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**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: June 13, 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

**Presenters:**

Laurel Taylor, Street Naming Task Team

Rachel Bedingfield for Spencer Laing, Kentville Inclusion and Access Advisory Committee

**Guests:**

Mae Stritement and Monica Clark, Sign Language Interpreters

**REGRETS**

None.

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## DECLARATIONS OF CONFLICT OF INTEREST

None.

## 2. APPROVAL OF THE AGENDA

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

- Addition: 6.c KBC active transportation session
- Deletion: 6.a Noise Bylaw removed from agenda, pending legal review

**That the agenda for the Council Advisory Committee meeting of June 13, 2022 be approved with this addition.**

## MOTION CARRIED

## 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, May 9, 2022.

**It was moved that the minutes from the Council Advisory Committee meeting held on May 9, 2022 be approved.**

## MOTION CARRIED

## 4. PRESENTATION

### (a) Kentville Inclusion and Access Advisory Committee

Parks and Recreation Director Rachel Bedingfield (in lieu of Committee Chair Spencer Laing) gave a presentation to Council about implementation of the Accessibility Plan, and the activities of this committee.

*Presentation available*

### (b) Cornwallis Street Renaming: Kentville Street Naming and Renaming Task Team

Laurel Taylor, Chair of the Task Team, gave a presentation about the proposed policy that guides the naming and the renaming of streets in the town.

*Presentation available*

Discussion

- Council will discuss this policy at the end of the meeting, and will have until the end of the month to consider this policy.

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Directors Report

Director Deb Crowell submitted her report for the period ending May 31, 2022. To this date, overall revenue exceeds the benchmark (16.7%) at 35.3% and overall expenditures are slightly above the benchmark at 19.8%.

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*See report for more information.*

**(2) Temporary Borrowing Resolution – Town of Kentville Capital**

Director Deb Crowell submitted the temporary borrowing resolution for the Town's 2022-2023 capital program for \$1,502,900.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

**That Council authorize the temporary borrowing resolution TBR 22/23-Town in the amount of \$1,520,900 in support of Schedule A Capital Projects.**

**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 May 2022. Highlights included a building valuation of \$16,379,900 for the year thus far. The report also included project updates about municipal flood line mapping project and the Heritage Bylaw.

*See report for more information.*

**(2) Community and Economic Development Report**

CAO Troke submitted this report for May 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 May 2022. Some of the highlights included hiring summer staff, Lead Hand Nick Gerrard, hiring for the Park and Arena position, and repairs and clean ups to trails. Updates were given on the splash pad, the Spike Fund, and the regional recreational facility.

*See report for more information.*

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## (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. Chief Butler commented on the safety of the Town.

*See report for more information.*

## (e) Engineering and Public Works

### (1) Director's Report

Director Dave Bell submitted his report for May 2022. Some of the highlights included installing new production wells to accommodate increased development, sanitary sewer budgets, Burke subdivision, and children playing signs.

*See report for more information.*

Discussion

- Senior staff will review the locations of the slow down radar signs around town and consider moving them to new locations.
- Staff will review the use of the vertical slow down flags and consider new locations for them.

Director Bell gave an update on the tendering process for the MacDonald Avenue extension. This project will require additional capital funds to bring it to completion.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

### **That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

**That Council approve a revised construction schedule for the MacDonald Avenue Project; and**

**Further that it is contracted as a two year project; and**

**Further that year one project expend the budgeted \$1.64M; and**

**Further that the remaining \$1M in work be completed in the 2023 construction season; and**

**Further that council pre-approve \$1M for the 2023-2024 capital budget.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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**(2) Sanitary Sewer 2022-2023 Capital Budget**

Director Dave Bell submitted the Sanitary Sewer Capital Budget for 2022-2023 for review and approval by Council.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

**That Council approve the 2022-2023 Sanitary Sewer Service Capital Budget in the amount of \$390,000 along with its funding sources.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Sanitary Sewer 2022-2023 Operating Budget**

Director Dave Bell submitted the Sanitary Sewer Operating Budget for 2022-2023 for review and approval by Council, in addition to updates about the odours from the sewer system.

*See report for more information.*

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

**That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

**That Council approve the 2022-2023 Sanitary Sewer Service Operating Budget as follows:**

- Revenue \$1,357,200
- Expenditures \$1,353,800
- Surplus \$3,400

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(f) Administration**

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

CAO Troke submitted his report for May 2022 and highlights included sanitary sewer meetings, revision of the human resources manual, intermunicipal service agreements and updating several policies and bylaws.

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*See report for more information.*

Discussion

- Staff to bring updates on comments and motions to meetings until tasks are completed.

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

### (a) **Removed from the agenda**

### (b) **Property Assessed Community Energy Update**

CAO Troke presented the PACE program to Council which would see residents purchase and use more energy efficient equipment like heat pumps in their homes. The project would be funded and implemented in collaboration with the West Hants municipality.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

**That Council approve a joint application to the Federation of Canadian Municipalities Community Efficiency Financing Program for Feasibility with the West Hants Municipality.**

**and**

**Further that council authorize a maximum of \$10,000 contribution to the application process undertaken by PACE Atlantic Community Interest Corporation.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### (c) **Tidal Power Proposal from the Town of Annapolis Royal**

CAO Troke gave a summary of the request by the Town of Annapolis Royal to help support a shallow water tidal power project.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

to the June 27, 2022 meeting of Council

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**That Council table discussion of a partnership with Town of Annapolis Royal in support of a green initiative Tidal Power Project at a cost of \$22,300.00 over two fiscal years.**

## **MOTION TABLED**

*Councillors who voted in favour of this motion:*

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

### **(d) Active Transportation Information Session**

Deputy Mayor Cate Savage shared information about a session hosted by the Kentville Business Community regarding the Active transportation (AT) Plan, and the downtown active transportation project on June 24 in the Kentville Recreation Centre.

*See report for more information.*

Discussion

- Deputy Mayor Cate Savage will investigate several sessions, or having a session over Zoom.

## **7. CORRESPONDENCE**

### **(a) None.**

## **8. NEW BUSINESS**

### **(a) Street Naming and Renaming Policy**

CAO Troke described the current process of naming and remaining streets, and also outlined the proposed process using this policy. Council is provided with two policies for review, members of council will provide red-line changes to the CAO for distribution to the Committee by the end of business on 24 June. Nil responses are requested.

*See report for more information.*

### **(b) Greenhouse Gas Reduction Opportunities Study**

CAO Troke reviewed the greenhouse gas reduction opportunities study and the associated recommendations. The CAO will return to Council with a way ahead to ensure that the town has a robust Climate Action Plan.

*See report for more information.*

### **(c) Appointment Letter**

CAO Troke outlined the process of approving a municipal fire inspector for the County of Kings.

*See report for more information.*

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## 9. PUBLIC COMMENTS

**(a) Sharon Kehoe**

Concerns about town business.

**(b) Mark Rogers**

Concerns about democracy.

**(c) Cathy Maxwell**

Appreciation to public commenters.

## 10. IN CAMERA

**(a) Property and Legal matters**

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

**That Council move into a closed session at 9:02 pm to discuss confidential matters relating to property and legal.**

**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 Deputy Mayor Cate Savage

**That Council return to open session at 9:37 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 11. ADJOURNMENT

There being no further business to discuss,  
**Council Advisory Committee adjourned at 9:37 p.m.**

**MOTION CARRIED**



Minutes Approved by Town Clerk  
Dan Troke