



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: December 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.

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
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

**Presenters:**

Gary Morse and Chrystal Fuller – Trends in Real Estate in the Annapolis Valley  
Jennifer Holleman – Human Trafficking in Kentville

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Regarding the agenda for the December 12, 2022 Council Advisory Committee meeting agenda,

Addition – Allocated Budget for Expenses

**It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell**

**To add Councillor Expenses to the agenda**

**MOTION CARRIED**

*Councillors who voted in favor of this motion:*

*Maxwell, Savage, Yorke and Zebian*

*Councillors who voted against this motion:*

*Huntley, Gerrard, Snow*

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

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, November 14, 2022.

**It was moved that the minutes from the Council Advisory Committee meeting held on November 14, 2022 be approved.**

**MOTION CARRIED**

**4. PRESENTATION**

**(a) Trends in Real Estate**

Gary Morse and Chrystal Fuller shared trends in Kentville including housing, planning, densification, growth and sustainability. The presenters gave evidence of the need for mixed housing stock to be built in Kentville in the coming years. Density in a community was discussed as a function of supporting services and green space. Mr. Morse indicated that there is no evidence that the price of housing adjacent to mixed use development decreases. Ms. Fuller describes development in a vacant land as a blank slate, able to use high standards and be forward thinking, unlike developing an existing community.

*Presentation available*

**(b) Human Trafficking in Kentville**

Jennifer Holleman shared some of her knowledge on human trafficking based on the experience of her daughter Madison. There is a need for better communication around this issue, especially in Kentville and the Annapolis Valley where rates of human trafficking are quite high.

*Presentation available*

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Directors Report**

Director Deb Crowell submitted her report for the period ending November 30, 2022. To this date, overall revenue exceeds the benchmark (66.7%) at 88.8% and overall expenditures are slightly above the benchmark at 72.4%.

*See report for more information.*

Discussion

- Appreciation to Director Crowell for her years of service prior to her retirement.
- Request to staff for legal fees for the year to date.

**(2) Projection Report**

Director Deb Crowell submitted the projection report which suggests a projected surplus of \$23,300 at year end.

*See report for more information.*

**(3) Sanitary Sewer Interest Write Offs**

Director Deb Crowell described the need to write off interest charged to several Sanitary Sewer accounts in the amount of \$834.31.

*See report for more information.*

Discussion

- Request that staff list the unpaid accounts from the Province.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council Advisory Committee recommend**

To the January 30, 2023 meeting of Council

**That Council approve the write off the attached in the amount of \$834.31 to the Sanitary Sewer Area Service accounts.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard*

**(4) Sundry Write Offs**

Director Deb Crowell described the need to write off sundry accounts receivable in the amount of \$3060.78. These amounts are not collectible.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the January 30, 2023 meeting of Council

**That Council approval of the write off of \$3060.78 to the Town of Kentville Sundry Receivable.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Department Report**

CAO Troke presented the planning report for November 2022. Highlights included a building valuation of \$20,793,347 for the year thus far. The report also included subdivision applications, bridge closure maps and civic addressing.

*See report for more information.*

Discussion

- Kentville could consider developing a secondary planning strategy to address some of the growth and housing issues described by today's presenter.
- Request that staff start to develop a planning committee to consider some of these growth issues.

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

CAO Dan Troke submitted this report for November 2022. Highlights included a survey for cell and internet coverage, "It Feels Like Christmas" holiday messages, centre square winter theme, and downtown decoration contest.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield presented her report for November 2022. Some of the highlights included a workshop for the Kentville Ravine, training for arena staff, trail closures for bridge replacement, and a new door with accessibility features at the recreation centre and the New Horizons Club.

*See report for more information.*

**(2) Homeless No More Report**

Director Bedingfield presented her report for the Homeless No More initiative. The information focused on current conditions and data, how to improve conditions, and the changing role of Homeless No More. The data in this report is only for unsheltered people who are known, there are likely more than 230 unsheltered people in the Kings region.

*See report for more information.*

**(d) Police Report**

**(1) Chief's Report**

Chief Jim Butler had no reports to submit as the Police Commission has not met. Chief Butler gave some context around human trafficking in Kentville, and including Jennifer Holleman's knowledge and expertise with the Community Crisis Navigator to help this issue.

Discussion

- Staff will develop a strategy and framework of support, including information, about human trafficking in schools.
- Growth in the Police Service should reflect the needs of the town in terms of the most pressing community needs.

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell submitted his report for November 2022. Some of the highlights included water valve repair at Southview and MacDonald subdivision upgrades.

*See report for more information.*

Discussion

- The lighting on the Kentville Bridge should consider point source LED lights as well as wider lighting high pressure sodium type lights.

**(f) Administration**

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

CAO Dan Troke submitted his report for November 2022. Highlights included working on the 2023-2024 budgets, property valuation services, orientation for the new Board of Police Commissioners members, and updating the Director of Finance job description in light of the announcement of her retirement.

*See report for more information.*

Discussion

- Concerns about the rising capped property assessments in Kentville.
- Concerns about the timelines for the hiring of a Director of Planning and Development.

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

(a) **None.**

**7. CORRESPONDENCE**

(a) **Kentville New Horizons Club**

Appreciation to Council for the grant.

(b) **Pauline Barnes – Healy Property**

Concerns about the noise and activities at the Healy wedding property in September.

**8. NEW BUSINESS**

(a) **Council Expenses**

Councillor Zebian expressed his concern about joining the Federation of Canadian Municipalities committees and the subsequent exceeding Councillor Paula Huntley's annual expense budget.

Point of Order from Councillor Maxwell regarding the Mayor's comment that Councillors who do not take training do not want improved knowledge.

Discussion

- Councillor Huntley stated that her expenses for the past trip were from her personal finances.
- The Mayor explained that audited statements show the individual budgets for each Councillor, whether they are over or under budget.
- Concerns about a group allocation of expenses compared to individual allocation of expenses.

Point of Order from Councillor Zebian regarding Councillor Gerrard's statement comparing travel expenses and legal expenses.

**9. PUBLIC COMMENTS**

(a) **None.**

**10. IN CAMERA – Legal and Personnel**

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

**That Council move into a closed session at 8:38 pm to discuss confidential matters relating to legal and personnel.**

**MOTION CARRIED**

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

Councillor Maxwell departed the meeting at 10:53 pm  
Councillor Zebian departed the meeting at 10:54 pm

It was moved by Councillor Yorke and seconded by Councillor Huntley

**That Council return to open session at 11:10 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 11:11 p.m.**

**MOTION CARRIED**



Minutes Approved by Town Clerk  
Dan Troke

