



TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: September 8, 2025

**Town Hall, 354 Main Street, Kentville, Nova Scotia**

This meeting was held at Town Hall and livestreamed to YouTube with closed captions.

Mayor Andrew Zebian called the meeting to order at 4:00 p.m. and gave a land acknowledgement.

Chief Administrative Officer (CAO) Chris McNeill reported the following members of Council and staff were present:

## **1. CALL MEETING TO ORDER AND ROLL CALL**

### **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
- Alisha Christie, Recording Secretary
- Craig Langille, Director of Parks and Recreation
- Chris McNeill, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Darren Shupe, Director of Planning and Development
- Marty Smith, Chief of Kentville Police Service

## **REGRETS**

None

*Council Advisory Committee Meeting Minutes – September 8, 2025*

*Approved October 14, 2025*

*Page 1*

## **DECLARATIONS OF CONFLICT OF INTEREST**

None

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

It was moved by Deputy Mayor Crowell and Councillor Savage

That Council Advisory Committee recommend  
to the September 29, 2025 meeting of Council,

**That the agenda for the Council Advisory Committee meeting of  
September 8, 2025, be approved.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **3. IN-CAMERA**

It was moved by Councillor Andrew and Deputy Mayor Crowell

That Council Advisory Committee recommend  
to the September 29, 2025 meeting of Council,

**That Council Advisory go in-camera.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(a) Contract Negotiation**

## **RECESS**

At: 4:43 pm

## **RESUME**

Mayor Andrew Zebian called the meeting to order at 6:00 p.m. and gave a land acknowledgement.

*Council Advisory Committee Meeting Minutes – September 8, 2025*

*Approved October 14, 2025*

*Page 2*

#### **4. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, July 14, 2025.

Addition: Business park, change Mayor Zebians' vote from negative to positive

#### **5. PRESENTATIONS**

##### **(a) Climate Community Capacity Update**

Sofia Munoz, the Clean Foundation's Community Climate Lead for the Town of Kentville, presented an update on the Community Climate Capacity Program (CCC), highlighting key achievements, including a review of projects completed in the first year of the three-year program agreement. Projects included Natural Stormwater Management in Oakdene Park, QUEST Energy Planning and Bird Friendly Kentville. The presentation included future projects for year 2 of the programs, with a goal of completing a Community Climate Risk Assessment, Urban Forestry Management, and supporting the in-house development of the new Municipal Planning Strategy.

*Presentation available for more information*

Discussion

- Council inquired about the Climate Risk Assessment, and if the Dillon Stormwater Management Master Plan Report will be included. Sofia confirmed that the report will be incorporated into the development of the Assessment.

#### **6. DEPARTMENT REPORTS AND RECOMMENDATIONS**

##### **(a) Finance**

##### **Directors Report**

Director Wanda Matthews presented the report for the period ending August 31, 2025, highlighting key developments, including the Water Utility Rate study and the Human Resource Needs Assessment, both of which are currently underway. As well as provided an update on the Status of tax billing of the 2024/2025 tax bills

Director Matthews noted that 2018-2019 is the last time for a sewer rate increase. The Director noted that the agreement with the County of Kings has seen substantial increases. The statement of operations

*See report for more information.*

## Discussion

- Council inquired about the current monthly deficit from sewer and water. Director Matthews clarified that staff are working toward a new rate plan to reduce the deficit. The earliest the rate could change would be Oct 1<sup>st</sup>
- Councillor inquired about the sewer rate adjustment, and if it will be phased or an immediate increase. The director stated that staff will bring forward options for Council consideration.

## **(b) Planning and Development**

### **Department Report**

Director of Planning and Development Darren Shupe reviewed his department's report for July and August, highlighting that staff are working on a work plan for the Municipal Planning Strategy planning review. He also provided a review of July and August development permits, new planning applications, and subdivision applications. Staff continue to work on on-going applications. Director noted that Community Economic Development is working on the Pumpkin People Festival and reported that the Visitors Information Centre will be open until the end of October this year.

*See report for more information.*

## Discussion

- Council inquired about the Municipal Planning Strategy Review and asked about phasing the process. Director Shupe clarified that staff will bring forward phased changes to address developments.
- Council inquired about how planning fees are determined. Director Shupe noted that he can report to Council on how fees are created.
- Council inquired about the Plan Review and the Work Plan for the Plan Review. Director Shupe noted that the Work plan will note the timeline and phases of the plan review and what topics will be prioritized first for review.

## **(c) Parks and Recreation**

Director Craig Langille presented the Parks and Recreation department report for July and August, highlighting that program and aquatic numbers had been higher than in previous years. Fall programming has begun to roll out, Harvest Fest planning in underway and preparing for Pumpkin People. Parks staff transitioned to the Cenninal Arena on September 27th to ensure

the facility is ready for the upcoming season. Baseball fields have increased in use with playoffs and Acadia.

Staff are working on a trail reopening plan, as trails have not received maintenance during the Provincial Woods Ban. Additionally, they are completing proper annual winterization and closing the facilities, including the Pool and Splash Pad.

*See report for more information.*

#### Discussion

- Council inquired about comparisons from previous years regarding pool usage. Director Langille noted that the average is 115 users a day compared to 70 in previous years.
- Council inquired about mechanical issues at the pool. Director Langille reported zero closures due to mechanicals.

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

Police Chief Marty Smith gave his July report with highlights, including an overview of July's highlights and initiatives, such as Camp Courage, as well as the Special Olympics torch run. Chief presented a statistics comparison between July 2024 and July 2025, a 36% increase in calls. Noted that the KPS youth program has launched and is currently still recruiting. In addition to a review of warrants and investigations.

*See report for more information.*

#### Discussion

- Council inquired about the Community Crisis Navigator if other policing units had the same position, and what it would look like without the position. Chief Smith noted that the navigator position has an advantage in building trust in the community and with partners. Chief noted that there has been a lot of positive feedback regarding the position in the community.
- Council inquired about Camp Courage. Chief Smith stated that it is a program designed to allow members of the marginalized communities to gain understanding and opportunities in first-responder roles.
- Council inquired about the Municipal By-law investigations. Chief noted that the majority tend to be with unsightly premises investigations.

## **(e) Engineering and Public Works**

### **Director's Report**

Director Dave Bell presented the Public Works report for July and August 2025, with highlights including two proposals received for the Residential Water Meter upgrade project, as well as infrastructure projects such as the Downtown AT project on Webster St., and Main St. storm pipe replacement, curb and sidewalk project. Director Bell stated the Donald E. Hiltz project is currently focused on water main installation and stormwater management infrastructure. Stormwater infrastructure maintenance continues on storm catch basins. The new street sweeper is set to arrive and will support storm system maintenance.

*See report for more information.*

### **Discussion**

- Council inquired about the investment in the Water Meters. Director Bell noted that the upgrade will increase meter accuracy.
- Council inquired about no-parking signs in areas around town. Director Bell confirmed that signs have been issued on narrow streets, Oakdene Terrace, Highland, as well as on the west end of town and changing parking stalls by Main St station.
- Council inquired about catch basin clearing. Director Bell noted that catch basins are cleaned annually with street sweepers
- Council inquired about Donald E. Hiltz's (DEH) stormwater systems and if they would decrease the water entering Mitchell Brook and other areas during rainfall events. Director Bell stated that the DEH stormwater system will decrease the impact of the flow of Mitchell Brook.
- Council inquired about the plan for the maintenance of waterways. Director Bell stated that the Town partners with Port Williams and New Minas to complete stormwater maintenance and awards a contract for storm and sanitary cleaning.

## **7. RECOMMENDATIONS**

### **(a) Valley Region Solid Waste-Resource Management Authority-Guarantee**

Director Matthews presented the Valley Region Solid Waste-Resource Management Authority (Valley Waste) borrowing resolution that requires a guarantee resolution from each of its municipal partners.

It was moved by Deputy Mayor Crowell and Councillor Maxwell

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**That Council approve the guarantee resolution for Valley Region Solid Waste-Resource Management related to the 2025-26 fiscal year capital budget.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Proposed Amendments to the LUB and Subdivision By-Law  
Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot  
Frontage Standards**

Director Shupe presented the first set of staff-led amendments to the Town's Land Use By-law (LUB) and Subdivision Bylaw (SB).

See the report for details.

It was moved by Councillor Savage and Councillor Andrew

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**To give First Reading and schedule a Public Hearing for proposed amendments to the Land Use By-law (LUB) and Subdivision By-law (SB) to:**

1. Establish phased subdivision approval provisions, including distinctions between local and collector streets;
2. Regulate limited-access street systems (cul-de-sacs, temporary turnarounds, looped streets);
3. Revise lot frontage requirements in the Medium Density Residential (R3) and High Density Residential (R4) zones;
4. Establish connectivity incentives linked to density bonusing;
5. Introduce collector street provisions requiring Town Engineer review where thresholds are exceeded;
6. Address legacy streets that exceed current standards; and
7. Require the reservation of corridors for future street

connections, administered jointly by the Development Officer and Traffic Authority.

8. \*Require a phasing agreement at tentative subdivision for a phased development. \*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(c) Policy 100 Council and Committee of Council Report**

CAO Chris McNeil presented the draft new Policy 100 – Council and Committee of Council.

See the report for full details.

Changes will come to the Council Meeting at the end of the month

**(d) Terms of Reference for Committees By-Law 100 Board of Police Commissioners**

CAO Chris McNeil presented new draft Terms of Reference for the following Committees of Council:

1. Finance and Audit Committee
2. Bursary Committee
3. Inclusion, Diversity, Equity and Accessibility (IDEA) Committee
4. Investment Committee
5. Planning Advisory Committee
6. Water Commission

See the report for details.

**(e) By-Law 100 Board of Police Commissioners**

CAO Chris McNeil presented a new draft By-Law for the Board of Police Commissioners.

See report for details.

**(f) Traffic Calming Report**

CAO McNeil presented a Traffic Calming report due to a request by a member of council.



See the report for details.

**(g) Council support for Local Leadership for Climate Adaptation (LLCA)**

Strategic Initiatives Coordinator presented a report on staff's request for the Town to apply for the Green Municipal Fund's Local Leadership for Climate Adaptation (LLCA).

See the report for details.

It was moved by Deputy Mayor Crowell and Councillor Maxwell

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**THAT Council approve the submission of a funding application to the 2026-2027 Green Municipal Fund Local Leaders in Climate Adaptation (LLCA).**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(h) Council support for Grow Renewal and Infrastructure Development (GRID)**

Strategic Initiatives Coordinator presented a report on staff's request for the Town to apply the Province of Nova Scotia's Grow Renewal and Infrastructure Development (GRID)

See the report for details.

It was moved by Councillor Baker and Councillor Hamilton

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**THAT Council approve the submission of a funding application to the 2026-2027 Provincial Growth and Renewal for Infrastructure Development Program (GRID)**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**8. CORRESPONDENCE**

**(a) Virginia Brooke**

Nova Scotia Association of Police Governance (NSAPG) regarding Provincial Policing Review

**(b) Becky Druhan, Attorney General and Minister of Justice**

Provincial Attorney General and Minister of Justice Response to NSAPG Letter

**(c) Dr. Rim Zayed, Regional Medical Officer of Health Public Health – Western Zone and Marsha Pothier-Foote, Director Public Health – Western Zone** Letter from Nova Scotia Public Health – Water Fluoridation

**9. PUBLIC COMMENTS**

**(a) Nicole Ross – Chair of Kentville Inclusion Access and Advisory Committee**

Regarding the proposed combining of the Equity and Belonging Committee and Kentville Inclusion Access and Advisory Committee.

**(b) Rachel Creeser**

Speak against the combination of the Equity and Belonging Committee and Kentville Inclusion Access and Advisory Committee.

**(c) Kate Boasour**

Speak against the combination of the Equity and Belonging Committee and Kentville Inclusion Access and Advisory Committee.

**10. ADJOURNMENT**

There being no further business to discuss:


**Council Advisory Committee adjourned at 8:59 pm.**

**MOTION CARRIED**

*Council Advisory Committee Meeting Minutes – September 8, 2025*

*Approved October 14, 2025*

*Page 10*



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Minutes Approved by Mayor Zebian

