



TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: July 14, 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) Chris McNeill 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 Public Works and Engineering
- Craig Langille, Director of Parks and Recreation
- Chris McNeill, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Darren Shupe, Director of Planning and Development
- Alisha Christie, Strategic Operations Coordinator
- Marty Smith, Chief of Kentville Police Service
- Jennifer West, Recording Secretary

## **REGRETS**

None

## **DECLARATIONS OF CONFLICT OF INTEREST**

None

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

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

**That the agenda for the Council Advisory Committee meeting of July 14, 2025 be approved.**

**MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, June 9, 2025.

It was moved

**That the minutes from the Council Advisory Committee meeting held on June 9, 2025 be approved.**

**MOTION CARRIED BY CONSENSUS**

(b) Special Council Advisory Committee, Meeting Minutes, June 9, 2025.

It was moved

**That the minutes from the Special Council Advisory Committee meeting held on June 9, 2025 be approved.**

**MOTION CARRIED BY CONSENSUS**

### **4. PRESENTATIONS**

(a) None

### **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance

(1) Directors Report

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Director Wanda Matthews presented the report for the period ending June 30, 2025, with highlights including beginning of the audit process, an update to the capital investment plan, and an update on tax collection.

*See report for more information.*

**(b) Planning and Development**

**(1) Department Report**

Director of Planning and Development Darren Shupe reviewed his department report for June with highlights including addition of a second Development Officer Ben Crowell, development of the Planning Advisory Committee, Visitor Information Centre and successful June events.

*See report for more information.*

**(c) Parks and Recreation**

Director Craig Langille presented the Parks and Recreation department report for June with highlights including increasing pool attendance for public swims, aquafit and pickleball, and opening of the pool. Director Langille also gave an update on capital projects.

*See report for more information.*

**i. Update on Hemlock Conservation Project**

Strategic Operations Coordinator Alisha Christie gave an update on the Hemlock Conservation Project with highlights including phase 1 assessment is complete for the Gorge and the Ravine, treatment is complete in the Gorge and is in progress in the Ravine, a review of pesticides being used and the application process.

*See report for more information.*

**Discussion**

- Clarification of the relationship between hemlock conservation and stormwater management in the Gorge and Ravine.
- More information is available on the town's website about this project and hemlock conservation on private property.

**(d) Police Report Chief's Report**

Police Chief Marty Smith gave his May report with highlights including an increase in calls for service and criminal code charges, increase in impaired

driving charges, use of force training, police week events, and successful June events.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell presented the Public Works report for June 2025, with highlights including an update on the downtown active transportation project (sidewalks) in the downtown, award of tender for storm sewer on Main Street, which will result in underground infrastructure, and sidewalks, curb and pavement resurfacing from Aberdeen to Bridge Street. The MacDougall Heights developer has sent preliminary plans to staff in Planning and in Public Works to review but no permits have yet been submitted by the developer.

*See report for more information.*

Discussion

- Explanation of the water running on the street at Mountainview.
- Patch paving continues through the town.

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

**(a) First Reading: Proposed LUB Amendments - General Commercial (C1) Zone**

Director Darren Shupe reviewed the process for amending language in the land use bylaw around parking spaces in the downtown core, and the purpose and opportunity for this amendment.

*See report for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the July 28 2025 meeting of Council,

**That Council give First Reading to amendments to the Land Use Bylaw for the General Commercial (C1) zone which would:**

**1. Allow the Development Officer to waive amenity requirements of a project if it is within a 400 m route of a public open space, and**

## **2. Remove parking requirements for residential units.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(b) First Reading: Rezoning Application - 157 Main Street**

Director Darren Shupe reviewed the process for amending the zoning of a property in the land use bylaw, and the purpose and opportunity for this amendment.

*See report for more information.*

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

That Council Advisory Committee recommend  
to the July 28 2025 meeting of Council,

**That Council give First Reading to the Land Use Bylaw amendments  
regarding the Rezoning Application for 157 Main Street (PID  
55467070)**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **7. NEW BUSINESS**

### **(a) Kentville Business Park Taxation**

Mayor Andrew Zebian reviewed the development of the Kentville Business Park and the lower tax rate for these properties, and the proposal to bring rates in line with other commercial properties.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

That Council Advisory Committee recommend  
to the July 28 2025 meeting of Council,

**That Council authorize the Mayor to submit a request to MLA John Lohr to have provincial legislation introduced that would see the 1983 Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park, being Chapter 76 of the Acts of 1983 repealed.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Policy Statement G84 – Council and Committees of Council**

Mayor Andrew Zebian reviewed the existing policies around committees and presented this new policy which would update meeting practices and replace six older policies.

*See report for more information.*

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

That Council Advisory Committee recommend  
to the July 28 2025 meeting of Council,

**That Council request staff to proceed with the finalization of Policy Statement G84 Council and Committees of Council including new terms of reference for all boards and committees.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Repeal of Policy G74 and Policy G76**

Mayor Andrew Zebian described the need for these policies around the pandemic of 2020, and that these policies are now obsolete.

*See report for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the July 28 2025 meeting of Council,

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**That Council repeal Policy Statement G74 – “COVID-19 Workplace Safety” and Policy Statement G76 – “ COVID-19 Safety Policy for Council”.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**8. CORRESPONDENCE**

(a) Cyril White

**9. PUBLIC COMMENTS**

(a) Floyd

Promotion of himself as a community street advocate to clean up the streets and help those who are less fortunate.

(b) Bunny Bennett

Appreciation for Canada Day in Kentville this year. Suggestion for traffic changes.

**10. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 7:30pm.**

**MOTION CARRIED**



Minutes Approved by CAO and Town Clerk Chris McNeill

