

APPROVED JULY 30TH, 2018

KENTVILLE TOWN COUNCIL

MINUTES

June 25th, 2018

PRESENT

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

REGRETS

Regrets were received from Deputy Mayor Lynn Pulsifer.

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 Deputy Mayor Lynn Pulsifer, along with Town Solicitor Geoff Muttart, Recording Secretary Patricia Gourley and himself, CAO.

Also in the audience was Finance Director Debra Crowell and Andy Forse from the firm of Kent & Duffet Chartered Professional Accountants.

APPROVAL OF THE AGENDA

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

that the agenda of June 25th, 2018 be approved with the addition of:

- i. 8.b Council Reports**

MOTION CARRIED

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

APPROVAL OF THE MINUTES

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

that the minutes of May 28th, 2018 be approved

MOTION CARRIED

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

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**BUSINESS ARISING
FROM THE MINUTES/
UNFINISHED
BUSINESS**

(a) Update – Overdue account Kings County

CAO Mark Phillips presented a verbal report and noted that he had been in contact with the County's CAO. Some communication has been on going with positive exchange back and forth but no solution as of yet.

Points from Discussion:

- The Town of Kentville residents are subsidizing the Municipality of the County of Kings residents for their sewer services;
- This is a situation that cannot continue as it is effecting the Town of Kentville's ability to operate.

PRESENTATIONS

(a) Town of Kentville Audit Committee

CAO Phillips read the report received from Mayor Snow regarding the Town of Kentville Audit Results and noted that:

- The Audit was conducted during the months of May and June 2018 by the firm of Kent and Duffett Chartered Professional Accounts;
- The Audit Committee met on June 25th, 2018 to discuss the results and conduct of the audit with Harold Duffett;
- Mr. Duffett delivered the audit statements and letters.

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

**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*

Mayor Sandra Snow reported at this time that Kent and Duffet had provided the Audit Committee with an account of what they see is the amount owed by the County of Kings to the Town of Kentville in the amount of **\$1,040,283.84**.

(b) Audit Committee Recommendation

CAO Mark Phillips stated that the Audit Committee had made a recommendation to re-appoint the firm of Kent and Duffett Chartered Professional Accounts to provide audit services for the year 2018/19.

Therefore, it was moved by Councillor John Andrew and seconded by Councillor Cate Savage

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that Council appoint the firm of Kent and Duffett Chartered Professional Accounts to provide audit services for the year 2018/2019. The firm was previously selected and approved for a three year contact with the Town of Kentville. Re-appointment occurs annually as a matter of form.

MOTION CARRIED

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

The Audit Committee appointments will be reviewed as per G57 Committees of Council Policy and forwarded to the next CAC for recommendation to council.

At this time Councillor Cate Savage made a motion to place a time frame on dealing with the outstanding sewer receivable due from the County of Kings.

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

that in conjunction with the management letter received from Kent and Duffett that Council put a timeframe in dealing with the County of Kings on this issue as of September 24th, 2018

MOTION CARRIED

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

**RECOMMENDATIONS
AND REPORTS**

**(a) Council Advisory Committee – Councillor Cate Savage
(1) Citizen Appointee to Investment Committee**

Councillor Cate Savage reported that at the June 11th, 2018 meeting of Council Advisory Committee, Acting CAO Debra Crowell read Mayor Snow's letter and stated that:

- The Town of Kentville Investment Committee is composed of two members of the public as well as, two members of Council, two members of staff and two members of the TD Wealth Investment Advisor Team:
- Brian Smith who was a member of the public on this committee had resigned April 2018 due to relocating to Dartmouth;
- Applications had been sought to replace Mr. Smith and from the applications received, Mr. Chris Maynard was

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appointed to the Investment Committee.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor John Andrew

that Chris Maynard be appointed as citizen committee voting member to the Investment Committee

MOTION CARRIED

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

(2) Sanitary Sewer Area Capital Budget 2018-2019

Councillor Cate Savage reported that at the June 11th, 2018 meeting of Council Advisory Committee, Director Debra Crowell presented her report on the *Sanitary Sewer Area Service Capital Budget* and noted that capital funding is required for two projects in 2018/2019 in the amount of \$195,000:

- Kentville Business Park - \$145,000
- Pump station overall - \$50,000

Funding for these two projects:

- \$110,000 from Sanitary Sewer Capital Reserve
- \$50,000 from Sanitary Sewer Depreciation Reserve
- \$35,000 from Sanitary Sewer Operating Fund – paid out of current rates.

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

that Council approve the Sanitary Sewer Area Service Capital Budget of \$195,000 for the year 2018-2019

MOTION CARRIED

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

(3) Sanitary Sewer Area Operating Budget 2018-2019

Councillor Cate Savage reported that at the June 11th, 2018 meeting of Council Advisory Committee, Director Debra Crowell presented her report on the *Sanitary Sewer Area Service Operating Budget* and remarked that:

- Revenue is decreased \$72,200 (-5.2%) from last year, as last year's Sewer Charge revenue fell short of its budget. This was due to loss of an Industrial account, which

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- affected the monthly Industrial revenue streams;
- Overall expenditures are reduced \$74,700 (-5.4%) over last year;
 - The Administration sector has an increase of \$20,900 (12.1%) over last year;
 - The Domestic Sewer Maintenance is decreased by \$8,600 (-10.8%);
 - The Pumping Stations have a savings of \$1,500;
 - The Treatment and Disposal section is reduced from last year by \$65,700 (-8.3%);
 - The Fiscal Services sector increases by \$10,200 (17.6%);
 - Transfer to Reserve segment is decreased \$30,000 (-15%) from past year

The Area Service is budgeting a small annual surplus of \$3,400.

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

that Council approve the Sanitary Sewer Area Operating Budget of \$1,318,000 for 2018-2019

MOTION CARRIED

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

(b) Councillors Report:

1. Councillor Andrew

Some of the highlights from Councillor John Andrew's report were:

- Attended the Kings Transit meeting on May 30th in which a media plan was discussed;
- The FCM conference was held from May 31st to June 03rd;
- Attended the Municipal Modernization Meeting, hosted by AVCC, on June 21st.

2. Councillor Savage

Some of the highlights from Councillor Cate Savage's report were:

- Attended the Race Relations on June 4th, and it was noted that Kings County has hired a diversity and outreach specialist- Brittany Mastroianni;
- The Investment Advisory Committee met on June 13th and a new Committee member was to be formally approved at Council;
- At the REN LOC Meeting on June 19th, Deborah Dennis (CEO) provided an update on the recruitment of board

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members.

3. Councillor Bolland

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

- Attended a meeting on June 6th concerning Valley Waste Resource Management and a discussion on possible funding sources took place;
- Attended both the Apple Blossom Festival and Devil's Half Acre Events;
- Also attended the FCM held from May 31st to June 3rd.

4. Councillor Maxwell

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

- On June 11th the Scholarship Committee Meeting took place and a candidate was chosen for the Nola Folker-Hill Scholarship as well as three other bursary winners;
- On June 13th a Governance Check In was held for Councilors to brainstorm and address governance concerns;
- Accepted an award on behalf of the Town of Kentville's Recreation Department from Trails NS, Beth Pattillo for the "2018 Trail Champion for Youths".

5. Deputy Mayor Pulsifer

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

- Attended the regular Kentville Water Commission held on June 12th;
- On June 14th the annual Annapolis Valley Regional Library Board meeting was held in Berwick;
- Attended the KCA Pride Assembly and Flag Raising on June 18th put on by KCA staff to celebrate all our differences.

6. Councillor Gerrard

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

- At the Police Commission meeting held on June 8th - body worn cameras, bike patrols, and a memorial tree for Nola Folker-Hill was part of the discussion;
- On June 18th attended a meeting with Kentville's Police Chief and union representatives regarding grievances.

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(c) Mayors Report:

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

- At the Investment Committee held on June 13th, the current chair resigned and a new member was added , Chris Maynard;
- Attended the Dr. Recruitment Seminar held on June 18th;
- On June 6th- 8th attended the Honorary Colonels Annual Conference.

Therefore, it was moved by Councillor Cate Savage and seconded by Councillor John Andrew

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 & Savage*

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

CORRESPONDENCE

(a) Nova Scotia Federation of Municipalities Board Initiatives Report – June 08th, 2018

CAO Mark Phillips remarked that a Board Initiatives Report had been received. This correspondence notes six Initiatives:

1. Partnership Framework
2. Cannabis Legalization
3. Fire Service Review
4. Accessibility Act
5. Asset Management
6. Upcoming Events

(b) Disaster Mitigation And Adaptation Fund

CAO Mark Phillips noted that the Town of Shelburne Mayor, Karen Mattatall has invited all municipal units to be part of a discussion on reducing the impact of climate change and to better protect Canadians against natural disaster. Mayor Mattatall urged the municipal units to take advantage of the Disaster Mitigation And Adaptation Fund opportunity provided by the Government of Canada.

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(c) Rural Nova Scotia Health Crisis Working Group

CAO Mark Phillips read the letter received from the Town of Shelburne Mayor, Karen Mattatall which stated that any municipality concerned about the deepening health crisis can contact their working group and join in the events they are organizing.

(d) Princess Windsor Kate Burgess

CAO Mark Phillips read the thank you note received from 2018 Princess Windsor, Kate Burgess.

All correspondence is attached

NEW BUSINESS

(a) Town of Kentville Investment Committee

CAO Mark Phillips read Mayor Sandra Snow's report and noted that at the meeting on June 13th, 2018, Chair of the KIC resigned due to the dissatisfaction in the manner that the new committee member was selected, as per policy. Mr. Gerrard's resignation as chair was accepted and was thanked for his many years of service.

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

RECOMMENDATION TO COUNCIL

**that Council appoint as chair of the Investment Committee
Councillor Cate Savage**

MOTION CARRIED

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

(b) Council Reports

Councillor Cate Savage discussed the timeframe required for Councillors to have reports passed into the administrative department before a Council meeting.

Mayor Sandra Snow noted that the timeframe of five days before a Council meeting was a deadline that Council had set for itself.

PUBLIC COMMENTS

(a) Larry Eaton – Belcher Street

Larry Eaton congratulated Mayor Snow on her recent appointment as an Honorary Colonel Commander of the 415 Squadron.

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Mr. Eaton stated that he had a question and some comments on voting procedures of the Council. Some points he noted were:

- The voting procedures used by Council was in contravention to the MGA;
- Councillors who voted in favour were identified and that means the Councillors who are not named were negative votes;
- Therefore according to the MGA every vote that has occurred, the Mayor has voted negatively;
- How does this particular Council operate outside the MGA on voting procedures?

Mayor Sandra Snow reported that Council elected to use *Roberts Rules of Order*, which is allowed by the MGA, and the Mayor only needs to vote if there is a tie vote and there needs to be a tie breaker.

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

**that Council move into a closed session at 8:30 p.m. to discuss: (a) Legal - Valley Waste
(b) Legal - Offer of Sale**

MOTION CARRIED

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

Only Council, CAO and Solicitor Muttart remained in Chambers at this time.

IN CAMERA

**(a) Legal – Valley Waste
(b) Legal – Offer of Sale**

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

that Council return to open session at 9:25 p.m.

MOTION CARRIED

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

ADJOURNMENT

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

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that the Council meeting adjourn

MOTION CARRIED
Adjourned at 9:26 p.m.

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