



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: February 10, 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.

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**

Emily Boucher, Valley Regional Enterprise Network  
Ken Harrison, Friends of the Kentville Ravine  
Brent Platt and Scott Hamilton, Kentville Volunteer Fire Department

## **REGRETS**

None.

## **DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Samantha Hamilton declared a conflict of interest with the presentation of the Kentville Volunteer Fire Department Budget.

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

Removal: 7.b Amendment to Policy Statement G21 FCM Conference Attendance  
Move: 7.c Kentville Volunteer Fire Department Budget Presentation to follow

Presentations

10.a changed to Negotiations

10.b changed to Public Safety Issue

10.c changed to Land Sale

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

**That the agenda for the Council Advisory Committee meeting of February 10, 2025 be approved.**

## **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, January 13, 2025.

It was moved by consensus

**That the minutes from the Council Advisory Committee meeting held on January 13, 2025 be approved.**

## **4. PRESENTATIONS**

### **(a) Valley Regional Enterprise Network**

Emily Boucher, Executive Director of the Valley Regional Enterprise Network, gave an update on sector development in tourism and agri-food technology. She described the importance of a Destination Management Organization to oversee and promote tourism assets, and networking to strengthen the agriculture community.

*Report available for more information*

### **(b) Friends of the Hemlock Ravine**

Ken Harrison is a member of the Friends of the Kentville Ravine, and explained the impact that Hemlock Woolly Adelgid (HWA) will have on regional and local forests. He outlined the reality that all hemlock trees cannot be saved, but suggested that targeted conservation must be considered by all levels of government. He requested a multi-year budget line focused on invasive species.

*Report available for more information*

Discussion

- Clarification of multi year commitment related to pesticides, pesticide application and certified staffing.
- Confirmation that staff are speaking with the Federal Government about financial partnership.

**(c) Kentville Volunteer Fire Department Proposed Budgets**

*Councillor Samantha Hamilton left her seat at 6:42pm because of a declared conflict of interest with this item on the agenda.*

Scott Hamilton, Chief of the Kentville Volunteer Fire Department, reviewed the funding structure, the Joint Fire Services Committee, and the funding process. Brent Platt, Chair of the Department, outlined the financial management and calculation of the area rate.

*See report for more information.*

Discussion

- Questions about the calculation based on number of response calls and kilometers.
- Concerns about the increase in budget exceeding the cost of living average due to the increase of number of calls and equipment cost.
- Clarification of the use of the lottery funds for society costs which would normally be paid through capital funding.

*Councillor Hamilton returned to her seat at 7:08pm.*

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Directors Report**

Director Wanda Matthews presented the report for the period ending January 31, 2025 with highlights including developing the capital budget, and forecasting a deficit in the operating budget.

*See report for more information.*

Discussion

- Clarification of the operating costs for the pool in 2024-2025.
- Clarification of the cost savings in the public works department from a change in personnel.

**(b) Planning and Development**

**(1) Department Report**

*Council Advisory Committee Meeting Minutes – February 10, 2025*

*Approved March 10, 2025*

*Page 3*

Director of Planning and Development Darren Shupe reviewed his department report for January with highlights including launching the Planning Advisory Committee, Heritage Committee, preparation for a planning review and preparing for the Fire and Ice Festival.

*See report for more information.*

Discussion

- Question about how event permits are organized and coordinated each year.

**(2) VIDA Living Development Agreement Update**

Director of Planning and Development Darren Shupe gave information about the process of a development agreement application, and did not request a motion from Council. The proposed project is a 56-unit residential development on Hartlen Court.

*See report for more information.*

Discussion

- Request for more consistent setback delineation from the developer.
- Clarification that the town Solicitor would weigh in during the approval of the agreement.
- Request for more realistic representations of the concept plans and designs of the development.
- Request for more balanced greenspace on both the town and county sides of the development.

**(c) Parks and Recreation**

**(1) Director's Report**

Director of Parks and Recreation Craig Langille presented the recreation report for the month of January, with highlights including the Fire and Ice Festival, planning for summer programs, and March Break program planning.

*See report for more information.*

Discussion

- Clarification about the summer camps and programs.

**(2) Arena Conditions Assessment Update**

Director of Parks and Recreation Craig Langille presented the survey results for the arena options. He reported that residents were in favour of a new facility with a twin ice surface, options that would take 2-4 years for demolition and construction.

*See report for more information.*

**(3) Pool Report**

Facilities Manager Nick Gerrard reviewed the report on the condition of the pool and recommendation to close the pool for the 2025 season. Efforts by staff to repair, patch and control have increased year over year. Jamie Lopes from Aquatic Design joined the meeting as the consultant for this report. Mr. Gerrard described the significant deterioration of the concrete on the pool tank and deck.

*See report for more information.*

Discussion

- Concerns about potential repairs in the spring and fall to allow the pool to operate in the summer.
- Mayor Zebian invited Mayor Corkum to the podium on this issue.
- Recommendation to fast track the procurement process to allow the pool to be open for the 2025 season.
- Staff will explore options for expedited procurement.
- Concerns about the timeline of proposed repairs and replacement.

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

That Council Advisory Committee recommend to the February 24 2025 meeting of Council,

**That Council direct the CAO to pursue ways to secure upgrades to the pool in order to open in July and August 2025, and further develop a plan for further upgrades in the off seasons.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Brief recess at 8:35pm

**(d) Police Report**

**(1) Chief's Report**

Police Chief Marty Smith presented the police commission report for December 2024, which included introduction to new board members Councillor Cate Savage and Commissioner Penny Hart, cram the cruiser fundraiser, and crisis navigator update increase in call volume.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell presented the Public Works report for January 2025, with highlights including seven water main and one water service interruptions, redirecting a forcemain running under the river over the bridge, update on patch paving and funding of provincial roads, winter tenders for downtown sidewalks and tender for the next phase of the Donald E. Hiltz connector road.

*See report for more information.*

Discussion

- Concerns about the speed of snow removal.

**(f) Administration**

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

CAO Jeff Lawrence presented his report for January 2025 with highlights including rolling out the E11 complaint system, equity and anti-racism plan, grant application for Hemlock Conservation, Colchester solar project and a potential rain garden at Oakdene Park.

*See report for more information.*

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

**(d) Equity Plan and Diversity and Belonging Report**

Strategic Initiatives Coordinator Alisha Christie reviewed her report on the provincial mandate for municipalities to complete an equity and anti-racism policy, including the development of a separate equity and diversity committee.

*See report for more information.*

It was moved by Councillor Samantha Hamilton and Deputy Mayor Deb Crowell

That Council Advisory Committee recommend  
to the February 24 2025 meeting of Council,

**That Council approve the request from the Kentville Inclusion and Access Advisory Committee and the Diversity and Belonging Task Team (DBTT) to direct the CAO to update the DBTT Terms of Reference and transition the Task Team to a Committee of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(e) Minimum Property Maintenance Standards**

Strategic Initiatives Coordinator Alisha Christie reviewed her report on the revised bylaw with a focus on maintenance of properties and proposed first reading of this document.

*See report for more information.*

Discussion

- Concerns about the lack of guidance and standards for dumping debris, however the Valley Waste bylaw covers dumping
- Direction to staff to continue to explore the right tool to address the dumping issue.

**7. NEW BUSINESS**

**(a) Low Carbon Communities Feasibility Study Partnership**

Strategic Initiatives Coordinator Alisha Christie gave an outline of the proposal with Colchester County for a solar community project.

*See report for more information*

It was moved by Councillor John Andrew and Councillor Rob Baker

That Council Advisory Committee recommend to the February 24 2025 meeting of Council,

**That Council give direction to staff to partner with the Municipality of Colchester and the Clean Foundation by contributing \$6,000 toward the completion of a Low Carbon Communities Feasibility Study on a Community Solar Garden and Design in the 2025-2026 fiscal year.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Hamilton, Maxwell and Savage*

*Councillors who voted against this motion:*

*Andrew, Crowell and Zebian*

**(b) Removed from Agenda**

**8. CORRESPONDENCE**

- (a) Richard and Leslie Galpin – Dog Park
- (b) Jocelyn and Scott Nicholson – Stormwater Study
- (c) Rotary Club of Kentville – Gazebo
- (d) Roseanne Brewer – Equity Committee
- (e) Stephen Weiss – Equity Committee
- (f) Krista Laing – Stormwater Study
- (g) Tracey Clements – Equity Committee
- (h) Rachel Creasor – Equity Committee
- (i) Nicole Ross – Equity Committee
- (j) Sherwin Pagtakhan – Equity Committee
- (k) Patricia McCulloch – Equity Committee
- (l) Tammy Sampson – Equity Committee

**9. PUBLIC COMMENTS**

- (a) None

**10. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 10:15 p.m.**

**MOTION CARRIED**



Minutes Approved by Interim CAO and Town Clerk Kevin Matheson