



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: January 9, 2023
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
- David Bell, Director of Engineering
- Jason Bethune, Technology
- Geoff Muttart, Solicitor

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition under In Camera – 10.a Contractual
Addition under In Camera – 10.b Job Posting

It was moved that the agenda for the Council Advisory Committee meeting of January 9, 2023 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, December 12, 2022.

Item 8.a should reflect that the concerns were specific to Paula Huntley.

It was moved that the minutes from the Council Advisory Committee meeting held on December 12, 2022 be approved.

MOTION CARRIED

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

CAO Troke presented the report for the period ending December 31, 2022. To this date, overall revenue exceeds the benchmark (75%) at 90.5% and overall expenditures are slightly above the benchmark at 78.6%.

See report for more information.

(2) Withdrawal from Town Capital Reserve

CAO Troke presented the report requesting Council approval to withdraw \$118,793.49 from the Town's Capital Reserve to support the purchase of vehicles, equipment, building upgrades and a number of other items.

See report for more information.

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

That Council Advisory Committee recommend

To the January 30, 2023 meeting of Council

That Council approve a withdrawal of \$118,793.49 from the Town of Kentville Capital Reserve – General Allocation.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Department Report

CAO Troke presented the planning report for December 2022. Highlights included a building valuation of \$20,999,347 for the year thus far. The report also included subdivision applications, civic addressing and project updates.

See report for more information.

Discussion

- Concerns about the MacDougall Heights development and how staff are addressing concerns. A public hearing will be scheduled soon for the public to express their concerns, and will be held in a larger space and also online.

(2) Cash in Lieu for Parking

CAO Dan Troke described the cash in lieu of parking for developers, and the need to increase this amount.

See report for more information.

Discussion

- Staff will calculate the number of parking spaces leased by the town in the downtown core.

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That Council Advisory Committee recommend

To the January 30, 2023 meeting of Council

That Council approve the annual structural cost increase to the parking space calculation to be changed from \$1,650 to \$2,500

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Community and Economic Development Report

CAO Dan Troke submitted this report for December 2022. Highlights included a survey for business park owners, results of the “It Feels Like Christmas” campaign, and grant applications for summer students.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

Director Bedingfield presented her report for December 2022. Some of the highlights included replacement of the bridges along the Harvest Moon Trail, and accessibility committee focus on transportation.

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. The Department of Justice training was completed in early January for all Board of Police Commissioners members.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for December 2022. Some of the highlights included repair and lowering of a pump, winter operations mode for the public works crew, and an update on the Kentville Bridge lighting.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for December 2022. Highlights included pension and benefits sessions with staff, boundary review approval by the UARB, and meetings relating to permitting and inspection review.

See report for more information.

Discussion

- Concerns about the hiring committee for the Director of Finance.
- Concerns about approval of the Human Resource Manual for staff.

(2) Kentville Business Community

CAO Dan Troke submitted the report describing the economic development levy applied to property taxes, and the funding provided to the Kentville Business Community. Deputy Mayor Cate Savage, representative from the KBC Board, expressed support for providing the full amount collected from the levy provided directly to KBC. Council expressed that they would like to see annual financials from KBC.

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 direct the CAO to provide direction to Council at the January 30, 2023 Council Meeting for a funding agreement with KBC to include any outstanding funding payments.

MOTION CARRIED

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

5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

- (a) None.

6. CORRESPONDENCE

- (a) **Utility and Review Board – Boundary Review**

In December, the Town received confirmation that the electoral boundaries and the number of elected officials would remain the same.

7. NEW BUSINESS

- (a) **Heritage Committee**

CAO Troke gave an update about the formation of a heritage committee, with new members being brought to Council for approval on January 30, 2023.

- (b) **Request for Decision – Planning Committee**

Councillor Craig Gerrard described the coming growth in the town and the need for a committee to help guide the town and the Land Use Bylaw. Staff will start the process of building membership for this committee. Council has some concerns about establishing a Planning Committee before a Planning Director is hired.

8. PUBLIC COMMENTS

- (a) None.

9. IN CAMERA – Contractual and Personnel

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council move into a closed session at 7:31 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*

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council return to open session at 7:59 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That CAC direct the CAO to sign and return the contract to secure the funding as directed in-camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 8:01 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke