



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: September 12, 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.

Deputy Mayor Cate Savage 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:

- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- 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

Staff:

Presenters:

Russ Sanche, Portal Housing Association
Laurel Taylor, Canadian Mental Health Association

REGRETS

Mayor Sandra Snow. The meeting was chaired by Deputy Mayor Cate Savage

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Regarding the agenda for the September 12, 2022 Council Advisory Committee meeting agenda, there were three additions.

- Addition: Discussion on ongoing maintenance issues in town
- Addition: Discussion on public statement from July
- Addition: Discussion on the investigation around Mayor Snow

It was moved that the agenda for the Council Advisory Committee meeting of September 12, 2022 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

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

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

MOTION CARRIED

4. PRESENTATION

(a) Kentville Housing Action Plan

Russ Sanche from the Kentville Portal Youth Outreach Association, and Laurel Taylor from the Canadian Mental Health Association, gave a presentation on the proposed Housing Action Plan for the town, with background on its development and implementation.

Presentation available

Discussion

- CAO Troke will circulate the Town policy for adding bonus units based on affordability.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending August 31, 2022. To this date, overall revenue exceeds the benchmark (41.7%) at 79.1% and overall expenditures are slightly above the benchmark at 41.5%.

See report for more information.

Discussion

- Update on the legal fees associated with the Robinson Property.

(2) Temporary Borrowing Resolution, Sanitary Sewer Area Service 2022-2023

Director Deb Crowell submitted the temporary borrowing resolution from the Department of Municipal Affairs and Housing regarding the town's Sanitary Sewer Area Service 2022-2023 capital program in the amount of \$230,000.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council authorize the Temporary Borrowing Resolution for Sanitary Sewer of the MacDonald Subdivision in the amount of \$230,000, And further, that this resolution be forwarded to the September 26, 2022 meeting of Council for approval, And further, upon approval, that this resolution be sent to the Minister of the Department of Municipal Affairs and Housing for Provincial authorization.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

**Deputy Mayor Savage used Mayor Snow's voting clicker for this item.*

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman submitted her report for July and August 2022. Highlights included a building valuation of \$18,102,952 for the year thus far. The report also included project updates about the municipal flood line mapping project, the Hibou Court development, VIDA living and the Brison rezoning.

See report for more information.

(2) Community and Economic Development Report

CAO Dan Troke submitted this report for July and August 2022. Highlights included the Historic Kentville video project, development of a Kentville art map, Kentville Pumpkin People preparations, and Centre Square beautification projects.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield presented her report for July and August 2022. Some of the highlights included meetings with the Valley Homeless No More Committee, community support service-based count of existing homeless persons, reimagining recreation services for rural communities, presenting at a north American conference around recreation, accessibility advisory committee meetings, appreciation to summer staff, update on the Spike Fund,

See report for more information.

Discussion

- CAO Troke will find out the amount of expenses related to the repairs of the splash pad, and share this information with Council.

(d) Police Report

(1) Chief's Report

The Police Commission did not submit a report because they did not meet in August.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for July and August 2022. Some of the highlights included Active Transportation tenders for sidewalk projects, Kentville Heritage Centre roof repair tender was completed, and work on the regional sewer system.

See report for more information.

Discussion

- Request for Children Playing Signs in some communities.
- Request that the sidewalk lines at the intersection of Cornwallis and Exhibition, near C and J's Diner be repainted.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for July and August 2022. Highlights included regional meetings on the housing crisis, sewers and development in the town relating to a growing town, Regional Emergency Measures Organization training, intermunicipal services agreements, and Kings Transit. Discussions about student bursary presentations, the downtown comfort station, and governance of the Board of Police Commissioners.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Animal Control Bylaw

CAO Troke gave an update on the Animal Control Bylaw, with amendments that address the keeping of backyard chickens within town boundaries.

See report for more information.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council approve First Reading of the revised Animal Control Bylaw.

Councillors Huntley and Yorke retract their motion

MOTION RETRACTED

Discussion

- Solicitor Muttart gave some feedback on improving this bylaw which should be incorporated into this bylaw.
- Recommend removing the fee for dog registration.
- This will be reviewed and brought back to CAC in October.

(b) Municipal Boundary Report

CAO Dan Troke presented the municipal boundary report which indicated that residents are satisfied with the current size of Council, and with the existing number of electoral districts.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council recommend to the Utility and Review Board maintaining the size of Council at 7 elected officials.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, and Yorke

Councillors who voted against this motion:

Zebian

Councillors who abstained from voting on this motion:

Maxwell

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council recommend to the Utility and Review Board maintaining the current electoral system of 1 electoral district and use the at-large voting system.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian*

(c) Tidal Power Proposal, Update

CAO Dan Troke presented a memo from Director Dave Bell with an update on information associated with the tidal power proposal with the Town of Annapolis Royal. There was discussion about the risk associated with this project and the return on investment. Staff were asked to do some research on these issues and bring this motion back to Council.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

**That Council approve participation in the AR tidal power project,
And further that Council approve allocation to the project of \$22,300 over two years
And further that Council approve withdrawal of this amount from the 2022-2023 Capital Budget**

**Councillors Gerrard and Yorke Retract the Motion
MOTION RETRACTED**

7. CORRESPONDENCE

(a) Kings County Community Food Council

The Food Council gave appreciation to Town Council for their support of a National School Lunch Program, and asked for information about presenting at the Nova Scotia Federation of Municipalities annual conference.

See letter for information.

(b) Agriculture and Agri-Food Canada

Staff at Agriculture and Agri-Food Canada (Kentville Research Station) gave an update on the remediation of the Kentville Ravine after the contamination event earlier this year.

See letter for information.

(c) Susan MacDougall

Ms. MacDougall expressed disappointment in the conduct of Council, and hopes that they will put aside differences and disagreements for the betterment of the Town.

See letter for information.

(d) Chickens in Kentville

Letters from the public were collected that support the keeping of backyard chickens in Kentville.

See letters for information.

(e) John Andrew

Mr. Andrew expressed concern about Council decorum and respect, and requested that Councillor Cathy Maxwell make a public apology to Fiona Van Wilkenburg. Ms. Van Wilkenburg spoke at the July 25, 2022 meeting of Council and was interrupted by Councillor Maxwell when she spoke during Public Comments.

See letter for information.

8. NEW BUSINESS

(a) Community Grants Applications

CAO Dan Troke described the selection process for Council to review and approve applications to the Grants to Community program. Prior to this meeting, Council voted on support for each application and made a motion to support the results of that survey at this meeting.

See report for more information.

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That Council Advisory Committee Recommend

to the September 26, 2022 meeting of Council

That Council approve the distribution of community grants as outlined in the attached report,

and further that the details of the distribution be publicly shared as per policy.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Yorke and Zebian

Councillors who voted against this motion:

Maxwell

(b) Investment Advisory Services

Deputy Mayor Cate Savage brought forward the Investment Advisory Committee recommendation to extend the services of TD Wealth Investment Advisor and asked Council to support this extension.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

That Council Advisory Committee Recommend

to the September 26, 2022 meeting of Council

That Council approve a one-year extension of services by TD Wealth Investment Advisors for the Investment Advisory Committee until August 2023.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian

(c) Property Assessed Community Energy (PACE) Program

CAO Troke gave an update about the PACE bylaw, which is being reviewed and revised by the engineers at PACE Atlantic as part of our application for a PACE program with the Municipality of Windsor West Hants.

See memo for more information.

It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

That Council Advisory Committee Recommend

to the September 26, 2022 meeting of Council

That Council approve First Reading of the amended Property Assessed Community Energy (PACE) Program Bylaw on September 26, 2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian

(d) Maintenance issues

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Councillor Maxwell described the deteriorated state of some sidewalks through the town. She felt that sidewalks in the town have been neglected for several years. She felt that sidewalks should be patched and town-owned buildings should be better maintained (Heritage Building, Lions Club, Kentville Arena, and sidewalks). CAO Troke responded by explaining how patching lasts one year and that many of the areas described are addressed in the 2023 Active Transportation projects.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council Advisory Committee Recommend
to the September 26, 2022 meeting of Council

That Council direct the CAO to discuss with staff ongoing maintenance issues around the town and develop an operational and financial plan to address those issues.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian*

(e) Public Statement

Councillor Andrew Zebian described the process of developing a written public statement and the desire for this to be made public. Staff followed Council directions coming out of that meeting. There was uncertainty around the timeline of releasing this statement. Discussion about transparency about Council operations, and minute taking by the Recording Secretary. This will be addressed at the Council meeting when the minutes are reviewed.

(f) Investigation of Mayor Snow

Councillor Andrew Zebian described the Mayor's public statement in February 2022 and that there is agreement that some of her statements were inaccurate. He has concerns that this investigation should be held in a public forum and not in camera. He wants to hear whether she broke any rules of Code of Conduct. CAO Troke responded to these concerns by explaining that some of the contextual information around this investigation were issues that needed to take place in camera. Solicitor Muttart also explained that the events after the investigators report may need to remain in camera.

9. PUBLIC COMMENTS

(a) Fiona Van Wilkenburg

Signage directing audience to chambers would be helpful. Concerns about Councillor's interrupting a member of the public during public comments. Concerns about effective leadership and Council conduct.

(b) Angela Ribley

Concerns about backyard chickens and the avian flu. She was not in support of backyard chicken keeping due to rats, disease, and roosters.

10. 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