



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

Meeting Minutes: October 12, 2021
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Council Chambers at Town Hall. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:23 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
- James Butler, Kentville Police Service
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary

Guests:

- Deb Moreau from Chrysalis House
- Julianne Misner from the Mentoring Plus program

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew Zebian, conflict with item 8.a Robinson Property Update.

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

That the agenda for the Council Advisory Committee meeting of October 12, 2021 be approved with the following changes:

- Removed – 8.c Policy Review b. c. and f.
- Addition – 8.f Chrysalis House Request
- Addition – 8.g Request to hold a question and answer event for the public

MOTION CARRIED

Addition to the agenda – an in-camera discussion of sexual harassment allegations, threats and fraud

- Request that the motion which has been defeated at 3 previous meetings, to bring this motion to Council using a Request for Decision.
- An RFD on this matter should be sent to the CAO, and a Councillor which voted against it needs to bring this item to Council through the CAO.
- The process comes from Roberts Rules of Order for parliamentary procedure.

It was moved by Deputy Mayor Cate Savage

That Council take a recess.

MOTION CARRIED

Council recessed at 6:40 pm

Council returned from recess at 6:50 pm

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, September 13, 2021.

It was moved that the minutes from the Council Advisory Committee meeting held on September 13, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATION

(a) Mentoring Plus Update – Julianne Misner

Julianne Misner, Kentville Mentoring Plus Program Coordinator, gave an update on the Mentoring Plus program in Kentville and across the province.

- Discussion

- Are there organizations for retired professionals who might be approached to participate (e.g. retired teachers, retired lawyers, etc)? Yes the program is being introduced to these organizations.

Presentation available for more information

(b) Chrysalis House – Deb Moreau

Deb Moreau, Chair of Project Renew at Chrysalis House, gave an update on the capital campaign and the new challenges facing Chrysalis House in Kentville.

- Discussion
 - Clarification of options for the request for a grant in lieu of taxes.

Presentation available for more information

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell presented her report for the period ending September 30, 2021. To this date overall revenue exceeds the average at 84.4%. The overall expenditures are above the benchmark at 51.4%.

See report for more information.

(2) Projection Report

Director Deb Crowell presented the projection report for the period ending September 30, 2021. In this first report, the Town is projecting a surplus position of \$16,800 for the end of the fiscal year.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman reviewed her report for September 2021. Highlights included a building valuation of \$22,481,509 for the year. The report also included project updates about the Ryan's Park, Miners Landing, Kentville Business Park, the Municipal Planning Strategy and Land Use Planning review, and the business park lots.

See report for more information.

(2) Community and Economic Development Report

CAO Troke tabled this report for September 2021. Highlights included closing of the visitor information centre, the Find Your Fresh campaign, and the Under the Gazebo series of events.

See report for more information.

- Points of Discussion:
 - Appreciation to Gerry Little for his construction of the Pumpkin People.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield reviewed her report for September 2021. Some of the highlights included updates about staff the pool and splashpad, memorial park, and the new dog park.

See report for more information.

- Points of Discussion:
 - What is the update for the Meadowview bridge? It will be replaced with insurance coverage as planned.
 - Appreciation to staff for successful Harvest Festival.
 - Will the splashpad be fixed for next season? It may be a capital request for the next year.

(d) Police Report

(1) Chief's Report

Deputy Chief Marty Smith reviewed the Police Service report to Council. Highlights included training, additions to auxiliary program, and the budget which is in good order.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented his report for September 2021. Some of the highlights included the water testing, water commission, sanitary sewer, update on the replacement of the Meadowview Bridge, and an update on the Burke Subdivision paving project.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for September 2021. Some of the highlights included adapting to the new provincial health order, policy review, insurance claims from Hurricane Dorian, and intermunicipal service agreements.

See report for more information.

- Points of Discussion:
 - The separated garbage receptacle for the Kentville Historical Society is on order for this organization.
 - The poor state of the roof and the windows on the Town-owned Kentville Historical building could impact the value of this asset. The roof may need to be replaced next year.

It was moved by Councillor Gillian Yorke 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

(a) None.

7. CORRESPONDENCE

(a) None.

8:10 Councillor Zebian left his seat due to a conflict of interest with item 8.a.

8. NEW BUSINESS

(a) Update on Development of the Robinson Property

CAO Troke gave an update on the delay in the development of the former Robinson property (Edge Building). This property was sold by the Town with conditions of development, but these conditions have not been met. The CAO is seeking direction with regards to the buy-back provision, and for direction from Council around considered extensions with regard to the 15% completion date and the construction completion date.

See report for more information.

- Points of Discussion
 - Solicitor Muttart suggests a resolution of Council to amend the dates of the agreement.
 - Consideration of deferring this motion.
 - Optics of the inactivity on this site are not positive, especially as the developer sits on Council.
 - Council should consider the challenges in the construction industry.
 - Kentville does not seem to be in a crisis of building with many successful projects moving successfully over the past two years.
 - Disappointed with the property, Council is in a difficult position.

- Recommend that staff bring back all the information about this property, the development and any future construction timelines.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

That Council Advisory Committee Recommend

That Council direct the CAO to investigate potential extension considerations and report to the October 25 Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, Yorke

Councillors who voted against this motion:

Gerrard

8:28pm Councillor Zebian returned to his seat.

(b) Appointment of Citizen Members to the Kentville Inclusion and Access Advisory Committee

CAO Troke described the recruitment process for the Kentville Inclusion and Access Advisory Committee, and the proposed members for this group.

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 recommend the appointment of the following members:

- **Bernie Zinck;**
- **Laurel Taylor;**
- **Spencer Laing;**
- **Yuning Pan; and**
- **Gerald MacPherson**

To the Kentville Inclusion and Access Advisory Committee.

MOTION CARRIED

To be brought forward at the October 25, 2021 meeting of Council

Councillors who voted in favour of this motion:

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

(c) Policy Revisions

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CAO Dan Troke described the review of Town Hall policies by the Executive Assistant and the policies before Council for review and update at this meeting as the beginning of this process. Several policies were removed from review (G4, G5, G6 and G57 and G68) for more detailed review by the CAO or the Solicitor.

See report available for more information.

- Points of Discussion:
 - Should the staff long service award be incorporated into the Human Resources Manual? Could it be called the service award and recognize peer recognition for outstanding service? Yes these are reasonable considerations.
 - The CAO should address policies for staff and Council should not make decisions about policies for staff. This should be an opportunity for the CAO to sever Council involvement with staff policies.
 - Should staff and Council have separate travel expense policies? These should be two separate policies.
 - *ACTION: Council should review "Policy G14 Proclamations" and leave the rest to the CAO to review.*

(d) COVID-19 Policy for Workplace Safety

CAO Troke described the proposed workplace safety policy for staff which will encourage employees to either immunize against COVID-19 or test regularly for this virus. Council does not need to approve this policy, but is encouraged to adopt their own policy.

See report for more information.

- Points of Discussion:
 - Recommendation that Council adopt a testing policy for Council. If staff are required to be fully vaccinated or tested, it is respectful that Council follow the same protocol.
 - Recommend that the CAO draft a policy for Council to be presented at the October meeting of Council.
 - Some municipalities are considering opening their chambers, some are opening to the public, and some are considering COVID-19 policies.

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

That Council Advisory Committee Recommend

That Council rescind the March 2020, COVID-19 Decision Making Protocol based on the Ministerial Order and adopt current meeting policy practices for meetings; and

Further that Council practice continued safe distancing, masking and one third use of the gallery for public access to the chamber.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
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 Andrew Zebian

That Council Advisory Committee Recommend

That Council direct the CAO to draft a COVID-19 safety policy.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(e) Kentville Business Community Request

Deputy Mayor Cate Savage described the funding request by KBC for reusable cotton bags, and for two winter market stalls.

See report for more information.

- Points of Discussion:
 - Does the agreement describe that the request needs to come to CAC or Council meeting?
 - The CAO has authority to accept this request, and the funding is in the budget to support these items.
 - Could community groups also use them at Oakdene Park or Burgher Hill for fundraisers?

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

That Council Advisory Committee Recommend

That Council direct the CAO to provide funding support to KBC for this request, of \$10,000 for events.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:*

(f) Chrysalis House Request

CAO Troke described the process of a non-profit organization being added to the Partial Tax Exemption Bylaw. This property is assessed at a residential rate and is not eligible for a partial tax exemption. There is an opportunity for the organization to receive a grant in lieu of taxes.

See report for more information.

- Points of Discussion:
 - Would the information required for a community grant be applied to this request? Yes that would be considered.
 - It may be appropriate for Kentville to approach other municipalities in the organizations catchment area to share in this grant.
 - Staff will develop a report for Council for the November meeting of CAC.
 - *ACTION: Recommendation that Kentville partially support this request and ask Chrysalis House to approach other municipalities for the remainder.*

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

That Council Advisory Committee Recommend

That Council direct the CAO to provide a report to council on the financial impact of this request.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(g) Public Question and Answer Meeting

Councillor Andrew Zebian supports an event for the public to bring general questions and concerns to Council.

See report for more information.

- Points of Discussion:
 - Staff can bring recommendations to Council to support this request.
 - The Kentville Board of Police Commissioners is also planning a public meeting and Councillor Yorke has some resources that could be helpful.
 - What kind of meeting would this be? There are examples in the past 6 years of open house meetings around specific topics.
 - Council could ask residents what direction to take for the Town.

- CAO Troke indicates that he will review historical public meetings, consult with other CAOs around the province, and to develop an RFD with Councillor Zebian.
- Reminder that Council needs to engage in strategic planning.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA

(a) None.

11. ADJOURNMENT

It was moved by Councillor Gillian Yorke

That Council Advisory Committee adjourn at 9:19pm.

MOTION CARRIED