

APPROVED JUNE 25TH, 2018

KENTVILLE TOWN COUNCIL

MINUTES

May 30th, 2018

PRESENT

Mayor Sandra Snow, Councillor Eric Bolland, Councillor John Andrew, Councillor Craig Gerrard, Deputy Mayor Lynn Pulsifer, Councillor Cathy Maxwell, CAO Mark Phillips, and Solicitor Geoff Muttart.

REGRETS

Regrets were received from Councillor Cate Savage

CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 7:00 p.m., and CAO Mark Phillips reported that all Council members were in attendance, with the exception of Councillor Cate Savage, along with Town Solicitor Geoff Muttart, Recording Secretary Patricia Gourley and himself, CAO.

APPROVAL OF THE AGENDA

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

that the agenda of May 30th, 2018 be approved with the addition of:

- i. **7.c Brian Bain - Apple Blossom Festival**

MOTION CARRIED

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

PRESENTATIONS

None

APPROVAL OF THE MINUTES

(a) Kentville Town Council Minutes – April 30th, 2018

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

that the Council Minutes of April 30th, 2018 be approved as circulated

MOTION CARRIED

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

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BUSINESS ARISING
FROM THE MINUTES/
UNFINISHED
BUSINESS

(a) Overdue Accounts – Kings County

CAO Mark Phillips presented a verbal update and remarked that no notable progress has been made as of yet. Meetings with the County of Kings are being scheduled.

RECOMMENDATIONS
AND REPORTS

(a) Council Advisory Committee – Councillor Eric Bolland
(1) Interest Rate Charged for Outstanding Accounts
2018/19

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that the Town's current rate of interest on outstanding accounts is 2% per month (compounded – 26.8 % per annum) and that:

- This rate has been in effect since 2002;
- 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 collections expenses, as well as write offs.

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

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 1st, 2018 to March 31st, 2019

MOTION CARRIED

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

(2) Town of Kentville Sundry Write Off

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that the outstanding sundry receivable stems from Recreation Centre rentals for the *Boomerang Group*. Director Crowell had reported that:

- This group requested that \$500.00 of the current outstanding \$961.95 be written off, and the group will pay the remaining outstanding balance in installments;
- This group does provide a much-needed social service to those who attend.

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

that \$500.00 of the outstanding sundry account

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receivable for the Boomerang Club be approved for write off, leaving a balance of \$461.95

MOTION CARRIED

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

(3) Perpetual Investment Fund Policy Statement Update

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that the Perpetual Investment Fund Policy Statement needed to be overhauled to reflect the current practices.

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

that Council approve the re-written draft policy statement known as G26- Special Perpetual Reserve Fund Investment Policy and once approved by Council it must be forwarded to the Minister for the Department of Municipal Affairs for provincial endorsement

MOTION CARRIED

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

(4) 2018/19 Operational Budget Request for Approval

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that the 2018/19 Operational Budget and reported that:

- This financial plan is a balanced budget totalling \$12.9 million , a decrease of \$78,100 (-0.6%) over last year's budget;
- Kentville separates expenditures into three groups: Mandatory, Fixed, Controllable and many of our mandatory and fixed expenditures have increased:
- There is a shortfall in several revenue streams and this year Kentville cannot absorb the shortfall to balance the 2018/2019 Operating Budget.

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

that the 2018/19 Operating Budget for the Town of Kentville be approved as follows:

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Revenue	\$12,872,100
Expenditure	\$12,872,100
General Tax Rate	\$1.70 1/2 per \$100 of assessed value

And Further

that the following proposed tax rates for April 1, 2018 to March 31st, 2019 be ratified as follows:

	Residential (per \$100)	Commercial (per \$100)
Municipal Base Rate	1.00 2/5 c	2.90 4/5 c
Provincial Mandatory Rate	39 3/4 c	39 3/4 c
Fire Area Rate	3 2/5 c	3 2/5 c
Hydrant Area Rate	8 1/5 c	8 1/5 c
Economic Development Levy	1/5 c	10 1/2 c
Total Residential	1.51 4/5 c	
Total Commercial		3.52 2/5 c

MOTION CARRIED

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

(5) 2018/19 Capital Investment Plan Request for Approval

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Debra Crowell stated that

- To assist in prioritizing infrastructure projects, a Capital Investment Plan was created;
- This plan is a five-year financial planning tool that presents a meaningful perspective of the Town's short-range and long-range infrastructure needs and related financing;
- The proposed 2018-19 Capital Budget is designed to continue to improve Kentville to ensure its long-term viability, while maintaining the Town's stability and growth;

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

that Council approve the proposed 2018/2019 Capital Investment Plan for the Town of Kentville (along with the related funding sources) as follows:

2018/2019	\$2,818,600
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And Further

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**that Council approve the future years 2019/20 to 2022/23
in principle (along with related funding sources) as follows:**

2019/20	\$2,177,300
2020/21	\$1,254,500
2021/22	\$2,237,500
2022/23	\$2,100,500

MOTION CARRIED

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

*Councillor who voted against this motion:
Gerrard*

Points from Discussion:

- A concern was expressed that addition funds would be spent, during the Active Transportation Study, on investigating an unwanted bike lane for Webster Street.
- What would the value be of the Town of Kentville committing to the Recreation Needs Study as only Berwick and Wolfville have committed to be engaged with the Town of Kentville?
- Another area of concern expressed was with potential surplus property. Looking at the money spent on updating the Calkin Building. Also the property occupied by the Lions Club on River Street, should we keep this or let it go?

CAO Mark Phillips addressed all of the above concerns.

(6) Digital Sign Relocation

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, Director Bedingfield presented three possible locations for the relocation of the digital sign:

- Burgher Hill – bottom of Burgher Hill, on the south side of the road heading west with a total cost of \$16,726.57;
- At the VIC/Memorial Park/Upper Parking Lot with a total cost of \$15,579.01;
- Corner of Gary Pearl Drive and West Main Street with a total cost of \$15,952.44.

The above noted prices do not include a \$2000.00 maintenance fee.

that the Digital Sign be relocated to the bottom of Burgher Hill on the south side of the road heading west with a total cost of \$17,726.57

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MOTION DEFEATED

*Councillors who voted against this motion:
Andrew, Bolland, Gerrard, Maxwell & Pulsifer*

Points from Discussion:

- Burgher Hill is not an appropriate place to erect this digital sign as it is too close to the grave yard;
- Please revisit the relocation plan with staff;
- The sign, if located at Burgher Hill, would be in direct contrast to the green area located there;
- The VIC on Park Street would be a better location for the digital sign.

ACTION

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

that the motion to relocate the digital sign go back to staff for possible additional relocations sites further out in the west end of town

And Further

that consideration of a traffic study be done in the area of consideration of the digital sign being relocated

MOTION CARRIED

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

(7) Off Leash Dog Park

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, CAO Mark Phillips read a letter received from Mike Schroder, which indicated the need for an Off Leash Dog Park in the Town of Kentville.

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

that Council support a dog park initiative, in principle, specifically of their fundraising and the use of the property of the east end pasture lands

MOTION CARRIED

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

(8) Kentville Historical Society Request

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, CAO Mark Phillips stated that Erik Deal on behalf of the KHS, had presented a report to Council earlier this evening, proposing that:

- Kentville provide a thirty (30) month lease of the VIA Station, with options to renew;
- Kentville provide the basic operating expenses of the Station along with doing any necessary repairs to the building:
- This initiative would be a joint partnership between the Town and the Kentville Historical Society:
- The KHS are prepared to do the site preparation and sod-laying of the green space component through community volunteer involvement. The Society will also maintain the green space on an on-going basis.

As a result of the discussion of Council Advisory Committee the following recommendation represented current points of view and was forwarded to Council for their approval.

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

that Council instruct the CAO to negotiate a lease between the Town of Kentville and the Kentville Historical Society, perhaps a thirty month lease term, effective July 1st which includes the Via Station and green space

And Further

that the CAO and staff research into any long term implications that have not been addressed or discovered to date

MOTION CARRIED

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

(9) Extender Producer Responsibility

Councillor Eric Bolland reported that at the May 14th, 2018 meeting of Council Advisory Committee, CAO Phillips reported that the letter received from the Nova Scotia Solid Waste-Resource Management Regional Chairs Committee informed Council that:

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- Regional Chairs are working to develop an Extender Producer Responsibility (ERP) for printed paper and packaging (PPP).
- Provincial legislation is required in Nova Scotia to shift both the responsibility and the cost of recycling programs away from the taxpayer to the producer.

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

that Council express interest and desire for the Province of Nova Scotia to enact a program or legislation to bring EPR into effect for the Province of Nova Scotia

MOTION CARRIED

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

All reports attached

(b) Councillors Report:

1. Councillor Andrew

As Councillor Andrew had no written report for May he presented a verbal update:

- Attended the Kings Transit meeting on May 23rd ;
- Attended the Literacy Mile fundraiser for VCLA;
- Also attended the KHS Tea in honor of the Royal Wedding.

2. Councillor Savage

Some of the highlights from Councillor Cate Savage's report, presented by CAO Phillips, were:

- Attended the Public Hearing for the Second Reading on the Allen's Motel proposal held on April 30th;
- At the Governance Meeting on May 02nd Council was brought up to date on Sustainable Development in communities WCCD;
- On May 17th the Regional Sewer meeting was held and an Operation Update was given.

3. Councillor Bolland

Some of the highlights from Councillor Eric Bolland's report were:

- On May 09th the Audit Committee held a review of policy statements and an overview was given by Kent & Duffett on the audit review process;
- Attended the Glooscap Landing grand opening in

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Hantsport on May 16th;

- From June 10th to June 12th the NSFAM conference was held in Yarmouth.

4. Councillor Maxwell

Some of the highlights from Councillor Cathy Maxwell's report were:

- On May 02nd attended the Governance Check In where councillors can air any issues they may have and look for solutions;
- Accepted the RLSS Affiliate Award 2017 on May 23rd on behalf of the Kentville Pool due to their participation in the RLSS Swim Program;
- Attended the annual Day of Mourning Ceremony April 28th;
- Councillor Maxwell stated that her recommendation noted on page 4 of her report should read;
"It is recommended that the Town of Kentville continue to send representatives to this NSFAM Spring Conference however I do not feel a full complement of Council is needed at this conference. The NSFAM *Fall* (and not spring as noted) Conference is much more worthwhile in my opinion".

5. Deputy Mayor Pulsifer

Some of the highlights from Deputy Mayor Lynn Pulsifer's report were:

- On May 17th the Annapolis Valley Regional Library Board held an Advocacy and Development Committee meeting;
- The Kings Point-to-Point meeting was held on May 22nd and it was noted that there is a lack of Volunteer drivers;
- Attended the NSFAM- Spring Workshop which was held from May 10th - May 12th in Yarmouth.

6. Councillor Gerrard

Some of the highlights from Councillor Craig Gerrard's report were:

- On May 08th there was a NSAPG Executive Call Meeting;
- Also the NSAPG met on May 22nd to discuss an in-depth review of the way Police Commission and RCMP Boards conduct their business;
- Attended the NSFAM- Spring Workshop which was held from May 10th – May 12th in Yarmouth.

(c) Mayors Report:

Mayor Sandra Snow's reported to Council and some of the highlights from her report were:

- On April 27th the UNSM Valley Caucus met at Acadia to discuss current and upcoming municipal issues;

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- Attended the final review of the changes to the MPS and LUB on May 07th;
- The Audit Committee met on May 09th with the auditors to discuss audit procedures and outcomes;
- Attended the NSFM- Spring Workshop which was held from May 10th – May 12th in Yarmouth;
- From May 16th to May 18th attended the 2018 NS Planning Conference with Director Bev Gentleman.

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

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*

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

CORRESPONDENCE

(a) White Family Funeral Home – May 21st ,2018

CAO Mark Phillips read the letter received from Cyril White indicating his concern with Council supporting the proposed Active Transportation Study.

Councillor Cathy Maxwell spoke at this time regarding the Active Transportation and Complete Streets Project and some points of view expressed at this time were:

- Every project that our Recreation Department , along with other departments, bring to Council hinges on our brand and the brand basically I think reflects our vision and supports the Strategic Plan that we as a Council have agreed upon;
- We set the direction for our staff to provide a progressive, vibrant and healthy vision for Kentville;
- The Active Transportation Studies are on point with our vision of our brand and part of our Strategic Plan;
- The Active Transportation concept is part of a greater national institute called Complete Streets for Canada;
- A Compete Street is a road designated to be safe for drivers, bicyclists and pedestrians of all age and abilities;
- The Active Transportation moves us away from dependence from vehicles thus improving our health and environment leading to a healthy community;

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- This new study is intended to connect all areas of Town to the east and west corridor;
- We need to connect all areas of town with our recreational facilities;
- This study is a good use of taxpayer dollars as it speaks to our vision of Kentville and satisfies the expectations listed in our strategic plan.

Mayor Snow addressed Mr. White's letter and some points noted:

- The approval is for \$45,000 and not \$90,000 for the Active Transportation Study in the Recreation Capital Budget and it does support one of our Top Five Priorities from our Strategic Planning Session:
- The WSP Study was budgeted under the 2016/2017 budget year;
- The Town was given \$8,000 from the Department of Mines and Energies which we matched. A further \$1,100 was spent to investigate the traffic flow on Webster Street as an option of angle parking was requested by the Downtown Merchants;
- The WSP Study was not an Active Transportation Study, it was an engineering study meant to determine the most effective engineering means of linking the east and west trail heads through Kentville;
- No further more time or money will be spent on that track.

(b) Rita and Richard Tibert – Accessibility and Signage – May 23rd, 2018

CAO Mark Phillips read the letter received from Rita and Richard Tibert who expressed their concern with the lack of signage on the walking trails.

(c) Brian Bain - Apple Blossom Festival – May 28th, 2018

CAO Mark Phillips read the letter received from Brian Bain who noted his wish for the Town of Kentville to reconsider their continued support of the Apple Blossom Festival.

All correspondence is attached

NEW BUSINESS

None

PUBLIC COMMENTS

None

ADJOURNMENT

As there was no further business to discuss, it was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

that the Council meeting adjourn

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MOTION CARRIED
Adjourned at 9:00 p.m.

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