



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: January 8, 2024
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) Louis Coutinho 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, Director of Parks and Recreation
- Louis Coutinho, Interim Chief Administrative Officer
- Jennifer West, Recording Secretary

GUESTS

Richard Galpin, Kings County Racquet Association
Peter Gillis, Valley Community Learning Association

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Removed: 4.b Brain Injury of Nova Scotia
Addition: 4.c Valley Community Learning Association
Addition: 10. b In Camera Legal
Addition: 10. c In Camera Personnel
Removed: 10.a In Camera Land

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

That the agenda for the Council Advisory Committee meeting of January 8, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

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

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

MOTION CARRIED

4. PRESENTATIONS

(a) Valley Racquet Centre

Richard Galpin from the Valley Racquet Centre Association presented his vision for a tennis and pickleball facility in Kentville, including potential locations for the facility. The proposed facility is supported by Tennis Canada, Tennis Nova Scotia, regional municipalities and sports clubs. The estimate for the construction of this facility is \$7.3 million dollars. Mr. Galpin is asking the Town for a 50-year lease for the land at 1\$/year, including water and sewer connections. Other financial commitments will be negotiated by the town and Valley Racquet Centre. Valley Racquet Association will manage the facility.

Presentation available

Discussion

- Concerns about location, including building at the soccer field and losing the underlying irrigation infrastructure, or building at Oakdene Park and losing a soccer field at that existing facility.

(b) Valley Community Learning Association

Executive Director Peter Gillis gave an update on the programs and events planned at VCLA for 2024. He described VCLA's literacy programs, adult high school, technical certification support, youth employment programs, community suppers, food security workshops and much more. In the near term, VCLA is planning to build an all-season greenhouse as part of the food security programs.

Presentation available

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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 71.8% of the operating budget has been expended, and 88.6% of revenue has been collected. Director Matthews outlined the recruitment process for a payroll position and described staff's approach to organizing the 2024-2025 capital budget. She also provided clarity on the borrowing rates for the temporary borrowing resolutions for Valley Waste as coming from two different fiscal years.

Director Matthews reviewed the variances for the Town and forecasted being under budget by approximately \$2,000,000.

See report for more information.

(b) Planning and Development

(1) Department Report

Director Dave Bell presented the Planning and Development department report for December 2023. Highlights included 8 development permits in December, 1 subdivision permit application, and a building valuation of \$20,999,347.00 for the year thus far.

See report for more information.

Discussion

- Concerns about the planning position remaining unfilled and the need of a senior planner in the near term. A planning firm is being sought to cover this work.

(c) Parks and Recreation

(1) Director's Report

Director Craig Langille presented his report for December 2023. Some of the highlights included After School programming for Kings County Academy with the Kings County Family Resource Centre, hiring Amanda Haslett as the Administration and Communications Coordinator. Over the holidays the arena plant had a failure and staff worked hard to bring it back online to continue programming for residents and teams.

See report for more information.

Discussion

- Questions about the status of the conditions assessment report for the arena. Part of the work needs to take place when there is no ice surface.

(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 discussions at the Board including strategic planning and budgeting. Chief Smith gave a review of training programs for officers and staff.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell submitted his report for December 2023. Some of the highlights included repairing water main breaks and completion of paving in the MacDonald / Henry / Braeside area. Director Bell gave a review of the asset management plan and of the stormwater management recommendations in the Condon Avenue area, which will all contribute information to the development of the Donald E. Hiltz Road.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

Interim CAO Louis Coutinho presented the CAO report for December 2023. Highlights included meeting with staff, supporting the Executive Team, review of business planning, review of policies and practices, improving customer service to the community, and preparation for the incoming CAO Jeff Lawrence.

See report for more information.

(2) Housing and Community Partnerships

Interim CAO Louis Coutinho presented the Housing and Community Partnerships report with highlights including hiring Acadia student placements, the One-Day-Learning Experience for Acadia Community Development students, and participation in the CMHC Housing Solutions working group.

See report for more information.

Meeting recess at 8:00pm.

Meeting resumed at 8:07pm

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Staff Memo on Interim Legal Reporting Best Practices

Mayor Sandra Snow outlined the existing legal reporting practices in Kentville and in other municipalities and described a process for reporting in the future. CAO Coutinho asked for clarity on the direction of Council on this matter and the reason for the request. He suggested broad categories of legal fees such as legislative, legal counsel and risk management, labour relations, human resources, and freedom of information requests.

See report for more information.

7. CORRESPONDENCE

(a) Department of Municipal Affairs, John Lohr

Update on the new pallet shelter location outside of Kentville on Exhibition Street.

8. NEW BUSINESS

(a) Municipal Planning Strategy Amendment

At the September 11 2023 meeting of Council Advisory Committee, the Planning Consultant for the Town provided some minor amendment suggestions for the MPS regarding engagement with adjacent municipalities, and wording in the MPS and the Public Participation Policy.

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 give First Reading to the amendments of the Municipal Planning Strategy

And further schedule a public hearing prior to second reading on February 26, 2024.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Community Climate Capacity Grant Application

Mayor Sandra Snow outlined the need for more coordinated support for climate and sustainability initiatives in the town, and how this grant would provide a climate staff person for the town over three years.

See report for more information.

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

That Council Advisory Committee recommend
To the January 29 2024 meeting of Council

That Council support the Community Climate Capacity grant application.

MOTION CARRIED

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

(c) Long Term Plan for Accessibility and Efficiency in Town Hall Building

Mayor Sandra Snow described the provincial goal of public buildings being accessible by 2030, and to achieve this target Council must start to consider the future of the municipal workspace building. Mayor Snow suggested that Council consider this report and the recommendations provided, with a list of 5-10 “non-negotiables” features of a town hall. She also suggested that Council consider staff and residents needs to help develop the direction for this building.

See report for more information.

Discussion

- Concern about costing and visioning this idea.
- Staff will provide these reports to Council on the Sharepoint Drive.
- Council will provide feedback and submit them to the Sharepoint Drive.

(d) Request for funding support, Valley Racquet Association

Mayor Snow reviewed the presentation from the beginning of the meeting, and the request by this group. Council asked the CAO to provide a full report to Council on the potential location, impact to user groups, access and financial cost to the town, including an option to explore Oakdene Park as a location for this facility.

See report for more information.

Discussion

- Concerns about locating the remaining funding for the full cost of \$7 million.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That Council Advisory Committee recommend
To the March 25 2024 meeting of Council

That Council approve direct the CAO to provide a full report on the potential location, impact and financial cost to the town of the racquetball facility.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. PUBLIC COMMENTS

(a) Marcia McNeil, Acadia Drive

Concerns about the Robinson Property court case being deferred to 2025 and the excess money toward this case. Concerns about the responses from Council on this matter.

(b) Ron Cousins

Agreement with the previous comments.

(c) Bunny Bennett

Concerns about traffic on West Main Street associated with the proposed racquetball facility. Concerns about large events and the lack of accommodations to facilitate these kinds of tournaments. Concerns about a comfort station in centre square.

9. IN CAMERA – PERSONNEL AND LEGAL

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

That Council move into a closed session at 9:01 p.m. to discuss personnel and 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 Gillian Yorke and Councillor Paula Huntley

That Council move back into open session at 10:19 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

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