



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: March 25, 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 5:49 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, 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

Councillor Cathy Maxwell

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Move New Business earlier in the meeting
Addition: Deed Transfer Tax to New Business
Remove In Camera

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That the agenda of March 25, 2024 be approved as amended.

MOTION CARRIED

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

3. APPROVAL OF THE MINUTES

(a) Council meeting held on February 26, 2024
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Section 4, Municipal Planning Strategy, amend “votes in favor” to read “votes against”.

It was moved that the minutes of the Council meeting on February 26, 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) Low Income Tax Exemption

At the March 11, 2024 meeting of Council Advisory Committee, Director Wanda Matthews presented the calculations for the proposed low-income tax exemption for 2024-2025. She explained the change in threshold levels from previous years to accommodate residents facing financial stress in this difficult economic period.

Report available for more information.

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

**That Council approve the Low-Income Tax Exemption for the 2024-25 year,
And further,**

That the exemption amount be set between \$385 to \$640, and further,

That the income ceiling be set at \$31,732, and further,

That the deadline for application be June 28, 2024.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

(2) Cornwallis Street sign

At the March 11, 2024 meeting of Council Advisory Committee, Deputy Clerk Jennifer West presented the report on the loan of the Cornwallis Street sign to the Kentville Historical Society. Council requested that the organizing committee prepare the wording to accompany the sign, and members declined this request. Staff prepared the wording to reflect the name change and reconciliation process.

Report available for more information.

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

That Council approve the recommended wording to accompany the Cornwallis Street sign being loaned to the Kentville Historical Society.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow and Zebian

Councillors who voted against this motion:

Yorke

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Highlights included Joint Fire Services and Board of Police Commissioners.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included a trip to Ottawa to speak about the Status of Women, and planning for the upcoming Valley REN meeting regarding businesses and contractors seeking apprentices.

Report available for more information.

(3) Councillor Cathy Maxwell

Not present.

(4) Deputy Mayor Cate Savage

Highlights included Regional Sewer Committee, Investment Advisory Committee, and the Positive Politics and Pizza event.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included Board of Police Commissioners training from the Department of Justice, meeting around the Naming Committee and community engagement, Community Housing Announcement, and the Big Crunch event.

Report available for more information.

(6) Councillor Andrew Zebian

Highlights included a workshop on the Net Zero Community Accelerator program, Community Housing meeting, Big Crunch at KCA school and a iftar dinner.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow reported on her activities this month with highlights including Research Nova Scotia webinar on Job Burnout, Valley Community Learning Association strategic planning, webinar from Statistics Canada, Federation of Canadian Municipalities webinar on community resilience, and the Gros Morne Tourism Institute workshop.

Report available for more information.

Verbal report from CAO Jeff Lawrence around meetings and activities relating to the capital budget and meetings with residents around stormwater management.

6. NEW BUSINESS

(a) Regional Sewer Committee Budget Review

Deputy Mayor Cate Savage reviewed the structure of the Regional Sewer Committee and the process of reviewing and approving their budget each year.

Reports available

It was moved by Deputy Mayor Cate Savage and Councillor Craig Gerrard

That Council approve the 2024-2025 Regional Sewer Operating Budget of \$2,00,500 with the Kentville share of \$1,031,200 and further broken down by capital contribution at \$313,100 (45.43% of total Capital); and further operating contribution at \$718,000 or 54.75% of the total Operating Budget

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

(b) Naming of the Kentville New Minas Dog Park

CAO Jeff Lawrence described the process of public engagement, selecting names, research the names, and selecting the final name for this park: Marshview Dog Park. New Minas is in support of this name for the park.

Report available

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

That Council approve the name Marshview Dog Park for the Kentville New Minas Dog Park.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

(c) Regrets for April Meeting

Mayor Sandra Snow submitted her report updating Council of her absence at the April 8 Council Advisory Committee meeting. Deputy Mayor Savage will chair that meeting in accordance with the Municipal Government Act.

Report available

(d) Joint Fire Services Recommendation

Councillor Craig Gerrard reviewed the structure of the Joint Fire Services committee with the County of Kings, and the need to update the existing contract to reflect current practices and policies that satisfies both parties.

Reports available

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

That Council direct the CAO and Mayor to write a letter of notice to the Kentville Volunteer Fire Department to terminate the current contract on March 31, 2025.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

It was moved by Councillor Andrew Zebian and Councillor Craig Gerrard

That Council direct the Kentville CAO to work with the Kings County CAO on the Joint Fire contract.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

(e) Deed Transfer Tax Bylaw

Mayor Snow reviewed the past meetings where the deed transfer tax was introduced, and reviewed the report provided to Council at the Special Council Meeting earlier in the day.

Reports available

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council approve First Reading of the Deed Transfer Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

7. CORRESPONDENCE

- (a) **Kenneth and Jacqueline Swards – Stormwater Management Report**
- (b) **Kings County Tennis Association – Concerns about staff report on facility**
- (c) **Sharon Kehoe – Comfort Station**
- (d) **Kentville Council to Province of Nova Scotia – Questions about Tiny Meadows Project**

8. PUBLIC COMMENTS

- (a) **None.**

9. ADJOURNMENT

It was moved

That the March 25, 2024 meeting of Council adjourn at 6:30 p.m.

MOTION CARRIED

Approved by CAO Jeff Lawrence



**TOWN OF KENTVILLE
SPECIAL COUNCIL MEETING
Meeting Minutes: March 25, 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 4:00 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Jeff Lawrence and Recording Secretary Jennifer West.

REGRETS

Councillor Cathy Maxwell

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

That the agenda of March 25, 2024 be approved.

MOTION CARRIED

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

3. NEW BUSINESS

(a) Staff Presentation: 2024-2025 Town of Kentville Capital Budget

Director Wanda Matthews gave a presentation to Council on the proposed capital budget for 2024-2025. Some components of this budget will also be discussed at upcoming meetings on the operating budget.

Report available

Discussion

- Concerns about stormwater management capital projects for the town and a long-term town-wide plan. The proposed projects will support the long-term plan around Condon Avenue.
- Request for more information about community downtown betterment projects.

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

That Council approve the 2024 – 2025 Capital Investment Plan in the amount of \$4,872,425 including the funding sources.

And further

confirm the 2023 – 2024 carry forward budget previously approved in the amount of \$2,854,400 utilizing funding sources as defined in the ratified 2024 – 2028 CIP

and further

That Council approve in principle \$18,515,869 in projected capital expenditure for 2025 - 2026 through 2028 – 2029 including the funding sources.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard

It was moved by Councillor Craig Gerrard and Deputy Mayor Cate Savage

That Council authorize the CAO to investigate and bring forward to Council 2025 – 2026 capital expenditures for items that would benefit from an early tendering process.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

It was moved by Councillor Andrew Zebian and Councillor Craig Gerrard

That Council approve the plan for capital reserve renewal to ensure sufficient balances are available to fund Capital Investment Projects projected capital purchases from Year 2 onward.

And Further increase annual reserve allocation from operating in the amount of \$169,000

And further Secure or provide for funding allocations totaling \$ 963,937 to bring General Capital Reserve unfunded projects to nil at the end of the Capital Investment Plan.

And further maintain a \$500,000 contingency in Kentville Futures Capital Reserves

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, Yorke and Zebian

(b) Staff Presentation: Deed Transfer Tax

Director Wanda Matthews presented her report on how a deed transfer tax would benefit the financial standing of the town and support upcoming large expenditures.

Report available

Discussion

- Clarification of where the revenue would be directed to, and the process of changing this in the future.
- The DTT is the cost to buy into the existing infrastructure where you are moving to, and can fund significant infrastructure and building upgrades in the future.
- Clarification that this is a bylaw which includes first reading, advertising and second reading.

It was moved by Councillor Craig Gerrard and Deputy Mayor Cate Savage

That Council approves moving forward on the Deed Transfer Tax through the Bylaw process.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

4. PUBLIC COMMENTS

(a) None.

5. ADJOURNMENT

It was moved

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**That the March 25, 2024 special meeting of Council adjourned at 5:26 p.m.
MOTION CARRIED**



Approved by CAO Jeff Lawrence