



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: June 30, 2025

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

Mayor Zebian gave appreciation to outgoing Chief Administrative Officer Kevin Matheson for his support over the past few months.

1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 6:00 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

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

REGRETS

Councillor John Andrew

The chair gave a land acknowledgement.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Remove 5.a.4 Accessibility Committee Recommendations

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

That the agenda of June 30, 2025 be approved.

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MOTION CARRIED

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

3. APPROVAL OF THE MINUTES

(a) Council meeting held on May 26, 2025

It was moved that the minutes of the Council meeting on May 26, 2025 be approved.

MOTION CARRIED

(b) Special Council meeting held on June 12, 2025

It was moved that the minutes of the Council meeting on June 12, 2025 be approved.

MOTION CARRIED

(c) Special Council meeting held on June 17, 2025

It was moved that the minutes of the Council meeting on June 17, 2025 be approved.

MOTION CARRIED

(d) Special Council meeting held on June 23, 2025

It was moved that the minutes of the Council meeting on June 23, 2025 be approved.

MOTION CARRIED

(e) Special Council meeting held on June 24, 2025

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

MOTION CARRIED

4. SPECIAL PRESENTATION

Mayor David Corkum from the Municipality of the County of Kings introduced MOK staff members Scott Conrod and Martin Kehoe to host the presentation. Mr. Conrod and Mr. Kehoe shared the concerns heard by residents in the valley, the sources of these concerns and the methods being implemented to resolve the issues.

Presentation available for more information

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee

(1) Biodiversity Strategy

At the June 9, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West gave a presentation of the town's draft Biodiversity Strategy that would see land and habitat conservation integrated more strategically into all departments and the community.

Report available for more information.

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

That Council approve the Town of Kentville Biodiversity Strategy.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(2) Public Participation Policy

At the June 9, 2025 meeting of Council Advisory Committee, Director Darren Shupe presented the revised Public Participation Policy for Planning applications, with a focus on improving communication with residents.

Report available for more information.

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

That Council approve Policy Statement Public Participation Policy as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(3) Rezoning Application

At the June 9, 2025 meeting of Council Advisory Committee, Director Darren Shupe introduced the planning application to rezoning the parcel of land at 157 Main Street from R2 to R3 to facilitate an 8-unit apartment building.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council direct the CAO to schedule a public participation meeting on the rezoning application for PID 55467070, 157 Main Street, from R2 to R3 to facilitate an 8-unit apartment building.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(4) Removed from the agenda

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor John Andrew

Report not submitted

Report available for more information.

(2) Councillor Rob Baker

Report submitted.

Report available for more information.

(3) Deputy Mayor Debra Crowell

Report submitted.

Report available for more information.

(4) Councillor Samantha Hamilton

Report submitted.

Report available for more information.

(5) Councillor Cathy Maxwell

Report submitted.

Report available for more information.

(6) Councillor Cate Savage

Report submitted.

Report available for more information.

(c) Mayor Andrew Zebian

Report submitted.

Report available for more information.

6. BUSINESS ARISING FROM THE MINUTES

(a) Equity and Belonging Committee Appointments

At the March meeting of Council, Council approved the Equity and Belonging Plan as an action item related to the Nova Scotia Dismantling Racism and Hate Act, which identifies Municipalities as the first public sector bodies required to have plans to address systemic hate, inequity and racism.

Report available for more information

It was moved by Councillor Cate Savage and Councillor Rob Baker

That Council approve the following applications for committee membership:

- Orlando Butler-Hunt
- Sherwin Pagtakhan
- Dr. Alicia Moreiga
- Mark Albano
- Kathy-Ann Browning Johnson

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 Debra Crowell

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That Council appoint two Councillors to sit on the Equity and Belonging Committee: Councillor Cathy Maxwell and Councillor Rob Baker.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(b) Sanitary Sewer Operating Reserve

Mayor Andrew Zebian gave a review of the request for transfer into the Sanitary Sewer Operating Reserve.

Report available for more information

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

That, in the event of a Sanitary Sewer operating budget deficit persists, that Council approve that the final audited deficit value be withdrawn from the Town of Kentville Sanitary Sewer operating reserve.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(c) C3 Zone Land Use Bylaw Amendment

At the April 28th 2025 meeting of Council, First Reading was given for proposed amendments to the Town of Kentville's Land Use Bylaw, permitting residential conversions of up to four units in the Limited Commercial (C3) Zone. A Public Hearing was held on June 30, 2025.

Report available for more information

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council approve Second Reading to and approves amendments to the Kentville Land Use By-law to permit residential conversions in the Limited Commercial (C3) zone, in a manner substantively the same as indicated on page 2 staff report presented to Council dated April 28, 2025.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

7. NEW BUSINESS

(a) Appointment of Chief Administrative Officer

Mayor Andrew Zebian thanked Mr. Kevin Matheson for his service to the town and welcomed the new CAO Chris McNeill to the role.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

That Council appoint Chris McNeill as the Town of Kentville's Chief Administrative Officer, beginning July 2, 2025.

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 Debra Crowell

That Council consent to the CAO performing the duties of the clerk as prescribed in the municipal government act.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(b) Draft 2025-2026 Operating Budget

Interim CAO Kevin Matheson gave an update on the operating budget, with recommendations to address deficit.

Report available for more information.

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

That Council approve the Town of Kentville 2025-2026 Operating Budget in the amount of \$18,574,900.

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 Debra Crowell

Whereas the Town of Kentville requires the sum of \$12,980,316 to be levied against the ratepayers of the Town after allowing for all other sources of revenue;

Be it resolved

That Council the Town of Kentville levy a rate of \$1.4262 per \$100 of taxable assessed value of residential and resource property in the Town, a rate of \$3.2962 per \$100 of taxable assessed value of commercial property not in the Kentville Business Park and a rate of \$2.287 per \$100 of taxable assessed value of commercial property within in the Kentville Business Park.

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 Debra Crowell

Be in resolved that the Town of Kentville levy an area rate of \$0.045 per \$100 of all taxable assessed property for the purposes of the Kentville Volunteer Fire Department.

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 Debra Crowell

Be it resolved that the Town of Kentville levy an area rate of \$0.052 per \$100 of all taxable assessed property for the purposed of fire hydrant protection by the Kentville Water Commission.

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 Debra Crowell

Be it resolved that the Town of Kentville levy an area rate of \$0.115 per \$100 of all taxable commercial property for the purposes of the Kentville Business Development Corporation Limited.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

8. CORRESPONDENCE

- (a) Layla Alders**
- (b) Catherine Browning**
- (c) Postal Workers**
- (d) Farmers Markets of Nova Scotia**
- (e) Mike MacLean**
- (f) Department of Justice**

9. PUBLIC COMMENTS

- (a) Mike MacLean**

Concerns about earlier start for budget approvals in 2026.

10. ADJOURNMENT

It was moved

That the June 30, 2025 meeting of Council adjourn at 7:18 p.m.

MOTION CARRIED



Approved by CAO Chris McNeill

