



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE**

COVID-19 Protocol, online meeting
Meeting Minutes: February 14, 2022
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held online live on Facebook and was 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
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

Guests:

- Jon Hack – Sierra Consulting
- Jennifer Tufts – Valley Regional Enterprise Network

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 Gillian Yorke and Councillor Craig Gerrard

That the agenda for the Council Advisory Committee meeting of February 14, 2022 be approved as presented.

- (Councillor Zebian) Discussion of moving to in person meetings
- (Councillor Zebian) Concerns of ability for the Mayor to chair effectively

Not added to the agenda.

The Chair states that Councillor Zebian is out of order.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 10, 2021.

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

- Add to the minutes that Councillor Andrew Zebian was the Councillor who tried to add the chair's performance to the agenda last month.

MOTION CARRIED

4. PRESENTATION

(a) Sierra Consulting – Jon Hack

John Hack, Sierra Consulting, presented findings from review for a regional recreation complex.

Presentation available for more information

- Discussion
 - Who decides what lines will go on the court and what colours will be on the walls? In Phase 1, the consultant is looking at the very broad ideas and needs. If this proceeds to Phase 2, the consultant and public engagement will determine the finer details.
 - What are some of the major things that Councils should know about pertaining to operating and maintaining the building? Each municipality has Councils, Staff and recreation departments that make these decisions very complex. Thorough communication at every stage is how to keep moving things forward.

- When will locations start to be put forward? It is likely that the facility should be placed in the New Minas or Kentville area. The consultant may provide several potential sites for Council to consider very deeply.
- Can the new building have minimal or zero greenhouse gas emissions? When the project is at a feasibility stage, the terms of reference dictates that the consultant CBCL will be contracted to explore low energy options.

(b) Jennifer Tufts – Valley Regional Enterprise Network

Jennifer Tufts, Director of the Valley Regional Enterprise Network, presented her activity update from the REN around economic development.

Presentation available for more information

- Discussion
 - Discussion about municipal contributions
 - Valley REN is about to launch the implementation of their strategy
 - Discussion about the value of the task force meetings.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending January 31, 2022. To this date overall revenue exceeds the average at 93.4%. The overall expenditures are above the benchmark at 86.3%.

See report for more information.

(2) Projection Report

Director Deb Crowell submitted the projection report for the period ending January 31, 2022. In this report, the Town is projecting a surplus position of \$170,000.

See report for more information.

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman submitted her report for January 2022. Highlights included a building valuation of \$8,727,825 for the year. The report also included project updates about the Ryan’s Park, Affordable Housing Funding, and Miners Landing.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for January 2022. Highlights included a national recruitment campaign, Fire and Ice Winter Carnival, and budget planning for future projects.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield submitted her report for January 2022. Some of the highlights included changes to COVID-19 restrictions, programs, and hiring for a part time arena attendant.

See report for more information.

(d) Police Report

(1) Chief's Report

The Police Commission shared their report with Council with a listing of calls for service, activities, training and meetings.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for January 2022. Some of the highlights included water main breaks, sanitary sewer budget reviews, responding to major snowstorms, and planning for Capital Works projects.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke submitted his report for January 2022. Some of the highlights included budget reviews with directors, intermunicipal service agreements, and regional recreation facility discussions.

See report for more information.

• Discussion, All Staff Reports:

- At night when the loaders are removing snow, some residents are complaining about the beeping from trucks. The only time that the Town can remove snow is at night and the beepers are required by law.
- Suggestion of using high gates for plowing. Director Bell has explored this equipment, but it was not feasible.
- There is an icy snowbank near The Golden Thread. Business owners have the responsibility to push the remaining snow off the sidewalk.

- Congratulations to Kirsten Duncan for completing the Rick Hansen Foundation Certification.

General Insurance Contract

Director Deb Crowell presented a request to extend the contract of the Town's insurance provider, BFL Canada.

See report for more information.

- **Discussion**

- Clarification of the liability claim amount and process.
- Investigations often occur between a claimant and the Town, and often these are not publicly disclosed in most municipalities.
- Question about the Town supporting a Councillor's legal action.
- Why is there such a large gap between option 1 and option 2? It is a matter of how much risk anyone is willing to take, the Director of Finance would prefer a higher amount with option 1 which would be cost effective if the Town had several lawsuits. Some years there are few claims and other years there are multiple.

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

That Council Advisory Committee Recommend

That Council approve the extension of the Town's relationship with BFL Canada for General Insurance and Risk Management Services for one year from April 1, 2022 to March 31, 2023

And further that the Town opt to maintain status quo coverage.

To be brought forward at the February 28, 2021 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Withdrawal from Capital Reserves

Director Deb Crowell presented a request to withdraw funds from the town's capital reserves to support a number of items and activities.

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 withdrawal of \$217,356.57 from two Town of Kentville Capital Reserves to partially fund the budgeted 2021-2022 projects as detailed in the attached report.

To be brought forward at the February 28, 2021 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Tax Exemption

Director Deb Crowell described the annual review of the limits set out in the Low Income Tax Exemption Policy.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the Low Income Tax Exemption resolution for the year 2022-2023 as detailed in the attached report.

To be brought forward at the February 28, 2021 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That the reports from the directors be accepted as delivered.

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) Glooscap Curling Club

CAO Troke described a request from the curling club to provide a letter of support for grants that will support their capital campaign.

(b) Quest Grant Approval

CAO Troke described the grant for the building energy project and a new grant which will be added to this project.

8. NEW BUSINESS

(a) Request for Decision – Meetings Policy

Deputy Mayor Savage described the existing Council meeting policy and its importance to decorum and organized debate during public meetings.

See report for more information.

- Discussion
 - Members of Council are encouraged to review the policy and make red line changes, and submit them to the Deputy Clerk by March 8, 2022. **This policy will be reviewed by Council at a workshop in the near future.**
 - Concerns are not about the policy but they are about the chair and not muting council members.
 - Suggestion that there be some communications to the public about how Roberts Rules works.
 - It is noted that 4.24 states that new items are to bring new items to the agenda through a Request for Decisions. This was an initiative by the past Council as led by leadership coach Gordon McIntosh.
 - What will be the format for reviewing this document? The policy will be reviewed by each Councillor and discussed at the next meeting, possibly with additional time to discussion and review line by line.
 - Concerns about last minute agenda items being added to the agenda.

The Chair states that Councillor Zebian is out of order.

- Solicitor Muttart brings up the challenge of reviewing a policy when members aren't happy with a process. Encourage the Chair to discuss how to approach meetings and then craft rules to support that.

(b) Regional Sewer 2022-2023 Operating and Capital Budgets

Director Bell described the activities and priorities at the Regional Sewer Committee and reviewed the operation budget and capital budgets for Council to review.

See report for more information.

- Discussion

- Why is the capital budget included in the operating budget? Part of the capital budget is funded by the operating budget.
- What is the value of sustaining this plan over building an entirely new plant including biodigesters? One of the values of these ponds is being able to control broad variations in water levels such as tides and storms.
- Is the sewer metered? It is flow plus straight calculation.

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

That Council Advisory Committee Recommend

That Council approve the Kings Regional Sewer 2022-2023 Operating Budget as presented at \$1,642,600 of which \$841,800 is assigned to the Town of Kentville and billed in quarterly installments.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council Advisory Committee Recommend

That Council approve the Kings Regional Sewer 2022-2023 Capital Budget as presented at \$2,557,500.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Climate Projections Report

CAO Troke reviewed the CLIMAtlantic report with projections for a changing climate in Kings County in the coming decades and century.

See report for more information.

Pause for break at 8:17pm.

Back to meeting at 8:22pm

(d) Mentoring Plus Update Report

CAO Troke presented the update report from Mentoring Plus.

See report for more information.

(e) Property Assessed Community Energy (PACE) Update

CAO Troke reviewed the past discussion about the PACE program, and the opportunities associated with participating in this program in the next fiscal year.

See report for more information.

- Discussion
 - Questions about how the financial model of PACE works. It is dependent on the uptake by residents, and the model of funding through internal or external sources. A presentation would include the models used by other municipalities and options for Kentville.
 - Is it cheaper for a Kentville resident to use the PACE program or to use the Nova Scotia power program? It depends on the interest rate that the Town implements.
 - Who in staff would administer the program? In the past, municipalities did a lot of the work, but now there is a better distribution of tasks.
 - At a PACE Atlantic briefing, it was noted that Wolfville's program has been very successful. By comparison, Wolfville's uptake has been higher than the City of Toronto.

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

That Council direct the CAO to set up a presentation by PACE to provide Council with decision making information.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

Zebian

(f) Taxi Bylaw First Reading

Mayor Snow reviewed the changes required in the Taxi Bylaw to remove minor written errors.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the proposed changes to fix the typographical errors and give first reading to the amended Taxi bylaw on February 28, 2022.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(g) Approval of Street Name

CAO Troke presented the proposed name for a new street near Mee Road – Hibou Court.

See report for more information.

- Discussion
 - Concerns about the grammar of this proposed name, and the possessive “s”.
 - Request that staff ask the developer consider Hibou Court, or Hiboux Court.

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

That Council Advisory Committee Recommend

That Council approve the proposed street name.

To be brought forward at the February 28, 2022 meeting of Council

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. IN CAMERA

(a) Human Resources Matter

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

That Council move into a closed session at 8:44 pm to discuss confidential matters relating to human resources.

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 8:51 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That Council Advisory Committee adjourn at 8:52 pm

MOTION CARRIED



Approved on March 14, 2022
by Town of Kentville Clerk
Dan Troke, Chief Administrative Officer

