



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: March 31, 2025

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 Andrew Zebian called the meeting to order at 6:02 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Interim Chief Administrative Officer Kevin Matheson, Solicitor Geoff Muttart and Deputy Clerk Jennifer West.

REGRETS

None

The chair gave a land acknowledgement.

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 of March 31, 2025 be approved as amended.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

3. APPROVAL OF THE MINUTES

(a) Council meeting held on February 24, 2025

Council Meeting Minutes, March 31, 2025

Approved April 28, 2025

Page 1

It was moved that the minutes of the Council meeting on February 24, 2025 be approved.

MOTION CARRIED

(b) Special Council meeting held on March 10, 2025

It was moved that the minutes of the Council meeting on March 10, 2025 be approved as amended.

MOTION CARRIED

(c) Special Council meeting held on March 24, 2025

It was moved that the minutes of the Council meeting on March 24, 2025 be approved.

MOTION CARRIED

4. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee

(1) Finance Policy Recommendations

At the March 10, 2025, meeting of Council Advisory Committee, Director Matthews reviewed her proposed policy changes to improve processes and notification of customers.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Rob Baker

That Council approve the amendments to Policy Statement G47F Interest Charges on Outstanding Accounts as in the attached report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor John Andrew and Councillor Rob Baker

That Council approve the new Policy Statement G83 Billing of Taxes as in the attached report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Council Meeting Minutes, March 31, 2025

Approved April 28, 2025

Page 2

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

That Council repeal Policy Statement G12 Tax Collection

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Donald E. Hiltz Connector Road Funding

At the February 10, 2025 meeting of Council Advisory Committee, 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.

Report available for more information.

Discussion

- CAO provides clarification, that the water commission approved it's portion of the Tender Award at the March 26th meeting.

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

That Council approve the award of Phase One of the Donald E. Hiltz Connector Road to Howard E. Little Excavation Limited for \$6,741,805, including non-recoverable HST.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Code of Conduct Investigators

At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West provided a report to retain two professional legal counsels for Code of Conduct Investigations, for a two-year term until March 2027, with option to renew for two years.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council retain the following two professionals as legal counsel for Code of Conduct investigation, for a two-year term until March 2027, with options to renew for two years:

Noella Martin, Burchell Wickwire Bryson LLP

Charles Thompson, Burchell MacDougall LLP

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Equity and Belonging Plan

At the March 10, 2025 meeting of Council Advisory Committee, Strategic Initiatives Coordinator Alisha Christie proposed the Town of Kentville Equity and Belonging Plan for approval.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

That Council approve the Town of Kentville's Equity and Belonging Plan.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) Subdivision Bylaw Amendment

At the March 10, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe proposed amendments to the Town of Kentville's Subdivision Bylaw and recommended that Council give it First Reading.

Report available for more information.

It was moved by Councillor John Andrew and Councillor Rob Baker

That Council give First Reading on the proposed amendments to the Subdivision Bylaw regarding primary and secondary services in the attached report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(6) New Policy: Committees, Commissions and Boards

At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West proposed the new Policy Statement G81 Committees, Commissions and Boards for Council approval.

Report available for more information.

Discussion

- Concern that the Student Bursary Committee only once a year
- Request that members provide feedback on the proposed policy and send them to the deputy clerk

It was moved by Councillor Rob Baker and Deputy Mayor Debra Crowell

That Council direct the CAO to review Policy Statement G81 Committees, Commissions and Boards as in the attached report with amendments with regards to discussion of Council inquiry.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(7) Conferences for Elected Officials

At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West presented the new Policy Statement G82 Council Conference Attendance and Professional Development for Council's approval.

Discussion

- Members will set out an annual plan for their conferences, to be approved by Council. Changes to this plan must be approved by Council.

Report available for more information.

It was moved by Councillor John Andrew and Councillor Samantha Hamilton

That Council approve Policy Statement G82 Council Conference Attendance and Professional Development as in the attached report with amendments.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor John Andrew and Councillor Rob Baker

That Council repeal Policy Statement G21 FCM Conference Attendance.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(8) Kentville Accessibility Action Plan

At the March 10, 2025 meeting of Council Advisory Committee, Active Living and Community Coordinator Bekah Craik proposed the updated Town of Kentville Accessibility Action Plan for 2025 to 2029.

Report available for more information.

It was moved by Councillor Rob Baker and Councillor John Andrew

That Council approve the 2025-2029 Accessibility Action Plan.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(9) Land Use Bylaw Amendment in the C3 Commercial Zone

At the March 10, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe presented an application for amendment to the Town of Kentville's Land Use Bylaw in the Limited Commercial Zone to permit residential conversions of up to three units. This will come back to Council for consideration, after a public participation meeting.

Report available for more information.

(10) Land Sale – River Floodway Property

At the February 24, 2025 meeting of Council, during the In Camera (closed) session, Deputy Clerk Jennifer West reviewed a proposal for the town to sell a portion of land on the River Floodway to the Federal Government. Council approved this proposal and the sale is now complete and requires approval in open session.

Report available for more information.

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

That Council approve the sale of the town-owned property at PID 55546345 on Brooklyn Street, at a price of \$216,000, to Environment and Climate Change Canada, for the purpose of conservation.

MOTION CARRIED

Council Meeting Minutes, March 31, 2025

Approved April 28, 2025

Page 6

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor John Andrew

Highlights included calls and connections on homelessness, calls about pool closure and regional rec facility. Councillor states that this report is not current report and will send updated report to deputy.

Report available for more information.

(2) Councillor Rob Baker

Highlights included need to discuss Councils vision for Kentville, importance of the Kentville Library.

Report available for more information.

(3) Deputy Mayor Debra Crowell

Highlights included Audit Committee meeting, Fire Area Rate meeting, investment Advisory Committee meeting, KBC meeting and Water Commission meeting.

Report available for more information.

(4) Councillor Samantha Hamilton

Highlights included Fire Area Rate meeting, discussion at the ETT meeting regarding the Community Solar Garden project in partnership with Colchester. The ETT want to know the goals of Council, Councillor stated it was hard to answer given the lack of strategic planning from current Council. Councillor requested a want to do a strategic plan with Council.

Councillor John Andrew called point of order on Councillor Samantha Hamilton.

Report available for more information.

(5) Councillor Cathy Maxwell

Highlights included Water Commission meeting, Annapolis Valley Trails Coalition, and the transportation task team of the Accessibility committee.

Report available for more information.

(6) Councillor Cate Savage

Highlights included Investment Advisory Committee, Regional Sewer Committee, and Board of Police Commissioners.

Report available for more information.

(c) Mayor Andrew Zebian

Mayor Zebian reported on his activities this month with highlights including Valley Waste Investment Committee, Audit Committee, police long service awards to honour Chief Smith, Water Commission CAO hiring committee, Mayor was inducted into the Kentville Rotary, and Code of Conduct training.

Report available for more information.

5. BUSINESS ARISING FROM THE MINUTES

(a) Request for Decision – Solar Garden Reconsideration

Councillor Samantha Hamilton brought forward a report outlining a desire to reconsider supporting the Low Carbon Community Colchester Partnership Opportunity which came to Council on February 24, 2025.

Councillor Savage was given the floor to speak to RFD. Councillor recommends supporting the previous motion.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Rob Baker

That Council approve a contribution of \$5,200 towards a feasibility study for a community solar garden.

MOTION FAILED

Councillors who voted in favour of this motion:

Baker, Hamilton and Savage

Councillors who voted against this motion:

Andrew, Crowell, Maxwell and Zebian

6. NEW BUSINESS

(a) Request for Decision – Kentville Dog Park

Mayor Andrew Zebian brought forward a recommendation to change the location of the Kentville New Minas Dog Park.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Rob Baker

That Council direct staff to report back to Council in April 2025 on the proposal to change the location of the Kentville New Minas Dog Park, including factors of financing, land acquisition, parking, and any other pertinent issues.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Request for Decision – Resident Grant

Mayor Andrew Zebian brought forward a recommendation to provide a grant to a youth participating in an International Dance Competition this year. Council recommended consideration of this request through the Grants to Organizations process.

Report available for more information.

(c) Request for Decision – Kings County Academy Breakfast Program

Mayor Andrew Zebian brought forward a recommendation to provide a grant to the Kings County Academy Breakfast Program in the amount of \$5000, in lieu of Council members attending the Federation of Canadian Municipalities conference this year.

Report available for more information.

It was moved by Mayor Andrew Zebian and Deputy Mayor Debra Crowell

That Council commit \$5000 from the 2025-2026 Operating Budget, from the Council FCM budget line, to be allocated to the Kings County Academy Breakfast Program In lieu of Council members not attending FCM.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Crowell, Hamilton, Maxwell, Savage and Zebian

Councillors who voted against this motion:

Baker

(d) Valley Waste 2025-2026 Budget

Interim CAO Kevin Matheson provided the budget report from Valley Waste and asked Council to consider their budget recommendations.

Report available for more information.

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

That Council approve the Operating Budget of Valley Waste Resource Management (VWRM) for the 2025-26 fiscal year in the amount of \$13,249,120

of which the Town of Kentville will contribute \$765,793 as its share of municipal funding.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

That Council approve the Capital Budget of Valley Waste Resource Management (VWRM) for the 2025-26 fiscal year in the amount of \$4,665,000 to be funded from reserves and debt of VWRM.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(e) Kings Transit Authority 2025-2026 Budget

Interim CAO Kevin Matheson provided the budget report from Kings Transit and asked Council to consider their budget recommendations.

Report available for more information.

It was moved by Councillor Rob Baker and Councillor Cathy Maxwell

That Council approve the Operating Budget of Kings Transit Authority (KTA) for the 2025-26 fiscal year in the amount of \$3,385,649 of which the Town of Kentville will contribute \$392,569 as its share of municipal funding.

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 Cathy Maxwell

That Council approve the Capital Budget of Kings Transit Authority (KTA) for the 2025-26 fiscal year in the amount of \$5,510,000 to be funded from reserves and ICIP grants.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(f) Human Resources Needs Assessment

Interim CAO Kevin Matheson reviewed the need to an assessment of human resources at the Town of Kentville, as well as in neighbouring towns of Wolfville and Berwick. These three municipal units have prepared a joint tender for a regional needs assessment of human resources.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council approve an application to the Municipal Innovation Program to support an assessment of human resources service needs and development of inter-municipal service delivery models in partnership with the Towns of Berwick & Wolfville.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

(a) John Lohr – Setbacks for Wind Turbines

(b) Support for Community Solar Feasibility Study

8. PUBLIC COMMENTS

(a) None

9. IN CAMERA

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

That Council move into a closed session at 9:26 p.m. to discuss confidential matters related to Land and Personnel matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Deputy Mayor Debra Crowell and Councillor John Andrew

That Council move back into open session at 9:57 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

It was moved

That the March 31, 2025 meeting of Council adjourn at 9:57 p.m.

MOTION CARRIED



Approved by Interim CAO Kevin Matheson