

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: October 13, 2020

Town Hall, 354 Main Street, Kentville Nova Scotia

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.”

1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:00 p.m., and Interim Chief Administrative Officer (CAO) Brian Smith reported the following members of Council and staff were present:

PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor John Andrew
- Councillor Eric Bolland
- Councillor Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage

Staff:

- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary
- Brian Smith, Interim Chief Administrative Officer

REGRETS

None.

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.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of October 13, 2020 be approved as presented

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) None.

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending September 30, 2020. To this date, overall revenue exceeds the average at 81.7%. To date, overall expenditures are slightly below the benchmark at 45.8% expended. Outstanding taxes at 100.3% collected, which is related to pre-payments of next year's taxes.

See report for more information

- Points of Discussion:
 - Appreciation to the director for a thorough and clear report.

(2) Projection Report

Director Crowell presented her projection report for the period ending September 30, 2020. Highlights included a projection of a year-end deficit of \$67,800, which is not unusual at this time of the fiscal year.

See report for more information

- Points of Discussion:
 - When is the end date for the contract for the KPS back check? There is no end date for this contract.
 - Is the PACE program funding settled? The moneys have been spent on the application process.
 - What survey costs are associated with the community development department? Industrial Park and River Street.

(3) Valley Waste Guarantee Resolution

Director Crowell presented the Valley Waste Temporary Borrowing Resolution for \$945,000, of which \$94,406 is Kentville's share (9.99%).

See report for more information

- Points of Discussion:
 - What lands are being purchased for expansion? There is a piece of adjoining land that the Town wishes to purchase for future expansion.

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

That Council Advisory Committee Recommend to Council:

Council to recommend approval of the guarantee resolution for Valley Region Solid Waste Resource Management Authority in the amount of \$945,000 of which the Town of Kentville share is 9.9% for a total of \$94,406.

And Further following approval at the October 13th Special Council Meeting the resolution will be duly authorized and completed in triplicate, with two original documents returned to Valley Region Solid Waste Resource Management Authority.

To be approved at the October 13, 2020 Special Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for September 2020. Highlights included a building valuation of \$2,432,000 for a year total of \$17,761,505. The report also included project updates about a new office building, Ryan's Park, Chrysalis House, and Miners Landing.

See report for more information

- Points of Discussion:
 - What is the realignment of property boundaries? There are topography issues at the Miners Landing near the cemetery. The building needed to be moved east in order to meet the required setbacks.
 - In Miners Landing, near the cemetery, will there be a retaining wall to prevent erosion? There is a set back of 30 feet from that boundary. Prior property owners did encroach on that boundary, but issues have been sufficiently resolved with the province and property owners.
 - Sign permits have a \$50 fee regardless of construction.

(2) Community Economic Development Coordinator's Report

Mayor Snow presented the report for CEDC Young for September 2020.

See report for more information

- Points of Discussion:
 - A resident has been decorating Pumpkin People and could be recognized. The festival looks very good this year. Will discuss this issue with staff.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for September 2020. Some of the highlights included facility reopening, parks and trails updates, memory bootcamp programs, New Horizons Club, capital projects, Accessibility Committee, and Harvest Festival.

See report for more information

- Points of Discussion:
 - Congratulations to Director Bedingfield for her national leadership course.
 - A request has been made to Valley Waste to move the fall garbage pick up to be after the Pumpkin People.
 - Feedback from residents not to close the trails if restrictions due to Covid increase.

(d) Police Report

(1) Chief's Report

Mayor Snow referred to the police report for September 2020, which was approved by the Board of Police Commissioners on September 26, 2020.

See report for more information

- Points of Discussion:
 - Backcheck activity increased recently because sports were opening up and volunteers were being checked.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for September 2020. Some of the highlights included updates on the Kentville Bridge, sidewalks at Park Street and Bonavista, and capital project updates.

See report for more information

- Points of Discussion
 - Appreciation to the province for their work on the new bridge. Traffic lights will be restored this week.
 - Discussion of new lights at the bottom of Belcher Street.
 - The contractor is not finishing the sodding work on Belcher Street.
 - Discussion of conduit replacement requested by Bell.
 - Discussion about the lights at the bridge- was there an oversight by the Town or by the Province? There were delays but there was no oversight.
 - Thanks for residents and businesses for their patience during the bridge construction.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Smith presented his report for September 2020. Some of the highlights included staff meetings, Covid-19 Human Resources Guidelines, CAO recruitment, and Council orientation planning.

See report for more information

(2) Communication Report

Mayor Snow presented the report for September 2020.

See report for more information

(3) Returning Officer Report

Mayor Snow presented the report for the election period ending October 13, 2020.

See report for more information

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

That the reports from the directors be received.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

5. UNFINISHED BUSINESS

(a) (None)

6. CORRESPONDENCE

(a) None

7. NEW BUSINESS

(a) Process for Swearing in of New Council, October 28, 2020

CAO Smith reviewed the protocol for swearing in new Councillors at the end of the month, while adhering to Covid-19 guidelines.

- Points of Discussion
 - Regarding Committees of Council- what detail will be covered at this meeting? The list of committees will be reviewed, not necessarily the membership or structure.
 - This meeting will be held on Wednesday October 28th, 2020 (not the last Monday of the month, as is usual).

8. PUBLIC COMMENTS

(a) None.

RECESS FOR SPECIAL COUNCIL MEETING

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

That Council recess from the current CAC meeting to conduct a Special Council Meeting to approve the Valley Regional Solid Waste Resource Management Authority debenture refinancing.

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 adjourn the Special Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

COUNCIL RETURNED FROM RECESS.

9. IN CAMERA - LAND

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

That Council proceed to a closed session at 7:16 pm to discuss a land issue.

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 7:30 pm

MOTION CARRIED

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

10. ADJOURNMENT

It was moved

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 7:32 p.m.