



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: February 13, 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
- Jennifer West, Recording Secretary

REGRETS

Geoff Muttart, Solicitor

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition: In Camera 10.b Legal, land

It was moved that the agenda for the Council Advisory Committee meeting of February 13, 2023 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 9, 2023.

It was moved that the minutes from the Council Advisory Committee meeting held on January 9, 2023 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Business Community Annual Report

Executive Director Genevieve Allen Hearn and President Paul Dixon presented the annual report for the KBC, including a review of events, downtown activities and personnel. The 2023-2024 budget was presented and reviewed. Some highlights for 2023-2024 include the Changemakers campaign, the public washroom project, and the multicultural festival.

Presentation available

(b) Building Assessment Services

Paul Beazley gave a presentation on the provincial property valuation and assessment model with Property Valuation Services Corporation. Mr. Beazley described what PVSC does and doesn't do, and gave an outline of the assessment act, data insights, and market trends. The process of appealing was described- 25-30% of appeals are accepted.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

CAO Troke presented the report for the period ending January 31, 2023. To this date, overall revenue exceeds the benchmark (83.3%) at 92.3% and overall expenditures are slightly above the benchmark at 87.2%. The projected surplus is \$28,400 due to projected snow removal, fuel, and vehicle maintenance. There was a suggestion to make the budget more accessible to a general audience. The budgets can be presented in two forms- in a more general way with less detail and more description, and in a more detailed way with finer detail around each account. The auditor will be making some suggestions around reporting.

See report for more information.

(b) Planning and Development

(1) Department Report

CAO Troke presented the planning report for January 2023. Highlights included a building valuation of \$498,739 for the year thus far, VIDA Living,

MacDougall Heights, Engore updates, and the Municipal Floodline Mapping Project. Stormwater management on development projects is determined and approved at the design phase. The MacDougall Heights development project process was described by CAO Troke: currently the sewer assessment is being completed, next the council package will be presented to Council including revised drawings, traffic studies and staff reports, then a public hearing will be held, following that a presentation to Council for review and approval.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for January 2023. Highlights included budget and marketing preparation for 2023, mapping project for the Kentville Business Park, and supporting businesses who want to move to town.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield presented her report for January 2023. Some of the highlights included updates from the Homeless No More working group, and emergency warming centres during the January cold, and updates on the Spike Fund.

See report for more information.

Discussion

- Concerns about the green space in the Deerhaven community. Staff are working closely with that community to better understand the issue and to develop a solution for this pocket park.

(d) Police Report

(1) Chief's Report

Board Chair Gillian Yorke presented the police commission report, which included discussion about human trafficking, Board of Police Commissioners meeting, and meetings with the Atlantic Police Association union.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell submitted his report for January 2023. Some of the highlights included meetings with the Kentville Water Commission, and rainfall

considerations instead of snow removal. Support for the guardrail which was installed along the bank by Kings County Academy.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for January 2023. Highlights included capital and operating budget meetings with staff, interviews for the Director of Finance position, and coordination of the recreation centre as a warming centre.

See report for more information.

Discussion

- Request that staff who are in director roles should be invited to present their reports to Council.
- Concern about advertising for a Planning Advisory Committee.

Point of Order, called by Councillor Paula Huntley on Councillor Andrew Zebian. The topic under discussion (Planning Advisory Committee member recruitment) was not on the agenda but his question was considered valid. The minutes from a previous meeting show that Council gave consensus to begin recruiting for a Planning Advisory Committee.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) None.

CAO Troke indicated that a possible date for the draft Capital Budget presentation would be confirmed by end of day February 14, 2023. If any other topic should be added to the February 20th agenda, members should give indication to the CAO by end of day on Wednesday February 15, 2023.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) None.

9. PUBLIC COMMENTS

(a) Sharon Kehoe

Concerns with the Robinson property sale and in delays in construction for the Enqore development.

(b) Dennis Kehoe

Concerns about correspondence not being brought to Council, and the lack of a policy on this issue.

(c) Marcia McNeil

Concerns about the Robinson property owner not being accepted by Council.

10. IN CAMERA –Personnel

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

That Council move into a closed session at 7:37 pm to discuss confidential matters relating to personnel.

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 Deputy Mayor Cate Savage

That Council return to open session at 8:27 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 8:28 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke

