



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: March 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.

Interim Chief Administrative Officer (CAO) Kevin Matheson 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:

- Alisha Christie, Strategic Operations Coordinator and Recording Secretary
- Bekah Craik, Department of Recreation
- Nick Gerrard, Recreation Facility Supervisor
- Ahmad Kadri, Department of Public Works and Engineering
- Kevin Matheson, Interim Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Ken Reade, Kentville Police Service
- Darren Shupe, Director of Planning and Development

PRESENTATIONS

Bekah Craik, Active Living Community Coordinator

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Discussion

- Director Matthews offered some suggestions for potential balancing of any deficit position.
- Concerns about the debt load for the town, and actions to help reduce this indicator.
- Clarification of the cost of appeals of property assessment values.

Director Matthews reviewed her proposed policy changes to improve processes and notification of customers.

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

That Council Advisory Committee recommend
to the March 31 2025 meeting of Council,

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

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

That Council Advisory Committee recommend
to the March 31 2025 meeting of Council,

That Council repeal Policy Statement G12 Tax Collection.

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 March 31 2025 meeting of Council,

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

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

*It was moved that Council recess for 15 minutes
Council resumed the open session*

(d) Police Report

(1) Chief's Report

Deputy Police Chief Ken Reade presented the police commission report for January 2025, with highlights including a member teaching a workshop on drug recognition, search warrant course, and the African Canadian Experience course.

See report for more information.

Discussion

- There have been efforts around relationship building and planning around homelessness in the town.
- Clarification of the role of the Bylaw Officer, and the importance of this role for the police service.

(e) Engineering and Public Works

(1) Director's Report

Project Engineer Ahmad Kadri presented the Public Works report for February 2025, with highlights including a high number of water main breaks, sanitary sewer replacement near the Millbrook area, and a traffic authority update on the condition of paving. The first draft of the stormwater management master plan is being shared with other departments for feedback. The water rate assessment is still in the study phase and it is hoped that it will be available for the operating budget.

Mr. Kadri also presented the proposal to award the tender for construction on the Donald E. Hiltz connector road.

See report for more information.

Discussion

- Clarification of the cost for \$6.7 million is possible to be completed in the 2025-2026 fiscal year.
- Concerns about stormwater management features being constructed at the Donald E. Hiltz connector prior to the master plan being completed.

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

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

(b) Town Hall Building Improvement Project

Deputy Clerk Jennifer West reviewed the assessment of the Town Hall building for improvements to accessibility and energy efficiency, and explained the need for public engagement and initial concept designs. This item will be added to budget deliberations.

See report for more information.

(c) Kentville Equity and Belonging Plan

Strategic Initiatives Coordinator Alisha Christie reviewed process of developing an Equity and Belonging Plan outline for the town by April 2025, and provided a draft for Council's consideration.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Rob Baker

That Council Advisory Committee recommend
to the March 31, 2025 meeting of Council,

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

MOTION CARRIED

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

(d) Subdivision Bylaw Amendment

Director of Planning and Development Darren Shupe reviewed the existing Subdivision Bylaw and outlined the need for amendments that will improve processes and increase development.

See report for more information.

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

That Council Advisory Committee recommend
to the March 31, 2025 meeting of Council,

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

MOTION CARRIED

That Council Advisory Committee recommend
to the March 31, 2025 meeting of Council,

**That Council approve Policy Statement G81 Committees, Commissions and
Boards as in the attached report with amendments.**

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 Rob Baker

That Council Advisory Committee recommend
to the March 31, 2025 meeting of Council,

That Council repeal Policy Statement G57 Committees of Council.

MOTION CARRIED

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

Councillor Baker left the meeting at 9:10pm

7. NEW BUSINESS

(a) Town of Kentville 2025-2029 Accessibility Plan

Active Living and Community Coordinator Bekah Craik reviewed the proposed accessibility plan as a guiding document for council and staff over the next 5 years.

See report for more information

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council Advisory Committee recommend
to the March 31, 2025 meeting of Council,

That Council approve in principle the 2025-2029 Accessibility Action Plan.

MOTION CARRIED

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

Councillor Baker returned at 9:14pm.

(b) Initiation of a Municipal Planning Strategy and Land Use Bylaw Review

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(d) Holly Rogers

Concerns about accessibility of the pool based on repairs discussed at tonight's meeting.

10. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 9:47 p.m.

MOTION CARRIED



Minutes Approved by Interim CAO and Town Clerk Kevin Matheson