



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: April 8, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed to YouTube with closed captioning.

Deputy Mayor Cate Savage called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Jeff Lawrence reported the following members of Council and staff were present:

1. PRESENT

Council:

- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Andrew Zebian

Staff:

- Marty Smith, Chief of Police
- Craig Langille, Director of Parks and Recreation
- Wanda Matthews, Director of Finance
- Dave Bell, Director of Planning, Engineering and Public Works
- Geoff Muttart, Solicitor
- Alisha Christie, Housing and Community Partnerships
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

GUESTS

Maya Bevans, Silver Gliders Skating Club

REGRETS

Mayor Sandra Snow, Councillor Gillian Yorke

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Two additions to the in camera session, legal and personnel.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

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

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, March 11, 2024.

It was moved Councillor Paula Huntley and Councillor Cathy Maxwell

That the minutes from the Council Advisory Committee meeting held on March 11, 2024 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Silver Gliders Skating Club

Maya Bevan, Chair of the Kentville Silver Gliders, gave a presentation about the skating clubs activities, events, fundraisers, achievements and challenges. The club is turning 50 years old in 2025 and is planning to celebrate and contains around 130 members.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending March 31, 2024. To this date 90.1% of the operating budget has been expended, and 95.7% of revenue has been collected with a projected surplus of \$896,947.

See report for more information.

(b) Planning and Development

(1) Department Report

Director Dave Bell presented a verbal report for the Planning and Development department for March 2024, with highlights including applications for the position of Director of Planning, and meetings with the planning consultant.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented the recreation report for March 2024. Some of the highlights included recruitment of staff, preparations for the Kentville Home Show, and the implementation of the Burgher Hill lighting project.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report, which included a review of staffing needs, training workshops, and events. The department is having an information session on recruitment in town hall Council Chambers tomorrow evening.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for March 2024 with highlights including updates on the water commission, sewer committee and Donald E. Hiltz project. A request for proposals has been released to hire a consultant to cover the management of this large capital project.

See report for more information.

(2) Stormwater Management Master Plan

Engineering Technologist Ahmad Kadri presented the report on the past stormwater management studies for the town, and the recommendations that should be included in a town-wide stormwater management plan. It was clarified that in addition to addressing staff recommendations, the report would include a town-wide study. The cost for this work could be drawn from the undesignated funds in the operating reserves.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Jeff Lawrence presented his report for March 2024. Highlights included posting for the position of Director of Planning, meetings around a stormwater management plan, meetings with residents about stormwater management issues, and meetings to develop the operating budget.

See report for more information.

(2) Housing and Community Partnerships

Housing and Community Partnerships Coordinator Alisha Christie presented her report with highlights including student interns and projects, attending a community meeting, and working with community development students.

See report for more information.

(3) Community Development Student Projects

Acadia students Meagan Glasgow and Sherry Wang gave a presentation about their First Year Experience project in Kentville. Groups of students met with community groups to discuss and consider future development and planning in the town. Some of the core community issues that they heard included consistent and reliable public transit, walking and accessible trails throughout the town, and decentralized community centres.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Staff Update: Racquetball Centre in Kentville

Director Craig Langille gave an update about this project and indicated that the community group is in conversation with developers to acquire land for this facility. Staff have not identified town-owned recreational land that could be used for this facility. All existing spaces are used by recreational groups and building a facility in those spaces would severely impact other sport groups. There is support from Council that staff be creative about possible locations for this centre on town-owned land.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council direct the CAO to continue to explore town-owned spaces that might be appropriate for a racquet facility, to be presented at the May Council Advisory Committee meeting.

MOTION CARRIED

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

7. CORRESPONDENCE

- (a) Mike McLean – Stormwater Management**
- (b) John Lohr – Department of Emergency Management**

Council requested further information on the organization of emergency management in town hall and ensuring consistency and efficiency.

8. NEW BUSINESS

(a) Michelin Conference Travel Expenses

CAO Jeff Lawrence outlined the process for creating the annual operating budget, which includes travel expenses for Councillors. Members had concerns about travel expenses for Councillors attending conferences before the budget is complete and approved. CAO Lawrence indicated that a discussion could be had during the review of the operating budget. Members had concerns about the purpose and content of the conference and of professional development in general.

Members requested more information about conference attendance to FCM from rural municipalities across Canada.

(b) Town Hall Renovation Project

Deputy Clerk Jennifer West reviewed the studies completed to learn more about the condition, and the need for more space and accessibility in the town hall building. There was consensus for the CAO to proceed with this project during the operating budget development process.

See report for more information.

9. PUBLIC COMMENTS

(a) Sharon Kehoe – Alicia Blvd

Support for the Silver Gliders and for the fundraising that they complete to support their operating costs. Request to add more skating time at the arena.

Request for the status of the Utility and Review Board hearing for the Brison development case.

Request for the quarterly report on legal fees from the town.

10. IN CAMERA – PERSONNEL AND LEGAL

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That Council move into a closed session at 7:50 p.m. to discuss personnel and legal matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage and Zebian

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

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That Council move back into open session at 8:39 p.m.

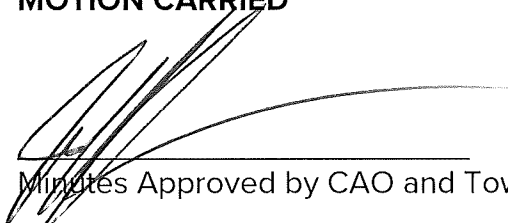
MOTION CARRIED

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

ADJOURNMENT

There being no further business to discuss,
Council Advisory Committee adjourned at 8:41 p.m.

MOTION CARRIED

A handwritten signature in black ink, appearing to be 'Jeff Lawrence', is written over a horizontal line. The signature is stylized and somewhat cursive.

Minutes Approved by CAO and Town Clerk Jeff Lawrence