town Council approve the donation of the Police Mobile Command Vehicle and generator to Valley Search and Rescue

MOTION CARRIED

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

(b) (i) Fire

CAO Phillips stated from the attached report that for:
March 2017:

- Kentville fire alarm total was 10 with 142 KM used.
- County fire alarm total was 14 with 640 KM used.
- Mutual aid alarm total was 3 with 264 KM used

(ii) Joint Fire Services Report

None

(c) Valley Waste Resources Management – Representative's Report

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

- The Draft 2017-2018 Operating and Capital Budgets was approved by the Authority, has been passed by several of the partners.

- The Hotline had received over 4,000 phone calls in 2016, regarding spring cleanup.

(d) Kings Transit Authority

Councillor John Andrew presented the April and May 2017 report for Kings Transit. Some highlights from the attached report were:

- Overall ridership for the month of March is up by .66%.
- Kings Transit is offering a new pass for students. Passes will be effective from July 01 to August 31 annually.
- Troy Morrison joined the team as an advertising sales representative.

(e) Councillors Reports (Highlights)

Councillor John Andrew:

- Attended all meetings as required.
- 20 Ingredients of an Outstanding Downtown.

Deputy Mayor Eric Bolland:

- Attended all meetings as required
- Kentville Water Commission

Councillor Cate Savage:

- Attended all meetings as required
- 2016 AVESTA Awards

Councillor Cathy Maxwell:

- Attended all meetings as required
- Police Management and Labour Relations

Councilor Lynn Pulsifer:

- Attended all meetings as required
- Joint AVRL Committee

Councillor Craig Gerrard:

- Attended all meetings as required.
- Planning Conference

(f) Mayors Report:

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

- Attended all meetings as required.
- 20 Ingredients of an Outstanding Downtown
- National Day of Mourning
- Kentville Police Labour Management Meeting
- UNSM Mayors and CAOs
- UNSM Spring Conference

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

Therefore, it was moved by Councillor John Andrew 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) Kentville Skate Park – Deputy Minister Tracey Taweel
CAO Mark Philips read the letter received from the Deputy Minister of Communities, Culture and Heritage.

(b) Update on Castel di Sangro twinning
Mayor Sandra Snow reported that an official declaration for the twinning had been received from Castel de Sangro and this will be signed at the official twinning ceremony July 29th, 2017 in Italy.

NEW BUSINESS

(a) Garden Day Declaration
CAO Mark Phillips read the declaration request received.

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

that June 14th, 2017 be declared as Garden Day

MOTON CARRIED

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

(b) Kentville Police Service Accessible Entrances
CAO Phillips reported that the Kentville Police Service, located on River Street, requires an installation of a wheelchair accessible entrance. The financial impact will be \$13,271 and this will be a Capital item.

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

that an addition of \$13,271 be made to accommodate the disabled doorway access to the Kentville Police Service Building on River Street

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

(c) Review of Policy G5 - Council Remuneration and Benefits

CAO Mark Phillips reported that it has now been six months since this policy had been revisited. As part of this Council's review process this has now hit the mandatory six month review process. As it was felt that Policy G5 required some amendments, the policy will be sent to CAC for additions and to revisit the language for possible updates.

(d) Review of Policy G7 – Recorded Votes

CAO Mark Phillips reported that it has now been six months since this policy had been revisited. As part of this Council's review process this has now hit the mandatory six month review process.

At this time this policy will remain unchanged.

(e) Review of Policy G54 – Council Agenda Packages

CAO Mark Phillips reported that it has now been six months since this policy had been revisited. As part of this Council's review process this has now hit the mandatory six month review process

At this time this policy will remain unchanged.

(f) Review of Policy 102- Video Conferencing

CAO Mark Phillips reported that it has now been six months since this policy had been revisited. As part of this Council's review process this has now hit the mandatory six month review process.

At this time this policy will remain unchanged.

PUBLIC COMMENTS

None

It was moved by Deputy Mayor Eric Bolland and seconded by Councillor John Andrew

that the Council retire to go IN CAMERA at 8:45 p.m. to discuss Personnel and Land issues

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer & Savage

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

IN CAMERA

- (a) Personnel**
- (b) Personnel**
- (c) Land - Business Park**
- (d) Land - Calkin Building**

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

that Council go back into open session at 10:35 p.m.

MOTION CARRIED

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

ADJOURNMENT

As there was no further business to discuss, It was moved by
Councillor Cathy Maxwell

that the Council meeting adjourn

MOTION CARRIED

Adjourned at 10:35 p.m.

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