



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE

Meeting Minutes: January 12, 2026

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 Cate Savage
Councillor Rob Baker
Councillor Cathy Maxwell
Councillor Samantha Hamilton

STAFF: Chris McNeill, Chief Administrative Officer
Victoria Martin, Deputy Clerk
Dave Bell, Director of Engineering and Public Works
Darren Shupe, Director of Planning

REGRET: Councillor John Andrew

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 Samantha Hamilton declared a conflict of interest with item 5.g. Policy 108 – Fire Services.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Rob Baker, seconded by Councillor Cate Savage that the agenda of January 12, 2026, be approved as presented.

MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES – December 8, 2025

Mayor Andrew Zebian asked if there were any changes to the minutes of December 8, 2025. With none forthcoming, he declared the minutes approved.

4. PRESENTATIONS

a. Community Climate Capacity: Town of Kentville Year 2, Quarter 3 updates – Sofia

Munoz, Clean Foundation

Council was advised that the presentation would provide a brief overview of activities completed during Quarter 3 and an update on projects currently underway and planned.

Stormwater Management continues to be a priority for both the Town and the Community Climate Capacity Program and has been a focus since April 2024. Work has included:

- Identifying opportunities to mitigate siltation and washout issues in the gorge, where sand, dirt, and debris are entering inappropriate areas of the town;
- Conducting a site visit in the fall to review conditions in the gorge and other problem areas;
- Exploring nature-based solutions, such as in-stream debris capture methods;
- Supporting the Planning Department with the integration of provincial flood line mapping data into municipal planning documents.

QUEST Energy Planning – Net Zero Community Accelerator Program: Sofia Munoz provided an update on the Town's participation in the Net Zero Community Accelerator Program through QUEST. Key points included:

- Development of a Community Energy and Emissions Plan, intended to guide greenhouse gas mitigation over the next 5–10 years;
- Review of the Town's greenhouse gas inventory, developed in collaboration with regional partners;
- Community, Council, and staff workshops to inform the plan.

Council was advised that the Community Energy Implementation Plan workshop has been completed, marking the completion of Kentville's participation in the program. The final report is expected within the next few weeks and will represent Kentville's first Energy and Emissions Plan.

Council Advisory Committee Meeting Minutes – January 12, 2026

Approved February 9, 2026

Page 2

Bird Friendly Kentville: Council was advised that this initiative is currently on hold due to development activity in and around Donald E. Hiltz connector road. Alignment with Nature Canada's preservation priorities will be reviewed once the final development plans are available.

Funding Update: Council was informed that the Town has received just under \$400,000 in grant funding to support feasibility and design projects identified in the Stormwater Management Master Plan. Implementation of this work is expected to begin shortly.

Alignment with Strategic Priorities: Sofia Munoz outlined how Community Climate Capacity Program (CCCP) activities align with the Town's strategic priorities, noting:

- Opportunities to support energy-efficient and climate-resilient municipal buildings through funding, expertise, and resources;
- The forthcoming Climate Risk Assessment, funded through the Climate Ready Plans and Processes (CRPP) program, which will:
 - Begin in the current year;
 - Incorporate climate risk data and community priorities;
 - Support climate-informed growth and development decisions;
 - Lay the groundwork for a future Adaptation Action Plan.

Looking Ahead

Urban Forest Stewardship: Council was advised of an opportunity to apply for Green Municipal Fund support for an urban forest management strategy, which could further address Hemlock Woolly Adelgid (HWA) impacts, particularly in the gorge and ravine areas.

Implementation Phase: The CCCP is transitioning from planning to implementation, including:

- Biodiversity strategy actions;
- Community Energy and Emissions Plan implementation;
- Stormwater feasibility and design projects.

The program will focus on implementation through 2026, prior to its conclusion in 2027.

Long-Term Climate Planning: Sofia Munoz emphasized the importance of ensuring the Town is well positioned to continue climate-related work after the conclusion of the CCCP, including embedding climate responsibilities within departmental operations.

Councillor Rob Baker requested clarification on the stormwater feasibility and design process. Sofia Munoz explained that one priority area identified in the Stormwater Management Master Plan will be selected. Feasibility work will further refine project recommendations and develop materials suitable for tendering capital projects.

Councillor Cathy Maxwell asked whether the grants referenced were confirmed or potential opportunities. Sofia Munoz confirmed that:

- Stormwater management funding has been approved and awarded, with Council-approved matching funds;
- The urban forest grant is a potential opportunity that the Town may apply for in the future.

5. NEW BUSINESS

a. Policy G41 – Repeal Anti-Idling Standard Operating Procedure

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Rob Baker that Council repeal Policy G41 - Anti-Idling Standard Operating Procedure.

MOTION CARRIED UNANIMOUSLY.

b. Bylaw 300 – Repeal Idling Control (First Reading)

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell that Council give first reading to Bylaw 300 - Idling Control Bylaw 77 Repeal.

MOTION CARRIED UNANIMOUSLY.

c. Policy 107 – Traffic Authority

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council approve Policy 107 - Traffic Authority.

MOTION CARRIED UNANIMOUSLY.

d. Policy G23 – Repeal Smoke-Free Town-Owned Vehicles

Councillor Cate Savage asked to confirm that the reason why it would be repealing is because it is covered under the Provincial Law and that town-owned vehicles will remain smoke free. CAO Chris McNeill confirmed.

It was moved by Councillor Cathy Maxwell, seconded by Councillor Rob Baker that Council repeal Policy G23 - Smoke-free Town-Owned Vehicles.

MOTION CARRIED UNANIMOUSLY.

e. Bylaw 301 Chapter 99 - Repeal Smoke-Free Public Place (First Reading)

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council give First Reading to Bylaw 301 - Repeal of Bylaw 99 Respecting Smoke-free Public Place.

MOTION CARRIED UNANIMOUSLY.

f. Policy 101 – Council Remuneration

Councillor Cate Savage requested clarification from CAO Chris McNeill regarding the total remuneration increase shown in the report, noting that the combined increases for the Mayor, Deputy Mayor, and Councillors appeared to total just over \$10,200, while the full amount reported was north of \$16,000. He clarified that the increases must be totaled as follows:

- Mayor: +\$4,444
- Deputy Mayor: +\$4,222
- Councillors: +\$1,522 each

The Councillor increase must be multiplied by five, not six. Councillor Savage acknowledged the correction.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council approve Policy 101- Council Remuneration.

MOTION CARRIED UNANIMOUSLY.

Councillor Samantha Hamilton left her seat to join the audience since she declared a conflict of interest with item 5.g. Policy 108 – Fire Services.

g. Policy 108 – Fire Services

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell that Council approve Policy 108 - Fire Services.

MOTION CARRIED UNANIMOUSLY.

Councillor Samantha Hamilton returned to her seat after the vote.

h. Policy 109 – Community Investment Program (CIP)

Councillor Cate Savage requested clarification regarding the Business Investment portion referenced in the report, specifically asking:

Council Advisory Committee Meeting Minutes – January 12, 2026

Approved February 9, 2026

Page 5

- Whether the levy would apply to all commercial properties or only a portion; and
- Whether it would be administered through Kentville Business Community (KBC).

CAO Chris McNeill responded that the intention from staff is that the levy would apply to all businesses. Administration of the levy would be handled directly by the Town, not through KBC.

Councillor Cate Savage further asked whether an estimate existed for the levy rate (e.g., 2–3 cents), noting the Town needs to generate approximately \$65,000. CAO Chris McNeill responded that the final rate has not yet been determined. Staff will decide whether the levy represents new revenue or a reallocation of current funding during the budget process, at which time the rate will be finalized.

Councillor Samantha Hamilton sought clarification on whether the updated grant application process would still require submission of financial statements, noting the previous policy required extensive financial review. CAO Chris McNeill responded that a new, simplified two-page application will replace the previous lengthy and complex form. Applicants will still be required to submit their budget and financial statements, but the overall process will be more accessible, particularly for smaller organizations seeking modest amounts.

Councillor Samantha Hamilton also asked whether a standard rubric would be used to ensure transparency in how applications are assessed. CAO Chris McNeill responded that

due to the diversity of applicant organizations, a single rigid rubric is not practical. However, staff will apply consistent assessment criteria, including:

- Organizational need;
- Number of users/participants;
- Availability of other funding sources;
- Whether the organization is established and stable.

Should an applicant question the rationale behind a recommendation, staff will have documentation available outlining the basis for their assessment.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve Policy 109 - Community Investment Program.

MOTION CARRIED UNANIMOUSLY.

i. 2026 FCM Council Members Attendance

Council was advised that the 2026 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show will take place in Edmonton from June 4–7, 2026. To secure accommodations and travel at reasonable cost, a motion was requested to select two Council members to attend.

Council Advisory Committee Meeting Minutes – January 12, 2026

Approved February 9, 2026

Page 6

Councillor Samantha Hamilton put her name forward to attend and Councillor Rob Baker indicated willingness to attend as an alternate if required. As no other members expressed interest, Councillor Rob Baker was confirmed as the second attendee (no longer in an alternate role).

Councillor Cate Savage noted the value of having two newer councillors attend and commented that with only three conferences left in the term, this aligns well with the Council policy ensuring equitable participation.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council approve the attendance of Councillor Samantha Hamilton and Councillor Rob Baker at the 2026 Federation of Canadian Municipalities Annual Conference and Trade Show in Edmonton, scheduled for June 4-7, 2026.

MOTION CARRIED UNANIMOUSLY.

j. Town Hall Accessibility Renovations

6. PUBLIC COMMENTS

There were no public comments.

7. ADJOURNMENT

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage, that the meeting be adjourned at 5:25 p.m.

MOTION CARRIED UNANIMOUSLY.

Fds 9/26

Approval Date



Mayor Andrew Zebian

