



# TOWN OF KENTVILLE COUNCIL MEETING Meeting Minutes: October 1, 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 6:00 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Director of Engineering and Public Works Dave Bell, Director of Planning and Development Darren Shupe, Planner Derek Robertson and Recording Secretary Jennifer West.

## REGRETS

None.

## DECLARATIONS OF CONFLICT OF INTEREST

None.

## 2. APPROVAL OF THE AGENDA

Addition: 9.b In Camera, Legal

It was moved

**That the agenda of October 1, 2024 be approved as amended.**

## MOTION CARRIED

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

## 3. APPROVAL OF THE MINUTES

(a) Council meeting held on July 29, 2024

**It was moved that the minutes of the Council meeting on July 29, 2024 be approved as amended.**

**MOTION CARRIED**

(b) Special Council meeting held on July 29, 2024

**It was moved that the minutes of the Special Council meeting on July 29, 2024 (5:00pm) be approved as distributed.**

**MOTION CARRIED**

(c) Special Council meeting held on July 29, 2024

**It was moved that the minutes of the Special Council meeting on July 29, 2024 (5:45pm) be approved as distributed.**

**MOTION CARRIED**

(d) Special Council meeting held on August 14, 2024

**It was moved that the minutes of the Special Council meeting on August 14, 2024 be approved as distributed.**

**MOTION CARRIED**

(e) Special Council meeting held on August 21, 2024

**It was moved that the minutes of the Special Council meeting on August 21, 2024 be approved as distributed.**

**MOTION CARRIED**

(f) Special Council meeting held on September 9, 2024

**It was moved that the minutes of the Special Council meeting on September 9, 2024 be approved as distributed.**

**MOTION CARRIED**

(g) Special Council meeting held on September 16, 2024

**It was moved that the minutes of the Special Council meeting on September 16, 2024 be approved as distributed.**

**MOTION CARRIED**

(h) Public Hearing held on September 25, 2024

**It was moved that the minutes of the Public Hearing on September 25, 2024 be approved as distributed.**

**MOTION CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

**(a) Land Use Bylaw Amendment, by Order of Utility and Review Board**

Mayor Sandra Snow reviewed the Brison Development planning application process from 2023 in the MacDougall Heights area. This process resulted in an appeal at the Utility and Review Board, ruling in favour of the developer. The town's Land Use Bylaw must be amended to align with the ruling of the UARB.

*Report available for more information.*

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

**Whereas the Nova Scotia Utility and Review Board ordered that Kentville Town Council approve their application,**

**Be it resolved that Council Approves the application by Brison Developments Ltd. to rezone property identified as PID 55247761 from Large Lot Residential (R5) to Single Family Dwelling (R1), one-and-two-Unit Dwellings (R2) and High Density Residential (R4) as shown on the attached map of zoning amendments.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Second Reading, Planning Application from Brison Developments**

Mayor Sandra Snow reviewed the Brison Development planning application process for the "Kentville Crossing" site and asked Council to give consideration to second and final reading to the changes to the land use bylaw and town policies.

*Report available for more information.*

Discussion

- Concerns about the lack of housing in Kentville.

- Support for the development to support housing, to protect the town's groundwater zone.
- Clarification that the stormwater protection plan will review and assess existing and aging infrastructure. All new developments will be constructed to standards and policies that have a net-zero stormwater policy.
- Reminder of the history of the property, regional housing crisis, protection of drinking water, changing methods, climate and best practices.
- Support for the Land Use Bylaw and Municipal Planning Strategy as living documents which change with new conditions, challenges and opportunities.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

**That the council give second Reading to approve the application to change the future designation of PID 5551774 from Industrial to Residential zoning;**

**Further to rezone the area marked Phase 1 on the map in the planner's report to a mixture of R3 and R4 and the Phase 2 remainder to High Density R5 residential;**

**And further amend the MPS and make necessary policy changes as outlined in the reports.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard*

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee**

**(1) Capital Projects Request**

At the September 9, 2024 meeting of Council Advisory Committee, 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.

*Report available for more information.*

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

**That Council approve the addition to the 2024-2025 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*

**(2) Public Participation Policy Amendment**

At the September 9, 2024 meeting of Council Advisory Committee, 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.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**That Council approve the amendment to Policy G62 Public Participation – Planning to meet current Provincial requirements for notice to abutting municipalities.**

**MOTION CARRIED**

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

**(3) Council Remuneration**

At the September 9, 2024 meeting of Council Advisory Committee, Strategic Initiative Coordinator Alisha Christie reviewed the proposed Council remuneration for the 2024-2028 Mayor and Council.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**That Council approve the attached amendments to Policy Statement G5 Council Remuneration, Schedule A.**

**MOTION CARRIED**

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

**(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

**(1) Councillor Craig Gerrard**

Highlights included hearings, special council meetings, public meetings and a Board of Police Commissioners meeting.

**(2) Councillor Paula Huntley**

Highlights included NSFAM, Divert Nova Scotia, painting at the Lions Hall, Research Station information session, Anglican Church breakfast, Love Literacy, Valley's Best Chamber awards, and the Cemetery Walk.

*Report available for more information.*

**(3) Councillor Cathy Maxwell**

Highlights included the Kentville Marlins swim meet, Multicultural Festival, Tiny Meadows event opening, Anglican Church breakfast, Inclusion and Access Advisory Committee, and the Annapolis Valley Trails Coalition.

*Report available for more information.*

**(4) Deputy Mayor Cate Savage**

Highlights included Kentville Business Community meetings, Mural Festival and Multicultural Festival, welcome to the new Executive Director Meg Hodges, special meetings of council, public participation meetings, public hearings, a meeting of the Investment Advisory Committee and the Kings Regional Sewer Committee. She commented on the new alert authority for emergencies being appointed to the region's Chief Administrative Officers.

*Report available for more information.*

**(5) Councillor Gillian Yorke**

Highlights included celebration of Treaty Day and Mi'kmaq History month, Board of Police Strategic Plan, and the update on the impact of the fire on the offices of Kings Point to Point.

**(6) Councillor Andrew Zebian**

Highlights included a discussion with the Heritage Committee, Multicultural Festival, Lions Club painting event, and the Tiny Meadows opening.

*Report available for more information.*

CAO Jeff Lawrence reported that staff attended the Association of Municipal Administrators conference, preparation of meetings for Council and progress on the police union contract.

Question about the progress of the development project on Mee Road. The appointment of the Development Officer later in this meeting will help move this development forward again.

**(c) Mayor Sandra Snow**

Mayor Snow reported on her activities this month with highlights including planning for the Nova Scotia Federation of Municipalities annual conference, presentation by Nova Scotia Power, presentation by Anita Anand, Change of Parade, opening of Tiny Meadows, Battle of Brittain event, and the Multicultural Festival.

*Report available for more information.*

**6. NEW BUSINESS**

**(a) Appointments to the Inclusion and Access Advisory Committee**

Mayor Sandra Snow reviewed the membership of the Inclusion and Access Advisory Committee, and the recommendation that two residents be added to the committee.

*Report available*

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**Council Advisory Committee recommends**

**That Council approve the following appointments to the Kentville inclusion and access advisory committee for a two-year term:**

**Kait Bowser; and  
Stephen Weiss.**

**MOTION CARRIED**

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

**(b) Appointment of Development Officer**

CAO Jeff Lawrence reviewed the position of Development Officer with the Town, and the recommendation that Council appoint Ben Croll to this position.

*Report available*

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

**That Council that council approve the appointment of Ben Croll as the Development Officer in accordance with MGA Part VIII paragraph 243(1): and**

**Further remove Raleigh King and Fuki Asai as the Development Officers.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Heritage Bylaw**

Councillor Andrew Zebian reviewed the development of this Heritage Properties Bylaw, and the process of registering sites of value in the town.

*Report available*

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

**That Council approve First reading of the Heritage Bylaw; and  
Further schedule second reading for the October Council Meeting.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(d) Legal Report**

CAO Jeff Lawrence provided the legal reporting to Council on the first quarter.

*Report available*

**(e) Sanitary Sewer**

Director of Engineering and Public Works Dave Bell provided the draft Sanitary Sewer Area Service operating and capital budgets for 2024-2025.

*Report available*

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

**That Council approve the Sanitary Sewer Area Service Operating Budget in the  
amount of \$1,742,500 for the year 2024-2025;  
and further conduct a rate study.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council approve the Sanitary Sewer Area Service Capital Budget in the  
amount of \$277,000 for the year 2024-2025.**

**MOTION CARRIED**



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

**(f) Temporary Borrowing Resolution – Capital Projects**

CAO Jeff Lawrence provided the details of the proposed temporary borrowing resolution to support the 2024-2025 capital plan.

*Report available*

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

**That Council approve the Temporary Borrowing Resolution to fund planned 24/25 capital expenditures as follows:  
TBR Various \$1,381,000.**

**MOTION CARRIED**

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

**7. CORRESPONDENCE**

**(a) None**

**8. PUBLIC COMMENTS**

**(a) Sharon Kehoe**

Suggestion of where to find the 2015 stormwater management study on the Utility and Review Board website. Concern about stormwater management plan.

**(b) Garry Randall**

Concerns about the process of the Ryan's Park site plan approval, and not being able to speak at the appeal meeting. Appreciation of the decision not to expropriate Ron Cousins land.

**(c) Ron Cousins**

Concerns about the change to nine-storey building at Ryan's Park.

**9. IN CAMERA**

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

**That Council move into a closed session at 8:11 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 Paula Huntley and Councillor Gillian Yorke

**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*

**10. ADJOURNMENT**

It was moved

**That the October 1, 2024 meeting of Council adjourn at 8:17 p.m.**

**MOTION CARRIED**



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Approved by CAO Jeff Lawrence