



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: May 9, 2022
Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in person in Town Hall 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
- Rachel Bedingfield, Director of Parks and Recreation
- 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

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

- **Addition:** In Camera, 10.b Personnel – CAO Appraisal.

That the agenda for the Council Advisory Committee meeting of May 9, 2022 be approved with this addition.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, April 11, 2022.

It was moved that the minutes from the Council Advisory Committee meeting held on April 11, 2022 be approved.

MOTION CARRIED

4. PRESENTATION

(a) None.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending April 31, 2022. To this date, overall revenue exceeds the benchmark (8.3%) at 34.6% and overall expenditures are slightly below the benchmark at 8%.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman submitted her report for April 2022. Highlights included a building valuation of \$14,303,240 for the year thus far. The report also included project updates about municipal flood line mapping project, Hibou Court, and the Heritage Bylaw.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for April 2022. Highlights included planning for spring and summer, seasonal tourism marketing, opening of the Visitor Information Centre and for Apple Blossom Festival.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield presenter her report for April 2022. Some of the highlights included maintaining fields and trails, invasive species, launching

summer registration for programs and summer hiring. Director Bedingfield gave an introduction to the 2022-2023 active transportation projects and to the downtown trail project.

See report for more information.

(2) Active Transportation Presentation

Ahmad El-kadri presented the downtown Active Transportation project which will connect the Harvest Moon Trail through the downtown through Justice Way, Station Lane and Webster Street.

See report for more information.

Discussion

- Next steps for Council: Provide concerns or questions about this project to the CAO. Will this come back to Council for approval? If Councillors have grave concerns about a project, they should discuss it with the CAO.

(d) Police Report

(1) Chief's Report

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

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for April 2022. Some of the highlights included water commission budgets, sewer laterals, patch and paving contracting and capital projects.

See report for more information.

Discussion

- Staff will address unsafe parking issues at Leverett and Klondyke.
- Staff will look into adding sidewalk access near the Canada Post building.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke submitted his report for April 2022 and highlights included budget meetings, intermunicipal service agreements, and the municipal boundary review.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Mentoring Plus Quarterly Update

Mayor Snow reviewed the update provided by Mentoring Plus, which included an activity report, upcoming initiatives.

See report for more information.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Municipal Boundary Review

CAO Troke described the municipal boundary review and laid out plans to meet these provincial requirements using existing staff.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee Recommend

Approval to the May 30, 2022 meeting of Council

That staff coordinate the 2022 Municipal Boundary Review process and bring a report to Council at the October 2022 meeting of Council Advisory Committee.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Requests for Decisions:

a. Noise Bylaw

CAO Troke reviewed the research and legal advice about this bylaw and presented some clarifications for Council to consider.

Discussion

- Staff will review this discussion and develop a draft document for Council.

See report for more information.

b. Heritage Bylaw

Director Gentleman reviewed current practices around protecting heritage buildings and gave recommendations for a voluntary heritage bylaw in Kentville.

See report for more information.

Discussion

- Staff will review this discussion and develop a draft document with a number of decision points for Council.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council Advisory Committee Recommend

Approval to the May 30, 2022 meeting of Council

That Council direct the CAO to pursue drafting a Heritage Bylaw for review by Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

c. Youth Advisory Committee

Councillor Yorke reviewed her proposal for Council to consider the development of a youth advisory committee.

See report for more information.

Discussion

- Staff will review this discussion and develop a draft document for Council.

d. Planning for Advisory Committee

CAO Troke outlined the idea for a committee of Council providing feedback and advice around planning and sustainability decisions in the Town.

See report for more information.

Discussion

- Staff will review this discussion and develop a draft document for Council.

(c) Snow Gate Plow Report

Director Bell presented his research and a recommendation not to adopt a snow gate plow for the Town's snow removal. Council supported this recommendation from staff.

See report for more information.

(d) Property Assessed Community Energy Update

CAO Troke discussed some upcoming meetings regarding the PACE program and will bring updates to the next meeting of Council.

See report for more information.

Discussion

- Staff will meet with PACE Atlantic and Quest to learn more about this program.

9. IN PUBLIC COMMENTS

(a) None.

10. IN CAMERA

(a) Property and personnel matters

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

That Council move into a closed session at 9:08 pm to discuss confidential matters relating to property and personnel.

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 Councillor Paula Huntley

That Council return to open session at 9:44 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 9:45 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke