



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: March 13, 2023
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in person in Town Hall and was livestreamed to Facebook and YouTube with closed captioning.

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
- Craig Langille, Manager of Parks and Recreation Facilities
- David Bell, Director of Engineering
- Jim Butler, Chief of Police
- Kirsten Duncan, Planning Technician
- Jason Bethune, Technology
- Geoff Muttart, Solicitor

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, February 13, 2023.

CAC Minutes – March 13, 2023

Approved April 11, 2023

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It was moved that the minutes from the Council Advisory Committee meeting held on February 13, 2023 be approved with an amendment on page 4.

MOTION CARRIED

(b) Council Advisory Committee, Capital Plan Presentation, Meeting Minutes, February 21, 2023.

It was moved that the minutes from the Council Advisory Committee meeting held on February 21, 2023 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Mentoring Plus Strategy

Executive Director Gordon Michaels gave a presentation on the ongoing progress of the Mentoring Plus Strategy. The program has a focus on knowledge sharing between retired persons and youth entering the workforce to reduce social isolation among seniors.

Presentation available

(b) Homeless No More Data Report

Alisha Christie gave a presentation on the community-based service-based count on homelessness. The research presented was based on West Hants to Digby, with a focus on Kings County and Kentville.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report and Projection Report

CAO Troke presented the report for the period ending February 28, 2023. To this date, overall revenue exceeds the benchmark (95.2%) at 91.7% and overall expenditures are slightly above the benchmark at 93.4%. The projected surplus is \$64,300 due to additional spending, but this will come from reserves after March 31. The Town also received a bill from streetlights from Nova Scotia Power for around \$30,000 and a bill for police dispatch from 21-22 for around \$21,000.

See report for more information.

Discussion:

- Council requested clarity on the increased expenses in the General Administration – Administration budget.

(2) Withdrawal, Sanitary Sewer Depreciation Reserve

CAO Troke presented a request from the finance department that \$20,952.56 be withdrawn from the Sanitary Sewer Depreciation Reserve to support necessary equipment for the Braeside and MacDonald subdivision repair work.

See report for more information.

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

That Council Advisory Committee recommend

To the March 27, 2023 meeting of Council

That Council approve a withdrawal of \$20,952.56 from the Town of Kentville Sanitary Sewer Depreciation Reserve.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Withdrawal, Capital Reserve

CAO Troke presented a request from the finance department that \$86,181.34 be withdrawn from the Capital Reserve to support necessary equipment for Recreation, Transportation and Economic Development.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

That Council Advisory Committee recommend

To the March 27, 2023 meeting of Council

That Council approve a withdrawal of \$86,181.34 from the Town of Kentville Capital Reserve – General Allocation.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Blanket Withdrawal, Operating Reserve

CAO Troke presented a request from the finance department that Council pre-approve a blanket resolution for a possible withdrawal from the Town's Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2023.

See report for more information.

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

That Council Advisory Committee recommend

To the March 27, 2023 meeting of Council

That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2023, after all year-end transactions are quantified. These funds would be transacted only if the town was facing a current operating deficit end-of-year.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Department Report

CAO Troke presented the planning report for February 2023. Highlights included a building valuation of \$713,014 for the year thus far, tourism marketing, inquiries about starting a business, the Visitor Information Centre, and the return of the Multicultural Festival. Staff gave an update on the development of the Engore development project.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield presented her report for February 2023. Some of the highlights included Homeless No Mare meetings, bookings at the arena, trail grooming, and bookings at the Recreation Centre.

See report for more information.

Discussion

- Council requested clarity about a deficit in the Recreation operating budget from \$500 to \$8,000 for professional fees.

(d) Police Report

(1) Chief's Report

Police Chief Jim Butler 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 February 2023. Some of the highlights included water breaks, equipment upgrades, and Canaan Avenue. Council is interested in more reflective material to mark crosswalks.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for February 2023. Highlights included the approval of the Property Assessed Clean Energy funding application, update on the incoming Director of Finance, and discussions about the regional recreation facility. The CAO updated Council on the tidal power project- which was declined by the Federation of Canadian Municipalities. The CAO also described some changes to promotions for events.

See report for more information.

Discussion

- Council requested more information about changes in funding for the Apple Blossom Festival.
- Confirmation for a CAC meeting on March 21 will be made by March 15.

(2) Mentoring Plus Strategy Annual Report

CAO Dan Troke reviewed the report from the Mentoring Plus Strategy.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Kentville Business Community Funding Agreement

CAO Troke reviewed the updated KBC funding agreement and the changes presented in this new version. This document will provide stable and predictable funding for this organization.

See report for more information.

Discussion

- Council asked staff to provide a breakdown of façade funding spending.

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

That Council Advisory Committee recommend

To the March 27, 2023 meeting of Council

**That Council approve the three-year Kentville Business Community funding agreement as detailed in the attached funding agreement
And further, annual funding amounts will be established at the meeting of Council.**

Amendment:

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

In years that the assessment is flat, there would be no 2.5% increase to the contribution in that year.

AMENDMENT FAILED

Councillors who voted in favour of this motion:

Maxwell and Zebian

Councillors who voted against this motion:

Gerrard, Huntley, Savage, Snow and Yorke

Amendment:

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That the KDCL agreement be modified to be an annual agreement.

AMENDMENT FAILED

Councillors who voted in favour of this motion:

Gerrard, Maxwell and Zebian

Councillors who voted against this motion:

Huntley, Savage, Snow and Yorke

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow and Yorke

Councillors who voted against this motion:

Maxwell and Zebian

(b) Regional Recreational Centre Feasibility Study

CAO Troke presented an update on the feasibility study for a regional recreational facility.

See report for more information.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Application for Land Use Bylaw Zoning Map Amendment

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CAO Troke reviewed the application for rezoning on behalf of the property owner Mitch Brison for the subject property near Acadia Drive and MacDonald Park Road. CAO Troke also gave an outline of the process moving forward to review and consider approval of the proposal.

See report for more information.

Discussion

- Council asked if there will be an entrance onto this property from MacDonald Park Road?
- Council asked if there could be more R1 lots abutting the existing single use dwellings to make a better transition?
- Council would like more information about the net zero stormwater management system.
- Council would like to know the timeline on gradual density increase.
- Council asked about the use of development agreements (D.A.s) for controlling larger dwellings in this proposal.
- Council asked to find out if there are any outstanding work or commitments from when the original lots were sold.
- Council wants to know how to hold the development accountable for items like construction of sidewalks.
- Clarification of “proposed R4 zone” on the land use map is no longer relevant.
- Council would like more information about impact of this development on schools.
- Council asked if there can be a plan for when residents have concerns about water or stormwater, and that they not be directed to contact the developer.

- Consent was obtained to change the motion to the second recommendation in the staff report, in order to provide alternate direction and additional information.

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

That Council Advisory Committee recommend

That Council return this document to staff to provide alternative direction.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Urban Forest Bylaw

CAO Troke presented a draft Urban Forest Bylaw which will help with the management of mature trees on public property within town limits. Council was asked to provide feedback about this bylaw.

See report for more information.

(c) Request for Decision – Policy G21

Councillor Andrew Zebian presented his concerns with Policy Statement G21, Federation of Canadian Municipalities Conference Attendance. Specifically, he recommends that Council reduce the number of members attending this conference from 4 to 1.

See report for more information.

Discussion

- Councillor Maxwell called a Point of privilege on Deputy Mayor Savage regarding her comment on who follows Councillor Zebian's Facebook page.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That Council Advisory Committee recommend

To the March 27, 2023 meeting of Council

That Council review policy G21 to reduce the number of members who attend the Federation of Canadian Municipalities conference.

MOTION FAILED

Councillors who voted in favour of this motion:

Maxwell and Zebian

Councillors who voted against this motion:

Gerrard, Huntley, Savage, Snow and Yorke

(d) Request for Decision – Definitions

Councillor Cathy Maxwell presented her concerns around the use of Point of Privilege, Point of Order and Conflict of interest during public meetings. CAO Troke suggested that Council review the orientation package which contained information about parliamentary procedure. The Chair described this RFD as an inappropriate use of the form and did not permit further discussion on the matter.

See report for more information.

9. PUBLIC COMMENTS

(a) Dennis Kehoe

Concerns with the comfort station, especially regarding the process of securing a lease.

- (b) Sharon Kehoe**
Concerns with the comfort station and the Chief Administrative Officer.
- (c) Matt Sabean**
Concerns about the proposed land use rezoning application.
- (d) Pat Norton**
Supportive of the 15-minute city concept and hopes that Kentville will adopt this.
- (e) Cate Smith**
Concerns about professionalism, transparency and integrity in elected officials.
- (f) Leanne Jennings**
Concerns about the land use bylaw amendment proposal, and the lack of a licensed planner on staff currently and over the past few years.
- (g) Benjamin Cortens**
Concerns about the land use bylaw amendment proposal.
- (h) Nancy Acker**
Concerns about stormwater management in the MacDougall Heights neighbourhood. Concerns about responsibility of the town and the developer.

10. ADJOURNMENT

There being no further business to discuss,
Council Advisory Committee adjourned at 9:29 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke

