



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: January 13, 2025
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 gave a land acknowledgement. The chair gave condolences to the family of former Councillor Tony Bentley.

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 John Andrew
- Councillor Rob Baker
- Councillor Samantha Hamilton
- Councillor Cathy Maxwell
- Councillor Cate Savage

Staff:

- Dave Bell, Director of Engineering and Public Works
- Alisha Christie, Strategic Operations Coordinator
- Bekah Craik, Department of Recreation
- Jeff Lawrence, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Darren Shupe, Director of Planning and Development
- Jennifer West, Recording Secretary
- Marty Smith, Chief of Police

GUESTS

Sofía Muñoz, Clean Foundation and Kentville Climate Coordinator
Leanne Jennings, Open Arms

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

That the agenda for the Council Advisory Committee meeting of January 13, 2025 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, December 9, 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) Kentville Bird Friendly Town Designation

Sofía Muñoz, Clean Foundation and Kentville Climate Coordinator, gave a review of the Nature Canada Bird Friendly community designation, and highlights of the criteria which Kentville has already completed. The town is seeking to be designated Bird Friendly in February.

Report available for more information

(b) Open Arms

Leanne Jennings, Executive Director of Open Arms, and Deborah Large from Tiny Meadows Shelter, reviewed the work of the organization and outlined the need for more supports for supporting the unhoused community in Kentville, and described her Open Arms' proposal for winter 2025. The drop in centre location has not yet been determined.

Report available for more information

Discussion

- Ms. Jennings is able to provide letters of support from local organizations for this project.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending December 31, 2024. She reviewed her reporting process and presented the activities in the department for the month including the infrastructure funding, compliance reporting, and increased number of outstanding taxes. She gave a review of the operating fund and the capital investment plan.

See report for more information.

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for December with highlights from the past year.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Active Living Community Coordinator Bekah Craik presented a review of December activities in his department including Canada Summer Jobs grant applications, job postings for summer programs, outdoor pool assessment and the equipment loan program.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report for December 2024, which included a successful coffee with a cop event, crisis navigator updates, cram the cruiser, and policing standards. Chief Smith also addressed complex response and support strategy for unhoused persons in the town which does not criminalize them inappropriately.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for December 2024, including completion of the water meter replacement program, working with the utility and review board for a rate review, water main repairs and replacements. Mr. Bell provided a traffic authority update that included crosswalk lights, Aberdeen light timing. Tendering will be released in January for the next phase of active transportation work.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Jeff Lawrence presented his report for December 2024 with highlights including staff meetings, human resources, and a stormwater management demonstration project in Memorial Park.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Bird Friendly Town Designation

Mayor Andrew Zebian reviewed the staff report on the national certification program.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

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

That Council approve the application for the town to become designated as a Bird Friendly Town.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cate Savage and Councillor John Andrew

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

That Council approve the crow as the bird of the year for 2025.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. NEW BUSINESS

(a) Open Arms Financial Request

CAO Jeff Lawrence reviewed the request from Open Arms of \$14,616. CAO Lawrence suggested that this request could be withdrawn from reserves from the next fiscal year. Concerns about the services provided by organizations in the valley.

See report for more information

It was moved by Councillor Cate Savage and Councillor Rob Baker

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

**That Council approve the funding for Open Arms for the 2025 project to
reduce homelessness in Kentville of \$14,000.**

Amendment:

It was moved by Councillor Cate Savage and Councillor Rob Baker

**contingent on approval by the County of Kings, Town of Berwick and Town of
Wolfville agreeing to this proposal.**

MOTION CARRIED

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

Motion:

It was moved by Councillor Cate Savage and Councillor Rob Baker

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

**That Council approve the funding for Open Arms for the 2025 project to
reduce homelessness in Kentville of \$14,616 contingent on approval by the
County of Kings, Town of Berwick and Town of Wolfville agreeing to this
proposal.**

MOTION CARRIED

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

(b) Council Conference Attendance

Mayor Andrew Zebian outlined the process of reviewing and approving
conference participation for Council in Kentville, and in other municipalities, and
gave suggestions for a new process. Members gave support for professional
development and conference attendance, with due awareness by Council on the
opportunity.

See report for more information

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Discussion

- Suggestion that members provide a request for attendance through their monthly report, with expectation of review and approval or decline in a timely manner.
- Staff will continue to play a role in conference budgeting.
- Concerns with transparency, sharing intent to participate with all of Council, and reporting back to Council and to the town.

It was moved by Councillor John Andrew and Councillor Cathy Maxwell

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

That Council direct the CAO to review Policy Statement G21 FCM Conference Attendance to include budgeting and Mayor approval of all other conferences for elected officials.

Motion Tabled

(no discussion or vote occurred, so the motion is deemed *tabled*)

- Council gave direction to the CAO to review policy statement G21.

Recess at 8:00 p.m., Resumed at 8:22 p.m.

(c) Minimum Standards Bylaw

Strategic Initiatives Coordinator Alisha Christie reviewed the existing Minimum Housing Standards Bylaw (CH41) and provided context for the suggested replacement policy. Clarification of the dangerous and unsightly regulations in the Municipal Government Act being dependent on individual neighbourhoods.

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 2025 meeting of Council,

That Council give First Reading to Chapter 110 Minimum Standards Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(d) Subdivision Bylaw Amendment Report

Director of Planning and Development Darren Shupe provided a background to the Subdivision Bylaw and a review of the suggested edits to this document.

See report for more information

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

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

That Council give First Reading to amendments to the Subdivision Bylaw as presented in the attached report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(e) Staff Update: Curb and Sidewalk Charges Bylaw

In response to Council inquiry in early 2024, Director of Planning and Development Darren Shupe described the process of building and maintaining new sidewalks and curbs, and the fees associated with adding or upgrading sidewalks in Kentville.

See report for more information

Discussion

- Concerns about the request for \$250,000 to be added to the budget to facilitate local improvements- there are other options for managing the finances for this work.
- Concerns about mechanism for selecting streets, and for financing the project.
- Concerns about enabling inequity in a neighbourhood.

It was moved by Councillor Cate Savage and Councillor Rob Baker

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

That Council direct the CAO to amend the Curb and Sidewalk Changes Bylaw to include provisions to consider projects for new or improved sidewalks based on the attached report.

MOTION FAILED

Councillors who voted in favour of this motion:

Andrew, Baker and Savage

Councillors who voted against this motion:

Crowell, Hamilton, Maxwell and Zebian

(f) VIDA Development Agreement Report

Director of Planning and Development Darren Shupe described the process of reviewing and approving a proposed development agreement. The Public Information Meeting for this proposal is suggested for February 4, 2025. Development Officer Ben Croll described the new amendment of the MPS that allows developers to initiate a development agreement process.

See report for more information

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 direct the CAO to schedule a Public Information Meeting on February 4, 2025 regarding a development agreement for VIDA living developments.

MOTION CARRIED

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

(g) Planning Advisory Committee

Director of Planning and Development Darren Shupe described the purpose and value of Planning Advisory Committees, and recommended that Kentville initiate this committee of Council.

See report for more information

It was moved by Councillor Cate Savage and Councillor John Andrew

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

That Council approve the launch of a Planning Advisory Committee for the Town of Kentville.

MOTION CARRIED

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

(h) Active Living Strategy

Bekah Craik, Active Living Community Coordinator, described the process of public engagement and strategy review for the Town's Active Living Strategy.

See report for more information

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 approve the updated Active Living Strategy 2025-2030.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

8. CORRESPONDENCE

(a) Realtors of Nova Scotia

9. PUBLIC COMMENTS

(a) None

10. IN CAMERA

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

That Council move into a closed session at 10:12 p.m. to discuss land and legal matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council move back into open session at 10:35 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 10:37 p.m.

MOTION CARRIED


Minutes Approved by CAO and Town Clerk Jeff Lawrence

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