



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: March 11, 2024  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in Town Hall and was livestreamed to YouTube with closed captioning.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Jeff Lawrence reported the following members of Council and staff were present:

**1. PRESENT**

**Council:**

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- Ken Reade Jr., Deputy Chief of Police
- Wanda Matthews, Director of Finance
- Dave Bell, Director of Planning, Engineering and Public Works
- Geoff Muttart, Solicitor
- Bekah Craik, Parks and Recreation
- Alisha Christie, Housing and Community Partnerships
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

**Staff:**

**GUESTS**

Genevieve Allen Hearn, Kentville Business Community  
Michael Forsyth, Community Health Board

**REGRETS**

Craig Langille, Director of Parks and Recreation

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

**That the agenda for the Council Advisory Committee meeting of March 11, 2024 be approved.**

**MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, February 12, 2024.

**It was moved that the minutes from the Council Advisory Committee meeting held on January 12, 2024 be approved.**

**MOTION CARRIED**

## **4. PRESENTATIONS**

### **(a) Kentville Business Community**

Genevieve Allen Hearn, Executive Director of the Kentville Business Community, gave a presentation about the activities of the Kentville Business Community in 2023. She reviewed the events, activities, and programs that KBC has rolled out to promote business in Kentville. She described the extensive communications tool that KBC uses to engage businesses and shoppers.

Presentation available

Discussion

- Concerns about the recent letters between KBC and a local business owner, that their concerns were dismissed. These issues have been addresses by the KBC president with the business owner.

### **(b) East Kings Community Health Board**

Michael Forsyth with the Community Health Board shared information about the boards activities with council, including, upstream and downstream social determinants of health, a community health plan, and the purpose of health boards. Results of the most recent health survey are being analyzed and will be presented to Council in the fall of 2024.

Presentation available

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

### **(a) Finance**

#### **(1) Directors Report**

Director Wanda Matthews presented the report for the period ending February 29, 2024. To this date 83.5% of the operating budget has been expended, and 92.6% of revenue has been collected with a projected surplus

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of \$1,460,744. She highlighted changes in payments in lieu of taxes, Kentville Police Service staffing, and contracted planning services.

*See report for more information.*

**(2) Low Income Tax Exemption Report and Recommendation**

Director Wanda Matthews presented the calculations for the proposed low-income tax exemption for 2024-2025. She explained the change in threshold levels from previous years to accommodate residents facing financial stress in this difficult economic period.

*See report for more information.*

Discussion

- Request for staff to calculate the difference between the tax exemption and the increase in property values.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**That Council Advisory Committee recommend  
To the March 25 2024 meeting of Council**

**That Council approve the Low-Income Tax Exemption for the 2024-25 year,  
and further,  
That the exemption amount be set between \$385 to \$640, and further,  
That the income ceiling be set at \$31,732, and further,  
That the deadline for application be June 28, 2024.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**(b) Planning and Development**

**(1) Department Report**

CAO Lawrence presented a verbal report for the Planning and Development department for February 2024, with highlights including releasing a job posting for the position of Director of Planning this week.

**(c) Parks and Recreation**

**(1) Director's Report**

Bekah Craik, Active Living and Community Coordinator, presented the recreation report for February 2024. Some of the highlights included the conditions assessment report for the Kentville arena, the Before and After program ("Nature Kids") launched and has been very successful, baccia program with Nova Scotia Para Sport, and many free activities for March Break.

*See report for more information.*

Discussion

- Concerns raised about damage in Miners Marsh, information will be provided to Council at a later date.
- Question about status of the Ravine Park- the Federal Government has completed their remediation and the Town will proceed with some independent analysis and water sampling to map a path forward for this trail.

**(d) Police Report**

**(1) Chief's Report**

Deputy Police Chief Ken Reade Jr. presented the police commission report, which included a review of staffing needs, training workshops, and the promotion of David MacDonald. The next class of cadets will complete the program in summer of 2024 and may be new recruits to KPS.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell presented the Public Works report for February 2024 with highlights including welcoming Ahmad El-Kadri as the new Engineering Technologist in town hall, and a short report on the timeline for construction and grants with the Donald E. Hiltz Connector Road, and the Condon Avenue Stormwater Management Assessment Report.

*See report for more information.*

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Jeff Lawrence presented his report for February 2024. Highlights included a hiring strategy for the Director of Planning position, meeting with residents about stormwater management issues, budget planning with the Director of Finance, and meetings with residents about various issues.

*See report for more information.*

Discussion

- Council requested an update on the Property Assessed Clean Energy program.

**(2) Housing and Community Partnerships**

Housing and Community Partnerships Coordinator Alisha Christie presented her report with highlights including Acadia student placements through Acadia and Homeless No More, sector engagement with Homeless No More, Positive Politics and Pizza event, and an update on the Housing Accelerator Fund (grant not approved).

*See report for more information.*

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

### **(a) Wraparound Services at Tiny Meadows**

Housing and Community Partnerships Coordinator Alisha Christie presented this report on behalf of Open Arms, including the foundations of team based, one point delivery, strength-based, and coordinated access.

*See report for more information.*

It was moved by Councillor Craig Gerrard and Deputy Mayor Cate Savage

**That Council Advisory Committee direct the Mayor to write a letter to the Minister of Community Services Brendan MacGuire and request more information on the planned Tiny Meadows village, and follow-up on the letter sent in November.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

### **(b) Noting Heritage Elements in Building Permits**

Community and Economic Development Coordinator Lindsay Young presented the report on identifying and using heritage elements in Planning Department permits, as requested by the Heritage Committee.

*See report for more information.*

Discussion

- Concerns about the legal authority to create a framework for heritage review, identification and preservation in the municipal development review and approval process

### **(c) Review of Proposed Batting Cages Recommendation**

Bekah Craik presented the report outlining the recreational and financial impact of installing three practice batting cages at Memorial Park. Staff do not support the allocation of \$37,5000 in capital funding toward the installation of batting cages. Staff commit to helping the community in securing grants for this project in the future.

*See report for more information.*

Discussion

- Suggestion that staff post grant opportunities on social media channels to support local non profits groups.

**(d) Review of Proposed Valley Racquet Centre Proposal**

Bekah Craik presented the report outlining the recreational and financial impact of a racquet centre on town owned land. Staff do not support the building of a centre at Field 4 or at Oakdene Park.

*See report for more information.*

Discussion

- Concerns that Oakdene Park should be examined more closely as a potential site. The Director of Recreation will bring back more information about this site location upon his return.
- Request for the Director to also bring back other potential sites for this facility, on the March 18 Council Advisory Committee meeting.

**(e) Cornwallis Street Sign Loan**

Deputy Clerk Jennifer West presented the report on the loan of the Cornwallis Street sign to the Kentville Historical Society. Council requested that the organizing committee prepare the wording to accompany the sign, and members declined this request. Staff prepared the wording to reflect the name change and reconciliation process.

*See report for more information.*

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

**That Council Advisory Committee recommend  
To the March 25 2024 meeting of Council**

**That Council approve the recommended wording to accompany the  
Cornwallis Street sign being loaned to the Kentville Historical Society.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Gerrard, Huntley, Maxwell, Savage, Snow and Zebian  
Councillors who voted against this motion:  
Yorke*

## 7. CORRESPONDENCE

- (a) Jenna Gabourie – Pallet Community
- (b) Chris Hutten – Pallet Community
- (c) Bunny Bennett – Stormwater Management
- (d) Heather Walker – Stormwater Management
- (e) Jennifer Currie – Water Drainage Issues
- (f) Jocelyn Nichols – Water Concerns
- (g) Jim McMullin – Flooding on West Main Street
- (h) Mike MacLean – Flooding on West Main Street
- (i) Scott Umlah – Flooding and Sidewalk Damage
- (j) Shireen Stacey – Flooding on West Main Street
- (k) Krista Laing – Flooding on West Main Street
- (l) Jenn Taylor – Flooding on West Main Street
- (m) Gerald MacPherson – Flooding on West Main Street
- (n) Veronica Fenwick – Flooding on West Main Street
- (o) Leslie Ribeiro – Stormwater Management

## 8. NEW BUSINESS

### (a) Request for Decision: Independent Stormwater Study for Kentville

Councillor Craig Gerrard presented his Request for Decision to Council, outlining the need to have an independent stormwater management assessment of the entire town. Councillor Gerrard expressed concerns about development over the next ten years in the south end of town where there is the most stormwater management issues. He also suggested that stormwater management studies be accompanied with policies for staff and developers.

*See report for more information.*

It was moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian

**That Council Advisory Committee direct the CAO to review this request and provide a stormwater master plan recommendation to Council at the April CAC Meeting.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

## 9. PUBLIC COMMENTS

### (a) Gary Randall

Concerns about Infrastructure at Condon Avenue.

### (b) Krista Laing

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Concerns in number of weather events impacting residents' homes, and in safety issues about floods coming again like the 2003 flood on West Main Street.

**(c) Mike McLean**

Concerns about flooding on West Main Street related to fixing the issues at Condon Avenue.

**(d) Bill Conn**

Concerns about recommendations from the 2003 flooding study not being implemented, including holding ponds and detention ponds. Basements on West Main Street repeatedly have floods and sewer backups.

**(e) Dion Davison**

Encouraged by Council's direction to explore a master plan for stormwater management for the town. Concerns about an independent consultant leading this project.

**(f) Scott Nicholson**

Concerns about future flooding on West Main Street. Concerns about a policy for storms and hurricanes to support residents, including turning on the pump at the end of the street prior to flooding.

**(g) Ron Cousins**

Concerns about detention ponds being installed on his land.

**(h) Spencer Laing**

Request for an independent stormwater management plan.


**(i) Bunny Bennett**

Concerns about stormwater management on Condon Avenue and support for the proposed holding pond. Requests better communication about stormwater management upgrades and supports.

**ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 9:29 p.m.**

**MOTION CARRIED**



Minutes Approved by CAO and Town Clerk Jeff Lawrence