

# KENTVILLE TOWN COUNCIL

## MINUTES

### November 28<sup>st</sup> , 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.

Also in attendance was Director Fred Whynot

#### APPROVAL OF THE AGENDA

Mayor Snow reported:

**that the agenda be approved with four (4) additions:**  
**7(f) Bill Woodworth-35 Deer Haven**  
**7(g) Gordon and Pam Brown-37 Deer Haven**  
**7(h) Chuck and Christine Mader-341 Prospect Ave**  
**8(g) Award of Park Street Sidewalk Extension**

#### PRESENTATIONS

##### (a) Uncommon Common Art – Genevieve Allen Hearn

Genevieve Allen Hearn presented to Council a request for funding to help support the Uncommon Common Art. Genevieve noted that Uncommon Common Art (UCA) is a community wide art exhibit that highlights two of Kings County greatest assets; the natural beauty and the abundance of creative people who live in the area. Art education is also a major component of the project as every year artists visit elementary schools across the region to teach students about public art. Uncommon Common Art has a non-profit status and is currently applying for charitable status.

Genevieve's report is attached and also includes a completed financial assistance application form requesting a donation of \$5000.

#### APPROVAL OF THE MINUTES

##### (a) Kentville Town Council-November 01<sup>st</sup> , 2016

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

**that the Council Minutes of November 01<sup>st</sup> , 2016 be approved**

**MOTION CARRIED**

**(b) Kentville Special Town Council – November 14<sup>th</sup>, 2016**

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

**that the Council Minutes of November 14<sup>st</sup>, 2016 be approved**

**MOTION CARRIED**

**(c) Kentville Special Town Council – November 21<sup>nd</sup>, 2016**

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

**that the Council Minutes of November 21<sup>st</sup>, 2016 be approved**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS RECOMMENDATIONS AND REPORTS**

**(a) None**

**(a) Council Advisory Committee**

**1) External Audit Services Proposals 2017-2019**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, Director Crowell had reported that the term for external audit services expired on March 31, 2016. The incumbent fully completed the requirements under the terms of the prior agreement. A Request for Proposals for External Audit Services (RFP) was placed on the Provincial Procurement website on September 28, 2016 with a due date of October 26, 2016.

Five audit firms expressed interest in the RFP with only two qualifying submissions. These two were Kent & Duffett and Grant Thornton LLP, with Kent & Duffett being the successful respondent.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor John Andrew

**RECOMMENDATION**

**that Kent & Duffett be retained for external**

**auditing services for the year ending March 31, 2017 for the fee of \$17,500 plus HST**

**And further**

**that Kent & Duffett be retained for external auditing services for the fiscal years ending March 31, 2018 and 2019 for the fees of \$17,750 (+1.4%) and \$18,000 (+1.4%) respectively plus HST. Reappointment will be contingent on Council's satisfaction with performance and fees (among other things).**

**MOTION CARRIED**

**(2) Policy Statement G5- Council Remuneration & Benefits**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, Mayor Snow reported that it is council's desire that Policy G5 be amended to reflect the current view of the sitting council on these matters.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

**RECOMMENDATION  
TO COUNCIL**

**that the current policy G5 Council Remuneration and Benefits be amended to reflect current practices and to remove the pension benefit offered to members of Town Council**

**MOTION CARRIED**

*Deputy Mayor Eric Bolland voted against this motion*

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

**(3) Policy Statement G7 – Recorded Individual Votes on Motions of Council**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, CAO Mark Phillips reported that it is council's desire that Policy G7 be amended to reflect the current view of the sitting council on these matters.

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

**RECOMMENDATION  
TO COUNCIL**

**that the current Policy Statement G7 "Recording Individual Votes on Motions of Council" be**

**amended to ensure individual votes by councillors are recorded in the public record for all committee or council meetings**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(4) Policy Statement G54 –Council Agenda Packages**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, CAO Phillips reported that it is council's desire that Policy G54 be amended to reflect the current view of the sitting council on these matters.

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

**RECOMMENDATION  
TO COUNCIL**

**that the current policy, "Policy G54 Council Agenda Packages" be amended to re-establish the deadline for meeting agenda items and meeting documents submitted to CAO and Council meetings from three (3) days to five (5) days**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(5) Policy Statement I-02 Video Conferencing**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, CAO Phillips reported that it is council's desire that Policy 1-02 be amended to reflect the current view of the sitting council on these matters.

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

**RECOMMENDATION  
TO COUNCIL**

**that the current "Policy Statement I-02 Video Conferencing" be amended to restrict its use to support a councillor when on an extended scheduled leave, such as a vacation or an extended unexcused leave of absence**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(6) Annapolis Valley Regional Industrial Park name change- "Kentville Business Park".**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, CEDC Lindsay Young reported that an unofficial Annapolis Valley Regional Industrial Park “working group” have met over the last two (2) years to discuss future planning, marketing and promoting existing business with in the park. It was put forth that a name change, which this group believes that having “Kentville” in the name would help people find the business which currently exist within the park.

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

**RECOMMENDATION  
TO COUNCIL**

**that Council approve a name change from  
“Annapolis Valley Regional Industrial Park” to  
“Kentville Business Park”**

**MOTION CARRIED**

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

**(7) Special Events Bylaw Chapter # 96**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, Director Gentleman reported the Healy’s had requested a few changes to the Special Events Bylaw, they include:

- Increasing the number of events on the property from fifteen (15) per year to thirty (30);(there is no restriction on the time of year for an event; just the number per year permitted)
- Extend the time, for the time from 12 midnight to 1 am, to be in align with the liquor licenses; and
- Change in the notification timeline to adjacent residents of upcoming events. (I think we can work around the existing language to accommodate the Healy’s request).

Therefore, it was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

**RECOMMENDATION  
TO COUNCIL**

**that Council give First Reading for the changes  
requested to the Special Events Bylaw Chapter  
#96**

**MOTION CARRIED**

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

*At this time CAO Mark Phillips, for educational purposes, reported on the process that will have to be take place in order to amend Bylaw Chapter #96.*

**(8) Park Street Sidewalk Extension**

Councillor Craig Gerrard reported that at the November 14<sup>th</sup>, 2016 meeting of Council Advisory Committee, Director Whynot reported that staff reviewed the possibility of extending a section of sidewalk on Park Street this fiscal year and the potential cost estimate for the work. The extension would have an approximate length of 115 m and run west from the existing end of sidewalk near Baden Powell Drive.

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

**RECOMMENDATION  
TO COUNCIL**

**that the Park Street Sidewalk Extension be approved  
and sent out for tender**

**MOTION CARRIED**

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

**(b) (i) Fire**

CAO Phillips noted from the attached report that for:

October 2016:

- Kentville fire alarm total was 11 with 106 KM used.
- County fire alarm total was 17 with 966 KM used.
- Mutual aid alarm total was 0 with 0 KM used

**(ii) Joint Fire Services Report**

The next regular meeting will be held on January 19, 2017.

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

No report and the next scheduled meeting will be held on December 14, 2016.

**(d) Kings Transit Authority**

No report from Kings Transit this month as a quorum for the scheduled meeting of November 23, 2016 was not reached

**(e) Councilor’s Report**

Councillor John Andrew :

- Nov 9 & 10-TOK orientation

- Nov 11-KPS meet & greet
- Nov 11-CAC
- Nov 15-Kings Point to Point Board Meeting
- Nov 21-Special Council Meeting
- Nov 23-Chrysalis House art project
- Nov 25-Police Commission meeting
- Nov 28-Tour of Healy Property
- Nov 28-Council

Councillor Lynn Pulsifer:

- Nov 3-Kinsman Club dinner meeting
- Nov 9 & 10-Town of Kentville orientation days
- Nov 11-Remembrance Day Ceremony
- Nov 14-CAC
- Nov 15- Kings Point to Point Board Meeting
- Nov 17-Meet & Greet in Wolfville
- Nov 28-Tour of Healy property
- Nov 28-Council

Deputy Mayor Eric Bolland:

- Nov 03- Kinsmen Club Dinner meeting
- Nov 11- Remembrance Day Service
- Nov 17-Meet and Greet at Wolfville Town Hall
- Nov 14-CAC
- Nov 21-Special Council Meeting

Councillor Cate Savage:

- Nov 9 and 10-Council orientation
- Nov 11-Remembrance Day Service
- Nov 13-Kentville Police Service Meet and Greet
- Nov 14-CAC
- Nov 15-Investment Adv. Committee
- Nov 21-Special Council Meeting
- Nov 23-Chrysalis House art project
- Nov 28-Healy Project

Councillor Craig Gerrard:

- No report

Councillor Cathy Maxwell

Written report submitted after Council

- Nov 9 & 10-Council orientation
- Nov 10-Kentville Police Service Meet & Greet
- Nov 11-Remembrance Day Ceremony

- Nov 14-CAC
- Nov 17-Wolfville Municipal Meet & Greet
- Nov 17-Policing Webinar
- Nov 19-Kings Riverside Court Open House
- Nov 21 Special Council
- Nov 24-Police Commission Meeting
- Nov 25-Torch Light Parade
- Nov 28-Council Meeting

**( f ) Mayors Report:**

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

- Nov 11- Remembrance Day Ceremony
- Nov 13-Kentville Police Services
- Nov 14-CAC
- Nov 15-Canadian Policing Webinar
- Nov 16–Investment
- Nov 17-Eastling Magazine
- Nov 17-Kentville Library – announcement of \$40K won from the “This Place Matters” fundraising initiative/contest.
- Nov 17-Regional Meet & Greet
- Nov 21-Recreation & Parks \$7K Grant Funding
- Nov 23-Chysalis House art project
- Nov 25-Torch Light Parade
- Nov 28-Council

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

**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) MLA John Lohr**

CAO Phillips read the letter received from MLA John Lohr.

**(b) Karen & Mike Adamson, 347 Prospect Ave. – Special Event Bylaw**

CAO Phillips read the letter received from Mike and Karen Adamson.



**(c) Pauline & Russell Barnes, 362 Prospect Ave. – Special Event Bylaw**

CAO Phillips read the letter received from Pauline and Russell Barnes.

**(d) Matt McCann, 38 Deer Haven – Special Event Bylaw**

CAO Phillips read the letter received from Matt McCann.

**(e) Paul & Sherma Hughes, 351 Prospect Ave.-Special Event Bylaw**

CAO Phillips read the letter received from Paul and Sherma Hughes.

**(f) Bill Woodworth, 35 Deer Haven - Special Event Bylaw**

CAO Phillips read the letter received from Bill Woodworth.

**(g) Gordon and Pam Brown, 37 Deer Haven- Special Event Bylaw**

CAO Phillips read the letter received from Gordon and Pam Brown.

**(h) Chuck and Christine Mader, 341 Prospect Ave.- Special Event Bylaw**

CAO Phillips read the letter received from Chuck and Christine Mader.

**NEW BUSINESS**

**(a) Live Streaming Council Meetings**

Mayor Snow reported that as discussed during the Council Orientation Session conducted with senior staff on 9 and 10 of November. In an effort to provide transparency and total access to council and council advisory meetings, this council recommended that staff investigate the most effective means of live streaming meetings to the public.

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

**RECOMMENDATION TO COUNCIL**

**that in an effort to provide transparency and total access to council and council advisory meetings, this council recommended that staff investigate the most effective means of live streaming meetings to the public**

**MOTION CARRIED**

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

**(b) Council Meetings – Vote Recording Software**

Mayor Snow reported that as discussed during the Council Orientation Session conducted with senior staff on 9 and 10 of November. In an effort to provide transparency, this council requests that staff investigate a software package which would provide automated vote recording (based on the King’s County Council model). All considerations to include existing hardware and request for live streaming.

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

**that in an effort to provide transparency, this council requests that staff investigate a software package which would provide automated vote recording (based on the King’s County Council model). All considerations to include existing hardware and request for live streaming.**

**MOTION CARRIED**

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

**(c) Post Election :”Hot Wash/Recap”**

Mayor Snow reported that the election of six new members of council of the existing seven, provide the opportunity to present information gleaned during the door-to-door campaign. It was decided that the Council would conduct a Hot Wash Session with senior staff on 10 November and present issues/topics that were presented by citizens. The intent is to promulgate the information back out to the citizens, for their review and prioritization.

The data was captured and parsed out by department and further dissected to determine whether it was policy or operations. The original document is 12 pages. It was determined that it is too long as a first survey for feedback. The items were reduced to top ideas in a 39 question survey and will be available for citizen feedback on the website, Facebook and paper copy at the office.

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

**that the report *Post Election: “Hot Wash/Recap”* be accepted**

**MOTION CARRIED**

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

**(d) Proclamation of Honorary Town Crier**

Mayor Snow reported that Mr. Lloyd Smith, the Official Town Crier for Windsor paid a visit to the Kentville Mayor's Office on 24 November 2016. Mr. Smith has acted as the honorary Town Crier for the Town of Kentville for many years. He serves at the pleasure of the mayor. His term is aligned with that of the mayor. He typically paid an honorarium for his official duties to the Town of Kentville.

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

**that I, Sandra Snow , Mayor of Kentville recommend that Mr. Lloyd Smith be appointed as the honorary Town Crier for the Town of Kentville to service during my Tenure**

**RECOMMENDATION TO COUNCIL**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(e) Acceptance of Road – Rockwell Drive**

Director Fred Whynot reported that during the recent purchase of lands by the Town of Kentville and subsequent plan survey it was discovered that Small Business Development Corporation did not deed R.D. -1 to the Town of Kentville. Once it was discovered that the deed was not provided for Rockwell Drive, staff contacted the Province to obtain the deed. The deed is necessary to officially accept Rockwell Drive as a public road, allow access to the reservoir, existing and future infrastructure, and to allow subdivision of lands with frontage on Rockwell Drive. The deed has since been received and has been recorded on November 23, 2016 as Document Number 109938408.

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

**that Council dedicate Rockwell Drive as a public street as shown on the plan of survey**

**RECOMMENDATION TO COUNCIL**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(f) Police Commission Citizen Appointment(s) Recommendation**

Councillor Craig Gerrard reported that at the Police Commission meeting held on November 24, 2016, the Police Commission Citizen Appointments applications were reviewed. Seven (7) applications were received and reviewed with one being removed as that applicant resided outside of Kentville.

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

**RECOMMENDATION  
TO COUNCIL**

**that Stephen Pearl and Debbie Mahoney be appointed to the Kentville Police Commission as citizen representatives for a two (2) year term**

**Further**

**it was recommended that Paul Walker's application be forwarded to the Nova Scotia Department of Justice for consideration as Kentville's DOJ appointment**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(g) Award of Park Street Sidewalk Extension**

Director Fred Whynot presented the results of the tender closing on November 28, 2016. Five companies with experience with concrete sidewalk and curb and with construction this time of year, were invited through an Invitation to Tender to bid on the proposed sidewalk extension on Park Street. Due to the time of year, the addition of topsoil and sod will take place in the Spring of next year. The rest of the work should be able to be completed this year except for sections near the proposed asphalt driveways for the new Toyota Dealership. These driveways will be the responsibility of the developer next year.

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

**RECOMMENDATION  
TO COUNCIL**

**that Howard Little Excavating Ltd. be awarded the above contract for the estimated amount of \$34,998.66 +HST.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**PUBLIC COMMENTS**

**(a) Larry Eaton 58 Belcher Street**

Mr. Eaton welcomed and congratulated all new members of council and the lone returning one. Larry Eaton expressed concerns regarding the language that had been amended in the Policy Statement I-02 Video Conferencing. Mr. Eaton's concern

was that the amends were not restrictive enough to keep council members from staying away for a period of time on lengthy vacations.

**IN CAMERA**

**None**

**ADJOURNMENT**

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

**that the Council meeting adjourns at 8:10 p.m.**

**MOTION CARRIED**

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

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