



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: December 11, 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 Interim Chief Administrative Officer (CAO) Rachel Bedingfield 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:

- David Bell, Director of Engineering
- Marty Smith, Chief of Police
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Craig Langille, Acting Director of parks and Recreation
- Rachel Bedingfield, Interim Chief Administrative Officer
- Jason Bethune, Technology

REGRETS

Brain Injury Association of Nova Scotia, Emily Roeding
Valley Community Learning Association, Peter Gillis

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Removed: Presentation by Brain Injury Association of Nova Scotia

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

That the agenda for the Council Advisory Committee meeting of December 11, 2023 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, November 14, 2023.

In item 6.a and 6.b, voting results should read “voted against”

It was moved that the minutes from the Council Advisory Committee meeting held on November 14, 2023 be approved as amended.

MOTION CARRIED

4. PRESENTATIONS

(a) **Brain Injury Association of Nova Scotia**

Removed from the agenda

(b) **Valley Community Learning Association**

Not present

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) **Finance**

(1) **Directors Report**

Director Wanda Matthews presented the report for the period ending October 31, 2023. To this date 60.1% of the operating budget has been expended, and 86.8% of revenue has been collected. She also reviewed the sanitary sewer budget and revenues from bills. She explained that the Property Assessed Clean Energy (PACE) program is still under review.

See report for more information.

(2) **Valley Waste Guarantee Resolution (Temporary Borrowing Resolution)**

Director Wanda Matthews presented the two borrowing resolutions which require a guarantee from municipal partners, in the amounts of \$17,800 and \$57,125, which are the town’s shares.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend

To the January 29 2024 meeting of Council

That Council approve the attached Temporary Borrowing Resolution in the amount of \$174,000, the Town of Kentville 10.23% share is \$17,800 of the Valley Regional Solid Waste Resource Management Authority Partnership.

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 Andrew Zebian

That Council Advisory Committee recommend

To the January 29 2024 meeting of Council

That Council approve the attached Temporary Borrowing Resolution in the amount of \$553,000, the Town of Kentville 10.33% share is \$57,125 of the Valley Regional Solid Waste Resource Management Authority Partnership.

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

Director Dave Bell presented the Planning and Development department report for November 2023. Highlights included 7 development permits in October, 1 subdivision permit application, and a building valuation of \$17,095,612.50 for the year thus far. He also shared a delay in the Blooms on the Block tree planting program due to shipping issues.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Craig Langille presented his report for November 2023. Some of the highlights included hemlock conservation, Acadia student placements, recruitment and Bird Friendly Town designation. For staffing, staff have invited 4 Acadia students to support recreation projects. The arena digital sign has been purchased and the Burgher Hill shelter is under construction.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report, which included a review of training, meetings and staffing. Chair Gillian Yorke gave an update on discussion at the Board including support for the Community Crisis Navigator program, and mental health leadership training.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell submitted his report for November 2023. Some of the highlights included replacement of a pump at the water commission, launching the winter fleet and crew for the first snowfall, and an update about stormwater management in the Condon Avenue area. He shared that the flexible delineators along Webster will be removed for the winter and replace damaged ones.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Rachel Bedingfield presented the staff report for November 2023. Highlights included the first all staff town hall meeting, review of policies and procedures with the executive leadership team.

See report for more information.

(2) Housing and Community Partnerships

CAO Rachel Bedingfield presented the Housing and Community Partnerships report with highlights including presentation at a national conference on homelessness, updates to the provincial secondary suite incentive program and extension of the timeline for the results of the Housing Accelerator Fund grant.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Staff Memo on Correspondence Best Practices

CAO Bedingfield reviewed the existing policy guiding correspondence submitted to Council, and added best practices that will be followed until the Council Meeting Policy is reviewed in its entirety.

See report for more information.

Discussion

- Concerns raised about not following policy over the past few years.

- Clarification that the Clerk will determine if there is offensive or inappropriate content.
- Clarification that for all letters sent to councilandmayor@kentville.ca , the Mayor will share them with the Deputy Clerk to add them to the meeting package, and it must be correspondence sent to all of Council and not just the Mayor or a single Councillor.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council Advisory Committee recommend

To the January 29 2024 meeting of Council

That Council adopt these correspondence best practices, with amendments discussed.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

- (a) **None.**

8. NEW BUSINESS

- (a) **Sustainable Communities Challenge Grant Application**

CAO Bedingfield outlined the grant application that will see residents learn more and implement natural stormwater management practices over a two-year period.

See report for more information.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council Advisory Committee recommend

To the January 29 2024 meeting of Council

That Council approve the Sustainable Communities Challenge grant application in support of a two-year project “Climate Resilience Initiative: Natural Stormwater Management”

And further that Council support the cost of the project at \$156,450 with \$124,000 coming from the SCC grant

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. PUBLIC COMMENTS

(a) Gary Randall

Concerns about the erosion along the Donald Hiltz Connector Road infrastructure and stormwater management.

(b) John Andrew

Concerns about the town becoming a centre for housing insecure people in the province. Concerns about barriers to creating a compassionate emergency shelter for housing insecure people.

(c) Deborah Large

Concerns about unhoused and homeless people in Kentville, and more people coming to Kentville because of the number of services here.

9. IN CAMERA – LEGAL

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

That Council move into a closed session at 7:48 p.m. to discuss a legal matter

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 Councillor Andrew Zebian

That Council move back into open session at 9:02 p.m.

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 9:05 p.m.

MOTION CARRIED



Minutes Approved by Town Clerk