



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE**

Meeting Minutes: March 14, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held live in Council Chambers 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
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

Guests:

- Genevieve Allen Hearn – Kentville Business Community
- Brendan Kilfoil and Julian Boyle – Property Assessed Community Energy (PACE) Program

REGRETS

Rachel Bedingfield, Director of Parks and Recreation

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

- Council shares concerns about not adding the Code of Conduct Breach Report from Councillor Andrew Zebian regarding Mayor Sandra Snow to the meeting package. It is believed that this should be added to the package.
- Point of order – parliamentary inquiry. Councillor Huntley expresses concerns that this item may not be appropriate for a CAC meeting and would be appropriate for an In Camera session.

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

That Council move the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) to a special meeting of Council

- Solicitor Muttart expresses concerns about the motion, which should only address including or not including this item on the agenda.
Councillors Gerrard and Huntley accept this change

Amendment:

That Council remove the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) from the agenda.

MOTION CARRIED

- Further discussion about amending the agenda.

It was moved by Councillor Andrew Zebian, and seconded by Councillor Gillian Yorke

That Council add the Code of Conduct Breach Report by Councillor Andrew Zebian (item 8.a Code of Conduct) to the agenda.

MOTION CARRIED

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

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

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, February 14, 2021.

It was moved that the minutes from the Council Advisory Committee meeting held on February 14, 2021 be approved.

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MOTION CARRIED

4. PRESENTATION

(a) Kentville Business Community – Genevieve Allen Hearn and Paul Dixon

Genevieve Allen Hearn, Executive Director, and Paul Dixon, Chair of the Board for the Kentville Business Community, presented the organization's annual report. Highlights include the façade program, seasonal décor grants, Valley in the Alley project, shopping promotions and the annual budget.

Presentation available for more information

- Discussion
 - What will the cost and maintenance plan for the comfort station be? There is a capital request in the meeting package tonight.

(b) Julian Boyle – Property Assessed Community Energy (PACE) Atlantic

Julian Boyle, Directors of PACE Atlantic, presented the opportunities for Kentville with this program which targets 3-5% of housing stock annually through deep energy retrofits.

Presentation available for more information

- Discussion
 - How does the program work? This is a user pay model- take out a loan with the municipality which includes administration and marketing. PACE charges a one-time 5% fee. PACE acts as an unbiased “energy coach” for homeowners for incentives and rebates. The return on investment for many homeowners is between 20-40%. This program combines rebates and financing, where Efficiency NS participants need to choose one or the other.
 - How can the model help low-income homeowners? There is no credit check for this program. Other programs can be denied access because of bad credit.
 - Support for the program at no cost to the municipality.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending February 28, 2022. To this date overall revenue exceeds the average at 95.3%. The overall expenditures are above the benchmark at 92.7%.

See report for more information.

(2) Projection Report

Director Deb Crowell submitted the projection report for the period ending February 28, 2022. In this report, the Town is projecting a surplus position of \$29,900.

See report for more information.

(3) Debenture Funding

Director Deb Crowell submitted the debenture funding from the Municipal Finance Corporation in the amount of \$963,400.

See report for more information.

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

That Council Advisory Committee Recommend

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.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Withdrawal from Capital Reserves

Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$29,310.93.

See report for more information.

It was moved by Councillor Gillian Yorke and seconded by Councillor Andrew Zebian

That Council Advisory Committee Recommend

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.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) Withdrawal from Operating Reserves

Director Deb Crowell submitted the request for a blanket withdraw from operating reserves.

See report for more information.

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

That Council Advisory Committee Recommend

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.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman submitted her report for February 2022. Highlights included a building valuation of \$10,110,930 for the year thus far. The report also included project updates about ancillary dwelling applications and inquiries about high density development in different areas of town.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for February 2022. Highlights included a national recruitment campaign in the Globe and Mail, visitor information centre upgrades, Fire and Ice Winter Carnival, and budget planning for future projects.

See report for more information.

- Discussion
 - About the flagpole idea at the Visitor Information Centre. Council asked staff to create ways to fly special interest flag in Town. There will be a policy that outlines what flag can be flown at the VIC flagpole.

(c) Parks and Recreation

(1) Director's Report

CAO Troke presented Director Bedingfield's report for February 2022. Some of the highlights included the hiring of a new facility manager, the Kentville Ravine Park, and summer program planning and recruitment.

See report for more information.

(d) Police Report

(1) Chief's Report

The Police Commission submitted their report with a listing of calls for service, activities, training and meetings, as well as a budget update.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for February 2022. Some of the highlights included 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 February 2022. Some of the highlights included budget reviews with directors, intermunicipal service agreements, and Town of Annapolis alternative energy project.

See report for more information.

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

That Council accept the staff reports as delivered.

MOTION CARRIED

Council called for a recess at 7:35 pm

Council returns from recess at 7:45 pm

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Policy Statement G70 Meetings policy

CAO Troke gave an update on the review of this policy and scheduling a workshop for updating this policy. Council has been signed up for training around Roberts Rules and the workshop for this policy will follow this training session on March 25.

(b) Council Meeting Workshops and Meetings

CAO Troke gave an update on workshops and meetings that are being planned and scheduled for Council.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Code of Conduct

Mayor Snow discussed the new code of conduct breach reports and the upcoming meeting to review all reports and allegations.

See report for more information.

- Discussion
 - Solicitor Muttart provided input about this process. This breach report includes at least 8 issues. Items related to personnel are confidential must be discussed in camera. Items related to employment and legal are confidential and must be discussed in camera. Other items require further investigation. This breach report is different from other reports and should be dealt with separately. This report needs to be sent to a third party.

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

That Council direct the CAO to investigate hiring a third party to investigate the allegations and report to Council at the next Council meeting on March 28.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Valley Waste Surplus Request

Councillor Gerrard described the request from Valley Waste to receive a surplus payment for capital expenses.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Centre Square Parking

Community and Economic Development Coordinator Lindsay Young reviewed the issues around parking in Centre Square and the proposal from staff and Kentville Police.

See report for more information.

- Discussion
 - Will accessibility be addressed in this plan? Yes and this will include conversations with the Accessibility committee.
 - Are there a lot of complaints around parking? Very limited complaints recently.
 - This parking plan links with the Active Transportation Plan to get people more active by parking a little further away.

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

That Council direct the CAO to continue supporting the ongoing planned improvements.

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(d) Request for Extension

CAO Troke described the land sale agreement for East Coast Local and their request to extend their development covenant deadline from 2023 to 2024.

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(e) Federation of Canadian Municipalities

CAO Troke described the national conference and the process for choosing an elected official to attend the upcoming event in Saskatchewan.

See report for more information.

- Discussion
 - Councillor Huntley is interested in attending this conference.
 - Deputy Mayor Cate Savage is also interested in attending.
 - Tell the Deputy Town Clerk if you are interested in attending.

(f) Request for Decision – Noise Bylaw

Deputy Mayor Savage described the current noise bylaw and the need to change some of the limits and measuring procedures.

See report for more information.

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

That Council Advisory Committee Recommend

That Council direct the CAO to review the request for amendment to the Noise Bylaw, research similar Bylaws, and bring back a recommendation to Council.

To be brought forward at the March 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 PUBLIC COMMENTS

(a) Marcia McNeil

Concerns about the mechanism for approving the extension for East Coast Local Inc. when comparing the process to the former Robinson property.

10. IN CAMERA

(a) Property and personnel matters

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

That Council move into a closed session at 8:48 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 Craig Gerrard and seconded by Councillor Paula Huntley

That Council return to open session at 9:25 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 Deputy Mayor Cate Savage

That Council Advisory Committee adjourn at 9:25 pm

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke