



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: November 14, 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
- Jennifer West, Recording Secretary

**GUESTS**

Becca LaPierre, Basic Income Guarantee

**REGRETS**

Peter Gillis, Valley Community Learning Association

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Addition: 5.e.2 Recommendation for the Joint Forcemain Funding Application

Addition: 8.b Appointment of Assistant Returning Officer  
Addition: 8.b Switching Voters List on the agenda with Advance Poll Date  
Removed: 4.b Presentation by the Valley Community Learning Association

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That the agenda for the Council Advisory Committee meeting of November 14, 2023 be approved as amended.**

### **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, October 10, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on October 10, 2023 be approved.**

### **MOTION CARRIED**

#### **4. PRESENTATIONS**

##### **(a) Basic Income Guarantee**

Becca LaPierre and Roger Tatlock, volunteers with the organization supporting a Basic Income Guarantee (BIG) in Nova Scotia, introduced Council to the goals and vision of the organization, and asked for their support in promoting a basic income guarantee to the provincial and federal governments.

*Presentation available*

#### **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 47.9% of the operating budget has been expended, and 83.9% of revenue has been collected.

*See report for more information.*

Discussion

- Clarification of “process optimization”, around improving efficiency in the Department of Finance.
- Clarification of the tax levy notices having been sent out to residents.

##### **(2) Forecast – Projections Report**

Director Wanda Matthews presented the forecast report with details on revenues and an outline of expenses. Staffing represents a significant issue for the budget and are still expected to balance the budget by the end of the year.

*See report for more information.*

Discussion

- Concern about the legal account approaching budget. This issue will be discussed in more detail in an in-camera session.
- Clarification of banked vacation time and encouraging staff to use their vacation days.

**(3) Reserve balance update**

Director Wanda Matthews presented the reserve balance update, outlining updates of each reserve funds for the town.

*See report for more information.*

Discussion

- Clarification of the reserves for the Kentville Water Commission, and the impact of rate changes on this reserve fund.
- Clarification of the Other Reserves as coming from gas taxes and one-time grants from other levels of government.
- Confirmation that at this time, the County of Kings has not reconciled their amounts due.

**(b) Planning and Development**

**(1) Department Report**

Development Officer Kirsten Duncan presented the planning and development department report for October 2023. Highlights included 7 development permits in October, 1 subdivision permit application, and a building valuation of \$566,695 for the year thus far.

*See report for more information.*

Discussion

- Request for an update on the amendment to the Land Use Bylaw for amenity space.

**(c) Parks and Recreation**

**(1) Director's Report**

Director Langille presented his report for October 2023. Some of the highlights included a condition feasibility assessment for the Kentville Arena, Roxy Peterson joining the staff team, the retirement of Gerry Little, and the capital projects including skatepark lighting, placemaking in the Gorge, the arena sign, the Memorial Park shelter, Deer Haven Park and Holly Days.

*See report for more information.*

#### Discussion

- Clarification that the town will assess the condition of the arena because the regional recreation facility phase 1 project is not likely to include an arena. The goal is to assess the arena to keep it usable potentially until phase 2 of the regional project.
- Request that the department investigate alternative means to protect sledders and tobogganers on Burgher Hill from impacting the utility poles.
- Concern about using public funds for another feasibility assessment on the arena, and eagerness to consider investigating the construction of their own recreation facility. Many recreation facilities are aging and need to be assessed.

#### **(d) Police Report**

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

Police Chief Marty Smith presented the police commission report, which included hiring for the Deputy Chief position, presenting at the Nova Scotia Federation of Municipalities on the Community Crisis Navigator position.

*See report for more information.*

#### Discussion

- Clarification that residents contact the police department to report traffic issues. Suggestion of reducing speed limits and adding stop signs or speed bumps.

#### **(e) Engineering and Public Works**

##### **(1) Director's Report**

Director Bell submitted his report for October 2023. Some of the highlights included application to the Municipal Capital Growth program for replacement of a forced main pipe in collaboration with neighbouring municipalities, Canaan Avenue construction completion, and a new snow and salt truck planning to arrive in January.

*See report for more information.*

#### Discussion

- Update on removing the parking space on Park Street at the bottom of Chester Avenue, which will be completed in the spring.
- Update on public works staff moving the speed radar around town to identify locations of speeding. These digital signs are more effective than the static "Children Playing" signs.
- Update on the asset management plan, which staff continue to maintain.

**(2) Recommendation for Forcemain Grant Application**

Director Bell submitted his report outlining the need for a replacement of a forced main, the first of many capital projects in the coming years.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council support the joint application with the Village of New Minas and the applicant and asset owner, the Municipality of the County of Kings, for up to 50% funding through the Municipal Capital Growth Program for the replacement of the forcemains from the Justice Centre to end of the existing ductile iron pipes near Eaves Hollow.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(f) Administration**

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

CAO Rachel Bedingfield presented the staff report for October 2023. Highlights included the Executive Leadership Team, interviews for vacant positions, and provincial pallet project letter to the province.

*See report for more information.*

**(2) 2023 Annual residents Survey results**

Deputy Clerk Jennifer West presented the results of the annual survey, and how staff will be using this information to improve projects, policies, programs and services.

*See report for more information.*

**(3) Housing and Community Partnerships**

Alisha Christie, Housing and Community Partnerships Coordinator, presented the staff report on housing and community partnerships with highlights including meetings, partners, and partnership development to support housing, access and sheltering opportunities. She introduced the release of the provincial housing needs assessment.

*See report for more information.*

Discussion

- Clarification of funding directly from Federal government to the municipal government level.

**(4) Provincial Housing Needs Assessment**

Alisha Christie presented the Provincial Housing Needs Assessment and its impact on the housing crisis in the province and in Kentville. Staff will continue to work with developers in Kentville to identify their local needs and challenges that will help them construct deeply affordable housing.

*See report for more information.*

Discussion

- Concerns about the lack of trades and construction to support the housing industry.
- Clarification of the definition of a unit being an apartment or a single detached home.
- Staff have prepared a webpage with details of building permits which will be opened when the province releases a grant program for accessory dwellings.
- Concerns with the building industry constructing high end apartments and not deeply affordable housing stock. Some of these issues are being addressed by programs aimed at developers to help them reduce costs.

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

**(a) Changing of the Name of Cornwallis Street to Bridge Street Policy**

CAO Bedingfield presented the policy which formalizes the name change from Cornwallis Street to Bridge Street, effective January 8, 2024.

*See report for more information.*

It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council approve by policy that Cornwallis being a street located in the Town of Kentville, as shown in Schedule A, be renamed Bridge Street.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard*

**(b) Basic Income Guarantee request**

Mayor Snow reviewed the request by Becca LaPierre from earlier in the meeting around a letter from Council supporting a Basic Income Guarantee in Nova Scotia.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council support the basic income guarantee.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard*

## **7. CORRESPONDENCE**

- (a) **None.**

## **8. NEW BUSINESS**

- (a) **2023 Council Meeting Dates**

Mayor Sandra Snow introduced the proposed meeting dates for Council Advisory Committee and Council meetings in the 2024 calendar year, with working meetings on the second Monday of the month from January to May.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council approve the proposed schedule.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

- (b) **Municipal Election 2024**

CAO Rachel Bedingfield outlined several decision points that Council is required to make pertaining to the 2024 municipal election.

*See report for more information.*

#### **Appointment of Returning officer**

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

#### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council appoint Al Kingsbury as the Returning Officer  
And further, Jeannette Stapleton as the Assistant Returning Officer for the  
2024 municipal election.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

#### **Voting Method**

Discussion

- Poll of members for voting method supported a hybrid model of voting.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

#### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council establish online and paper voting ballots for the 2024 municipal  
election.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

#### **List of Electors**

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

#### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**Staff recommend that Council permit the Returning Officer to obtain and  
update the list of electors from Elections Nova Scotia.**

**And**

**That the permanent register of electors, established and maintained by  
Elections Nova Scotia, be used as the basis for the preliminary list of electors  
for the Town of Kentville in the October 19, 2024, municipal election.**



**MOTION CARRIED**

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

**Advance polls**

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**Staff recommend that Council hold advance polls on October 10, 2023.**

**MOTION CARRIED**

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

**9. PUBLIC COMMENTS**

**(a) Sharon Kehoe, Alicia Blvd**

Concerns with the legal fees budget, traffic concerns around the arena, and offered an apology to Councillor Zebian.

**9. IN CAMERA**

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council move into a closed session at 9:16 p.m.**

**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 Craig Gerrard

**That Council move back into open session at 10:04 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 10:05 p.m.**

**MOTION CARRIED**

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Minutes Approved by Town Clerk  
Rachel Bedingfield