



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: March 28, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

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

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and that all members of Council are present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: *“Points from Discussion”* below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

2. APPROVAL OF THE AGENDA

- A request to have the Recording Secretary present at In Camera meetings was granted.

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

That the agenda of March 28, 2022 be approved.

MOTION CARRIED

Council Meeting Minutes, March 28, 2022

Approved April 25, 2022

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3. APPROVAL OF THE MINUTES

(a) Council meeting held on February 28, 2022

It was moved that the minutes of the Council meeting on February 28, 2022 be approved as distributed.

MOTION CARRIED

4. PRESENTATION

(a) Asset Management – Matt Delorme, AIM Network

Matt Delorme from the AIM Network gave the end of year report for the Town's asset long term management plan for replacing and managing infrastructure.

Report available for more information.

- Clarification around the wastewater state of infrastructure report. The value is calculated as the cost to replace it today, and there is also a financial value of the cost to rebuild it moving into the future.
- How are assets monitored? The Town is developing an operations and management program. The town now has a scheduled maintenance program. More detailed monitoring will further reduce costs.
- How might the financial forecasting impact the Town's financial health indicator? In general, increasing debt is not sustainable. There is a hope that the Federal Government develops a funding program that will help some municipalities meet these financial goals.

5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) **Second Reading – Taxi Bylaw**

Mayor Snow gives a review of the administrative changes to this bylaw.

Report available for more information.

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

That Council approve Second Reading of the Taxi Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) **Police Commission Bylaw**

Councillor Cathy Maxwell described the update to the Bylaw which offers structure and guidance to the Board of Police Commissioners.

Report available for more information.

- Under board authority and governance, listed as number 8. Should be a complete sentence.

By Consensus:

That Council direct the CAO to create a clean copy without any edits or changes of the Bylaw brought back to Council.

(c) Code of Conduct Update

CAO Troke gave an update on procuring legal counsel to investigate allegations of breaches of the code of conduct policy. CAO is looking for a two-week extension on this task. Legal staff who would be appropriate for this work are not available to work on this for several months.

Report available for more information.

- Regarding the four breach reports and the fifth breach report- will the investigate address all five or just the last breach report? Council's direction on the first 4 was to address these during a Special Council meeting. The fifth report is of a unique nature related to confidentiality and privacy and should be addressed separately.
- The CAO is looking for legal expertise with a human resources and code of conduct background.
- Councillor Zebian has identified some potential legal professionals who might be able to provide this service.

6. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Debenture Funding

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the debenture funding from the Municipal Finance Corporation in the amount of \$963,400.

Report available for more information.

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

That Council pre-approve the Debenture Issuance as follows: TBR 21-22-01 Various at \$728,400 and TBR 21-22-02 Sanitary Sewer at \$235,000 for a total Debenture of \$963,400.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Withdrawal from Capital Reserves

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$29,310.93.

Report available for more information.

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

That Council approve a withdrawal of \$29,310.93 from the Town of Kentville Capital Reserve – General Allocation to partially fund the 2021-2022 projects as detailed in the attached report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Withdrawal from Operating Reserves

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a blanket withdraw from operating reserves.

Report available for more information.

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

That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserves in the amount of any current operating deficit, should one occur at March 31, 2022 after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Deputy mayor Savage leaves her seat at 6:44pm.

(4) Valley Waste Retention of Surpluses

At the March 14, 2022 meeting of Council Advisory Committee, Councillor Gerrard described the request from Valley Waste to receive a surplus payment for capital expenses.

Report available for more information.

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

That Council reject the request for retention of the surplus by Valley Waste Resources Management based on past and current Town of Kentville financial practices.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Snow, Yorke and Zebian

Deputy Mayor Savage returns to her seat at 6:46pm

(5) Request for Extension

At the March 14, 2022 meeting of Council Advisory Committee, CAO Troke described the land sale agreement for East Coast Local and their request to extend their development covenant deadline from 2023 to 2024.

Report available for more information.

- Will this extension require a revised sale agreement? All lots sold in the business park have a similar sale agreement and covenants.
- This is the first lot in the business park which has requested an extension.
- This is a growing business which has been evolving into a new market.
- Solicitor Muttart described the protective covenants for the business park.

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

That Council approve the extension to the development covenant by East Coast Local Inc on lot 2F on Chipman Road in the Kentville Business Park by one year.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Highlights included Valley Waste extended producer program, asset management and replacement, considering new facilities to support the growth of Valley Waste, seeking a fire services contract with Camp Aldershot, and truck replacement for fire services.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included Kings Point to Point Transit guidebook, covid-19 testing changes, potentially adding electric vehicles into the fleet, Kings Transit ridership, Rules of Order workshop, and International Women's Day.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included public hearing for ancillary dwellings, hemlock woolly adelgid meeting, Kentville Ravine recovery and smudging ceremony, Police Commission budget, trail maintenance, International Trail Day, accessibility committee, and accessibility renovation planning for Town Hall.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included regional sewer committee meeting, discussion about storm impacts to the facility and ponds, investment advisory committee meeting, accessibility committee meeting, vigil for Ukraine, and a public parking meeting.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included the Kings County Academy Parent Teacher Association, and Annapolis Valley Regional Library.

Report available for more information.

(6) Councillor Andrew Zebian

Highlights included diversity Kings, municipal affairs meeting, vigil for Ukraine and refugees, and Rules of Order workshop. Recommend that all members of Council take this course annually.

Report available for more information.

(c) Mayor Sandra Snow

Highlights included Valley Reap meeting, town audit committee, presentations to other municipalities around Nova Scotia Federation of Municipalities, volunteer fire

department rate payers meetings, interview with Business View magazine, webinar from Efficiency One,

Report available for more information.

7. NEW BUSINESS

(a) Support for Kings Point to Point Rural Transit Grant

Councillor Huntley reviews the letter from Kings Point to Point and the requested letter of support from the Town.

By Consensus

That Council write a letter of support for the Kings Point to Point grant.

(b) Kentville Business Community 2022-2023 Budget

Deputy Mayor Cate Savage reviews this budget and the upcoming projects and programs. The increased budget results in very small increases to the tax rates.

- Where it is only \$6,500 could it be approved tonight and not wait until the budget deliberations? The operating budget meeting is 2-3 weeks away.
- Would prefer to wait for more details of the Town's budget before approving this budget.
- Concerns that the money could be better spent on other programs.
- Would Council want to consider 4-year agreements for KBC?

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

That Council approve the funding of the Town of Kentville funded Kentville Business Community budget line items TOK Core Funding at \$92,000 an increase of \$4,000, and TOK Façade funding at \$25,000

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, and Zebian

Councillors who voted against this motion:

Gerrard, and Yorke

8. CORRESPONDENCE

(a) Municipal Green Infrastructure

CAO Troke described a larger conversation around funding and grants regionally.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA – Legal Matter

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

That Council move into a closed session at 7:26 pm to discuss confidential legal matters.

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 Craig Gerrard

That Council return to open session at 8:24 pm.

MOTION CARRIED

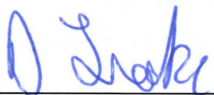
Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, and Yorke

10. ADJOURNMENT

The March 28, 2022 meeting of Council adjourned at 8:24 p.m.

MOTION CARRIED



Approved by CAO and Clerk Dan Troke