



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: February 12, 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

**Staff:**

- Marty Smith, Chief of Police
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Craig Langille, Director of Parks and Recreation
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

**GUESTS**

Trevor Butler, Kentville Minor Baseball

**REGRETS**

Dave Bell, Director of Engineering and Public Works

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

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**That the agenda for the Council Advisory Committee meeting of February 12, 2024 be approved as amended.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, January 8, 2024.

Under 4.a Racquet Facility, wording should be changed to “losing an existing soccer field facility at Oakdene Park”.

**It was moved that the minutes from the Council Advisory Committee meeting held on January 8, 2024 be approved as amended.**

**MOTION CARRIED**

**4. PRESENTATIONS**

**(a) Batting Cages at Memorial Park**

Trevor Butler with Kentville Minor Baseball gave a presentation about the history of minor baseball, and the increase in teams and players over the past decade. Facility space and coaches are a challenge for the league. Batting cages are a low cost and efficient way to add value to the program. The club is invested in this community and this sport, and they plan to establish a fundraising committee for other assets. Before fundraising has begun, there is already a good amount of funding secured by the club for these facilities.

Presentation available

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Directors Report**

Director Wanda Matthews presented the report for the period ending January 31, 2024. To this date 75.8% of the operating budget has been expended, and 90.5% of revenue has been collected with a projected surplus of \$2,342,057. Director Matthews gave an update about the payroll position and described staff’s approach to organizing the 2024-2025 capital and operating budgets.

*See report for more information.*

**Discussion**

- Staff have not received complaints about residents not receiving their tax bills. In general, when tax bills are mailed out, a small number of residents call to adjust mailing addresses and other details.

- Council asked for more information about a provincial flood mitigation grant. CAO Lawrence will bring this information back to Council.
- Council asked about the timelines for construction of the Donald E. Hiltz Connector Road. Director Matthews will find this information for Council.

**(b) Planning and Development**

**(1) Department Report**

CAO Lawrence presented a verbal report for the Planning and Development department for January 2024, with highlights including staffing and liaising with the planning consultant and development officers. Staff have focused on operations and not on reporting for this month.

**(c) Parks and Recreation**

**(1) Director's Report**

Director Craig Langille presented his report for January 2024. Some of the highlights included the opening of the U.P. (Unstructured Play) program with over 250 families, launch of the Elevate program for African and Indigenous communities, the welcoming and diversity task team has started recruitment and has received over 20 applications.

*See report for more information.*

**(d) Police Report**

**(1) Chief's Report**

Police Chief Marty Smith presented the police commission report, which included a review of training, meetings, staffing and the annual report.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

CAO Lawrence submitted the Public Works report for January 2024.

*See report for more information.*

Discussion

- CAO Lawrence will provide an update about the stormwater management report when Director Bell returns.

**(f) Administration**

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

CAO Jeff Lawrence presented his report for January 2024. Highlights included meeting with staff and Council, supporting the Executive Team, and review of policies and practices.

*See report for more information.*

**(2) Housing and Community Partnerships**

Housing and Community Partnerships Coordinator Alisha Christie presented her report with highlights including a list of frequently asked questions, success with the Reaching Home program, support for the Valley Roots Housing Association, and an update about the Housing Accelerator Fund.

*See report for more information.*

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

- (a) None.

**7. CORRESPONDENCE**

- (a) **Federal Government, Response to call for a Cease Fire in Gaza**

- (b) **Gary Randall, Concerns about neighbours' land expropriation**

**8. NEW BUSINESS**

**(a) Batting Cages Request**

At the beginning of the meeting, Trevor Butler gave a presentation about a project that would see practice batting cages built in Memorial Park. Mayor Sandra Snow reviewed the project and their request for \$37,500 to support these facilities.

*See report for more information.*

**Discussion**

- Concerns about including support for these and other facilities in the Town's five-year capital plan.
- Concerns about the timeline for potentially building these facilities to respect the sport season and the capital budget season.

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

**That Council Advisory Committee direct the CAO to review the request and provide a recommendation to Council at the next CAC meeting.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Discussion of Accessibility in the Town Hall building**

Mayor Sandra Snow outlined the need for further discussion about this topic among Council and staff, and tabled until the March meeting.

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**9. PUBLIC COMMENTS**

(a) None.

**9. IN CAMERA – PERSONNEL**

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

**That Council move into a closed session at 7:21 p.m. to discuss personnel matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

**That Council move back into open session at 7:37 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

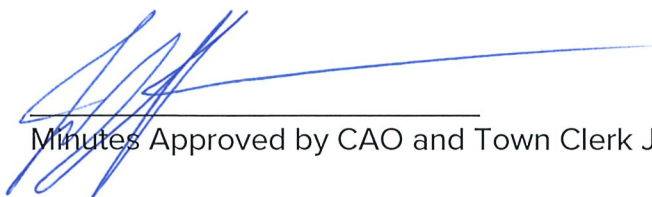
*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**10. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 7:37 p.m.**

**MOTION CARRIED**



Minutes Approved by CAO and Town Clerk Jeff Lawrence

