



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: December 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.

Mayor Andrew Zebian 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 Andrew Zebian
- Deputy Mayor Debra Crowell
- Councillor Rob Baker
- Councillor Samantha Hamilton
- Councillor Cathy Maxwell
- Councillor Cate Savage

**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
- Alisha Christie, Strategic Operations Coordinator
- Jennifer West, Recording Secretary

**GUESTS**

Julia Merritt, Annapolis Valley Regional Libraries  
Stephen Weiss, Oakdene Park Garden Group  
Lorenzo Caterini, Annapolis Valley Mountain Bike Association

**REGRETS**

Councillor John Andrew

## **DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

It was moved by Councillor Cathy Maxwell and Deputy Mayor Deb Crowell

**That the agenda for the Council Advisory Committee meeting of December 9, 2024 be approved.**

### **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, November 12, 2024.

It was moved by consensus

**That the minutes from the Council Advisory Committee meeting held on November 12, 2024 be approved.**

### **4. PRESENTATIONS**

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

Julia Merritt, Executive Director of the Annapolis Valley Regional Libraries, gave an update on operations, usage and challenges in the library system.

*Report available for more information*

Discussion

- Ms. Merritt explained that Council representatives with the AVRL will bring back any requests for support or letters of support on this issue.

#### **(b) Oakdene Park Garden Group**

Stephen Weiss, member of the garden group, gave an update on development, growth, membership and plans for 2025 for this garden site. The group is seeking volunteers to help with the garden.

*Report available for more information*

#### **(c) Annapolis Valley Mountain Bike Association**

Lorenzo Caterini, Board member with the AVMBA, gave an update on mountain biking in the valley, and introduced a proposal for trail and membership expansion with a financial contribution from the town. These trails are world class but are largely shared by word of mouth with little to no signage and communication.

*Report available for more information*

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Directors Report

Director Wanda Matthews presented the report for the period ending November 31, 2024. She reviewed her reporting process and presented the activities in the department for the month including updating the payroll system, training on human resources, and preparations for the water rate study.

*See report for more information.*

### (b) Planning and Development

#### (1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for November with highlights including development permits and site approval applications, and withdrawal of the Cogs development rezoning application.

*See report for more information.*

### (c) Parks and Recreation

#### (1) Director's Report

Director of Recreation Craig Langille presented a review of November activities in his department including bridge replacement in Miners Marsh, grant applications, review of rec centre fee structure, Harvest Moon Trail usage, and downtown seasonal lights.

*See report for more information.*

### (d) Police Report

#### (1) Chief's Report

Police Chief Marty Smith presented the police commission report for November 2024, which included training sessions on pistols, carbines, human trafficking and resilience for first responders.

*See report for more information.*

### (e) Engineering and Public Works

#### (1) Director's Report

Director Dave Bell presented the Public Works report for November 2024, including an updates on the water rate study, sewer rate study, and the stormwater management master plan. Mr. Bell gave an outline of the rate review process with the Utility and Review Board.

*See report for more information.*

**(f) Administration**

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

CAO Jeff Lawrence presented his report for November 2024 with highlights including department orientations, collective agreements, REMO exercise and orientation and the intermunicipal service agreement board meeting.

*See report for more information.*

**(2) Legal Cost Update**

CAO Jeff Lawrence presented the quarterly report on legal costs from the town.

*See report for more information.*

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

**(a) Housing Accelerator Fund (HAF) Update**

Strategic Initiatives Coordinator Alisha Christie provided an update on the HAF grant, the deadline for approvals being scheduled for the end of December.

*See report for more information.*

**(b) Environment Task Team Citizen Appointments**

Deputy Clerk Jennifer West presented the citizen appointments to the Environment Task Team who will work on the Quest Net Zero Accelerator program in 2025-2026.

*See report for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council Advisory Committee recommend  
to the January 27 2025 meeting of Council,

**That Council approve the following citizen appointments to the Environment Task Team: William Marshall, Kerri Goode and Emma Vost.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**7. NEW BUSINESS**

**(a) Provincial Growth and Renewal for Infrastructure Development Program**

Strategic Operations Coordinator Alisha Christie presented the GRID grant, which will support infrastructure projects for water, sewer, wastewater, stormwater management and housing infrastructure.

*See report for more information*

It was moved by Councillor Cate Savage and Deputy Mayor Deb Crowell

That Council Advisory Committee recommend  
to the January 27 2027 meeting of Council,

**That Council approve the submission of a funding application to the 2025-2026 Provincial Growth and Renewal for Infrastructure Development Program.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(b) Annapolis Valley Mountain Bike Association, Financial Request**

Mayor Andrew Zebian explained that this grant request is most appropriately reviewed as part of the 2025-2026 budget review process, beginning in January.

*See report for more information*

Discussion

- Concerns about the conflicting timelines for the Donald Hiltz Connector and budget development.
- Clarification of the scope of the existing DHC project, focussed on underground infrastructure.

It was moved by Deputy Mayor Deb Crowell and Councillor Cathy Maxwell

That Council Advisory Committee recommend  
to the January 27 2025 meeting of Council,

**That Council review the AVMBA financial request during the development of the 2025-2026 budgets.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**8. CORRESPONDENCE**

(a) None.

**9. PUBLIC COMMENTS**

(a) None.

**10. IN CAMERA**

It was moved by Deputy Mayor Deb Crowell and Councillor Cathy Maxwell

**That Council move into a closed session at 8:25 p.m. to discuss land, legal and personnel matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Deb Crowell

**That Council move back into open session at 9:15 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council Advisory Committee recommend to the January 27 2025 meeting of Council,

**That Council Advisory Committee receive the attached report and recommend for decision the provision of an easement over PID55519631 at the next meeting of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

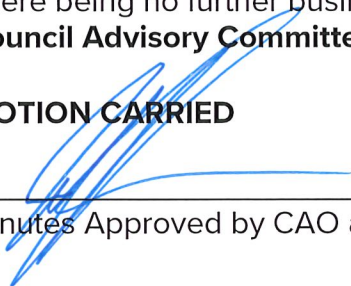
*Baker, Crowell, Hamilton, Maxwell, Savage, and Zebian*

**11. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 9:15 p.m.**

**MOTION CARRIED**

  
Minutes Approved by CAO and Town Clerk Jeff Lawrence