



## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL COVID-19 PROTOCOL Meeting Minutes: April 27, 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.

Condolences to the victims families after the shooting on April 19, 2020.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:10 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.

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, IT Manager Jason Bethune 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 April 27, 2020 be approved with the following changes**

- Addition 6.a – Electric Vehicle Charging Stations
- Addition 6.b – Donation to the Stronger Together Nova Scotia Fund
- Addition 6.c – Kentville (Apple Blossom Festival) Float

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

#### (a) Minutes of Special Council meeting on March 9, 2020

Councillor Maxwell states that she is not aware of the need or request for her to give a public apology. The Chair indicated that the follow up from that meeting has taken a back seat to Covid-19 concerns. Councillor Maxwell is not comfortable passing minutes with this information

included. The minutes will be left as outstanding action to be addressed when the Code of Conduct policy and procedures are next addressed.

### **(b) Minutes of Council meeting on April 14, 2020**

Regarding discussions about the trail, Councillor Maxwell would like to see more detail about the discussion on this issue. Mayor Snow indicates that these minutes have been reviewed and are not meant to be verbatim.

- Change: Point of Order 2. “Councillor Andrew spoke out of turn with regards to Councillor Maxwell’s comments.”

**It was moved that the minutes of Council meeting on April 14, 2020 be approved with this change**

### **MOTION CARRIED**

## **4. UNFINISHED BUSINESS**

### **(a) Review of Policy Statement G50F – Collections Policy**

Mayor Snow reviewed the recommendation from staff to approve the amendment to the policy statement G50F Collections.

*Report Available*

### **Points of Discussion**

- What are the changes and how will they improve practices? Parts of the policy were contradictory and needed to be clarified (definitions of authority, procedures).
- The range of authority for write-offs is quite large, and Council would like to approve any write-offs in the future.
- CAO Rice indicates that the revisions are a suggestion and that Council may decide to approve all write-offs.
- The Municipal Government Act indicates that the Finance Director must share any write-offs with Council for approval. This activity is not delegated to staff. Solicitor Muttart suggests that the motion be tabled to allow time for staff to investigate whether there is authority to delegate to staff.
- Discussion about existing staff process relating to write-offs of other municipalities.

### **RECOMMENDATION TO COUNCIL**

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

**That Council approve the amendment to Policy Statement G50 Collections Other Receivables, as presented**

### **MOTION WITHDRAWN**

- The motion was withdrawn to allow staff to determine the authority of staff with respect to this policy.
- Council wants to review the process to better understand other measures used for collection and identify what new measures could be used in the future.

### **(b) Annapolis Valley Regional Library Funding**

Mayor Snow reviews the sources of funding for the AVRL system, and the source of this invoice and associated proposed funding formula for the 2020-2021 fiscal year from the Town of Kentville.

*Report Available*

#### **Points of Discussion**

- There has been no increase to library funding budgets for more than 10 years. These additional funds will contribute to operations for this year. Three other municipalities have decided not to increase this funding.
- The Kentville Library is one of the busiest in the valley, and this increase in funding will be very useful.
- The Province have indicated that they will provide 1-year notice for any increases in shared services. Approving this increase may set a precedence for increase funding without due notice.
- More information may be required to justify an increase of funding due to the timing with the financial impacts of the Covid-19 crisis. Some Councillors need more information to support this increase.
- The province gave one-year notice of “a potential” for increased funding and not a specific amount. After this notice was sent, the Nova Scotia Federation of Municipalities asked the Province to be more mindful of the exact amount of this increase as part of their notice. Municipalities responded with information that supported the large amount of financial support that they already provide to their libraries.
- There may be repercussions to some communities increasing their funding and other communities not increasing their funding.
- The Town provides annual increases to support this and other shared services and should also consider increasing support for this service.
- Policies and procedures should be followed for shared service agreements and should also be followed in increasing funding to the library.
- This is the provincial funding that goes to AVRL, it is not the local funding that comes from the Town of Kentville.
- What were the reasons that other municipalities did not support this funding? They felt that they were not given proper notification. This funding increase does not impact the direct amount that is budgeted by the Town of Kentville.
- Is the only reason that funding is not approved is because proper notice was not given? Concern about need versus process.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council approve the payment of the new proposed funding formula to AVRL for the 2020-2021 fiscal year in the amount of \$42,800 versus \$36,948 an increase of \$5,852.**

#### **MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Bolland, Maxwell and Pulsifer*

*Councillors who voted against this motion:*

*Andrew, Gerrard, Savage and Snow*

## **5. REPORTS AND RECOMMENDATIONS**

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

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

Councillor Andrew submitted his report on his activities over the past month. Highlights includes transit service and join fire services. He noted that Kentville is well positioned for food security through this crisis.

*Report available*

**(2) Deputy Mayor Craig Gerrard**

Deputy Mayor Gerrard submitted his report on his activities over the past month. Highlights include the Police Commission meeting regarding their budgets. There is an outstanding collective agreement that the commission has yet to review, and the process may not have been fully transparent.

*Report available*

**(3) Councillor Eric Bolland**

Councillor Bolland submitted his report on his activities over the past month. Highlights include Valley Waste budget and the delay of the spring clean up.

*Report available*

**(4) Councillor Cathy Maxwell**

Councillor Maxwell submitted her report on her activities over the past month. Highlights include the Police Commission meeting. She stated her recollection of the Police Commission meeting was that most commissioners were pleased with the CAO's work on the collective agreement.

*Report available*

**(5) Councillor Lynn Pulsifer**

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

*Report available*

**(6) Councillor Cate Savage**

Councillor Savage submitted her report on her activities over the past month. Highlights include investment advisory committee and financial planning for the crisis, and the regional sewer committee.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow submitted her report on her activities over the past month. Highlights include an update on the Property Assessed Community Energy (PACE) program, Investment Advisory Committee, the Mayors and CAO provincial meeting, radio announcements, meetings with MP Kody Blois, and the Valley Hospice. Her report includes her annual report of gifts during the conduct of her duty.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**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, Savage and Snow

## **6. NEW BUSINESS**

### **(a) Electric Vehicle Charging Stations**

Mayor Snow gave a verbal report about a potential joint application with the Department of Energy and Mines, and Nova Scotia Power Incorporation, for electric vehicle charging stations in municipalities across the province.

#### **Points of Discussion**

- What kind of consultation will occur in the community for this project? How many stations would be installed? What locations will be chosen for the stations? These details will be worked out later in the process.
- It may be strategic to install stations downtown, and to have fast-charging stations.
- When was the existing station installed? Around 2013.
- How well used are the chargers now? There are a number of vehicles which use the level 2 charging station regularly throughout the day.
- The cost would be 50% of \$7,000-\$8,000.
- Is the high-speed technology economically feasible? The lifespan for these stations is quite long.

## **RECOMMENDATION TO COUNCIL**

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

**That Council approve partnering with Nova Scotia Power Inc. and Department of Energy and Mines to install EV (electric vehicle) charging stations in Kentville**

**Further, the program will cover up to 50% of charging station infrastructure costs. Each charging station is \$7000-\$8000 installed.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Savage and Snow*

*Councillors who voted against this motion:*

*Maxwell and Pulsifer*

### **(b) Donation**

To donate \$2,000 on behalf of Kentville residents to the Stronger Together Nova Scotia Fund to support victims of the shooting on April 19 in Colchester County.

#### **Points of Discussion**

- What will this money be used for? Funds will support the Red Cross to provide support to those impacted by the tragedy.
- Council should consider the best interest of Kentville residents with this donation. Recommend that letters are written to provide condolences.
- Staff received a request by a citizens group to erect a billboard at Burgher Hill to show support for Nova Scotia Strong and #WeAreKentville.
- Support for encouraging residents to contribute to the Stronger Together Nova Scotia Fund

## **RECOMMENDATION TO COUNCIL**

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

**That Council make a contribution on behalf of the Town of Kentville to donate \$2000 to the Stronger Together Fund.**

**MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Bolland, and Pulsifer*

*Councillors who voted against this motion:*

*Andrew, Gerrard, Maxwell, Savage and Snow*

**(c) Kentville Float**

Councillor Savage gave outlined a request to have a small parade of Kentville's Apple Blossom Festival float and maybe some participation of the Police and Fire Services on May 30<sup>th</sup> in place of the Apple Blossom Festival Parade that would informally wind its way through the streets of Town for the pleasure of residents. Social distancing protocols would be adhered to. There would be no gathering, simply be viewed from the resident's driveways.

**Points of Discussion**

- This event may be better coordinated through the Apple Blossom board.
- Should this be an event for the Kentville Business Community on behalf of the Town? KBC is a great organization to host special events.
- Recreation staff could also put together an event.
- Nice that a citizen has brought this idea to Council in several communities.

**7. IN CAMERA**

It was moved by Councillor Cate Savage and seconded by Deputy Mayor Craig Gerrard

**That Council proceed to a closed session at 5:53 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council return to open session at 6:16 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

- Discussion about odors from the regional sewer facility
- Discussion about potential dates of budget meeting.

**10. ADJOURNMENT**

It was moved by Councillor John Andrew and seconded by Deputy Mayor Craig Gerrard

**That the April 27, 2020 meeting of Council be adjourned at 6:22 p.m.**

**MOTION CARRIED**