



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

Meeting Minutes: June 14, 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 (by phone)
- 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:

- Elizabeth Pattillo and Rick Jacques, Annapolis Valley Trails Coalition
- Judy Rafuse and Breanna Hall, Annapolis Valley Chamber of Commerce

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew Zebian declares a conflict of interest for item 6.c.

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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 Gillian Yorke

that the agenda for the Council Advisory Committee meeting of June 14, 2021 be approved with the following addition:

- **Added, 10.b Property Matter**

It was moved by Councillor Cathy Maxwell

That Council move item 6C to a closed session.

- Discussion
 - The Chair discussed in camera requirements and the Solicitor framed council's consideration.
 - The Municipal Government Act gives the ability to go in camera for a set number of issues. At this time and if Council remains on topic, the issue does not meet this criteria.
 - If the conversation of this issue becomes broader than the summary of this issue, Council at that time may decide to move to a closed session for all or part of the discussion.

Councillor Maxwell withdraws the motion.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, May 10, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on May 10, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Annapolis Valley Trails Coalition

Elizabeth Pattillo and Rick Jacques gave an update about the improvements on the Harvest Moon Trail, and upcoming projects.

Presentation available.

- Points of Discussion:
 - The Town accessibility action plan is a good start and will be important for trails.

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(b) Annapolis Valley Chamber of Commerce

Judy Rafuse, Executive Director of the AVCC, and Breanna Hall, Physician Community Navigator, shared the activities of strategic doctor recruitment into the Kings County region and made a request for funding to support the program. The request is for \$5000 for five years for the Town of Kentville.

Presentation available.

- Points of Discussion:
 - How can Kentville improve retention? Some residents are here from another region or are here with a spouse. Other residents may continue on to specialized fields. To contribute to the welcome baskets, please reach out to Breanna Hall.
 - Does the province help to fund this part time position? The funding is provided by community contributions.
 - How many doctors have been retained in this valley through this program? Residents have some higher retention than doctors. One new doctor has been retained.
 - Where does the province fit into funding for this program? Most navigators have Culture and Heritage in their funding. The program needs more funding and more volunteers to support this program.
 - Is the ask going to all municipalities? Only Kings County, Wolfville, and Middleton. Kentville still has grants to organization funding available which could be freed up for this program. Request that AVCC present and application. Kentville's retention may be higher than 60%.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Director Deb Crowell presented her report for the period ending May 31, 2021. To this date overall revenue exceeds the average at 36.8%. The overall expenditures are above the benchmark at 19.4%.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman reviewed her report for May 2021. Highlights included a building valuation of \$19,629,019 for the year. The report also included project updates about Ryan's Park, Miners Landing, the Municipal Planning Strategy and Land Use Planning review, and the River Street lands.

See report for more information.

- Points of Discussion:

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- What is the completion date for Ryan's Pocket Park? Likely in 2022 due to increased construction costs.

(2) Community Economic Development Coordinator's Report

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

See report for more information.

- Points of Discussion:
 - The Visitor Information Centre has had some work on the exterior and plans to open in July.
 - Are repairs at the Kentville Historical Society complete? This work is ongoing and will be complete in the next few weeks.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield reviewed her report for May 2021. Some of the highlights included adapting to public health reopening measures, bridge repair on the trail, and expanding programs.

See report for more information.

- Points of Discussion:
 - Are there more locations available for pet waste? The more receptacles are out, the most staff time is required to empty them. If you have a pet, you are responsible for your pet waste.
 - Are there no smoking signs at the skate park? Yes, there is signage for all the bylaws at the park. Poop can be a hand warmer in the winter.
 - The Spike Fund continues to provide camp experiences to kids.
 - If the proposed dog park does not proceed, is there a second location?

(d) Police Report

(1) Chief's Report

Chair Craig Gerrard tabled the Police Commission report to Council.

See report for more information.

- Points of Discussion:
 - Recruitment for the Chief position is moving smoothly.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented his report for May 2021. Some of the highlights included updates on the Burke Subdivision paving project, line painting in the downtown, and the Kentville water commission.

See report for more information.

- Points of Discussion:
 - Discussion of sites suitable for patch paving and tree branches obscuring sidewalks in Town.
 - Are there more aerators or other technology that can reduce sewer odors? They are under review.
 - Are there progress for lights on the bridge? Yes, staff are in discussions with the Province to update lights.
 - Questions about steel poles from Nova Scotia Power. They are property of NSPI and residents are encouraged to reach out with concerns directly.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for May 2021. Some of the highlights included reopening procedures, review of the Municipal Planning Strategy and the hiring process for the Kentville Police Chief.

See report for more information.

- Points of Discussion:
 - The boat launch was removed from the capital projects list and was not replaced.

It was moved by Deputy Mayor Cate Savage 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, Yorke and Zebian

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Council's request to consider amending the MPS and LUB

Director Gentleman reviewed her report outlining Council's request to consider amending the Municipal Planning Strategy and Land Use Bylaw to allow Multi Unit Residential within the highway commercial (C-2) zone with a commercial component on the ground floor.

See report for more information.

- Points of Discussion:
 - Clarification of process of amendment and expression of interest from a developer.
 - There is a need to review a change to the Municipal Planning Strategy. There is no action required on the C-1 matter.
 - Clarification of application by Stonemount and switch from C-2 to C-1.
 - What is the Director's recommendation for making this work more effectively? Currently the C-2 zone was meant for development. If Council wishes to change this, it might be better to change the definition of C-1.
 - Multi-unit residential use?
 - Deputy Mayor Cate Savage, Yes
 - Councillor Craig Gerrard, Yes
 - Councillor Paula Huntley, Yes
 - Councillor Cathy Maxwell, No
 - Councillor Gillian Yorke, Yes
 - Councillor Andrew Zebian, Yes
 - Mayor Sandra Snow, Yes
 - Permitted uses other than C-2?
 - Deputy Mayor Cate Savage, Yes
 - Councillor Craig Gerrard, Yes
 - Councillor Paula Huntley, Yes
 - Councillor Cathy Maxwell, No
 - Councillor Gillian Yorke, Yes (remain at C-2)
 - Councillor Andrew Zebian, Yes
 - Mayor Sandra Snow, Yes
 - Commercial component mixed use?
 - Deputy Mayor Cate Savage, 25% frontage
 - Councillor Craig Gerrard, 25% highway frontage
 - Councillor Paula Huntley, 50%
 - Councillor Cathy Maxwell, 100%
 - Councillor Gillian Yorke, 50% highway frontage
 - Councillor Andrew Zebian, 100%
 - Mayor Sandra Snow, 25%
 - Staff will refine this and frame it for Council.
 - Direction is to allow Multi-Unit Residential and highway frontage commercial. Support 50% as a minimum for frontage.

(b) Renaming of Cornwallis Street

CAO Troke reviewed the circumstances surrounding the proposed renaming of Cornwallis Street and the options for Council to proceed with this action.

See report for more information.

- Points of Discussion:
 - Concerns about including education around the name change.
 - Concerns about an open public naming process that would prevent inappropriate names.
 - Suggestion of two-eyed seeing approach. Reconciliation should involve the Indigenous Community in this process.
 - Accessibility committee will use a consistent approach through all these kinds of issues.
 - Options:
 - Councillor Andrew Zebian, direct naming
 - Councillor Gillian Yorke, accessibility committee
 - Councillor Cathy Maxwell, accessibility committee
 - Deputy Mayor Cate Savage, accessibility committee
 - Councillor Craig Gerrard, accessibility committee
 - Councillor Paula Huntley, accessibility committee
 - Mayor Sandra Snow, accessibility committee
 - Direction to the CAO to pass this issue to the accessibility committee.

(c) Robinson Property Redevelopment

Councillor Zebian did not participate in discussion or decision making due to a conflict of interest.

Mayor Sandra Snow reviewed the sale and proposed development of the Robinson Property by owner Mr. Andrew Zebian. The owner requested an extension to some terms of development to September 30, 2021. Mr. Zebian gave a short presentation to Council. Following this presentation CAO Troke framed the request to Council.

See report for more information.

- Points of Discussion:
 - Clarification about the original deadline for the footings in October 2020.
 - Clarification about the original date to extend footings to the end of May or June.
 - Clarification about the industry standard around footings assessment for these kinds of construction projects.

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

That Council Advisory Committee Recommend

That Council approve the extension of 15% for the construction completion deadline to September 30, 2021 as requested by Mike's Clothing.

To be approved at the June 28, 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

Councillor Andrew Zebian returns to the public meeting at 9:12pm.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Kings Regional Emergency Management Organization Bylaw

CAO Troke reviewed the updated Kings REMO bylaw which will replace the existing Town bylaws.

Report available for more information.

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

That Council Advisory Committee Recommend

That Council give first reading to the Kings REMO bylaw to Town Council on June 28, 2021 and further that Council give second reading to the bylaw on July 26 2021, and further that all other emergency management bylaws be rescinded.

To be approved at the June 28, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Western Regional Housing Authority – Board Vacancy

CAO Troke reviewed the Town's involvement on the Western Regional Housing Authority Board and a request to extend the term of the existing representative.

Report available for more information.

- Points of Discussion:
 - Could Ashley give a report to Council on the board activities? These positions are application approvals and have privacy issues. The Housing Authority can provide updates to Council.

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

That Council Advisory Committee recommend

That Council approve an extension of one term for Kentville representative Ashley Hancock on the Western Regional Housing Authority board.

To be approved at the June 28, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Request for Decision – Committees of Council Policy

Mayor Sandra Snow reviewed the process to amend Policy Statement G57 Committees of Council, with comments and feedback sent to the Executive Assistant for the July meeting of Council Advisory Committee.

Report available for more information.

- Points of Discussion:
 - The Executive Assistant will collect comments about this policy revision.
 - The suggested revisions will make the policy easier to navigate.
 - Clarification of past CAO Evaluation Committee process.

(d) Recreation Proclamation

Mayor Snow made a proclamation that June be celebrated as Recreation Month.

Report available for more information.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA – LAND

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

That Council move into a closed session at 9:26 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 Cathy Maxwell and seconded by Councillor Craig Gerrard

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That Council return to open session at 9:57 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 Craig Gerrard

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 9:58 pm.