



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: September 9, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

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

Condolences to the Bolland family for their loss.

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:

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

GUESTS

None

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

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2. APPROVAL OF THE AGENDA

Addition, 3.b Special Council Advisory Committee meeting minutes
Removal, 4.a Presentation by Federation of Canadian Municipalities
Removal, 8.b 1 and 8.b.2 Sanitary Sewer Budget
Addition 10.b and 10.c In Camera

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That the agenda for the Council Advisory Committee meeting of September 9, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

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

It was moved by consensus

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

(b) Special Council Advisory Committee, Meeting Minutes, September 6, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on September 6, 2024 be approved.

4. PRESENTATIONS

~~(a) Federation of Canadian Municipalities~~

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) **Directors Report**

Director Wanda Matthews presented the report for the period ending August 31, 2024. She reviewed activities in the department for the month and reviewed the capital expenditure report. The final tax levy has been issued and will be reported to Council next month. Financial administration support to the Kentville Fire Department has ceased. Deed transfer taxes have been collected but are reported by Access Nova Scotia with a one-month delay.

See report for more information.

Discussion

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- Confirmation of the assurance from the fire department that they have the capacity to maintain financial services independent of the town.

(2) Request for Funding

Director Wanda Matthews described upcoming capital projects around recreation and active transportation, and asked Council to consider a capital budget allocation of \$354,400 to support these projects.

See report for more information.

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

That Council Advisory Committee recommend
to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council for the addition to the 2024/25 Capital Investment Plan of \$354,400 with funding sources as detailed in the report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report with highlights including planning application meetings, a temporary full-time position, Housing Accelerator Fund, and Blooms on the Block. Welcome to Ben Croll as the new addition to the Planning Department.

See report for more information.

Discussion

- Concerns about developers' desire to remove amenity space requirements from downtown apartments.
- Questions about vandalism in Centre Square and plans for further restrictions. New tables will be installed this month and lighting will be installed to improve visibility.
- Reminder that there are complex issues which have caused a different group of people using Centre Square.

(2) Short-Term Rental, Provincial Regulation Update

Strategic Initiatives Coordinator Alisha Christie reviewed the update from the province, which outlined key regulation changes. Department of Municipal Affairs and Housing is now responsible for regulating short term rentals.

AirBnB hosts must come to town hall to discuss their unit, in order to receive a proof of compliance.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of July and August activities in his department including new booking software, facilities opening and closing, and a review of summer programs and activities. Scoping of the leaks at the pool did not identify a source of the leak under the pool. One bridge in the Ravine Park has been assessed and has been condemned due to storm damage. Staff are reviewing the replacement and location for the bridge at Walter Wood playground.

See report for more information.

(2) Kentville Arena Conditions Assessment and Feasibility Report

Director of Recreation Craig Langille gave a review of the conditions assessment next steps including resolving structural issues. Staff will be hosting an open house to receive feedback about the arena.

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 training and meetings. Support for the community navigator position, and for expanding the position to other times of day.

See report for more information.

The meeting had a break at 7:11pm for 5 minutes due to technical difficulties.

Discussion

- Concerns about sharps around occupational health and safety.
- Suggestion that the County of Kings could be asked to provide funding for the Community Crisis Navigator position.
- Concerns about gender-based violence in the province, and the need for more CCN positions.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for July and August 2024, including water meter replacement program, regional sewer forcemain replacement project, and the stormwater master plan.

See report for more information.

Discussion

- Concerns about the high cost of the proposed public washroom facility.
- Suggestion about a public meeting around development of a stormwater management plan for the town.
- What is the status of the town's asset audit- it is underway and the consultant writing the stormwater management plan will have access to this information.
- Concerns about the detour caused by stormwater repairs at Condon Avenue.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Jeff Lawrence presented his report for July and August 2024 with highlights including hurricane preparedness, emergency alerts, and the opening of Tiny Meadows.

See report for more information.

(2) Returning Officer Report

CAO Jeff Lawrence shared that Returning Officer Al Kingsbury including 25 packages being picked up by prospective candidates. Preparations are on track for online and telephone voting.

(3) Rural Tax Rate Follow-up Report

Strategic Initiatives Coordinator Alisha Christie gave a review of the challenges of implementing a rural tax rate, or an area tax rate, for specific properties along Harrington Road. Further research will be required to develop this tax rate and will be brought to Council in October 2024. Staff are looking for alternatives that would help these residents.

See report for more information.

(4) Housing Accelerator Fund 2.0 Action Plan

Strategic Initiatives Coordinator Alisha Christie gave a review of the new federal grant that has very limited options for support including a list of ten best practices including implementing an e-permitting process, removing exclusionary zoning and adopting 4-units as of right.

See report for more information.

Discussion

- This action plan would require changes to the municipal planning strategy.
- Clarification that the R1 would no longer allowed in the town.

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

That Council Advisory Committee recommend
to the October 1, 2024 meeting of Council

That CAC direct the CAO to staff the submission of the Housing Accelerator Fund application for the 2025-2028 Housing Action Plan for the Town of Kentville.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) Minimum Standards By-Law

Strategic Initiatives Coordinator Alisha Christie gave a review of the town's Housing and Minimum Standards Bylaw, which was written in 1981, and outlined the need for extensive updates to this legislation.

See report for more information.

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

That Council Advisory Committee recommend
to the October 1, 2024 meeting of Council

That CAC direct the CAO to initiate a Repeal and Replace process for the existing Housing and Minimum Standards Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(6) Public Participation Policy Amendment

Deputy Clerk Jennifer West reviewed that with the amendments to the Municipal Planning Strategy in February of 2024, there were also new procedures for contacting neighbouring municipalities. These are reflected in the revised MPS and the policy amendment here also reflects this new process.

See report for more information.

Discussion

- Concerns about the process of notification in this policy, and the need for improved notification to neighbours.

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

That Council Advisory Committee recommend
to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council to amend Policy G62 Public Participation – Planning to meet current Provincial requirements for notice to residents in abutting municipal boundaries.

MOTION CARRIED

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Council Remuneration Rate Review

Strategic Initiative Coordinator Alisha Christie reviewed the proposed Council remuneration for the 2024-2028 Mayor and Council.

See report for more information.

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

That Council Advisory Committee recommend
to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council to amend Policy G5 Council Remuneration schedule A.

MOTION CARRIED

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

7. CORRESPONDENCE

- (a)** Provincial Department of Municipal Affairs – Municipal Planning Strategy Review
- (b)** Guysborough – Appreciation for Emergency Workers during July 2024 flood events

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8. NEW BUSINESS

(a) Proclamation, Right to Know Week

Mayor Sandra Snow explained the importance of having a right to information, and that September 23-29 is a week to remind residents of their rights.

See report for more information.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC proclaim Right to Know Week September 23 to September 29 2024.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

9. PUBLIC COMMENTS

(a) Bunny Bennett

Concerns about getting to know the new Council candidates.

(b) Ron Cousins

Concerns about the proposed height of the Ryan's Park development.

(c) Steve North

Concerns about the proposed height of the Ryan's Park development and the suggestion of view-plane restrictions.

10. IN CAMERA

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

That Council move into a closed session at 8:46 p.m. 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 Paula Huntley and Councillor Craig Gerrard

That Council move back into open session at 8:17 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 Craig Gerrard and Councillor Gillian Yorke

That Council direct the CAO to proceed with granting the easement at 920 West Main Street.

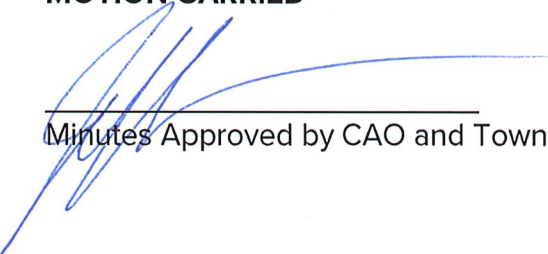
MOTION CARRIED

*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 10:02 p.m.

MOTION CARRIED



Minutes Approved by CAO and Town Clerk Jeff Lawrence