

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

### Meeting Minutes: November 9, 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 Councillor~~ Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Cate Savage
- Councillor Gillian Yorke
- Councillor Andrew Zebian

###### Staff:

- Brian Smith, Interim Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor (at 6:30pm)
- Jennifer West, Recording Secretary

##### REGRETS

None

##### DECLARATIONS OF CONFLICT OF INTEREST

Councillor Savage will recuse herself from section ~~5.a and~~ 5.b. due to a conflict of interest.

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 for the Council Advisory Committee meeting of November 9, 2020 be approved with the following change:

- Addition, 7.c. selection process of deputy mayor

##### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, October 13, 2020

It was moved that the minutes from the Council Advisory Committee meeting held on October 13, 2020 be approved with the following changes:

- Page 5, after 8a, adjournment of special council meeting

### MOTION CARRIED

### 4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending October 31, 2020. To this date, overall revenue exceeds the average at 85.3%. To date, overall expenditures are slightly below the benchmark at 63.6% expended. Outstanding taxes at 97.7% collected, which is related to pre-payments of next year's taxes.

*See report for more information*

#### (2) Projection Report

Director Crowell presented her projection report for the period ending October 31, 2020. The projection of a year-end is for a deficit of \$80,400.

*See report for more information*

- Points of Discussion:
  - Update and discussion on County of Kings repayment.
  - Review and discussion about back check revenues for the Kentville Police Service.

#### (3) General Insurance Recommendation

Director Crowell presented a report outlining the contract term for the Town's general insurance and risk management services, and the benefits of extending this contract by one year.

*See report for more information*

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

### That Council Advisory Committee Recommend

**That Council extend its relationship with BFL Canada for General Insurance and Risk Management Services for one year – April 1, 2021 to March 31, 2022.**

*To be approved at the November 30, 2020 Meeting of Council.*

### MOTION CARRIED

*Councillors who voted in favour of this motion:*  
Zebian

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and*

**(b) Planning and Development**

**(1) Director's Report**

Director Gentleman reviewed her report for October 2020. Highlights included a building valuation of \$2,898,500 for a year total of \$20,660,005. The report also included project updates about Ryan's Park, Chrysalis House, Miners Landing and the River Street lands.

*See report for more information*

- Points of Discussion:
  - What are the zoning certificates referred to in your report? Some banks request these certificates from a property.
  - What is the status of a park for MacDougall Park? Land has been secured and work is underway. The park land will be adjacent to another development property and will result in a larger park space.
  - Regarding the Special Events Bylaw, Director Gentleman reviewed the process of revising this bylaw.

**(2) Community Economic Development Coordinator's Report**

Mayor Snow received the report for CEDC Young for October 2020.

*See report for more information*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield reviewed her report for October 2020. Some of the highlights included updates on facility reopening plans, parks and trails, programs, potential gym use at KCA school, a new dog park, and capital projects.

*See report for more information*

- Points of Discussion:
  - Is Acadia participating in conversations about a new multi purpose facility? Not yet but they will be more engaged when more of the details are confirmed.
  - There will be a combined Council meeting of regional Councils to receive a brief about this project.

**(d) Police Report**

**(1) Chief's Report**

Mayor Snow referred to the police report for October 2020. The Board of Police Commissioners has not met since September. Four staff are leaving and will be replaced in the near future.

*See report for more information*

- Points of Discussion:
  - When hiring new officers, are there contracts that can keep them in Town for a set time? There is no penalty for leaving the Town soon after being hired.
  - How many officers should we have on staff? There are 17, but this will drop to 14 in a few weeks.

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for October 2020. Some of the highlights included updates on the completion of the Kentville Bridge, Kentville Water Commission, sewer utility and winter tenders.

*See report for more information*

- Points of Discussion
  - Regarding the Webster Street renovation, will there be a bump out? A bump out would make it difficult for large trucks to make this turn.
  - The bench at TD Bank was placed after discussion between staff and the bank.

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Smith presented his report for October 2020. Some of the highlights included staff meetings, CAO recruitment, review of the Fire Inspection Services Agreement and regional intermunicipal service agreements.

*See report for more information*

**(2) Communication Report**

CAO Smith presented the report for October 2020.

*See report for more information*

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

**That the reports from the directors be received accepted.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

**(a) Special Events Bylaw – Covid 19 Adjustments**

Director Gentleman presented her report outlining the need for a new Bylaw (Chapter 101) that would address changes approved by Council in May 2020. These changes would accommodate extra special events in 2021 at the Healy property which could not happen in 2020 due to the Covid-19 pandemic.

*See report for more information*

- Points of Discussion
  - Who decides the 500 metre distance for reaching out to neighbours? This is related to variance and zoning under the Municipal Governance Act. This is for a courtesy notification of neighbours and for a survey of neighbours.

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

**That Council Advisory Committee Recommend:**

**That Council approve First Reading of the proposed resolution and special events Covid-19 amending Bylaw to Council for First Reading on November 30, 2020.**

*To be approved at the November 30, 2020 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**Councillor Savage leaves the meeting due to a conflict of interest with this issue.**

**(b) Special Events Bylaw – increased number of events**

Director Gentleman presented her report outlining the process of reviewing events at the Healy property, and the request to increase the maximum number of events from 15 to 20 annually.

*See report for more information*

- Points of Discussion
  - Spot zoning would not be recommended as a solution to this issue.
  - Changing the zoning would have long lasting implications to this neighbourhood.
  - Concerns about increasing the number of events for this residential property.
  - Review of the process of passing a bylaw.
  - Does the special events bylaw supersede the new noise bylaw? No.
  - All residents can provide input to this bylaw process, not just immediate neighbours.

It was moved by Councillor Gillian Yorke and seconded by Councillor Paula Huntley

**That Council Advisory Committee Recommend:**

**That Council recommend First Reading of the proposed amendment to increase the number of events to 20 per year to the Special Events Bylaw Chapter 96 to Council for First Reading.**

*To be approved at the November 30, 2020 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Snow, Yorke*

*Councillors who voted against this motion: Zebian*

**Councillor Savage returns to the meeting.**

**6. CORRESPONDENCE**

*Direction was provided to the CAO that staff review and provide a report to Council about these issues at a future CAC meeting.*

**(a) Sandi and Pete Connelly, October 27, 2020**

Review of concerns about North Kentville neighbourhood.

*See letter for more information*

**(b) Philip Longmire and Julie Benson, August 26, 2020**

Review of traffic and safety concerns on Forest Hill Road.

*See letter for more information*

**(c) James and Tracy Churchill**

Review of traffic and safety concerns on Forest Hill Road.

*See letter for more information*

**(d) Marcelle and Grant MacQuarrie, October 22, 2020**

Review of traffic and safety concerns on Forest Hill Road.

*See letter for more information*

**(e) Nova Scotia Health Authority, November 2, 2020**

Review of Nova Scotia Health Authority services and programs.

*See letter for more information*

**(f) Jessica van Luxemborg, November 4, 2020**

Request for traffic adjustment at Carmen Drive and Duncan Avenue intersection.

*See letter for more information*

## 7. NEW BUSINESS

**(a) Revision: Valley Waste Bylaw**

CAO Smith reviewed the existing Valley Waste Bylaw and the need to repeal the document and create a new bylaw that better reflects current directives, appointment of enforcement, and schedules.

- Points of Discussion
  - Will there be veto power to make decisions in Valley Waste when a partner is in arrears? This is not addressed in the new Bylaw, but it will be reviewed by CAOs upon review of Intermunicipal Service Agreements.

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

**That Council Advisory Committee Recommend:**

**That Council recommend First Reading of the proposed bylaw to Council for First Reading for November 30, 2020 Council meeting and further that Second Reading be scheduled for January 30, 2021, and further that existing Bylaw Chapter 92 be repealed upon adoption date of the draft Valley Waste Bylaw.**

*To be approved at the November 30, 2020 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**(b) Fire Inspection Service Agreement with the Municipality of the County of Kings**

CAO Smith reviewed the existing service agreement and the need for an updated agreement document between partners.

- Points of Discussion
  - What are the costs associated with leaving this agreement and hosting this service through the Town? The answer is not clear, but the CAO will provide Council with this information.

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

**That Council Advisory Committee Recommend:**

**The Kentville Fire Inspection Agreement to Council for approval and authorization for signature by the CAO and authorization by the Mayor and Town Clerk.**

*To be approved at the November 30, 2020 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**(c) Deputy Mayor Decision Making Process**

Councillor Zebian gives a review of the process of electing a Deputy Mayor and describes how this can cause division to the group.

- Points of Discussion
  - There may be a better process for cohesion and team building than the existing process of electing a Deputy Mayor.
  - Review of how the CAO was planning to address this process.

**RECESS FOR SPECIAL COUNCIL MEETING**

It was moved by Councillor Cathy Maxwell and seconded by Councillor Gillian Yorke

**That Council recess from the current CAC meeting to hold a Special Council Meeting.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

~~It was moved by Councillor Cate Savage~~

~~**That Council adjourn the Special Council Meeting.**~~

~~**MOTION CARRIED**~~

~~*Councillors who voted in favour of this motion: Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*~~

**COUNCIL RETURNED FROM RECESS**

**9. IN CAMERA - PROPERTY**

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

**That Council move into a closed session at 8:27 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 Craig Gerrard and seconded by Councillor Cathy Maxwell

**That Council return to open session at 9:04 pm**

**MOTION CARRIED**

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

**10. ADJOURNMENT**

It was moved Councillor Cate Savage

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

Adjournment at ~~7:32~~ 9:04 p.m.