



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: January 30, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on Facebook. The meeting was posted to YouTube with closed captioning after the meeting.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

- a. Approval of Agenda

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell
That Council add Planning Advisory Committee to the agenda.

MOTION CARRIED

Members who voted in support of this motion:

Huntley, Maxwell, Savage, Yorke, Zebian

Members who voted against this motion:

Snow and Gerrard

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That Council add the Human Resources Policy to the agenda.

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Approved February 27, 2023

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MOTION FAILED

Members who voted in support of this motion:

Maxwell and Zebian

Members who voted against this motion:

Gerrard, Huntley, Savage, Snow and Yorke

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

That the agenda of January 30, 2023 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- a. Council meeting held on November 28, 2022

It was moved that the minutes of the Council meeting on November 28, 2022 be approved.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

a. Respectful Workplace – Council

Mayor Snow described the commitment of Council to create a respectful workplace. A special rule of order developed from Roberts Rules of Order was presented to Council.

Discussion:

- Confirmation that the Chair has the ability to eject any person from chamber, based on the Municipal Governance Act and Roberts Rules of Order.

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

That Council approve the following Special Rule of Order in accordance with Roberts Rule 2:16 rule. In the event that a member of Council speaks or acts in a manner contrary to the code of conduct towards the CAO or member of staff. A "Point of Order" shall be immediately called. The member violating the code will be offered the opportunity to apologize for their action if not forthcoming will be asked to leave the chamber and the meeting. The minutes shall be annotated as a breach of conduct – disrespect.

**It was moved by Councillor Cathy Maxwell and Andrew Zebian
That Council table this motion**

MOTION TABLED

Councillors who voted in favour of this motion:

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

b. Planning Advisory Committee

Councillor Zebian reviewed the discussion from a previous meeting around the recruitment of volunteers for the Planning Committee. At that time, direction was given to the CAO to begin recruitment for this committee, which would then come back to Council to approve appointment and launch this committee.

Council asked the CAO about the hiring of a planner for the town. As part of the restructuring, the town will seek technical experts including an engineer and a planner.

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Sanitary Sewer Write Offs

At the December 12, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the need to write off interest charged to several Sanitary Sewer accounts in the amount of \$834.31.

Report available for more information.

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

That Council approve the write-off of the Sanitary Sewer Area Service accounts in the amount of \$834.31

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Sundry Write Offs

At the December 12, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the need to write off sundry accounts receivable in the amount of \$3,060.78. These amounts are not collectible.

Report available for more information.

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

That Council approve the write-off of the Sundry accounts receivables in the amount of \$3,060.78

MOTION CARRIED

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

(3) Withdrawal – Capital Reserves

At the January 9, 2023 meeting of Council Advisory Committee, 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.

Report available for more information.

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

That Council approve the withdrawal from the TOK Capital Reserve – General Allocation in the amount of \$118,793.49.

MOTION CARRIED

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

(4) Cash in Lieu of Parking

At the January 9, 2023 meeting of Council Advisory Committee, CAO Dan Troke described the cash in lieu of parking for developers, and the need to increase this amount.

Report available for more information.

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

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

MOTION CARRIED

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

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Highlights included meetings of Joint Fire Services to discuss a tanker truck and recruitment and retention, and the Kentville Board of Police Commissioners elected Councillor Gillian Yorke as chair. Councillor Gerrard will find out the date of the annual rate payers meeting.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included a meeting of Kings Regional Emergency Management Organization, the Cadance Academy performance of the Nutcracker, and the Federation of Canadian Municipalities meeting in Ottawa. Congratulations to valley women in business who received a national award.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included Annapolis Valley Trails Coalition meeting, Inclusion and Accessibility Committee, Department of Justice training session for the Board of Police Commissioners meeting, and the Queen's Jubilee Medal Award ceremony.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included meetings of the Invest Advisory Committee, the Regional Sewer Committee, Queen's Jubilee Medal Ceremony, opening of Maynard Bent and Fagan building, and the Regional Emergency Management Organization. The vulnerable person registry is being promoted to residents across the valley.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included Inclusion and Access Advisory Committee, Training sessions for the Board of Police Commissioners, Diversity Kings, regional recreation facility, Sourcewater Protection Advisory Group, Board of Police Commissioners, and the Queen's Jubilee Medal Ceremony. Some updates regarding the regional recreational facility.

Report available for more information.

(6) Councillor Andrew Zebian

Councillor Zebian made a statement to residents. He expressed concerns about correspondence being removed from the meeting package. He encouraged residents to continue to share concerns with Council.

(c) CAO Update

CAO Dan Troke gave an update on operational matters including regional sewer budgets and technical work, Kings Regional Emergency Management Organization planning and sharing service, intermunicipal service agreements, the housing

action plan, interviews for the Director of Finance position, and energy efficiency and accessibility at town hall.

Concerns were raised about social media comments and correspondence at Council meetings. Clarification of monitoring and management of posts by Facebook. Clarification of the removal of correspondence from the meeting package. Some letters may include information that is not appropriate to share publicly and are removed. Concerns about changes to comment posts during and after Council meetings.

(d) Mayor Sandra Snow

The mayor reported on her activities this month with highlights including social media training, meetings of the Sourcewater Protection Advisory Group, Water Commission, Valley Voices, radio events, Nova Scotia Fruit Growers Association, and the Kings Point to Point funding announcement.

Report available for more information.

6. NEW BUSINESS

a. Inclusion and Access Advisory Committee Citizen Appointment

Councillor Cathy Maxwell described the process for appointing Councillors to committees and commissions. A vacancy occurred on the Inclusion and Access Advisory Committee in September of 2022, however a citizen has applied to join the committee.

Report available for more information.

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

That Council approve the appointment of Holly Rogers to the Accessibility Committee for a two-year period from January 2023 to January 2025.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

b. Heritage Committee Citizen Appointment

Mayor Sandra Snow described the process for appointing Councillors to committees and commissions. This is a new committee hence all citizen members are newly appointed.

Report available for more information.

Discussion:

- Clarification that the individuals are represented and not their groups or committees.

- Clarification of the criteria for recruitment for this committee.
- Concerns about the staff representation for this committee – at this time the CAO and Deputy Clerk.

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

That Council approve the following citizen appointments to the Heritage Committee for a two-year period January 2023 to November 2025:

**Dan Booth;
Louis Comeau;
Steph Jakub;
Brendan Kilfoil; and
Scott Pope.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

Zebian

c. Rogers Telecommunication Site Lease

CAO Troke explained that Rogers Telecommunication leases land from the Town on Chester Avenue, where they have a communications tower. The Town reviews and renews this lease every five years, and it was up for renewal in the fall of 2022.

Report available for more information.

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

That Council approve the Rogers Telecommunication five-year site lease from 1 September 2022 to 1 September 2029.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

d. Kentville Police Service Pre-approval of Vehicle Purchase

Commission Chair Gillian Yorke described the challenge in obtaining new vehicles due to supply chain delays. The Kentville Police Service plans to purchase a vehicle in 2024 but needs to order it now in order to receive it when it is needed. This pre-approval was approved by the Kentville Board of Police Commissioners at their January meeting.

Report available for more information.

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

That Council approve the advance of capital funding from the 2023-2024 Capital Investment Plan for the purchase of a marked police vehicle, in support of Kentville Police Service operations at a cost of \$70,000.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

e. Valley Waste Temporary Borrowing Resolution

CAO Troke introduced the temporary borrowing resolution regarding a number of purchases at Valley Waste that will help their operations.

Report available for more information.

Discussion:

- Confirmation that funding will be contributed only if all partners agree to the funding model.

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

That Council approve the Valley Waste Temporary Borrowing Resolution dated January 2023 for \$174,000, of which the Town of Kentville share is 10.23% or \$17,800.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

- a. None.**

8. PUBLIC COMMENTS

- a. Sharon Kehoe**

Concerns about the removal of her letter and many other letters from correspondence. She continues to have concerns about Facebook commenting, and letters to Council.

- b. Dennis Kehoe**

Questions about what policy dictates how correspondence is added to council meetings. Concerns about making a Freedom of Information request to receive past correspondence not included in meetings.

9. IN CAMERA – Contract, Contract, Code of Conduct

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

That Council move into a closed session at 7:34 pm to discuss legal matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Paula Huntley and by Councillor Andrew Zebian

That Council return to open session at 8:35 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 by Councillor Paula Huntley

That Council direct the CAO to carry out the contractual directions from the in camera session.

MOTION CARRIED


Councillors who voted in favour of this motion:

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

9. ADJOURNMENT

The January 30, 2023 meeting of Council adjourned at 8:36 p.m.

MOTION CARRIED



Approved by CAO and Clerk Dan Troke