

## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Meeting Minutes: June 24<sup>th</sup>, 2019

### PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard and Councillor Cathy Maxwell.

Staff in attendance included Chief Administrative Officer (CAO) Mark Phillips and Recording Secretary Jennifer West. Solicitor Geoff Muttart will join the meeting at a later time.

### REGRETS

Councillor Lynn Pulsifer

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

### 1. 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 members of Council were present, in addition to Solicitor Geoff Muttart.

*Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

### 2. APPROVAL OF THE AGENDA

**That the agenda of June 24<sup>th</sup>, 2019 be approved**  
**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on May 27<sup>th</sup>, 2019

**That the minutes of Council meeting on May 27, 2019 be approved**  
**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Audited Financial Statements for 2018-2019

Mayor Snow gave a review of the audited financial statements, management letter and the annual report for the Town of Kentville. The audit found no issues with the financial management of the Town. The management letter indicates that the collection of receivables from other governments is an outstanding issue from this and previous audits.

- Points of Discussion
  - The Town's financial condition indicators show strong financial management.

### RECOMMENDATION TO COUNCIL

It was moved by Deputy Mayor Cate Savage and seconded by Councillor John Andrew

**That Council appoint Mr. Peter Rainforth to the audit committee.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council accept the audit report and documentation as presented.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council adopt a five-year term as per industry standard for Town of Kentville auditing services.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council accept the 2019-2020 audit committee members as presented.**

**MOTION CARRIED**

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

**4. UNFINISHED BUSINESS**

**(a) Hardware Gallery Quarterly Report**

CAO Phillips gave a review of the Hardware Gallery report, which was submitted at the June 10<sup>th</sup> meeting of the Council Advisory Committee without the financial report. The financial report is submitted to council at this meeting to accompany that report.

*Report available*

**(b) Legislative Update Sessions**

Mayor Snow gave a review of the provincial legislative sessions for Bills 99 and 101. There has been no feedback from council on these information sessions.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor John Andrew

**That Council leave open session to discuss a legal matter at 7:20pm.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cathy Maxwell and seconded by Councillor John Andrew

**That Council return to open session at 8:40pm.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

**That Council direct the CAO to proceed with collection activities as determined in camera.**

**MOTION CARRIED**

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

*Solicitor Geoff Muttart joined the open session*

**5. REPORTS AND RECOMMENDATIONS**

**(a) Council Advisory Committee**

Councillor Eric Bolland presented the following recommendations from the Council Advisory Committee:

**(1) Recommendation – Special Events Bylaw First Reading**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, Director Gentleman presented her report for an amendment to Chapter 96 “Special Events Bylaw”. The change is regarding the removal of the reference to the zone “Residential Futures” and replacing it with “Large Lot Residential” which is consistent with definitions in Kentville’s Municipal Planning Strategy and Use Bylaw.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council forward the proposed amendment to the Special Events Bylaw Chapter #96 regarding the amendment of Part 4.11.3 to replace “Residential Futures” with “Large Lot Residential” which is consistent with definitions in Kentville’s Municipal Planning Strategy and Land Use Bylaw.**

**MOTION CARRIED**

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

**(2) Recommendation – Active Transportation Plan**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, Director Bedingfield presented the draft Active Transportation Plan for the Town. The plan considered public engagement events, existing conditions, spatial equality, existing barriers in the Town, focussing on potential of high-volume traffic around the centre, existing plans and

strategies. The approximate cost to implement the plan is \$150,000 annually over 15 years.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council accept the Kentville Moves: Active Transportation Plan and approve in principle, the projects contained within;**

**And further, council and staff commit to a detailed review of the strategy and the implementation of policy and projects.**

**MOTION CARRIED**

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

**(3) Recommendation – Policy Review**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, CAO Phillips reviewed the feedback from the review period of 4 Town policies. After a policy statement is reviewed by council, the policy is reviewed and discussed after 6 months in use. The following policies were reviewed and feedback was provided by Mayor Snow:

- Policy Statement G5 Council Remuneration and Benefits
- Policy Statement G57 Committees of Council
- Policy Statement G69 Council Reports
- Policy Statement G70 Council Meetings

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Policy Statement G5 Council Remuneration and Benefits be approved with the attached amendments.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Policy Statement G57 Committees of Council be approved with the attached amendments.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Policy Statement G69 Council Reports be approved with the attached amendments.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Policy Statement G70 Council Meetings be approved with the attached amendments.**

**MOTION CARRIED**

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

**(4) Recommendation – Kentville Public Garden Project**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, CEDC Young presented her report on the development of a public garden space in downtown Kentville at 390 Main Street. The property owner would like to lease the site to the Town for 10 years for a total of \$10.00. Funding for the garden has been approved in the 2019-2020 budget, and additional funding has been awarded by the Provincial Department of Municipal Affairs.

*Report available*

- Points of Discussion
  - The lease states that parties may not terminate the lease unless both agree to terms in writing (mutual agreement to terminate). Terms of termination would be negotiated.

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the attached Public Garden draft lease agreement.**

**MOTION CARRIED**

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

**(5) Recommendation - Valley Waste Management 2019-2020 Operations and Capital Budget**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, CAO Phillips reviewed the background of the annual budget process with the Valley Waste Management Authority. The contribution request is consistent with the approved amount in the TOK 2019-2020 Operating Budget.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Valley Waste Management Authority approved 2019-2020 Operating budget in the amount of \$9,964,825 of which \$652,900 is the Town of Kentville's share under the Municipal Agreement.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Valley Waste Management Authority approved 2019-2020 Capital budget in the amount of \$97,700.**

**MOTION CARRIED**

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

**(6) Recommendation - Town of Kentville 2019-2020 Sanitary Sewer Budgets**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, CAO Phillips presented the Sanitary Sewer Area 2019-2020 Operating and Capital Budgets. Highlights include a decrease in revenue by 2.5% (\$33,400), and a decrease in expenditures by 2.4% (\$31,200).

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Kentville Sanitary Sewer Area Service Operating Budget 2019-2020 as follows:**

**Revenue \$1,284,600 with expenditures of \$1,283,400 leaving a surplus of \$1,200.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Kentville Sanitary Sewer Area Service 2019-2020 Capital budget in the amount of \$210,000 including its funding sources.**

**MOTION CARRIED**

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

**(7) Recommendation - Parkview Road Tax Exemption**

At the June 10<sup>th</sup>, 2019 meeting of Council Advisory Committee, CAO Phillips read the letter from Sherdon Developments describing the property at 36 Parkview Road, where a structure was damaged by fire in May 2018. The property owner is requesting that the Town provide a reduction in their tax rate under section 69A of the MGA.

*Report available*

- Discussion
  - Further documentation from the inspector has been added to this package.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council support the request for tax exemption for 36 Parkview Road under Kentville Policy Statement G37F “Tax Reduction”.**

#### **MOTION CARRIED**

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

### **(b) Councillor’s Reports**

#### **(1) Councillor John Andrew**

Councillor Andrew presented his report on his activities over the past month. Highlights included a conference in Quebec City with the Federation of Canadian Municipalities. Social connections were made with councillors and Mayors from other communities with many valuable conversations. The Joint Fire Service Committee meeting included discussions on evacuation sites, budget discussions between the committee and the county, and historical accounting issues.

*Report available*

#### **(2) Deputy Mayor Cate Savage**

Deputy Mayor Savage presented her report on her activities over the past month. Highlights included committee meetings for Diversity Kings included Truth and Reconciliation actions, Pride week, and the Missing and Murdered Indigenous Women report. The Investment Committee met and reviewed investments. Deputy Mayor Savage attended Apple Blossom Festival events.

*Report available*

#### **(3) Councillor Eric Bolland**

Councillor Bolland presented his report on his activities over the past month. Highlights included the Water Commission meeting, Valley Waste, Devils Half Acre, and the Extended Producers Responsibility program. Attended MLA Irving announcement of funding and a grant for Kentville’s public garden project.

*Report available*

#### **(4) Councillor Cathy Maxwell**

Councillor Maxwell presented her report on her activities over the past month. Highlights included the bursary selection committee, Apple Blossom Festival events, funding announcement for the Kentville Public Garden project, 100 Women Who Care, and the Devil’s Half Acre Motorcycle Rally.

*Report available*

**(5) Councillor Lynn Pulsifer - Absent**

*Absent with notice – memo available*

**(6) Councillor Craig Gerrard**

Councillor Gerrard presented his report on his activities over the past month. Highlights included the Kentville Water Commission budget meeting, and the Joint Fire Services committee, the Devil’s Half Acre Motorcycle Rally, and the Apple Blossom Festival.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow presented her report on her activities over the past month. Highlights included the Kentville Water Commission budget meeting, Valley Regional Enterprise network Liaison and Oversight Committee meeting and the Annual General Meeting, Tim Horton’s Camp Day drive through, Kings RCMP headquarters opening in New Minas, Relay for Life, Women of Excellence awards at the Old Orchard Inn, Devil’s Half Acre Motorcycle Rally, the Federation of Canadian Municipalities conference in Quebec City and a Cormorant flight for Kings County Academy. The flight from Greenwood to Kentville was a wonderful experience for the kids and for Mayor Snow. A citizen in Wolfville is interested in more sustainable power project in the valley, and proposed municipal partners met to discuss ideas.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

**That the reports from Council and the Mayor be accepted as presented**

**MOTION CARRIED**

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

**6. CORRESPONDENCE**

**(a) Princess Coldbrook, Kallie Allen**

CAO Phillips read a card from Kallie Allen expressing gratitude to the Town for their warm welcome during Apple Blossom Festival.

*Card attached*

**(b) Kings Transit Authority – Creation of an Operating Reserve – June 20, 2019**

CAO Phillips read a letter from Glen Bannon, General Manager with the Kings Transit Authority regarding a proposal for the creation of an operating reserve for Kings Transit.

*Letter attached*

- Discussion
  - Is there an opportunity for council to give feedback on this issue? Council will have that opportunity during his presentation at CAC.

**(c) Kings Historical Society – Appreciation of Grant – June 18, 2019**



CAO Phillips read a letter from Kelly Bourassa, President of the Kings Historical Society regarding the grant awarded to them from the Town, and their request to discuss further opportunities for reduction in costs.

*Letter attached*

## **7. NEW BUSINESS**

(a) None

## **8. PUBLIC COMMENTS**

No public comments.

## **9. IN CAMERA**

It was moved by Deputy Mayor Cate Savage and Councillor John Andrew  
**That Council proceed to a closed session at 9:30pm**

### **MOTION CARRIED**

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

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Eric Bolland  
**That Council return to open session at 10:01pm**

### **MOTION CARRIED**

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

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Eric Bolland  
**That staff engage a consulting firm to provide estimates on a site specific capital investment in the stormwater system relating to climate change for late addition to the 2019-2020 capital budget in due haste.**

### **MOTION CARRIED**

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

## **10. ADJOURNMENT**

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

**That the June 24<sup>th</sup> 2019 meeting of Council be adjourned at 10:05 p.m.**

### **MOTION CARRIED**

**Adjourned at 10:05 p.m.**