



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: September 11, 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:**

- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Marty Smith, Acting Chief of Police
- Kirsten Duncan, Acting Development Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Dan Troke, Chief Administrative Officer
- Jennifer West, Recording Secretary

**GUESTS**

Caroline Robertson, C+D Consulting, Town Planner  
Sherri Lee and Carolyn Campbell, Evangeline Club

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

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## **2. APPROVAL OF THE AGENDA**

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

**That the agenda for the Council Advisory Committee meeting of September 11, 2023 be approved.**

**MOTION CARRIED**

## **3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, June 12, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on June 12, 2023 be approved.**

**MOTION CARRIED**

## **4. PRESENTATIONS**

### **(a) Evangeline Centre**

Sherri Lee and Carolyn Campbell from the Evangeline Club presented information about the Club, which aims to provide services to community members who have mental disabilities or are unhoused. The purpose of the club is to have a place to go that is free from stigma and isolation. Sherri wanted to raise awareness around the need for government funding to support non-profits and communities. The Club requires \$150,000 to \$250,000 annually to operate and serves as emergency sheltering through Open Arms.

*Presentation available*

## **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

### **(a) Finance**

#### **(1) Directors Report and Operating and Capital Forecasts**

Director Wanda Matthews presented the report for the period ending August 31, 2023. To this date 12.6% of the capital budget has been expended. Final tax bills have been sent to residents this month. Cybersecurity insurance has been purchased by the town to ensure the safety of data and personal information.

*See report for more information.*

#### **(2) Temporary Borrowing Resolution, Kentville Water Commission Capital**

Director Matthews presented the report for the temporary borrowing resolution to support work along the Donald E. Hiltz Connector.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council approve the temporary borrowing resolution for \$50,000 in support of the ICIP Donald E. Hiltz Connector.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Temporary Borrowing Resolution, Withdrawal from Capital**

Director Matthews presented the report for the temporary borrowing resolution to support various capital projects including Protective Services (building), Parks and Recreation (sport fields), Transportation (equipment, trails, streets and sewer).

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council approve the temporary borrowing resolution for \$2,390,000 in support of schedule A capital projects.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(4) Temporary Borrowing Resolution, Sanitary Sewer**

Director Matthews presented the report for the temporary borrowing resolution to support work on the MacDonald subdivision sewer system. This item will be brought to Council at the end of the meeting, after review and approval of the sanitary sewer budgets.

*See report for more information.*

**(b) Planning and Development**

**(1) Department Report**

Acting Development Officer Kirsten Duncan presented the planning and development department report for August 2023. Highlights included 14 development permits in August, a building valuation of \$4,894,496.14 for the year thus far, several subdivision applications, and a site plan approval for a

property in the north end of the town. The Historic Kentville video was completed and released by the Kentville Historic Society. The Pumpkin People theme in 2023 is Under the Sea and is a partnership with Valley Waste around waste reduction and recycling.

*See report for more information.*

**(2) Municipal Planning Strategy Amendment Presentation**

Caroline Robertson from C+D Community Design is the Town's Planner and will be presenting reports and recommendations for the Town. Ms. Robertson reviewed options for Planning advisory committees and provided recommendations for updates to the municipal planning strategy.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council review the proposed MPS policy recommendations and schedule a public participation meeting.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Rezoning Application**

Planner Caroline Robertson outlined a proposal for a single detached dwelling in an R5 zone. To facilitate this construction, the deed holders wish to rezone a small section of the property to R1. The Municipal Planning Strategy policy will allow the remainder of the property to develop for more intensive uses. The location of the proposed parcel of land, adjacent to other R1 lots, makes this a good candidate for R1 rezoning.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Cate Savage

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council approve first reading of the proposal to rezone of a portion of PID 55112999 from large-lot R5 zone to single-unit dwelling (R1) zone as outlined in the attached proposal.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield presented her report for August 2023. Some of the highlights included the Housing Accelerator Fund application, \$3706.21 raised for the Spike fund, hiring for the Neighbourhood Outreach Program Coordinator and changes in staff organization. The Summer Outreach team and the Active Transportation Coordinator worked all summer to reach out to residents to learn about recreation and active transportation opportunities.

*See report for more information.*

**(2) Deer Haven Greenspace Recommendation**

Director Bedingfield presented her report on the greenspace in Deer Haven, which was designed to act as a connector for wildlife and a conduit for runoff. Staff reached out to the residents through a public engagement session and a community survey about the interest in a trail in Deer Haven. Community response was generally in support of a green space, with some landscaping.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Cate Savage

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council approve the plan for the Deer Haven greenspace  
And further approve mowing and maintenance of a footpath from Deer  
Haven Drive connecting the Fenway Court and Whitetail Court Trail**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Tennis Facility Update**

Director Bedingfield presented the report on a proposed tennis facility near the Credit Union Recreation Complex. Regional and national groups have come together to help grow the sports of tennis and pickleball, and they are collaborating to find new facility locations. The Town of Kentville is a community of interest from sites across Canada. The groups asked for a

commitment from Council around a site in Kentville for a facility to be potentially built.

*See report for more information.*

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**That Council Advisory Committee recommend**

To the September 25 2023 meeting of Council

**That Council approve in principle of the requested lot at 125 Park Street for the future construction of a tennis-pickleball facility,  
And further that staff continue to work with the Kings County Tennis Association to support their efforts in bringing an indoor tennis and pickleball facility to Kentville.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(d) Police Report**

**(1) Acting Chief's Report**

Acting Police Chief Marty Smith presented the police commission report, which included human trafficking discussion, Drag Me to Dinner event, and staff changes including hiring of two constables and the retirement of Jim Butler.

*See report for more information.*

**Discussion**

- Concerns about perceived changes in community safety due to an increase in unhoused or marginalized persons in the town. The data around call volume does not reflect a change in community safety.
- The job posting for Chief of Police has been posted and will close on September 15<sup>th</sup>.

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell submitted his report for August 2023. Some of the highlights included Canaan Avenue repair, lights on the Kentville Bridge, and sidewalk replacement for the AT connector and downtown. Extensive rain in a short time period overwhelmed the stormwater system last week in the south end. The strongest long-term plan for stormwater management is to construct stormwater management features along the new Donlad Hiltz Connector Road.

*See report for more information.*

Discussion

- Request for further information on stormwater management options for the south end of town (Condon, Palmetter and KCA).
- The town is able to provide some sandbags for residents in emergency conditions.

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Dan Troke submitted his report for August 2023. Highlights included edits to the Property Assessed Clean Energy program, the Joint Regional Transportation Agency, regional sewer discussion with the County of Kings, the Housing Accelerator Fund application, and discussions with the provincial government around service exchange.

*See report for more information.*

Discussion:

- Concerns about repairs to the Kentville Heritage Centre not being completed. Some work has been completed and the public works team has been assigned to emergency work around flooding events.

**(2) Housing and Community Partnerships**

CAO Troke presented the first staff report on housing and community partnerships. Alisha Christie, Housing and Community Partnerships Coordinator, will continue to work on community initiatives around the Kentville Housing Plan. Outside of Halifax and Cape Breton communities, Kentville is well positioned to understand issues around housing and homelessness and take action based on known conditions.

*See report for more information.*

**(3) Mentoring Plus Quarterly Update**

CAO Troke presented the quarterly report from Mentoring Plus. The program continues to connect mentors and mentorees.

*See report for more information.*

**6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

**(a) Development Officer Appointment**

CAO Troke described the need to formally appoint a Development Officer, and recommended Planning Technician/Assistant Development Officer Kirsten Duncan be given this appointment.

*See report for more information.*

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

**That Council Advisory Committee recommend**  
To the September 25 2023 meeting of Council

**That Council approve the appointment of Kirsten Duncan as the Development Officer for the Town of Kentville.**

**MOTION CARRIED**

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

**(b) Treasurer Appointment**

CAO Troke described the need to formally appoint a Treasurer and indicated that Director of Finance Wanda Matthews has been given this appointment.

*See report for more information.*

**7. CORRESPONDENCE**

**(a) None.**

**8. NEW BUSINESS**

**(a) Sewer Budget**

Directors Bell and Matthews presented the Proposed 2023-2024 Sanitary Sewer Budget. The capital budget is seeking \$400,000 for the Phase 2 of the MacDonald Avenue subdivision, Mill Run and the Kentville Business Park. The proposed operating budget is for \$1,490,900.

*See report for more information.*

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

**That Council Advisory Committee recommend**  
To the September 25 2023 meeting of Council

**That Council approve the balanced Sanitary Sewer Area Service Operating Budget in the amount of \$1,490,900 for 2023-2024**  
**And further, conduct a rate study.**

**MOTION CARRIED**

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



**That Council Advisory Committee recommend**  
To the September 25 2023 meeting of Council

**That Council approve the Sanitary Sewer Area Service Capital Budget in the amount of \$400,000 including its funding sources for the year 2023-2024.**

**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 Paula Huntley

**That Council Advisory Committee recommend**  
To the September 25 2023 meeting of Council

**That Council approve the temporary borrowing resolution for \$180,000 in support of the MacDonald/Henry/Braeside Phase 2.**

**MOTION CARRIED**

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

**9. PUBLIC COMMENTS**

**(a) Janet Specht, 23 Condon Avenue**

Concerns about floods impacting her property and the lack of progress on resolving flood issues. The stormwater runoff in this area is as strong as a river and up to 2 feet deep.

**(b) Rai LeCotey, Deer Haven Drive**

Concerns about deed owners in Deer Haven Drive landscaping on and changing town property. He asks that a low fence be installed along the new trail in this area to delineate the trail from private property.

**(c) Frank Twohig, Canaan Avenue**

Concerns about subsidence along Canaan Avenue, and many months of road closures along this route.

**(d) Carolyn Houston, Deer Haven Drive**

Gratitude for the new trail, and looking forward to features for children to play on. She requests that the property lines along the trail be clearly marked. She volunteered to help with trail maintenance.

**10. IN CAMERA – LAND, PERSONNEL AND LAND**

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

**That Council move into a closed session at 9:32 pm to discuss a land matter.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**That Council return to open session at 10:06 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*


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

**11. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 10:06 p.m.**

**MOTION CARRIED**



Minutes Approved by Town Clerk  
Rachel Bedingfield