

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: February 8, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke 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

Staff:

- Dan Troke, 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

Guests:

- Genevieve Allen-Hearn (Kentville Business Community)
- Dan Stovel (Kings Regional Emergency Management Organization)

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: *"Points from Discussion" below show 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 Councillor Paula Huntley and seconded by Councillor Andrew Zebian

that the agenda for the Council Advisory Committee meeting of February 8, 2021 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 11, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on January 11, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Business Community (KBC) – Genevieve Allen Hearn

Executive Director Genevieve Allen and KBC President Paul Dixon presented the annual report for the Kentville Business Community, and also a request for \$135,000 in funding to support marketing, engagement, recognition and infrastructure.

Presentation available.

- Discussion
 - Does KBC have their own video camera? Why did KBC need to hire a video company? The video expertise left with the past Executive Director.
 - If a company leaves Town, do they have to repay a KBC grant? Improvements to a business' building will stay in the Town.
 - Is it your mandate to have board members be business owners? Board members can have a business in Town or do significant business in the Town.

(b) Kings Regional Environmental Management Organization

Regional Coordinator Dan Stovel gave a national, provincial and regional review of COVID-19 statistics and vaccines.

Presentation available.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending January 31, 2021. To this date, overall revenue exceeds the average at 93.2%. To date, overall expenditures are above the benchmark at 83.3% expended. Outstanding taxes are at 100% collected (last year 98.9%).

See report for more information.

- Points of Discussion:
 - Regarding the Safe Restart grant, what was the cost of the renovation to the building? No costs have been assigned to this grant.
 - Valley Waste and Kings Transit will be over budget due to a payment from a previous fiscal year.
 - Renovations were largely deemed to be security, however the project would not have been undertaken in the absence of the pandemic.

(2) Projection Report

Director Crowell presented her projection report for the period ending January 31, 2021. The projection of a year-end is for a deficit of \$29,300.

See report for more information.

(3) Sundry Write Offs

Director Crowell presented her report from the Town collection officer outlining the need to write off receivable accounts in the amount of \$8,658.90.

See report for more information.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

That Council Advisory Committee Recommend

That Council approve to write off the Sundry Receivable Account as attached in the amount of \$8,658.90.

To be approved at the February 22, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Tax Exemptions

Director Crowell presented her report reviewing the Low Income Tax Exemption Policy.

See report for more information.

- Points of Discussion:
 - Staff reach out to applicants and help them with their application each year to ensure they receive their rebate.

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

That Council Advisory Committee Recommend

That Council approve the resolution for Low Income Tax Exemption for the 2021-2022 year as detailed.

Exemption amount:	\$257 to \$546
Income ceiling:	\$27,971
Deadline for applications:	June 30, 2021

To be approved at the February 22, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for January 2021. Highlights included a building valuation of \$3,160,000 (rest for the calendar year). The report also included project updates about Ryan's Park, Chrysalis House, and Miners Landing.

See report for more information.

- Points of Discussion:
 - Would the proposed changes to the height of buildings at Ryan's Park require a redevelopment or rezoning? No.

(2) Community Economic Development Coordinator's Report

CAO Troke tabled the report for CEDC Young for January 2021. Highlights included final reporting for grants, Fire and Ice activities, and the Mentoring Plus program.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for January 2021. Some of the highlights included updates on the trails, skating surfaces, COVID response, dog park and community events.

See report for more information.

- Points of Discussion:
 - What is the status of a new multi purpose facility? The regional Chief Administrative Officers are discussing this issue and they are considering a feasibility agreement.
 - Have the Department of Environment concerns about the skate park been addressed? Should have that documentation in the coming weeks and will be able to move forward about work on the park this year.

(d) Police Report

(1) Chief's Report

Chief Cecchetto presented the 2020 annual report, with information on staffing, GIS, Bylaw, events, backcheck, body worn cameras and calls for service.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for January 2021. Some of the highlights included updates on the renovations for departments of finance and recreation, water commission updates, and sanitary sewer utility.

See report for more information.

- Points of Discussion
 - Appreciation to public works crew for snow removal during the storm.
 - There are still safety concerns about the lack of lighting on the Kentville Bridge.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for his recent arrival in January 2021. Some of the highlights included the Kentville Historical Society lease, the Miners Landing development and opening Town Hall offices.

See report for more information.

- Points of Discussion
 - How much land in the Town is zoned C2? The Parsons land in the Business Park, as well as another lot on Belcher Avenue.

(2) Communication Report

CAO Troke tabled the report for January 2021 with highlights including a review of social media platforms and analytics.

See report for more information.

It was moved by Councillor Gillian Yorke and seconded by Deputy Mayor Cate Savage

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, Yorke and Zebian*

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Mitchell Avenue Response

CAO Troke reviewed the concerns from some residents on Mitchell Avenue, and the response from the Director of Engineering and Public Works regarding potential options.

See report for more information.

- Points of Discussion
 - Accessibility during an evacuation is a major concern. Other considerations for egress might be necessary.
 - Staff will reach out to the Kentville Volunteer Fire Department for feedback and a potential plan, and this plan will be communicated back to residents.

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

That Council Advisory Committee Recommend

That Council accept the report as provided and direct the CAO to follow up with the residents on the matter and further to coordinate with the Kentville Volunteer Fire Department.

MOTION CARRIED

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

(b) PACE Program Information Report

CAO Troke reviewed the PACE program in the Town of Kentville and the Municipal Energy Leaders Group recommendations regarding PACE provincially.

See report for more information.

- Points of Discussion
 - What percentage of municipalities have their own lending for this program? Most are not lending their own money because there are so many other lending opportunities.

7. CORRESPONDENCE

(a) None

8. NEW BUSINESS

(a) **Taxi Bylaw Review**

CAO Troke reviewed the staff report outlining the need to revise taxi registration charges and other administrative fees through the Kentville Police Service.

See report for more information.

- Points of Discussion
 - Solicitor Muttart would like to consider summary offence tickets for some of these fees.
 - The intent of these fee increases will allow Kentville Police Service to cover their costs for these services.

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

That Council Advisory Committee Recommend

That Council give First Reading to the amended Taxi Bylaw.

To be approved at the February 22, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) **Kentville Business Community Annual Report and Request for Funding**

CAO Troke reviewed the KBC request for funding. As part of their presentation, the Kentville Business Community presented to Council their annual report and budget, strategic plan and request for funding.

See report for more information.

- Points of Discussion
 - The funding provided to this organization would place a slight financial burden on the Town (unless membership fees are increased).
 - Important to review how grant money is distributed from KBC to other groups.
 - Review of how this grant is collected from residents through a tax on residents.
 - Review of last years funding compared to this year's request.

- Council will be able to review the budgets for the Planning Development Department and the KBC funding during annual budget deliberations.

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

**That Council direct the Chief Administrative Officer to provide a report to CAC on the budget impact of this funding request,
And further provide the updated KBC agreement for review with recommendations for moving forward.**

MOTION CARRIED

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

8. PUBLIC COMMENTS

None.

9. ADJOURNMENT

It was moved by Deputy Mayor Cate Savage

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:23 pm.