



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

Meeting Minutes: May 10, 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

Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jennifer West, Recording Secretary

Presenters:

- Gerry Post (Nova Scotia Accessibility Directorate)
- Laurel Taylor (Kentville Accessibility Advisory Committee)

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 Gillian Yorke

that the agenda for the Council Advisory Committee meeting of May 10, 2021 be approved as presented.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, April 12, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on April 12, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Accessibility in Nova Scotia

Gerry Post, accessibility advocate and advisor to the Nova Scotia Accessibility Directorate, gave a presentation about accessibility in Nova Scotia and the proposed accessibility plan for Kentville.

Presentation available.

- Points of Discussion:
 - Appreciation to Mr. Post for his advocacy work on accessibility in the province.

(b) Kentville Accessibility Advisory Committee

Laurel Taylor, Chair of the Accessibility Committee, gave a report presenting the Kentville Accessibility and Action Report.

Presentation available.

- Points of Discussion:
 - Appreciation to the Chair and to all members of the Accessibility Committee.
 - The proposed plan will be available online and in printed copies at Town Hall.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

CAC Minutes – May 10, 2021

Approved June 14, 2021

Page 2

Director Crowell presented her report for the period ending April 30, 2021. To this date overall revenue exceeds the average at 35.9%. The overall expenditures are above the benchmark at 9.1%.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for April 2021. Highlights included a building valuation of \$16,892,719 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.

- Points of Discussion:
 - Clarification about upcoming discussion and changes to the Municipal Planning Strategy and Land Use Bylaw. There are some updates and errors to correct in these documents, but also a discussion about land use on a specific property.
 - These proposed changes were precipitated by a property owner. The implications could affect all C2 zoned properties.

(2) Community Economic Development Coordinator's Report

Mayor Snow tabled the report for CEDC Young for April 2021.

See report for more information.

- Points of Discussion:
 - Clarification about the Visitor Information Centre façade upgrades. Recommend that staff apply a coat of paint and improve the exterior of the building before it opens.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for April 2021. Some of the highlights included adapting to public health restrictions in trails and parks and facilities, as well as programs.

See report for more information.

- Points of Discussion:
 - Update on summer programming staff, themes, and age ranges.

- Clarification on digital signs in the Town. The signs are no longer usable.
- Appreciation for the scavenger hunt activities around the Town.

(d) Police Report

(1) Chief's Report

Chair Gerrard tabled the Police Commission report to Council.

See report for more information.

- Points of Discussion:
 - Has the Bylaw Officer been monitoring social distancing in Centre Square? Yes he has been regularly visiting this area.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for April 2021. Some of the highlights included updates on the downtown maintenance position, line painting and patch paving.

See report for more information.

- Points of Discussion:
 - Discussion around the tendering of a desludging for the facility. It may be deferred until next year.
 - What is the plan to repair the grass along the Belcher Street sidewalk? It will be completed this summer by the contractor. The contractor may lose their holdback for this issue.
 - When will the crosswalks be repainted? They will all be painted this spring.
 - Comments on the metal poles in older subdivisions. Director will investigate the ownership and replacement of these poles.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for April 2021. Some of the highlights included responding to the public health order, review of grant applications, and the Mentoring Plus program.

See report for more information.

It was moved by Deputy Mayor Cate Savage 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

(a) Comments from the review of Policy Statement G28 Grants to Organizations

Mayor Snow reviewed the comments received regarding this policy statement.

See report for more information.

- Points of Discussion:
 - Clarification of only one application per group with no maximum limit. If an organization needs more money and they have already received a grant, they cannot apply for an emergency grant.

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

That Council Advisory Committee Recommend

That Council approve the amendment to Policy Statement G28 Grants to Organizations.

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

(a) Meadowview Community Group – April 30, 2021

CAO Troke reviewed letter from the community regarding the replacement of the footbridge, across the Cornwallis River behind Shannex, connecting this community to downtown Kentville.

Letter available.

(b) Friends of the Kentville Ravine – May 3, 2021

Mayor Snow reviewed the letter received from Ken Harrison from the Friends of the Kentville Ravine. The group recently met with the Nova Scotia Nature Trust to begin discussions about a potential conservation protected area in the Kentville Ravine.

Letter available.

8. NEW BUSINESS

(a) Kings Regional Emergency Management Organization

CAC Minutes – May 10, 2021

Approved June 14, 2021

Page 5

CAO Troke reviewed the proposed changes to the Kings Regional Emergency Management Plan which update issues including representation, prioritization, and administration.

Report available for more information.

- Points of Discussion:
 - Clarification of the representation by Council on this committee.

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

That Council Advisory Committee Recommend

That Council approve the draft Change 1 to the Kings Regional Emergency Management Organization Plan, dated March 2021.

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Town of Kentville Draft Alternative Voting Bylaw

CAO Troke reviewed the proposed new Alternative Voting Bylaw which would allow municipal elections in Kentville to be held entirely online, in some cases.

Report available for more information.

- Points of Discussion:
 - Appreciation to Returning Officer Al Kingsbury for his feedback and comments on this revised policy.

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

That Council Advisory Committee Recommend

That Council give First Reading to Chapter 104 Alternative Voting Bylaw as presented at the next meeting of Council on May 31, 2021, and further that Council give second reading to this bylaw on June 28, 2021.

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Kentville Accessibility Plan

Director Bedingfield reviewed the proposed Accessibility Plan for the Town which would meet requirements set by the province around accessibility by the year 2030, and meet accessibility concerns raised by many Kentville Residents.

Report available for more information.

- Points of Discussion:
 - Clarification of some of the recommendations. Any large projects in this plan will be brought before Council. The committee will bring these projects to Council for budget approval and will be addressed according to priority phasing. These are highest priority, will have the largest impact, and will help the Town meet accessibility legislation.
 - Concerns about the costs associated with implementing this plan. The plan can be approved in principle, that Kentville wants to become a more welcoming and accessible town.

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

That Council Advisory Committee Recommend

That Council receive and adopt the Town of Kentville's Accessibility Action Plan, and further that Council support the implementation of the priority phasing recommendations recognizing that full implementation will fall within the approved budgetary process proposed annually.

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, and Yorke

Councillors who voted against this motion:

Gerrard and Zebian

(d) Town Proclamation of Accessibility

Mayor Snow reviewed the progress of accessibility in Nova Scotia, and make a proclamation that May 30 to June 3 2021 be Access Awareness Week in Kentville.

Report available for more information.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA – PERSONNEL

It was moved by Councillor Andrew Zebian and seconded by Councillor Craig Gerrard

CAC Minutes – May 10, 2021

Approved June 14, 2021

Page 7

That Council move into a closed session at 7:58 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 Councillor Andrew Zebian and seconded by Councillor Paula Huntley

That Council return to open session at 8:38 pm

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 Paula Huntley

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:38pm.