



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: October 15, 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:

- 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.

2. APPROVAL OF THE AGENDA

Change 10.a to from Land to Labour

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That the agenda for the Council Advisory Committee meeting of October 15, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, September 9, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on September 9, 2024 be approved.

4. PRESENTATIONS

(a) None

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending September 31, 2024. She reviewed activities in the department for the month including compliance reporting for the Utility Review Board and Municipal Affairs and Housing, deed transfer tax revenues, and the statement of operations. Ms. Matthews gave some context to the appeals process for property assessments through Property Valuation Services Corporation.

See report for more information.

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report with highlights including planning application meetings, transition from consulting Development Officer to an in house DO (Ben Croll), and site plan approval for significant housing developments.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of September activities in his department including an update on the shade structure at the skate park, awards from Recreation Nova Scotia for the Hemlock Woolly

Adelgid project, and Roxy Peterson for the Community Neighbourhood Outreach Coordinator project. The Pumpkin People Festival, Harvest and the Filipino Fiesta were very successful events.

See report for more information.

Discussion

- The Annapolis Valley Mountain Bike Association is building a stronger relationship with the town around national, regional and local biking events in Kentville

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report, which included a review of training and meetings, update on foot patrol, graduation ceremony of a new officer, an update on activities community navigator, and a review of the police budget. Police Board Chair Commissioner Gillian Yorke and members of the police board attended the long service awards and welcome ceremony.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for September 2024, including the water meter replacement project in a number of communities, curbing and pavement on Klondyke Street, and meetings to support the stormwater management master plan project. Interviews are being scheduled for the Manager of Public Works position, as long-time employee Richard Boyd begins his retirement.

See report for more information.

Discussion

- Concerns about the accountability for potentially ineffective stormwater upgrade on Condon and potential impacts to West Main Street. The consulting engineers designed these repairs and are responsible for these upgrades.
- Clarification about the water meter replacement project and the efficiency and effectiveness of remote equipment.
- Clarification about the format and intent of the public engagement session regarding stormwater management.
- Best wishes to Mr. Richard Boyd on his retirement.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Jeff Lawrence presented his report for September 2024 with highlights including election promotion, new Council orientation, Diversity and Belonging Task Team and a provincial administrators conference.

See report for more information.

(2) Returning Officer Report

CAO Jeff Lawrence shared that Returning Officer Al Kingsbury including moving the returning office to the lower recreation centre.

(3) Housing Accelerator Fund and Canadian Housing Infrastructure Fund Update

Strategic Initiatives Coordinator Alisha Christie reviewed the CHIF grant. She also gave a review of the HAF grant application, and the need to implement 4 units as of right in the R1 zone in municipalities with populations over 30,000. This will not impact the HAF grant or the Municipal Planning Strategy.

See report for more information.

(4) 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.

See report for more information.

(5) Housing Minimum Standards Bylaw

Strategic Initiatives Coordinator Alisha Christie outlined the updates recommended in this bylaw, and a timeline for providing this new bylaw to the new Council for their review and consideration.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Cogs Development, First Reading

CAO Jeff Lawrence reviewed the proceed of approving this development and gave a recommendation to Council to move this project forward.

See report for more information.

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That CAC take from the table the motion to recommend first reading to Council on the application to for PID 55266134 to rezone the parcel from medium density R3 to high density residential R4.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Director Shupe gave a thorough review of the planning documents and bylaws for this proposed development, and the multiple third party interpretations of the policies. Development Officer Ben Croll also gave a review of his opinion on density, frontage and square footage for this matter. The proposal is for rezoning and any designs are for concept purposes only.

Discussion

- Clarification of existing density in the area.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend to the October 28, 2024 meeting of Council

That CAC recommend first reading to Council on the application to for PID 55266134 to rezone the parcel from medium density R3 to high density residential R4.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Snow and Yorke

Councillors who voted against this motion:

Maxwell, Savage and Zebian

7. CORRESPONDENCE

- Environment and Climate Change, Receipt of letter regarding Chain Lakes Protected Area
- Kings County Community Food Council, Update on Basic Income Guarantee project
- Municipal Affairs and Housing, launch of the Growth and Renewal for Infrastructure Development program
- Recreation Nova Scotia, announcement of award to Kentville for their work in the Gorge Park to remove and reduce the invasive species Hemlock Woolly Adelgid
- Recreation Nova Scotia, announcement of award to Kentville for their work by the Community Neighbourhood Outreach Navigator on issues of equity, inclusion, diversity and accessibility

8. NEW BUSINESS

- None**

9. PUBLIC COMMENTS

(a) None

10. IN CAMERA

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

That Council move into a closed session at 7:17 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 Andrew Zebian and Deputy Mayor Cate Savage

That Council move back into open session at 8:00 p.m.

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 Andrew Zebian

That Council recommend approval of the five-year collective agreement as discussed in camera with the Kentville Police Service to Council at the October 28 meeting of Council.

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 8:03 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence