



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE

Meeting Minutes: November 10, 2025

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

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

PRESENT: Mayor Andrew Zebian  
Deputy Mayor Debra Crowell  
Councillor John Andrew  
Councillor Cate Savage  
Councillor Rob Baker  
Councillor Cathy Maxwell

REGRETS: Councillor Samantha Hamilton

STAFF: Chris McNeill, Chief Administrative Officer  
Jason Bethune, IT Manager  
Dave Bell, Director of Engineering and Public Works  
Wanda Matthews, Director of Finance  
Darren Shupe, Director of Planning  
Marty Smith, Chief of Police

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

Mayor Andrew Zebian called the meeting to order at 5:00 p.m. He respectfully acknowledged that Kentville is on the traditional and unceded land of the Mi'kmaq People. The Town honours their deep connection to this land, past, present, and future; and also recognizes and honours the contributions and heritage of African Nova Scotians whose ancestors have shaped and enriched this community for generations.

## **DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Rob Baker declared a conflict of interest for item 8(b).  
Councillor Cate Savage declared a conflict of interest for item 8(c).

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

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*Approved December 8, 2025*

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**It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that the agenda for the Council Advisory Committee meeting of November 10, 2025, be approved.**

**MOTION CARRIED UNANIMOUSLY.**

**3. APPROVAL OF MINUTES - October 10, 2025**

Mayor Andrew Zebian asked if there were any changes to the minutes of October 10, 2025. With none forthcoming, he declared the minutes approved.

**4. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**a. Planning and Development**

Director of Planning Darren Shupe provided highlights from his monthly report. Work is progressing on development of a workplan for MPS/LUB review which will hopefully be ready in December.

Sixteen development permits were issued in October with an estimated value of \$1.2 million and no site plan or subdivision applications were received.

A new re-zoning application was received for 153 Belcher Street to facilitate the re-location of a dental clinic. A public participation meeting will be held on November 20, 2025, at 4:30 p.m.

Funding has been received to hire a person for a one-year term position to help with writing the environmental section of the new MPS/LUB, and other climate change projects.

Kentville's VIC had a great season with numbers up substantially in October with a longer open season and more pumpkin people publicity.

Councillor Andrew inquired about the percentage wage subsidy for the Climate position and was informed that the grant will pay for a vast majority of the wages.

A question related to the re-zoning of 153 was also asked and staff explained that it was to move the existing dental practice next door and make it more accessible.

**b. Parks and Recreation**

Staff report was included with the agenda and noted updates on capital projects at the arena and outdoor facilities. Additionally, job positings took place for two vacant positions and interviews were expected to take place shortly.

Two staff were recognized this month provincially as well with Manager of Recreation Services being elected the next President of Recreation Nova Scotia and Active Living Coordinator sharing in the Provincial Mayflower Cooperation Award.

Councillor Maxwell inquired about pool pipes that still seem to be exposed at the pool and asked when this work would be completed. Staff agreed to seek clarification and provide Councillor Maxwell with an update in the near future.

### **c. Kentville Police Service**

Chief Marty Smith reviewed his report from September 2025 noting an increase in calls over the same period in 2024. He noted that over 200 hours of foot patrols took place, which is significantly higher than the normal average of 130. Also highlighted was that of the 338 calls for service during September, 141 were related to downtown issues.

Training of members that took place during the month was also noted including dog training with ground search and rescue.

Chief Smith shared that KPS continues to work with key partners downtown and plan to host some meetings in the coming months to strengthen these relations. He noted that the Board Chair will be present at December CAC to make a presentation for early budget consideration.

Councillor Maxwell asked about the drop in criminal code charges and if they would increase in the winter months. Chief Smith noted that loitering type issues are not criminal code offenses. Recently, three persons have been charged as a result of investigations into 4 incidents.

Councillor Rob Baker asked about the number of homeless people now noting that a 2021 report stated 50 people. Chief Smith replied that he would look into this data and provide the information when available.

Councillor Cate Savage asked about the hiring of the Crisis Navigator. Chief Smith answered that the hiring process is currently underway.

Councillor Rob Baker questioned if the reason calls are less is because of the lack of a crisis navigator. Chief Smith replied that this was not specifically the reason, but it does play a part,

#### **d. Engineering and Public Works**

Director of Engineering Dave Bell provided an overview of current operating and capital projects including water meter replacement, which is now in year two with Neptune Technologies, and that there are no operational issues with the regional sewer system this month with more work on the system expected this fall.

He shared that curb work on Main Street is now complete and paving will take place later this month.

Donald Hiltz Connector Roadwork is now complete for 2025 including a new watermain and new stormwater infrastructure to help with water runoff. The road is 85% complete with gravel and will be gated and closed until completed. Next project in this area will see the construction of a replacement water tank.

Councillor Rob Baker inquired about unused stormwater money. Director Bell noted that we have funding for work in the east end that was approved but not yet spent. Staff are also looking at other project locations like Spring Garden Road. A design for Mitchell Brook crossing is now complete, but too late in the year to begin that work so it will be tendered in 2026.

Councillor Cate Savage asked if Donald Hiltz Connector is now ready for paving and curbing. Director Bell stated that it was not and the Town would need a few million dollars to do that work. He added that ponds are complete in that area and should help with stormwater retention.

#### **e. Finance**

Director of Finance Wanda Matthews reviewed her monthly report and noted that we will not be participating in the fall borrowing debenture with the province because our projects are not yet complete.

We have submitted a request to the province for approval to spend in excess of \$250,000 on the water parts of Donald Hiltz Connector and are awaiting that approval.

Our outstanding tax levy is at 4.5% which is the same rate as last year. Our first reminder notices recently went out. The new sanitary sewer rates are now posted on our website and letter and notices have been sent directly to industrial customers.

While our recreation accounts have not had a detailed analysis yet, we are on track for about a \$130,000 year end operating surplus at this point, but that could change with winter approaching.

## **5. NEW BUSINESS**

### **a. Policy 101 - Traffic Calming**

**It was moved by Councillor Rob Baker, seconded by Councillor Cate Savage that Council approve Policy 101 respecting traffic calming.**

Councillor Cate Savage inquired about the report stating that Council's strategic priorities report was not yet complete. Chris McNeill noted that it was and this wording was just a carry over from the previous report.

Councillor Rob Baker asked Police Chief Smith if there had been any traffic studies completed. Chief Smith noted that there have been some done in the past like in MacDougall Heights and no speeding was detected.

Councillor Rob Baker asked how we define arterial versus thoroughfare. Director Bell shared that MacDougall Heights is considered a minor collector road and all of Bonavista are considered local roads.

Councillor John Andrew suggested that we implement lower speed limits and some areas and more police enforcement.

Councillor Cathy Maxwell suggested that the cost was not justified and that speeding is all a matter of perception.

Deputy Mayor Debra Crowell noted that traffic calming actually creates more noise, comes with a cost, and will be an inconvenience. She suggested more signage and pavement markings.

**MOTION DEFEATED WITH Councillor Rob Baker and Councillor Cate Savage voting in favour, and Mayor Andrew Zebian, Deputy Mayor Debra Crowell, Councillor John Andrew, and Council Cathy Maxwell voting against.**

### **b. Policy 102 – Flags**

**It was moved by Deputy Mayor Crowell, seconded by Councillor Cathy Maxwell that Council approve Policy 102 - Flags**

Councillor Cathy Maxwell praised the introduction of this policy that she has been trying to get put in place for nine years.

Councillor Cate Savage asked if Section 7 was from somewhere else. CAO McNeill stated that the policy was written internally and not copied from someone else's policy.

**MOTION CARRIED UNANIMOUSLY.**

**c. Bylaw 202 - Reduced Taxation (first reading)**

**It was moved by Deputy Mayor Crowell, seconded by Councillor John Andrew that Council give first reading to Bylaw 202 - Reduced Taxation.**

Councillor Cate Savage questioned why this seemed so easy now after years of being told no. CAO McNeill said he can't answer for the past but legislation clearly allows it.

**MOTION CARRIED UNANIMOUSLY.**

**d. Bylaw 203 - Sewers (first reading)**

**It was moved by Deputy Mayor Crowell, seconded by Councillor Cate Savage that Council give first reading to Bylaw 203 respecting Regulation of Connecting and Discharging to Town Sewer System.**

Councillor Cate Savage asked what was different from this proposed new bylaw and the current bylaw. CAO McNeill indicated that the only changes are in formatting and the addition of new rates, otherwise it is identical.

Councillor Cathy Maxwell asked if residents were being forced to connect their sum pump to stormwater system. Director Bell stated that nothing has changed in this bylaw from the current version and residents also should not have their rooftop drains going into stormwater system.

**MOTION CARRIED UNANIMOUSLY.**

**e. Land Use Bylaw Amendment - Concurrent Construction and Conditional Permitting**

**It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell, that Council give first reading to the proposed Land Use Bylaw amendment permitting conditional issuance of building permits within subdivisions under a Servicing Agreement, and that Council request staff schedule a Public Hearing prior to Second Reading.**

Director of Planning Darren Shupe explained this requested amendment to allow for easier phased developments. The proposed change is a text amendment that is not site specific and would apply mostly to large developers but would be available to anyone.

**MOTION CARRIED UNANIMOUSLY.**

**f. Housing Diversity and Community Balance in the General Commercial (C1) Zone**

**It was moved by Councillor Rob Baker, seconded by Councillor John Andrew, that Council request staff to prepare amendments to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), substantially as outlined in Appendix D, that:**

- **Defines program-based housing and its sub-types (supportive, transitional, and emergency shelter);**
- **Refines related definitions, including institution, Institutional care facility, and emergency services;**
- **Permit program-based housed as-of-right in the R3 Zone, applying IM-7(c) for adjacent rezonings; and**
- **Apply GD-30 Site Plan Approval to manage design compatibility where Program Base housing abuts R1 or R2 zones;**

**AND THAT the draft amendments be brought forward for public review through a Public Participation Meeting (PPM) under Section 205 of the *Municipal Government Act*.**

Councillor Cathy Maxwell highlighted the definitions of emergency shelter and supportive housing and recommended that ore clarity is need for them and is hesitant to allow such developments in residential areas.

Councillor John Andrew shared that he is fully supportive of this amendment and that supportive housing and emergency shelters are not supervised all the time.

Councillor Rob Baker asked where faith-based facilities fit in with these changes. Director Shupe noted they are currently zoned institutional and these proposed changes do not affect them.

Councillor Cate Savage suggested that we need standard definitions from the province.

**MOTION CARRIED** with Mayor Andrew Zebian, Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, and Councillor Cate Savage voting in favour, and Councillor Cathy Maxwell voting against.

**g. Policy 103 - Workplace Harassment**

**It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council approve Policy 103 respecting Workplace Harassment.**

**MOTION CARRIED UNANIMOUSLY.**

**6. CORRESPONDENCE**

**a. Kings REMO Regional EM Advisory Committee Meeting Report**

The quarterly REMO report was received with no questions.

**7. PUBLIC COMMENTS**

There were no public comments.

**It was moved by Councillor John Andrew, seconded by Deputy Mayor Debra Crowell, that Council move into closed session at 6:47 p.m.**

**MOTION CARRIED UNANIMOUSLY.**

**8. CLOSED SESSION**

**a. Section 22(2)(a) - *Municipal Government Act* - Lease of Municipal Property**

Councillor Rob Baker declared a conflict of interest for item 8(a) and left the room at 6:48 p.m.

Councillor Rob Baker returned to the room at 6:55 p.m.

**b. Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations**



Councillor Cate Savage declared a conflict of interest for item 8(b) and left the room at 7:03 p.m.

Councillor Cate Savage returned to the room at 7:28 p.m.

**c. Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations**

**RETURN FROM CLOSED SESSION**

**It was moved by Deputy Mayor Crowell, seconded by Councillor Maxwell, that the meeting return from closed session at 8:11 p.m.**

**MOTION CARRIED unanimously.**

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:12 p.m.

*Dec. 8, 2026.*

Approval Date



Mayor Andrew Zebian

