



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: May 13, 2024  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held 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 Chief Administrative Officer (CAO) Jeff Lawrence 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:**

- 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**

Julia Merritt, Annapolis Valley Regional Libraries  
Nicole Edgson and Kirstene Reyes, Intentional Tiny Homes

**REGRETS**

Marty Smith, Chief of Police

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

Addition: In camera session, 2 items pertaining to a legal issue and a land issue  
Move item 8.a to follow the summer camp presentation.

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

**That the agenda for the Council Advisory Committee meeting of May 13, 2024 be approved as amended.**

**MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, April 8, 2024.

It was moved

**That the minutes from the Council Advisory Committee meeting held on April 8, 2024 be approved.**

**MOTION CARRIED**

## **4. PRESENTATIONS**

### **(a) Annapolis Valley Regional Library**

Julia Merritt from Annapolis Valley Regional Library gave a presentation on the library activities and their work to improve funding calculations from the province and municipal partners. In 2024, usage of the libraries has increased with the highest increase in use of computers and internet. The Library sent a letter to the province regarding funding challenges and described them to Council.

Presentation available

### **(b) Intentionally Tiny Homes**

Nicole Edgson and Kirstene Reyes from Intentional Tiny Homes gave a presentation on their women-owned and -run organization's work in Nova Scotia and in the valley, and how it is impacting housing and homelessness.

Presentation available

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

### **(a) Finance**

#### **(1) Directors Report**

Director Wanda Matthews presented the report for the period ending April 30, 2024. Staff are working on the annual audit, which is scheduled for June 4. Staff are also working on implementation of the deed transfer tax, operations relating to the fire department, and reporting to the province on HST. Tax

collection practices have evolved over the past decade and the policy will be brought to Council for review in June.

The report included a quarterly report on legal spending by the Town.

The report has a memo which was not included in the package. This has been tabled to the May meeting of Council.

*See report for more information.*

**(b) Planning and Development**

**(1) Department Report**

Director Dave Bell gave a verbal report for the Planning and Development department for April 2024, with highlights including interviews for the position of Director of Planning, and meetings with the planning consultant. Lindsay Young and Cyenna Link have been helping with administration of permit applications.

**(c) Parks and Recreation**

**(1) Director's Report**

Director of Recreation Craig Langille presented the recreation report for April 2024. Some of the highlights included grants for summer programs, slope and risk assessment in the Gorge Park, opening of baseball fields and Memorial Park bleachers and safe disposal practices for collection and disposal of sharps.

*See report for more information.*

Discussion

- Clarification on how the sharps safe disposal units work in other municipalities.
- Request for staff to post the process for the public to deal with sharps in the community.

**(2) Racquet Facility Staff Report**

Director of Recreation Craig Langille presented the report outlining the town-owned sites and their potential for use as sites for a racquet facility. Staff recommend that the racquet centre explore a site in the Kentville Business Park for this facility.

*See report for more information.*

Discussion

- Inquiry about the request for a financial commitment from the town of at least \$500,000.

- Concerns that Oakdene Park should be more seriously considered for this facility.

**(3) Recreation Staff Report**

Bekah Craik and Laura Jacobs gave a presentation about the next few months of summer programs for Kentville residents and introduced some recreation staff. They provided detailed information on the end of the summer camp model and the many programs that staff will be offering the community. June and July calendars showed the extensive programs being offered to residents.

*See report for more information.*

Discussion

- Concerns about kids who are not able to participate in a half day program due to parent or guardian pick ups.
- Question about the cap for programs- These are based on leadership and space limits.
- Concerns about supporting families with camp services and how it impacts municipal partners. Other municipalities have been notified on this change.
- Concerns about the difference in cost between proposed programs compared to summer camps. Staff plan to break even for cost on these programs. There are some costs for some programs (e.g. gardening supplies) however most programs will be free.
- Concerns about communication of challenges to Council happening earlier that could have ensured that the camp could have been supported.
- Concerns about sufficient public consultation that occurred for this decision.
- Questions about the child-care model of camps vs. the recreation model of camps, and the number of kids who participated in 2023.
- Shifting to a camp model would result in the loss of several programs, and would require hiring and training Early Childhood Educators, in addition to several Accessibility Leaders.
- Concerns about the loss of these camps from a community which has had them for 40 years.

**(4) Request for Decision – Kentville Summer Camps**

Councillor Andrew Zebian presented his concerns about the lack of a summer camp program in the town. Councillor Zebian expressed concern about an increase in the budget of the Recreation Department with a decrease in services delivered.

*See report for more information.*

Discussion

- CAO Lawrence supports the recommendation of the Recreation Department on this matter.
- Concerns about the timing of the change in camps and programming.
- Concerns about the reality of staff burnout from lack of breaks and long hours.
- Concern about council's responsibility to provide high level support to recreation staff, and not programming.

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That Council Advisory Committee recommend to the May 27 meeting of Council

**That Council to make past practice day camps a priority of Council at the May 27 meeting of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Savage, Yorke and Zebian*

*Councillors who voted against this motion:*

*Huntley, Maxwell and Snow*

**(d) Police Report**

**(1) Chief's Report**

Board of Police Commission Chair Gillian Yorke presented the police commission report, which included a review of the chief's report.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell presented the Public Works report for April 2024 with highlights including updates on the water commission, sewer committee and the downtown sidewalk replacement project.

*See report for more information.*

Discussion

- The Webster Street bike lane will be used in conjunction with planters in that laneway.
- Some trees in the downtown will be assessed for trimming.
- Concerns that any interruptions on the Harvest Moon Trail is closed that it be on the trail website.
- Request that staff explore using the bollards from Webster Street along Belcher Street.

**(f) Administration**

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

CAO Jeff Lawrence presented his report for April 2024. Highlights included interviews for the position of Director of Planning, meetings around the fire services contract, meetings regarding the provincial Emergency Guard program, and meeting with community groups. The Town was successful in an application to the Community Climate Capacity program which will see staff support on sustainability and resiliency programs over the next three years.

CAO Lawrence gave an update on the Property Assessed Clean Energy program (PACE) and reported on a number of conditions which have changed.

*See report for more information.*

*Break for 10 minutes*

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

**(a) Council Conference Travel**

Mayor Sandra Snow gave her report on the value and importance of events, conferences and professional development for elected officials. She read a statement about the value of conference participation at the Federation of Canadian Municipalities, Union of Nova Scotia Municipalities, Nova Scotia Police Commissions, Michelin Cities, asset management and other organizations. Learning from other municipalities is a valuable way to support the town of Kentville.

**7. CORRESPONDENCE**

**(a) None.**

**8. NEW BUSINESS**

**(a) Mayor Snow Regrets**

Mayor Sandra Snow and Councillor Huntley gave their regrets about the June Council Advisory Committee meeting due to their attendance at the national Federation of Canadian Municipalities conference.

*See report for more information.*

**9. PUBLIC COMMENTS**

**(a) Sharon Kehoe**

Concerns about the legal expenses being broken down into further detail. CAO Lawrence gave some detail of each section based on the report in the Director of Finance report.

**(b) Marcia McNeil**

Concerns about the day camp decision, including staff burnout, notice to families and parents, using the school and the arena for camp. Support for camps and student job opportunities to stay within Kentville.

**(c) Gary Randall**

Concerns about the expropriation of land of his neighbours property and the possibility of diverting the Donald E. Hiltz road around his land. Request that Council consider this alternative route.

**(d) Ron Cousins**

Concerns about the expropriation of his land. He does not want to sell and does not want the town to take it from him.

**(e) Bunny Bennett**

Concerns about the poor condition of Kentville sidewalks. Request that the sidewalks be ground down or marked in the worst sites. Along the trail behind the parks and recreation building, there is a lot of debris and garbage that is an eye sore that should be moved.

**10. IN CAMERA – LEGAL**

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**That Council move into a closed session at 9:09 p.m. to discuss legal matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

**That Council move back into open session at 10:41 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 10:41 p.m.**

**MOTION CARRIED**

Minutes Approved by CAO and Town Clerk Jeff Lawrence

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*Approved June 10 2024*

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