

TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: March 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
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

Guests:

- Daisy Dwyer and Gweneth Dwyn (Community Alcohol Partnership)
- Jennine Wilson (Nova Scotia Caregivers Association)

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 Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

that the agenda for the Council Advisory Committee meeting of March 8, 2021 be approved with the following additions:

- **8.a Presentation from Government House**
- **8.b New Committees and Appointments**

In Camera (confidential matters):

- **10.a Land**
- **10.b Land**
- **10.c Land**

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, February 8, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on February 8, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Community Alcohol Partnership

Directors Daisy Dwyer and Gweneth Dwyne introduced this organization to Council and staff, with information about partnerships, purpose, culture of alcohol use, and their campaigns in the Annapolis Valley. CAP invites a member of Council to sit on the regional board of directors.

Presentation available.

(b) Nova Scotia Caregivers Association

Regional Director Jennine Wilson gave review of the work and projects by the Caregivers Association, including the challenges facing volunteer caregivers and support groups for their mental health.

Presentation available.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending February 28, 2021. To this date, overall revenue exceeds the average at 94.9% and overall expenditures are above the benchmark at 90.9% expended. Outstanding taxes are at 100.6% collected.

See report for more information.

- **Points of Discussion:**
 - When can we expect to see the draft budget? Staff are still working on the operating budget, which should be finished in early April.
 - Under the safe restart funds from the Province, how will this be distributed? This grant will cover expenditures such as masks, disinfectants, etc. with the remaining going to reserves for future COVID-19 expenses.

(2) Projection Report

Director Crowell presented her projection report for the period ending February 28, 2021. The projection of a year-end is for a deficit of \$8,600 (last month deficit of \$29,300).

See report for more information.

(3) Withdrawal from Capital Fund #2

Director Crowell presented her request for a second withdrawal from the Town Capital Reserve in the amount of \$131,723.01 for various projects which require funding.

See report for more information.

- Points of Discussion:
 - What does the \$30,000 expense? This is part of the renovation of the Town Hall finance and recreation department.
 - The total cost for this renovation is \$89,633.52, plus design fees.

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

That Council Advisory Committee Recommend

That Council approve a withdrawal of \$131,723.01 from the Town Capital Reserve – General Allocation to fund several acquisitions during the year 2020-2021.

To be approved at the March 29, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Withdrawal from Equipment Reserve Fund #2

Director Crowell presented her request for a second withdrawal from the Town Equipment Reserve fund in the amount of \$27,238.51 for transportation expenses and repairs to a plow truck.

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 a withdrawal of \$27,238.51 from the Town Equipment Reserve to partially fund 2020-2021 transportation equipment acquisitions.

To be approved at the March 29, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) Withdrawal from Operating Reserve Fund

Director Crowell presented her request for a blanket withdrawal from the Town Operating Reserve.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of a current operating deficit, should one occur at March 31, 2021, after all year-end transactions are quantified at the March 29, 2021 meeting.

To be approved at the March 29, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(6) Valley Waste Guarantee Resolution

Director Crowell presented her report on the Valley Waste payment to the Municipal Finance Corporation in May 2021. This resolution requires an approval of Council.

See report for more information.

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

That Council Advisory Committee Recommend

That Council authorize the attached Guarantee Resolution for Debenture 36-A-1 in the amount of \$46,504.00, the Town of Kentville's 10.5% share of the Valley Region Solid Waste Resource Management Authority partnership.

To be approved at the March 29, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(7) Information on the Property Assessed Community Energy (PACE) programs in Nova Scotia

Director Crowell presented a memo of information about PACE programs in Nova Scotia, for Council's information.

See report for more information.

- Points of Discussion:
 - Regarding the renovations at Town Hall, the design fees and the construction fees are separate. Grants for COVID did not cover the renovations.

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for February 2021. Highlights included a building valuation of \$4,457,100. The report also included project updates about Ryan's Park, Chrysalis House, the River Street lands and Miners Landing.

See report for more information.

- Points of Discussion:

- Discussion about requirements on the River Street lands.
- Staff is working on an amendment to the Municipal Planning Strategy.

(2) Community Economic Development Coordinator's Report

CAO Troke tabled the report for CEDC Young for February 2021. Highlights included planning for the opening of the Visitor Information Centre, grant reporting, follow up from the Fire and Ice event, and human rights training.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for February 2021. Some of the highlights included updates on the trailer, the arena, bookings at the recreation centre and the facility used in the recreation centre returning to their spaces.

See report for more information.

- Points of Discussion:
 - Update on the lack of lighting on the new bridge.

(d) Police Report

(1) Chief's Report

Chief Cecchetto presented her report to Council, which will also be presented to the Board of Police Commissioners at their next meeting.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for February 2021. Some of the highlights included updates on electric vehicle charging stations, budgets for snow removal, and the Kentville Water Commission.

See report for more information.

- Points of Discussion:
 - What is the purpose of passing a regional sewer budget without seeing our own Town budget? Some Councillors stated that the Town should not promise money to external groups before the Town budget is complete.
 - Some external groups have their board meetings at different times which do not align with Town budget process. It might be better to see the Town budget first and then review the external funding commitments.
 - What is the status of the regional intermunicipal services agreement? Agreements are under review to develop a joint agreement.
 - Operations are regularly reviewed and the ponds and facility are being upgraded incrementally. The result will be better efficiency in the coming years.
 - There is a standing technical committee which reports on specific issues and improvements.

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

That Council Advisory Committee Recommend

That Council approve the Town of Kentville's share of the regional sewer system operating budget in the amount of \$804,800 for the year 2021-2022.

To be approved at the March 29, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for his recent arrival in February 2021. Some of the highlights included updates on budget meetings, regional CAO meetings, health and safety and human rights training.

See report for more information.

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

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

None

7. CORRESPONDENCE

(a) Margaret Dolbaczuk – Safety Issues – March 5, 2021

CAO Troke reviewed the concerns presented by Ms. Dolbaczuk relating to pedestrian safety and crosswalk safety in Kentville.

Letter available.

8. NEW BUSINESS

(a) Government House

Mayor Snow reviewed the letter from the Provincial Government, including an award for community spirit during the difficult pandemic period of 2020.

Report available for more information.

(b) Committees of Council

Mayor Snow reviewed the need for two Councillor appointments: Deputy Mayor Cate Savage to the Kentville Business Community Board and the second Councillor Paula Huntley to oversee the Federation of Canadian Municipalities Partners for Climate Progress.

Report available for more information.

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

That Council adopt the committees and appointments as presented.

MOTION CARRIED

To be approved at the March 29, 2021 Meeting of Council.

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

9. PUBLIC COMMENTS

None.

10. IN CAMERA

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

That Council move into a closed session at 7:37 pm to discuss property matters.

MOTION CARRIED

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

It was moved by Councillor Paula Huntley and seconded by Councillor Craig Gerrard

That Council return to open session at 8:07 pm

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 Councillor Paula Huntley

That Council Advisory Committee direct the CAO to proceed with the sale of a 9.271 acre parcel of land as discussed in camera.

To be approved at a Meeting of Council once complete.

MOTION CARRIED

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

At 8:07 pm, Deputy Mayor Savage declared a Conflict of Interest with the next two agenda items and recused herself from the discussion.

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

That Council Advisory Committee direct the CAO to proceed with the sale of a 0.53 acres parcel of land as discussed in camera.

To be approved at a Meeting of Council once complete.

MOTION CARRIED

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

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

That Council Advisory Committee direct the CAO to proceed with the sale of a 1.49 acres parcel of land as discussed in camera.

To be approved at a Meeting of Council once complete.

MOTION CARRIED

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

9. ADJOURNMENT

It was moved by Deputy Mayor Savage

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:10pm.