



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: May 8, 2023
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in person in Town Hall and was livestreamed to 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 Andrew Zebian

Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Kirsten Duncan, Planning Technician
- Lindsay Young, Community and Economic Development Coordinator
- Wanda Matthews, Director of Finance
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

REGRETS

Councillor Gillian Yorke

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition, item 10.a In Camera, Human Resources Matter
Removal, item 3.b Minutes approval, Special Council Meeting Minutes

It was moved that the agenda for the Council Advisory Committee meeting of May 8, 2023 as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, April 11, 2023.

It was moved that the minutes from the Council Advisory Committee meeting held on April 11, 2023 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) NKEC Parents Promenade (Prom) Event – Appeal

Kathy Boutilier represented the parents of the NKEC prom committee and the class of 2023 to appeal the decision of staff for a promenade. Ms. Boutilier gave a description of their desired event, and the group's application process. They assured Council that they could prepare the event in short notice and keep the road closure to 2 hours.

Presentation available

(b) Clean Nova Scotia – Electric Vehicles

Colin Robar from Next Ride and the Clean Foundation gave a presentation on this program. Their goal is to help the general public understand the transition to electrification. Highlights included benefits of electric vehicles, energy efficiency, public charging, and price for public charging. Rates of recycling batteries has been low because battery life has exceeded expectations.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report and Projection Report

Director Wanda Matthews presented the report for the period ending April 30, 2023. Town budgets have been completed and staff are working on water commission and other budgets. Audit work has begun and the committee will launch in the coming weeks.

See report for more information.

(b) Planning and Development

(1) Staff Report

Economic Development and Community Development Coordinator Lindsay Young presented the planning report for April 2023. Highlights included a building valuation of \$5,520,881 for the year thus far, development permits,

subdivision applications, Canada Cup preparation, tourism marketing, Centre Square activation, Kings Transit and hiring for the VIC positions. Ms. Young also gave an update on the public washrooms project. The location of the bike shelter and public washrooms will be near the Kentville Historical Society building at Cornwallis and Station Lane.

See report for more information.

(2) Proposed Subdivision Bylaw Amendments

Planning Technician Kirsten Duncan presented the report outlining changes to the Town's subdivision bylaw relating to sidewalks along connector roads and arterial roads. The recommendation is to keep sidewalks on one side of collector roads.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

That Council Advisory Committee recommend

To the May 29, 2023 meeting of Council

That Council recommends First Reading to amend the Subdivision Bylaw And further, to direct the CAO to schedule a public participation meeting in advance of First Reading.

And further to direct the CAO to prepare a public information meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage and Zebian

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield presented her report for April 2023. Some of the highlights included Homeless No More initiative on May 25 in Middleton, new staff for summer fun management, the Memory Café with Doctor's Nova Scotia and the Town of Wolfville, the growing Kentville Home Show, and the Kentville Inclusion and Access Advisory Committee. The Home Show is run by an event company and the remainder can offset costs of operations of the arena. Ms. Bedingfield provided an update on the Canada Cup National Event.

See report for more information.

(2) Facilities Condition Report

Director Bedingfield presented her report on the condition of all recreation facilities, and the cost and resources needed to improve them in the coming years. She spent time describing the conditions at each facility and future investment needed for each.

Councillor Maxwell left chambers at 6:10pm and returned at 6:11pm.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Jim Butler presented the police commission report, which included a Board of Police Commissioners meeting and a public engagement meeting with the Board of Police. Chief Butler described the ongoing review of bylaws by the Bylaw Officer, particularly the Animal Control Bylaw, Parking Bylaw, and Unsightly Premises. Staff has discussed time limits for parking, and the availability of free parking spaces. Chief gave an update on the Community Crisis Navigator position being fully funded by the town as of April 1, 2023.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell submitted his report for April 2023. Some of the highlights included water commission budgets, sanitary sewer meetings, and Canaan Avenue updates. Mr. Bell gave an update on lights coming to ends of the Kentville Bridge this summer. Council have heard concerns from residents on Apple Tree Lane around drainage and flooding. Mr. Bell gave an update on the smells from the Kings County Sewage Facility in New Minas and the work underway to remedy this. Mr. Bell gave clarification that the inner loop of the downtown will have sidewalk replacement this summer.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for April 2023. Highlights included the community grants, job postings, Freedom of Information Requests, and performance reviews.

See report for more information.

(2) Mentoring Plus Quarterly Report

Mayor Sandra Snow received the Mentoring Plus Quarterly Report.

See report for more information.

Mayor Snow indicated that a Special Council meeting on May 15th to review Grants to Organizations. The Heritage Committee meets at that time and needs to be rescheduled again.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) MacDougall Heights Rezoning Application

Development Officer Kirsten Duncan reviewed the staff report with additional information from staff, the planner and the applicant.

See report for more information.

Discussion

- Concerns about who will be responsible for ensure green space and stormwater management. These issues are usually resolved at the subdivision planning phase of development. Stormwater issues are mandated by the provincial government.
- Request that the CAO send the original letter from C+D without redactions.

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

That Council Advisory Committee recommend

To the May 29, 2023 meeting of Council

That Council give First Reading to the rezoning application at the May 30, 2023 meeting of Council.

MOTION CARRIED

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

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) NKEC Prom Event Request

CAO Troke reviewed the events application process and addressed the request of the appeal for this application. The applicants wanted a promenade down Webster Street from Miners Marsh to Centre Square however a compromise was to keep the event localized in the free pavilion in Centre Square. During this process, staff encouraged applicants to use options that will not result in a road closure. CAO Troke described the road closure and the additional staffing required for the Webster Street version of this event.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

That Council Advisory Committee recommend

To the May 30, 2023 meeting of Council, or to the May 15 meeting of Council

That Council approve the closure of Webster Street to support the NKEC graduating class promenade.

MOTION CARRIED

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

(b) Kentville Lions Club Lease

CAO Troke outlined the lease agreement and the proposed lease for the Kentville Lions Club in the town-owned facility. This lease relationship has the tenant paying \$1 per month, and covering all utilities, taxes, and repairs. Another town-owned building on Station Lane has a different relationship with the tenant, however these tenants focus on different activities (history vs. fundraising).

See report for more information.

Discussion

- Council requests that staff review and revise a past report which calculates the value of different town-owned properties.
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It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

That Council Advisory Committee recommend

To the May 29, 2023 meeting of Council

That Council approve the proposed lease between the Town and the Kentville Lions Club.

MOTION CARRIED

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

9. PUBLIC COMMENTS

(a) Marcia McNeil

Concerns about staff not letting students have a grad promenade.

(b) Jennifer Curry

Concerns about staff not letting students have a grad promenade on Webster Street.

(c) Donna Conrad

Support for the promenade event, and for parents who have supported her Stocking Stuffer campaign each year.

(d) Meghan Sabean

Support for following policies but also for making exceptions to support people and community in some rare cases.

10. IN CAMERA

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council move into a closed session at 8:55 pm to discuss a personnel matter.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved Deputy Mayor Savage and seconded by Councillor Gerrard

That Council return to open session at 9:02 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 9:03 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk
Dan Troke

