



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: January 29, 2024

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

That the agenda of January 29, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council meeting held on November 27, 2023

It was moved that the minutes of the Council meeting on November 27, 2023 be approved as distributed.

MOTION CARRIED

(b) Special Council meeting held on December 6, 2023

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It was moved that the minutes of the Special Council meeting on December 6, 2023 be approved as distributed.

MOTION CARRIED

(c) Special Council meeting held on December 11, 2023

It was moved that the minutes of the Special Council meeting on December 11, 2023 be approved as distributed.

MOTION CARRIED

(d) Special Council meeting held on December 21, 2023

It was moved that the minutes of the Special Council meeting on December 21, 2023 be approved as distributed.

MOTION CARRIED

(e) Special Council meeting held on January 8, 2024

It was moved that the minutes of the Special Council meeting on January 8, 2024 be approved as distributed.

MOTION CARRIED

(f) Special Council meeting held on January 22, 2024

It was moved that the minutes of the Special Council meeting on January 22, 2024 be approved as distributed.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

(a) None.

5. RECOMMENDATIONS AND REPORTS

(a) **Council Advisory Committee Reports**

(1) **Valley Waste Temporary Borrowing Resolution**

At the December 11, 2023 meeting of Council Advisory Committee, 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.

Report available

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

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:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(2) Valley Waste Temporary Borrowing Resolution

At the December 11, 2023 meeting of Council Advisory Committee, 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.

Report available

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

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:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(3) Correspondence Best Practices

At the December 11, 2023 meeting of Council Advisory Committee, 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. The Mayor will share all emails/letters sent to councilandmayor@kentville.ca with the Deputy Clerk to add them to the meeting package, provided there was no derogatory or inappropriate language. Correspondence must be addressed to all of Council and not just the Mayor or a single Councillor.

Report available

Discussion

- Letters (digital or printed) submitted to Council would be forwarded from the Mayor to the Deputy Clerk for review. If they contain inappropriate* content, they are forwarded to the CAO who will contact the author to have it removed or re-written. Correspondence would be included in full, but will not be read during a meeting. For a letter to be read, it must receive a majority vote of Council. For a letter to be discussed it could be raised by a single Councillor if the content is appropriate. The Mayor is the elected representative tasked with responding to letters on behalf of Council. All members can respond to letters during public Council meetings. A new email address called correspondence could be directed to the Clerk to be added to the agenda. All correspondence items will be shared on the Council website.
* offensive, derogatory, disrespectful, or related to an active legal matter

Councillor Gerrard joined the meeting at 6:13pm

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

That Council adopt the correspondence best practices, as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Sustainable Communities Challenge Grant Application

At the December 11, 2023 meeting of Council Advisory Committee, CAO Bedingfield outlined the grant application that will see residents learn more and implement natural stormwater management practices over a two-year period.

Report available

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

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

(5) Municipal Planning Strategy Amendment

At the September 11, 2023 meeting of Council Advisory Committee, staff working with the planning department presented some minor amendment suggestions for the MPS regarding engagement with adjacent municipalities, and wording in the MPS and the Public Participation Policy.

Report available

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

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:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard

(6) Community Climate Capacity Grant Application

At the January 8, 2024 meeting of Council Advisory Committee, Mayor Sandra Snow outlined the need for more coordinated support for climate and sustainability initiatives in the town, and how a grant through the Community Climate Capacity program would provide a climate staff person for the town over three years.

Report available

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

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

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Highlights included the Board of Police Commissioners meeting, Special Council meeting on rezoning, Joint Fire Services committee meeting, and CAO selection committee meeting.

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Report available for more information.

(2) Councillor Paula Huntley

Highlights included Inclusion and Access Advisory Committee, Nova Scotia Federation of Municipalities Municipal Autonomy Committee, Federation of Canadian Municipalities Partners for Climate Change, Brain Injury Nova Scotia, Street Renaming and Reconciliation Ceremony, the Town's Bird Team Meeting, and a summary of correspondence. Councillor Huntley gave a review of her conference in Ottawa in November, with highlights including the "municipal growth framework" around infrastructure, climate change, trades and housing.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included attending special council meetings, Names List committee meeting, Inclusion and Access Advisory Committee meeting, Annapolis Valley Trails Coalition meeting regarding trail maintenance and funding cuts, Welcoming and Belonging task team, and the Kentville Police Service brunch event, and the Street Renaming and Reconciliation event.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included Kentville Business Community board meeting, Special Council meeting around the proposed Kentville Crossing development, Kings Regional Emergency Management Organization, Investment Advisory Committee, and Regional Sewer Committee meetings. Update on staffing at the Kentville Business Community

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included the Kings Point to Point committee meeting, the Annapolis Valley Regional Libraries meeting around a funding model, and the Board of Police Commissioners strategic plan and work plan.

Report available for more information.

(6) Councillor Andrew Zebian

Highlights included Heritage Committee meeting, Kentville Volunteer Fire Department meetings, and conversations around the dangerous and unsightly properties bylaw.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow reported on her activities this month with highlights including lunch and learn with immigration services, webinar on child poverty, resources on the provincial low income child pharmacare program, information on Canada learning bonds, Blue Monday webinar, opening of Valley Ford, and the Nova Scotia Fruit Growers Association annual general meeting.

Report available for more information.

6. NEW BUSINESS

(a) Heritage Committee Memo

Councillor Andrew Zebian outlined the work of the Kentville Heritage Committee, and the suggestion they brought forward with respect to planning and development processes.

Report available

Discussion

- Suggestion that staff return this report in March.
- Clarification that staff will bring models and information back to Council for information.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That Council direct the CAO provide support to the Heritage Committee request as detailed in the December 11 memo to Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Information Report – Freedom of Information and Protection of Privacy

CAO Lawrence reviewed the report on FOIPOP processes, timelines, extension, fees and protection of privacy.

Report available

(c) Information Report – Deed Transfer Tax

CAO Lawrence reviewed the report on deed transfer taxes in Nova Scotia and in Kentville. The report showed that Kentville is the only town in the province that does not collect this tax, the revenue of which could help support infrastructure, accessibility and other significant project.

Report available

Discussion

- Revenues from a deed transfer tax could be added to a dedicated reserve or could be invested.

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

That Council direct the CAO to provide a recommendation on deed transfer tax and draft bylaw to CAC in March.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(d) Information Report – Legal Expenses

CAO Lawrence reviewed the report on legal expenses, and made recommendations about other reporting mechanisms for Council. The report created by Interim CAO Coutinho reflected the request by Council

Report available

Discussion

- Clarification around which categories could be further broken down however this would require consultation with the legal team.
- Follow up around..

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That Council direct the CAO to implement the proposed legal expense report, and further provide quarterly reporting of legal expenses at CAC meetings

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(e) Information Report – Cornwallis Street Sign

CAO Lawrence reviewed the report on the Cornwallis Street sign and provided options to Council for storage of the last sign.

Report available

Discussion

- Concerns were raised about the capacity of town hall for storing historical archives.
- Suggestion that the wording of the loan be in consultation with the Indigenous community.

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It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

That Council direct the CAO to prepare the Cornwallis Street Sign for loan to the Kentville Historical Society as discussed.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(f) Intermunicipal Service Agreements

Mayor Snow reviewed the Intermunicipal Service Agreements for Valley Waste and Kings Transit Authority and introduced the budgets for both organizations.

Report available

Discussion

- Concerns about ridership from Kentville residents and the contribution calculation. A regional study is finishing this year that would give recommendations around ridership and routes.
- The IMSA restructuring is taking time to understand all the challenges and opportunities.
- Concerns about the relationship between Kings Transit and the Regional Transportation Agency.
- Concerns about the cost of electric trucks.

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

That Council approve the attached Kings Transit 2024/25 Operational budget in the amount of \$3,836,948; and

Further that council approve the 2024/25 capital budget in the amount of \$5,630,000; and

Further that council approve the municipal operating grant in the amount of \$1,729,103, the Town of Kentville 20% share is \$345,821.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Discussion

- Kings Transit received a municipal operating grant, however for Valley Waste the partners fund this at 100%.

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

**That Council approve the attached Valley Waste 2024/25 Operational budget in the amount of \$6,859,565; and
Further that council approve the 2024/25 capital budget in the amount of \$1,545,000; and
Further that council approve the municipal contribution in the amount of \$6,859,565, the Town of Kentville 10.33% share is \$708,444.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(g) Development Officer Appointment

CAO Jeff Lawrence outlined the urgent need to appoint a Development Officer to help with development matters in the town.

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

That Council appoint Fuki Asai and Raleigh Kings from C+D Planning Consultants as the Town of Kentville Active Development Officers.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

(a) Annapolis Valley Regional Library

CAO Lawrence read the letter regarding a need for new calculation of funding to support the regional library system.

8. PUBLIC COMMENTS

(a) Dion Davidson, Park Street

Mr. Davidson read a letter to Council outlining concerns about flooding issues and stormwater studies. He requested that the stormwater management report be made public and that Council consider conflict of interest with Brison Developments

(b) Ron Cousins

Mr. Cousins agrees with the previous resident about development and about conflict of interest in development and stormwater management.

(c) Gary Randall, School Street

Concerns about clear cutting in the Donald Hiltz area which could result in flooding in the lower communities. Concerns about conflict of interest around the development.

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(d) Brent O'Connor, Orchard Road

Concerns with communication through the mayorandcouncil email list, as a means to gain information and share concerns about issues in the town.
Concerns about hiring a private company for development officer services.
Concerns about reducing communications and reducing engagement with residents.

(e) Mark Rogers

Concerns about stormwater and flooding affecting quality of life in the town.
Concerns about the Robinson property matter, and letters to Council which are not being included in the meeting package. Mr. Rogers read a letter into the record and asked for Council to make a motion to return the former Robinson property back to the developer.

9. IN CAMERA

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

That Council move into a closed session at 8:13 pm to discuss matters of land and legal.

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 Cathy Maxwell

That Council move back into open session at 8:34 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

It was moved

That the January 29, 2024 meeting of Council adjourned at 10:24 p.m.

MOTION CARRIED

Approved by CAO Jeff Lawrence

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