



## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL COVID-19 PROTOCOL Meeting Minutes: March 30, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: "Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting."

Town Hall is closed to the public. Council voted by poll.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:00 p.m.

### PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Councillor John Andrew, Councillor Eric Bolland, Deputy Mayor Craig Gerrard, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Pulsifer.

Councillor Andrew and Deputy Mayor Gerrard arrive to the meeting by 4:07pm.

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

### REGRETS

### DECLARATIONS OF CONFLICT OF INTEREST

None.

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

**It was moved that the agenda of March 30, 2020 be approved**

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on February 24, 2020

**It was moved that the minutes of Council meeting on February 24, 2020 be approved**

### MOTION CARRIED

### 4. UNFINISHED BUSINESS

(a) **Request for Decision: Reconsideration of Motion for Town of Kentville Sundry Write-Off**

Mayor Snow read the request for decision submitted by Councillor John Andrew, outlining the background of this write-off and his concerns about not passing at the previous Council meeting.

*Report Available*

#### **Points of Discussion**

- Councillor Andrew clarified with Director Crowell and CAO Rice about the details of this write-off, and gained a better understanding of the issue.
- Discussion about the details of the initial vehicle accident and insurance which occurred three years ago associated with this write-off. An invoice was generated and was sent to the party and the collection agency reports that this is not recoverable.
- Material that is on the street and in the way of traffic is removed by the public works staff.
- Policy Statement G50F may need to be revised to reflect better procedures in collection of write offs.
- **Staff will review and propose amendments to this policy (deferred business).**

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor John Andrew and Councillor Cate Savage,

**That Council approve the write-off of the sundry receivable account in the amount of \$563.94.**

#### **MOTION CARRIED**

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

#### **(b) Crescent Avenue Land Sale**

Mayor Snow presented the report describing the Glooscap Curling Club property adjustments that impact Crescent Avenue, and the sale of a portion of this street to this organization.

*Report Available*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve the sale of Lot K as shown on the Plan of Survey, drawing no 190222-04 prepared by Dylan Mossman Able Engineering Services Inc, the land formerly known as Crescent Avenue (portion) to Glooscap Curling Club of Kentville Nova Scotia for one dollar.**

#### **MOTION CARRIED**

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

### **5. REPORTS AND RECOMMENDATIONS**

#### **(a) Council Advisory Committee**

Councillor Cate Savage presented the following recommendations from the Council Advisory Committee:

##### **(1) Recommendation – Withdrawal from Capital Reserve (Draw #2)**

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support the various projects including paving, public garden and gateway signage.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the withdrawal of \$12,439.38 from the Town of Kentville Capital Reserve – General Allocation.**

**MOTION CARRIED**

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

**(2) Recommendation – Withdrawal Capital Equipment Reserve (Draw #2)**

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town’s Capital Equipment Reserve to support the purchase of capital equipment.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the withdrawal of \$27,054.47 from the Town of Kentville’s Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions.**

**MOTION CARRIED**

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

**(3) Recommendation – Debenture Funds**

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the Debenture Funds that will be issued to the Town of Kentville by the Nova Scotia Municipal Finance Corporation this year.

*Report available*

**Points of Discussion**

- Discussion about what is included in “various”, and reference to the Director of Finance report in the council package.

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council approve the Pre-approval of Debenture Issuance for the following:**

<b>TBR-19/20-01</b>	<b>Various</b>	<b>\$529,700</b>
<b>TBR-16/17-03</b>	<b>Robinson Building</b>	<b>\$96,400</b>

**MOTION CARRIED**

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

**(4) Recommendation – Withdrawal – Operating Reserves**

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the management of the Town’s Operating Fund on March 31, 2020 to avoid a year-end deficit position.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2020, after all year-end transactions are quantified. These funds will be transacted only if the Town was facing a current operating deficit end-of-year.**

**MOTION CARRIED**

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

**(5) Recommendation – Temporary Borrowing Resolution – Kentville Police Station**

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the Nova Scotia Municipal Finance Corporation debenture relating to the construction of the Kentville Police Service building in 2004/2005.

*Report available*

**Points of Discussion**

- Councillor Savage discussed this issue with Director Crowell to better understand the background and the implication to future funding requests and budgets.
- **there are no future funding requests and no future budgets implications**

**RECOMMENDATION TO COUNCIL**

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

**That Council authorize the temporary borrowing resolution TBR 20/21-01 to refinance the Town of Kentville Police Station in the amount of \$300,000. After ratification it be signed and forwarded to the Minister for Department of Municipal Affairs for Provincial authorization.**

**MOTION CARRIED**

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

**(6) Recommendation – Kings Transit 2020-2021 Budget**

At the March 9, 2020 meeting of Council Advisory Committee, General Manager of Kings Transit Authority Glen Bannon gave his presentation about activities for the 2019-2020 season and shared the proposed 2020-2021 budget. During the New Business portion of the meeting, CAO Rice reviewed the presentation and budget by the Kings Transit Authority for the 2020-2021 fiscal year.

*Report available*

### **Points of Discussion**

- The operating and capital budget is impacted by the size of the staff. This has been identified as a pressure by Kings Transit, but has not been discussed with the partners.
- Currently Kings Transit has ceased operating. It was not possible to ensure safety with social distancing on the buses, to much disappointment.

### **RECOMMENDATION TO COUNCIL**

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

**That Council approve the Kings Transit Authority approved 2020-2021 Operational budget in the amount of \$1,860,184 of which \$194,341 is the Town of Kentville share, and 2020-2021 Capital budget in the amount of \$80,000 of which \$16,000 is the Town of Kentville share under the Municipal Agreement. The total commitment to the Town of Kentville 2020/2021 Operational Budget is \$210,341.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

## **(b) Councillor's Reports**

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

Councillor Andrew submitted his report on his activities over the past month.

*Report available*

### **(2) Deputy Mayor Craig Gerrard**

Deputy Mayor Gerrard submitted his report on his activities over the past month.

*Report available*

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

Councillor Bolland submitted his report on his activities over the past month.

*Report available*

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

Councillor Maxwell submitted her report on her activities over the past month.

*Report available*

### **(5) Councillor Lynn Pulsifer**

Councillor Pulsifer submitted her report on her activities over the past month. Councillor Pulsifer added that due to the provincial state of emergency, the libraries will be closed until further notice. Kings Point to Point is operating at 10-15% compared to their normal operations.

*Report available*

### **(6) Councillor Cate Savage**

Councillor Savage submitted her report on her activities over the past month.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow submitted her report on her activities over the past month.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Eric Bolland 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, Pulsifer and Snow*

**6. NEW BUSINESS**

**(a) Valley Waste Bylaw**

CAO Rice presented the report from Andrew Garrett, Communication Manager with the Valley Waste Resource Management Authority regarding proposed changes to the Valley Waste Bylaw 2012 and Bylaw Directives 2014.

*Report available*

**Points of Discussion**

- Is the intent so that the Board can have further discussion? There are several changes coming along, and Councils need to review them to ensure they will meet the requirements. This is a courtesy for the partners.
- Solicitor Muttart suggests that the bylaws will eventually need to be adopted by each municipal partner for first reading, second reading and adoption by Council.
- CAO Rice will review this bylaw requirement for Valley Waste Resource Management.
- Council agrees that there are no further amendments to this bylaw.
- *The Solicitor stated that he has not yet reviewed this document.*

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

**That Council sanction the proposed Valley Waste Resource Management Authority Bylaw to the Valley Waste Board of Directors.**

**MOTION CARRIED**

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

**(b) Tax billing procedures – Interim Property Tax Billing**

CAO Rice presented the report from Director Crowell outlining the process of extending dates to June 30<sup>th</sup>, 2020 on Property Tax Bills and Water and Sewer Utility Bills to minimize the economic effects of COVID-19 on our residents and business owners.

*Report available*

**Points of Discussion**

- Bills will still be sent out in May but will not be due until this date. As per the MGA, this is a change in the due date of payment.
- The objective is to keep as many small businesses viable as possible during this time, and not wait for announcements by the Nova Scotia Federation of Municipalities.

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

**That Council approve the extension of due dates on Town of Kentville Tax Bills to June 30<sup>th</sup>, 2020 to minimize the economic effects of COVID-19 on our residents and business owners.**

**MOTION CARRIED**

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

**(c) Interest Charges on Outstanding Accounts**

CAO Rice presented the report from Director Crowell waiving the payment of interest during the April 1<sup>st</sup> to June 30 timeframe on property tax and water/sewer utility receivables to minimize the economic effects of COVID-19 on our residents and business owners.

*Report available*

**Points of Discussion**

- The Town has received written permission from the Utility and Review Board for this change.

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

**That Council approve the waving of interest amendment to policy on all Town of Kentville Property Tax Bills and Water/Sewer Utility bills during the period of April 1<sup>st</sup> to June 30<sup>th</sup>, 2020 to minimize the economic effects of COVID-19 on our residents and business owners; and Further - Interest will resume in July for accounts not paid by June 30<sup>th</sup>, 2020.**

**MOTION CARRIED**

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

**(d) Council Decision Making - COVID-19 Protocols**

Mayor Snow presented her memo outlining the need for fewer council meetings as per the provincial directives regarding COVID-19, and the proposal to move to one Council meeting per month, as required. The next Council meeting would be April 14.

*Report available*

**Points of Discussion**

- The upcoming budget meetings will continue as normal, with support from the Information Technology Manager.
- Meeting dates will be scheduled as necessary. Documents will be distributed to Council in hard copy. Questions can be emailed to Directors prior to meetings. Director Crowell will attend each budget meeting.

It was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer



**That Council adopt temporary procedures outside our normal G70 Meeting Policy for COVID-19 Protocol, to minimize meeting frequency and permit council to make timely decisions;**

**And further that we suspend in-person meeting to comply with the Ministerial order of 22 March 2020 and use the ZOOM application to meet;**

**And Further that we suspend FB live streaming and post the video of the proceedings within three business days of the meeting;**

**And Further the chair will poll each member of council during the voting process, “Councillor how say you?”; and**

**And Further we suspend CAC meetings in favour of Council Meetings.**

#### **MOTION CARRIED**

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

- Councillor Andrew gave an outline of how housing insecure residents are receiving support. The shelter has closed for the safety of residents and volunteers, and has supported some residents to be transported to Halifax for housing support. A motel may be used to support some residents in the coming weeks. Closing the organization was a difficult decision for the residents who need support. Resident contact information was collected and the highest priority residents and these households are receiving broad support from the community through this time.

#### **(e) Regional Sewer 2020/2021 Budget**

Councillor Savage presented the memo from the Municipality of Kings for their proposed budget for the Regional Sewer for fiscal 2020/2021 to be reviewed and approved by each municipal member. The proposed five-year plan includes a change in capital expenses.

*Report available*

#### **Points of Discussion**

- Any debt is taken on by the County because they own the facility.
- The Town is largest consumer of this service (including activity in the Kentville Business Park), despite the facility being owned by the County of Kings.
- The largest consumer does not have a veto on this service.

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

**That Council approve the Regional Sewer Committee approved 2020/2021 Regional Sewer operational budget of \$1,512,600, with Town of Kentville share at \$757,100.**

#### **MOTION CARRIED**

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

#### **(f) Kentville Volunteer Fire Department 2020/2021 Budget**

Councillor Andrew submitted the memo from the Kentville Volunteer Fire Department with their proposed budget for 2020/2021.

*Report available*



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

**That Council approve the Joint Fire Service Board approved 2020/2021 Kentville Volunteer Fire Department operational budget of \$756,700, with Town of Kentville share at \$200,800**

**MOTION CARRIED**

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

**7. IN CAMERA**

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

**That Council proceed to a closed session at 5:43 pm**

**MOTION CARRIED**

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

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

**That Council return to open session at 6:40 pm**

**MOTION CARRIED**

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

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

**With regards to the lot on River Street, that Council direct the CAO to proceed as directed in the closed session.**

**MOTION CARRIED**

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

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**On the offer of sale of land in the Kentville Business Park, that Council direct the CAO to proceed as directed in the closed session.**

**MOTION CARRIED**

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

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

**That Council grant the extension to Engore Developments as requested in their letter.**

**MOTION CARRIED**

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

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

**The Council approve the 6.1 m wide access and utility easements in favour of Nova Scotia Power along the south side of lot 2F and along the north side of proposed lot 3DEF in the Kentville Business Park.**

**MOTION CARRIED**

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

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council approve the amended Kentville Business Park protective covenants as presented.**

**MOTION CARRIED**

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

**10. ADJOURNMENT**

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

**That the March 30, 2020 meeting of Council be adjourned at 6:47 p.m.**

**MOTION CARRIED**