



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

Meeting Minutes: April 12, 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:

1. PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

Staff:

Presenters:

- Ken Harrison (Friends of the Kentville Ravine)
- Matt MacLeod (Kentville Skatepark Association)
- Rick Ramsay (Kings Transit Authority)

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.

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2. APPROVAL OF THE AGENDA

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

that the agenda for the Council Advisory Committee meeting of April 12, 2021 be approved with the following additions:

- **8.a Silver Gliders Request**

MOTION CARRIED

3. APPROVAL OF THE MINUTES

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

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

MOTION CARRIED

4. PRESENTATIONS

(a) Friends of the Kentville Ravine

Ken Harrison, member of the Friends of the Kentville Ravine, gave a presentation to Council about the history, natural history, uses, and threats to this land. The Friends are seeking regional collaboration to complete the lower entrance of the Ravine land.

Presentation available.

- Points of Discussion:
 - Hopeful that regional and provincial collaboration will result in a more protected and accessible park.
 - The upcoming accessibility plan and active transportation plan both recommend opening the lower entrance of the park.

(b) Kentville Skatepark Association

Matt MacLeod, president of the Kentville Skatepark Association gave a presentation about the association, the construction of the existing park, and the vision of expanding the park to include a bowl feature.

Presentation available.

- Points of Discussion:
 - Is the association still meeting or fundraising? Time has passed since the building of the park, and some original members have moved on and there are many new young members.

- What is the status of budgets that are required for the completion of this park? Initially, the cost was approximately \$600,000 but the capital budget shows a cost of \$200,000 for the completion of this feature.
- The skate park was the busiest facility during Covid last summer. It was a safe space that kids and families are drawn to.

(c) Kings Transit Authority

Interim General Manager Rick Ramsay gave a presentation about the 2021-2022 budget for the Kings Transit Authority, with special attention given to a drop in fares revenue and the need for increased municipal contributions.

Presentation available.

- Points of Discussion:
 - Will there be an efficiency study for Kings Transit? Yes a study is assessing routes, public engagement and ridership.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Crowell presented her report for the period ending March 31, 2021. Highlights from this report include preparation of year-end documents and closing out the 2020-2021 fiscal year accounts.

See report for more information.

(2) Projection Report

Director Crowell presented her projection report for the period ending March 31, 2021. The projection of a year-end is for a deficit of \$287,400 (last month deficit of \$8,600). The source of savings includes reduced costs associated with snow removal, the cancellation of signature Town events and training and travel costs and several unbudgeted items.

See report for more information.

(3) Spring 2021 Debenture Funding

Director Crowell presented her report on Spring 2021 Debenture Funding from the Nova Scotia Municipal Finance Corporation to support sanitary sewer upgrades and various other projects.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the attached resolutions

- **TBR-2021-01 for various capital projects in the amount of \$662,600**
 - **TBR-2021-02 for sanitary sewer in the amount of \$100,000**
- for pre-approval of Debenture Issuance in the amount of \$762,600**

And further, that upon approval this be forwarded to the Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2021.

To be approved at the April 12, 2021 Special Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Withdrawal from Capital Reserve Fund #3

Director Crowell presented her request for a third withdrawal from the Town Capital Reserve fund in the amount of \$245,142.92 for various capital expenses.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the attached resolution for a withdrawal of \$245,142.92 from the Town of Kentville Capital Reserve Fund to finance several capital acquisitions during the year 2020-2021.

To be approved at the April 26, 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 March 2021. Highlights included a building valuation of \$5,897,469 for the year. The report also included project

updates about Ryan's Park, Chrysalis House, the River Street lands and Miners Landing.

See report for more information.

(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 and Centre Square, grant reporting, follow up from the Fire and Ice event, and human rights training.

See report for more information.

- Points of Discussion:
 - Discussion of how to apply to use Centre Square for a public event.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for March 2021. Some of the highlights included updates about the Kentville arena, programs, staffing, and community events.

See report for more information.

(d) Police Report

(1) Chief's Report

CAO Troke tabled the Police Commission report to Council.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for March 2021. Some of the highlights included updates on operating and capital budgets, skate park property, and the downtown maintenance position.

See report for more information.

- Points of Discussion:
 - How did you identify communities for patch paving priority? It is a general contract for temporary patch paving.

(f) Administration

(1) Chief Administrative Officer's Report

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CAO Troke presented his report for March 2021. Some of the highlights included completing the operational budget, review of the Town's accessibility plan, intermunicipal service agreements, and strategic planning meetings.

See report for more information.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Andrew Zebian

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) Various Authors – Kentville Skatepark Completion

CAO Troke reviewed the summary of the letters received in support of completing the Kentville Skatepark with a bowl feature.

Letters available.

(b) Brendan Macguire – Minister of Municipal Affairs, March 11, 2021

Letter available.

8. NEW BUSINESS

(a) Silver Gliders Request

Councillor Andrew Zebian reviewed the request made by the Kentville Silver Gliders that the Town waive interest charges on unpaid arena rental fees.

Report available for more information.

- Points of Discussion:
 - Review of the outstanding balance for this organization.
 - Staff would like to reach out to the organization about outstanding revenues, grants and other information. This will be brought back to Council as a briefing note as a follow up to this request.

Councillor Yorke declared a Conflict of Interest on this matter and left the discussion.

- Currently there is no policy in place to waive interest for an organization.

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- The only mechanism for resolution would be to provide them a grant.
- How many other groups might ask the Town to waive their interest?
- This could be dealt with at the policy level.

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

That Council Advisory Committee Recommend

That Council waive the interest charges regarding the outstanding balance owed by the Kentville Silver Gliders in the 2020-2021 year.

MOTION DEFEATED

Councillors who voted in favour of this motion:

Maxwell and Zebian

Councillors who voted against this motion:

Gerrard, Huntley, Savage, and Snow

9. PUBLIC COMMENTS

(a) 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 7:47 pm to discuss confidential matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 8:25 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Andrew Zebian

That Council direct the Chief Administrative Officer to proceed with the King's Municipalities on a Phase 1 Request for Proposal as discussed in camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council Advisory Committee direct the Chief Administrative Officer to investigate options for the trail as discussed in camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:29pm.