

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

### Meeting Minutes: January 11, 2021

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 Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian (arrived late)

###### 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
- Jennifer West, Recording Secretary

##### 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.

#### 2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

**that the agenda for the Council Advisory Committee meeting of January 11, 2021 be approved.**

##### MOTION CARRIED

All members voted in favour.

### 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, December 12, 2020

It was moved

**That the minutes from the Council Advisory Committee meeting held on December 12, 2020 be approved as presented.**

**MOTION CARRIED**

### 4. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

##### (1) Director's Report

Director Crowell presented her report for the period ending December 31, 2020. To this date, overall revenue exceeds the average at 90.2%. To date, overall expenditures are above the benchmark at 76.6% expended. Outstanding taxes are at 99.6% collected.

*See report for more information.*

- Points of Discussion:
  - The 2021-2022 budget is drafted and will be released to the directors in the next 2 weeks.
  - Have the properties with tax exemptions for charitable purposes been published yet? Staff will post this information this week.

##### (2) Projection Report

Director Crowell presented her projection report for the period ending December 31, 2020. The projection of a year-end is for a surplus of \$13,800.

*See report for more information.*

#### (b) Planning and Development

##### (1) Director's Report

Director Gentleman reviewed her report for December 2020. Highlights included a building valuation of \$304,000 for a year total of \$21,289,305. The report also included project updates about Miners Landing, Stonemont (Catalyst) Properties and the River Street lands.

*See report for more information.*

- Points of Discussion:
  - With respect to Ryan's Park, what is the status of the 60-unit building? No update on this part of the project.

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

CAO Smith presented the report for CEDC Young for December 2020. Highlights included links to staffing for the Mentoring Plus project, Valley Regional Hospital Foundation, the Industrial Park land sales and a project for Christmas 2021. Update that the Calkin building is completely sold to a local buyer as of Friday.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield reviewed her report for December 2020. Some of the highlights included updates on the Kentville Trail, facilities, shade sails for the pool, programs and operations, and capital projects.

*See report for more information.*

- Points of Discussion:
  - Will there be ice monitoring during the winter? Instead of staff testing, the department offers training programs for the public to test the ice themselves.
  - Reminder that the Town uses Red Cross standards of 6-8" of thickness to ensure it is thick enough to skate on safely.

**(d) Police Report**

**(1) Chief's Report**

Chief Cecchetto reviewed the police report for December 2020. A new officer is starting in February. An auxiliary officer has been accepted into the police academy. The bylaw officer reduced ticketing during December to support shopping and downtown business.

*See report for more information.*

- Points of Discussion:
  - The charges that the officer has laid for smoking, are the fines paid or do they go to court? Chief Cecchetto is unsure and will provide Council with this information.

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for December 2020. Some of the highlights included updates on the renovations for departments of finance and recreation and capital projects.

*See report for more information.*

- Points of Discussion
  - Is the sidewalk plow causing more damage to sidewalks and lawns? This will be reviewed by the director.
  - What is the Town process for tendering sod repair in the spring? There is no policy for this, but it is standard for the town to remedy damage.

**(2) December 2020 Council Advisory Committee Outstanding Items Report**

Director Bell presented his report to respond to residents' letters of concern.

*See report for more information.*

**(f) Administration**

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

CAO Smith presented his verbal report for December 2020. Some of the highlights included CAO orientation, intermunicipal collaboration, reopening Town Hall for the public, and audio and video considerations,

*See report for more information.*

- Points of Discussion
  - When will residents on Mitchell avenue receive a report about their concerns? CAO will review and create a report for the January council meeting on this matter.

## **(2) Communication Report**

CAO Smith presented the report for December 2020 with highlights including a review of social media platforms and analytics.

*See report for more information.*

- Points of Discussion
  - The shop local campaign may be impacting traffic on the town website shopping list.

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

**That the reports from the directors be accepted as presented.**

### **MOTION CARRIED**

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

## **6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

### **(a) Bylaw Revision – Noise Bylaw**

CAO Smith reviewed the purpose of this bylaw, which is to better define and control unwanted noise within Town limits. Revisions to this bylaw should be changed to improve the application process for an exemption to this bylaw.

*See report for more information.*

It was moved by Councillor Paula Huntley and seconded by Deputy Mayor Cate Savage

**That Council Advisory Committee Recommend**

**That Council approve the suggested changes to Bylaw Chapter 104 Noise Bylaw as presented and give First Reading to the Bylaw on January 25, 2021 meeting of Council and giving Second Reading to the Bylaw on February 22, 2021.**

*To be approved at the January 25, 2021 Meeting of Council.*

### **MOTION CARRIED**

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

### **(b) Policy Revision – G39 Council and Staff Long Service Awards Policy**

CAO Smith reviewed the purpose of this policy which is to celebrate the service of Councillors and staff. This proposed revision will remove elected officials from this policy.

*See report for more information.*

- Points of Discussion
  - Under procedures, could the pronouns be changed from his/her to they and their? Yes, staff have noted this.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

**That Council Advisory Committee Recommend**

**That Council approve the suggested changes to policies G39 “Council and Staff Long Service Awards” as presented.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

**(c) Municipal Energy Leaders Group Recommendations to the Province**

CAO Smith reviewed the report on the Municipal Energy Leaders Group (MELG) and gave a review of the recommendations being forwarded to the Province. Council has reviewed the 14 issues in this report and supports them in principle.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council support, in principle, the 14 Quest recommendations from the Municipal Leaders Group to the Provincial government around climate action in Nova Scotia in the attached policy brief dated July 10 2020;**

**And further that these recommendations are included in policy and decision making for the Town of Kentville where appropriate;**

**And further that we follow up with a letter of support to the Province.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

**7. CORRESPONDENCE**

**(a) Central Kings Community Health Board**

CAO Smith reviewed the letter which outlined the need for rural municipalities to support internet availability and affordability for all residents of Nova Scotia.

*See letter for more information.*

## 8. NEW BUSINESS

### (a) Catalyst Consulting Engineers Rezoning Application

Director Gentleman reviewed the staff report which describes a rezoning application. The area of concern is at the southwest corner of Park Street and Shylah Drive near the Kentville Business Park. The request is a concurrent amendment of the Municipal Planning Strategy and the Land Use Bylaw, which would change the Future Land Use Designation from Commercial to Residential, and Highway Commercial to Residential High Density (R4) for 3 acres in this area.

*See report for more information.*

- Points of Discussion
  - Is there a way to suggest to the developer to bring this back to Council in a different way? It is not likely for this location.
  - That parcel of land has been for sale for 8-10 years, and the MPS and LUB are working documents, has the Town ever made a change this significant in the past? No.
  - Are the developers aware that industrial activity can be directly adjacent to their proposed residential development? Yes.

### (b) Presentation - Catalyst Consulting Engineers Response

Andrew Amos and Jason White from Catalyst Consulting gave a presentation about the aging population in Nova Scotia, and the opportunity for providing senior housing in Kentville at the proposed location.

*See report for more information.*

- Points of Discussion
  - How will the development deal with potential neighbours of commercial or industrial activity? It may be possible for no development in the rest of that lot, but it is unlikely. Parsons owns the entire property and will try to put similar uses together in this area. The developers are comfortable with this development in cooperation with Parsons.
  - Will there be extra space for renting businesses? There will be opportunities for local businesses to bring their businesses into the building.
  - Is there a precedent somewhere that shows that a residential property could be placed in a commercial zone? Catalyst is working in Bridgewater on a similar situation.
  - This is a policy amendment which would require a public participation meeting. If Council supports a bylaw change, first reading would come after a public participation meeting.
  - The public participation policy (PPP) pertains only to land use bylaw changes.
  - Would Parsons be willing to rezone the entire parcel to R4? It is not recommended because this is some of the last industrial land in the town.
  - It seems that the area has already been spot zoned.

*Andrew Zebian joins the meeting at 7:50 pm.*

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

**That CAC direct staff to conduct a public participation meeting about this proposal and report back to Council for their consideration in terms of the request for an amendment to the Municipal Planning Strategy and the Land Use Bylaw.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Intermunicipal Service Agreement Review, Memorandum of Understanding**

CAO Smith reviewed his report which outlines the existing shared services for regional municipalities in the Valley. Regional municipal partners have renewed their commitment to more consistent shared service agreements in this revised Memorandum of Understanding document.

*See report for more information.*

- Points of Discussion
  - Discussion about implications of instances when shared services are more costly to some partners.

It was moved by Councillor Craig Gerrard and seconded by Councillor Gillian Yorke

**That Council Advisory Committee Recommend**

**That Council approve the attached Memorandum of Understanding (MOU) with our local municipal governments outlining the organization of work programs for a joint review of intermunicipal service agreements,  
And further, authorize the MOU with the signatures of the Mayor and CAO.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillor Zebian left the meeting due to a connection problem.*

**8. PUBLIC COMMENTS**

None.

**9. IN CAMERA - PROPERTY**

It was moved by Councillor Paula Huntley and seconded by Councillor Cathy Maxwell

**That Council move into a closed session at 8:27 pm to discuss property matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Councillor Zebian joined the meeting at 8:30pm, and left the meeting at 8:42 declaring a conflict of interest and did not return to the meeting.

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

**That Council return to open session at 9:27 pm**

**MOTION CARRIED**

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

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

**That Council Advisory Committee Recommend**

**That Council extend the current lease with the Kentville Historical Society for an additional five (5) years ending on December 31, 2025 at the existing annual lease of \$1,500.00 plus HST;  
And further, release the report publicly.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

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

**That Council Advisory Committee Recommend**

**That Council direct the CAO and Solicitor to carry out the property matter –Mikes Clothing action as discussed in camera.**

*To be approved at the January 11, 2021 Special Meeting of Council.*

**MOTION CARRIED**

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

**10. ADJOURNMENT**

It was moved by Deputy Mayor Cate Savage

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjournment at 9:30 pm.**