



**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE**

Meeting Minutes: November 8, 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 6:00 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
- 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:**

- Omar Bhimji, Quest

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Andrew Zebian, conflict with item 6.a Mike’s Clothing.

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 Gillian Yorke and Councillor Paula Huntley

**That the agenda for the Council Advisory Committee meeting of November 8, 2021 be approved.**

**MOTION CARRIED**

## **3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, October 12, 2021.

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

**MOTION CARRIED**

## **4. PRESENTATION**

### **(a) Quest – Omar Bhimji**

Omar Bhimji, Senior Lead for Atlantic Region at Quest, brought information about the building energy roadmap project for the four regional municipalities.

*Presentation available for more information*

- Discussion
  - What is the timeline for this project? The stakeholders are gathering data now and will finish benchmarking this year. The whole report could be ready by the end of summer 2022.
  - Is there any long term deadline for this work? The technical report should be finished next fall, then the municipalities and community groups can use these with decision making and budgeting.
  - Will charging stations be incorporated into retrofits? The work will include recommendations for electrification.
  - Some of the data takes some time to understand and leads to a rich picture of energy use in each municipality, and between municipalities.

## **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

### **(a) Finance**

#### **(1) Directors Report**

Director Deb Crowell presented her report for the period ending October 31, 2021. To this date overall revenue exceeds the average at 87.4%. The overall expenditures are above the benchmark at 64.0%.

*See report for more information.*

- Discussion
  - The municipal equalization grant will be deposited into the operating reserve.

## **(2) Projection Report**

Director Deb Crowell presented the projection report for the period ending October 31, 2021. In this first report, the Town is projecting a surplus position of \$216,600 for the end of the fiscal year due to an equalization grant from the province.

*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 \$24,417,775 for the year. The report also included project updates about the Ryan's Park, Miners Landing, Mee Road Townhouses, 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 October 2021. Highlights included closing of the visitor information centre, the Under the Gazebo series, gateway signs, harvest and holiday downtown beautification, and the Alan Syliboy mural.

*See report for more information.*

## **(c) Parks and Recreation**

### **(1) Director's Report**

Director Rachel Bedingfield reviewed her report for October 2021. Some of the highlights included Harvest Festival, Pumpkin People, community challenges, Hemlock Ravine invasive species and fall programs.

*See report for more information.*

- Discussion
  - Are there programs available to combat the Woolly Adelgid infestation at the ravine park? Yes there is a vaccine available with a local fundraiser to help this park.
  - How is the recreation department staffing vaccine administration? Registration can include proof of vaccination, and community groups are responsible for their own vaccine management.

- How is the Town planning to open the lower access section for the Kentville ravine? The Town is engaged in indigenous consultation before proceeding with this project.

#### **(d) Police Report**

##### **(1) Chief's Report**

Police Chief Jim Butler reviewed the Police Service report to Council. Highlights included budgeting, training, upgrades and staffing at the jail, energy efficiency upgrades, and a new vehicle purchase.

*See report for more information.*

#### **(e) Engineering and Public Works**

##### **(1) Director's Report**

Director Dave Bell presented his report for October 2021. Some of the highlights included the replacement of Business Park Water Tank, hydrant repairs, traffic authority issues, Burke Subdivision upgrade, and the Meadowview bridge replacement.

*See report for more information.*

- Discussion
  - The intersection between Duncan and Carmen- can the vegetation be cut back around this stop sign? Several staff have been in contact with a concerned resident in this area and are working to address their concerns.
  - Are there any updates about lighting on the Kentville bridge? Staff are discussing ways to bring more lighting onto the centre of the bridge span for alternatives.
  - Some intersections have a lot of vehicles that speed through stop signs. Are there ways to make some stop signs more visible? There are flashing light solar lights that can be added to some signs.

#### **(f) Administration**

##### **(1) Chief Administrative Officer's Report**

CAO Troke presented his report for October 2021. Some of the highlights included the Town budget, staff training committee, moving forward with the accessibility committee, and discussions around housing and homelessness.

*See report for more information.*

- Discussion
  - Policy statement G70 Council meetings policy indicated the meeting package should be released 5 days before the meeting. Staff often receive requests from Council early in the week that delay the package.

- Concerns about the Council Covid-19 policy to accept in November. Possibility that some Councillors may not be vaccinated.

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

**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*

Councillor Zebian leave his chair at 7:19pm due to a conflict of interest with the next item.

**6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

**(a) Request for Decision – Mike’s Clothing**

Councillor Cathy Maxwell read her request for decision regarding the motion passed at the October meeting of Council. She would like Council to reconsider the failed motion regarding Mike’s Clothing and the former Robinson property on Main Street.

*See report for more information.*

- Points of Discussion
  - CAO Troke included in the meeting package some documents pertaining to the purchase. The buyback clause had specific dates for completion which were not met, and notice was not given for any of these dates.
  - Solicitor Muttart indicated the process of changing the motion pertaining to this buy back. Council made the decision together, and one member must be prepared to second the motion to rescind this motion at Council.
  - Concerns about the process according to Roberts Rules of Order.
  - Members should discuss whether there might be a Councillor who would second their motion. The motion can still be brought to Council with a potential seconder to rescind the motion, or not.
  - No member of Council expressed that they might second this motion.
  - Councillor Maxwell described her disappointment with leadership on Council and requested that the Mayor Snow resign as Mayor.

Councillor Zebian returns to his seat at 7:31pm.

**(b) Council Appointments to Committees of Council**

CAO Troke reviewed the process of appointing Council members to committees of Council, and the suggested appointments to each committee.

*See report for more information.*

- Points of Discussion
  - Request to Council members to reconsider committee selections. This will come back to Council at the November meeting of Council.
  - Consideration for Council members to also list the length of time they have served on each committee.

**Motion to recess made by Deputy Mayor Cate Savage**

**Council recessed at 7:35pm**

**Council returned at 7:45pm**

**(c) Review of Policy Statement G14 Proclamations**

Mayor Snow reviewed the proposed changes to the Proclamations policy.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council approve the Policy Statement G14 Proclamations.**

*To be brought forward at the November 29, 2021 meeting of Council*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(d) Public Forum Dates**

CAO Troke reviewed the proposal for a public forum, and presented potential dates for this event to Council.

*See report for more information.*

- Points of Discussion
  - Concerns that the Council meeting to approve the dates occurs after the forum dates.
  - Is there a moderator selected for the event? Depending on the date, there are two moderators available.
  - Support for hosting this event in November.
  - Discussion of available dates.

- Ask that the CAO contact the Maritime Cidery to book the Ballroom for the week of November 22 and send a poll to Council members tomorrow.

## **7. CORRESPONDENCE**

**(a) None.**

## **8. NEW BUSINESS**

### **(a) Revised Records Management Policy**

CAO Troke described the current records management policy. Current practices are in line with best practices, and the proposed policy follows regional best practices from the Association of Municipal Administrators.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council approve the attached Policy Statement regarding records management, and further**

**That Council repeal Town of Kentville Policy Statement G53 Records Retention and Destruction.**

*To be brought forward at the November 29, 2021 meeting of Council*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **9. PUBLIC COMMENTS**

### **(a) Mark Beaudry**

Mr. Beaudry, owner of Scotland Candle Company on Main Street, is also a tenant of Councillor Zebian's. Disappointment about the decision to buy back the Robinson Property.

### **(b) Ann Cameron**

Concerns about the lack of a team on Council. Ms. Cameron read a letter to Council about her concerns and wishes for the future.

### **(c) Marcia McNeillier**

Concerns about Council granting extensions to the Ryan's Park developer and not to Mr. Zebian. Kentville should be grateful that Mr. Zebian invested in the Robinson property.

### **(d) Mariam Zebian**

Disappointment about the buy back of this land. Support for Councillor Zebian making this town better.

## **10. IN CAMERA**

### **(a) Property matter**

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

**That Council move into a closed session at 8:15 pm to discuss confidential matters relating to property.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council return to open session at 8:28 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 at 8:29pm**

#### **MOTION CARRIED**