

## **Town of Kentville Council Advisory Committee Meeting**

March 10, 2025, 6:00 pm, Kentville Town Hall

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
  - (a) Council Advisory Committee meeting minutes, February 10, 2024
- 4. PRESENTATIONS**
  - (a) 2025-2029 Kentville Accessibility Action Plan
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance Department Report
    1. Tax Collection Policy: Repeal policy G12, new policy G83
    2. Policy Amendment: G47F Interest Charges on Outstanding Accounts
    3. New Policy: Billing of Taxes
  - (b) Planning and Development Department Report
  - (c) Parks and Recreation Director's Report
    1. Pool Update
  - (d) Police Chief's Report
  - (e) Engineering and Public Works Report
    1. Tender recommendation for D.E. Hiltz Road
  - (f) Administration Department
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Code of Conduct Investigators
  - (b) Town Hall Renovation: Engagement and Design Report
  - (c) Equity and Anti-Racism Plan
  - (d) Subdivision By-Law Report and First Reading
  - (e) New Policy: G111 FCM Conference Policy
  - (f) Policy Amendment: G57 Committees of Council Policy
    1. New Committee: Planning Advisory Committee
    2. New Committee: Equity and Belonging Committee
    3. Revised Committee: CAO Selection and Evaluation Committee
    4. Revised Committee: Student Bursary Committee
- 7. NEW BUSINESS**
  - (a) 2025-2029 Kentville Accessibility Plan
  - (b) MPS Review Report
  - (c) Land Use Bylaw Proposed Amendment
- 8. CORRESPONDENCE**
  - (a) None

# AGENDA



## 9. PUBLIC COMMENTS

## 10. IN CAMERA

(a) None

## 11. ADJOURNMENT



# DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: February 10, 2025  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

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

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

## 1. PRESENT

### 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 Engineering and Public Works
- Alisha Christie, Strategic Operations Coordinator
- Bekah Craik, Department of Recreation
- Jeff Lawrence, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Darren Shupe, Director of Planning and Development
- Jennifer West, Recording Secretary
- Marty Smith, Chief of Police

## GUESTS

Emily Boucher, Valley Regional Enterprise Network  
Ken Harrison, Friends of the Kentville Ravine  
Brent Platt, Kentville Volunteer Fire Department

# DRAFT

## REGRETS

None.

## DECLARATIONS OF CONFLICT OF INTEREST

Councillor Samantha Hamilton declared a conflict of interest with the presentation of the Kentville Volunteer Fire Department Budget.

## 2. APPROVAL OF THE AGENDA

Removal: 7.b Amendment to Policy Statement G21 FCM Conference Attendance  
Move: 7.c Kentville Volunteer Fire Department Budget Presentation to follow Presentations

10.a changed to Negotiations

10.b changed to Public Safety Issue

10.c changed to Land Sale

It was moved by Councillor Cate Savage and Deputy Mayor Deb Crowell

**That the agenda for the Council Advisory Committee meeting of February 10, 2025 be approved.**

## MOTION CARRIED

## 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 13, 2025.

It was moved by consensus

**That the minutes from the Council Advisory Committee meeting held on January 13, 2025 be approved.**

## 4. PRESENTATIONS

### (a) Valley Regional Enterprise Network

Emily Boucher, Executive Director of the Valley Regional Enterprise Network, gave an update on sector development in tourism and agri-food technology. She described the importance of a Destination Management Organization to oversee and promote tourism assets, and networking to strengthen the agriculture community.

*Report available for more information*

### (b) Friends of the Hemlock Ravine

Ken Harrison is a member of the Friends of the Kentville Ravine, and explained the impact that Hemlock Woolly Adelgid (HWA) will have on regional and local forests. He outlined the reality that all hemlock trees cannot be saved, but suggested that targeted conservation must be considered by all levels of government. He requested a multi-year budget line focused on invasive species.

# DRAFT

*Report available for more information*

## Discussion

- Clarification of multi year commitment related to pesticides, pesticide application and certified staffing.
- Confirmation that staff are speaking with the Federal Government about financial partnership.

### **(c) Kentville Volunteer Fire Department Proposed Budgets**

*Councillor Samantha Hamilton left her seat at 6:42pm because of a declared conflict of interest with this item on the agenda.*

Scott Hamilton, Chief of the Kentville Volunteer Fire Department, reviewed the funding structure, the Joint Fire Services Committee, and the funding process. Brent Platt, Chair of the Department, outlined the financial management and calculation of the area rate.

*See report for more information.*

## Discussion

- Questions about the calculation based on number of response calls and kilometers.
- Concerns about the increase in budget exceeding the cost of living average due to the increase of number of calls and equipment cost.
- Clarification of the use of the lottery funds for society costs which would normally be paid through capital funding.

*Councillor Hamilton returned to her seat at 7:08pm.*

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

### **(a) Finance**

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

Director Wanda Matthews presented the report for the period ending January 31, 2025 with highlights including developing the capital budget, and forecasting a deficit in the operating budget.

*See report for more information.*

## Discussion

- Clarification of the operating costs for the pool in 2024-2025.
- Clarification of the cost savings in the public works department from a change in personnel.

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

#### **(1) Department Report**

*Council Advisory Committee Meeting Minutes – February 10, 2025*

*Pending Approval*

*Page 3*

# DRAFT

Director of Planning and Development Darren Shupe reviewed his department report for January with highlights including launching the Planning Advisory Committee, Heritage Committee, preparation for a planning review and preparing for the Fire and Ice Festival.

*See report for more information.*

## Discussion

- Question about how event permits are organized and coordinated each year.

### **(2) VIDA Living Development Agreement Update**

Director of Planning and Development Darren Shupe gave information about the process of a development agreement application, and did not request a motion from Council. The proposed project is a 56-unit residential development on Hartlen Court.

*See report for more information.*

## Discussion

- Request for more consistent setback delineation from the developer.
- Clarification that the town Solicitor would weigh in during the approval of the agreement.
- Request for more realistic representations of the concept plans and designs of the development.
- Request for more balanced greenspace on both the town and county sides of the development.

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

#### **(1) Director's Report**

Director of Parks and Recreation Craig Langille presented the recreation report for the month of January, with highlights including the Fire and Ice Festival, planning for summer programs, and March Break program planning.

*See report for more information.*

## Discussion

- Clarification about the summer camps and programs.

#### **(2) Arena Conditions Assessment Update**

Director of Parks and Recreation Craig Langille presented the survey results for the arena options. He reported that residents were in favour of a new facility with a twin ice surface, options that would take 2-4 years for demolition and construction.

# DRAFT

*See report for more information.*

## **(3) Pool Report**

Facilities Manager Nick Gerrard reviewed the report on the condition of the pool and recommendation to close the pool for the 2025 season. Efforts by staff to repair, patch and control have increased year over year. Jamie Lopes from Aquatic Design joined the meeting as the consultant for this report. Mr. Gerrard described the significant deterioration of the concrete on the pool tank and deck.

*See report for more information.*

### Discussion

- Concerns about potential repairs in the spring and fall to allow the pool to operate in the summer.
- Mayor Zebian invited Mayor Corkum to the podium on this issue.
- Recommendation to fast track the procurement process to allow the pool to be open for the 2025 season.
- Staff will explore options for expedited procurement.
- Concerns about the timeline of proposed repairs and replacement.

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

That Council Advisory Committee recommend  
to the February 24 2025 meeting of Council,

**That Council direct the CAO to pursue ways to secure upgrades to the pool in order to open in July and August 2025, and further develop a plan for further upgrades in the off seasons.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Brief recess at 8:35pm

## **(d) Police Report**

### **(1) Chief's Report**

Police Chief Marty Smith presented the police commission report for December 2024, which included introduction to new board members Councillor Cate Savage and Commissioner Penny Hart, cram the cruiser fundraiser, and crisis navigator update increase in call volume.

*See report for more information.*

# DRAFT

## (e) Engineering and Public Works

### (1) Director's Report

Director Dave Bell presented the Public Works report for January 2025, with highlights including seven water main and one water service interruptions, redirecting a forcemain running under the river over the bridge, update on patch paving and funding of provincial roads, winter tenders for downtown sidewalks and tender for the next phase of the Donald E. Hiltz connector road.

*See report for more information.*

Discussion

- Concerns about the speed of snow removal.

## (f) Administration

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

CAO Jeff Lawrence presented his report for January 2025 with highlights including rolling out the E11 complaint system, equity and anti-racism plan, grant application for Hemlock Conservation, Colchester solar project and a potential rain garden at Oakdene Park.

*See report for more information.*

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

### (d) Equity Plan and Diversity and Belonging Report

Strategic Initiatives Coordinator Alisha Christie reviewed her report on the provincial mandate for municipalities to complete an equity and anti-racism policy, including the development of a separate equity and diversity committee.

*See report for more information.*

It was moved by Councillor Samantha Hamilton and Deputy Mayor Deb Crowell

That Council Advisory Committee recommend  
to the February 24 2025 meeting of Council,

**That Council approve the request from the Kentville Inclusion and Access Advisory Committee and the Diversity and Belonging Task Team (DBTT) to direct the CAO to update the DBTT Terms of Reference and transition the Task Team to a Committee of Council.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## (e) Minimum Property Maintenance Standards

# DRAFT

Strategic Initiatives Coordinator Alisha Christie reviewed her report on the revised bylaw with a focus on maintenance of properties and proposed first reading of this document.

*See report for more information.*

## Discussion

- Concerns about the lack of guidance and standards for dumping debris, however the Valley Waste bylaw covers dumping
- Direction to staff to continue to explore the right tool to address the dumping issue.

## 7. NEW BUSINESS

### (a) Low Carbon Communities Feasibility Study Partnership

Strategic Initiatives Coordinator Alisha Christie gave an outline of the proposal with Colchester County for a solar community project.

*See report for more information*

It was moved by Councillor John Andrew and Councillor Rob Baker

That Council Advisory Committee recommend  
to the February 24 2025 meeting of Council,

**That Council give direction to staff to partner with the Municipality of Colchester and the Clean Foundation by contributing \$6,000 toward the completion of a Low Carbon Communities Feasibility Study on a Community Solar Garden and Design in the 2025-2026 fiscal year.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Baker, Hamilton, Maxwell and Savage*

*Councillors who voted against this motion:*

*Andrew, Crowell and Zebian*

### (b) Removed from Agenda

# DRAFT

## 8. CORRESPONDENCE

- (a) Richard and Leslie Galpin – Dog Park
- (b) Jocelyn and Scott Nicholson – Stormwater Study
- (c) Rotary Club of Kentville – Gazebo
- (d) Roseanne Brewer – Equity Committee
- (e) Stephen Weiss – Equity Committee
- (f) Krista Laing – Stormwater Study
- (g) Tracey Clements – Equity Committee
- (h) Rachel Creasor – Equity Committee
- (i) Nicole Ross – Equity Committee
- (j) Sherwin Pagtakhan – Equity Committee
- (k) Patricia McCulloch – Equity Committee
- (l) Tammy Sampson – Equity Committee

## 9. PUBLIC COMMENTS

- (a) None

## 10. ADJOURNMENT

There being no further business to discuss,

**Council Advisory Committee adjourned at 10:15 p.m.**

## MOTION CARRIED

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Minutes Approved by Interim CAO and Town Clerk Kevin Matheson



# 2025 - 2029

Kentville Inclusion and Access  
Advisory Committee

# ACCESSIBILITY ACTION PLAN

*Kentville*

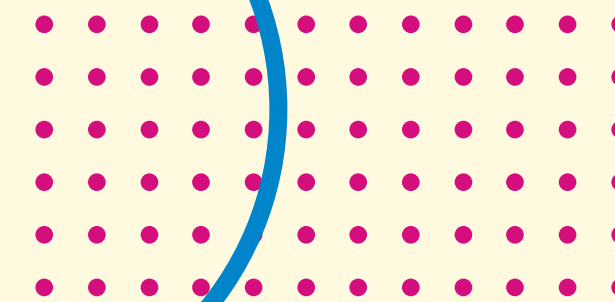
January 2025



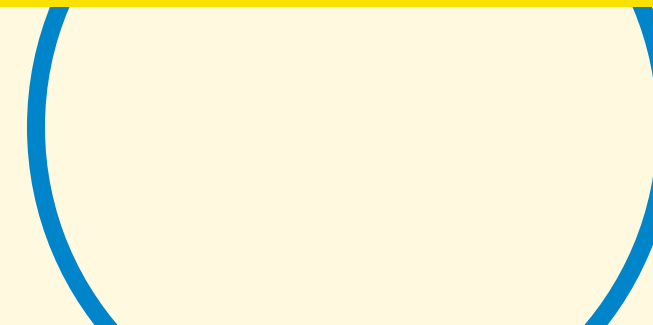
# 2021 Accessibility Action Plan: High Priority Recommendations

**46% Complete**  
**39% In-Progress/Ongoing**  
**15% Not Started**

Status	Priority Description
✓	Download the Rick Hansen Accessibility Handbook
✓	Purchase CSA Accessibility design for the built environment
—	High Level Urban Plan designed based on Universal Design Principles
	Active Transportation Plan implementation
	Feasibility Study for Town Hall
✓	Feasibility Study for Centennial Arena
	Public Washroom/Comfort Station development
	ToK Employee Accessibility Awareness, Emotional Intelligence Training
✓	Resurfacing of pedestrian routes to accessibility standards
✓	Address Diversity & Inclusion in Brand Marketing & Communications
—	Establish Diversity Procurement Policy
	Adopt Recreation for All Policy
✓	Erect an exterior Digital Information Kiosk that is fully accessible for Town Hall and KBC information sharing, with wayfinding, events, news, important dates, registrations, etc



# Engagement Methods



# KENTVILLE'S **5** GOALS OF INCLUSION AND ACCESSIBILITY

## GOAL 1.

Improve Accessibility of  
Public Transportation in  
the Annapolis Valley

## GOAL 3.

Incorporate accessibility  
into town hall culture

## GOAL 5.

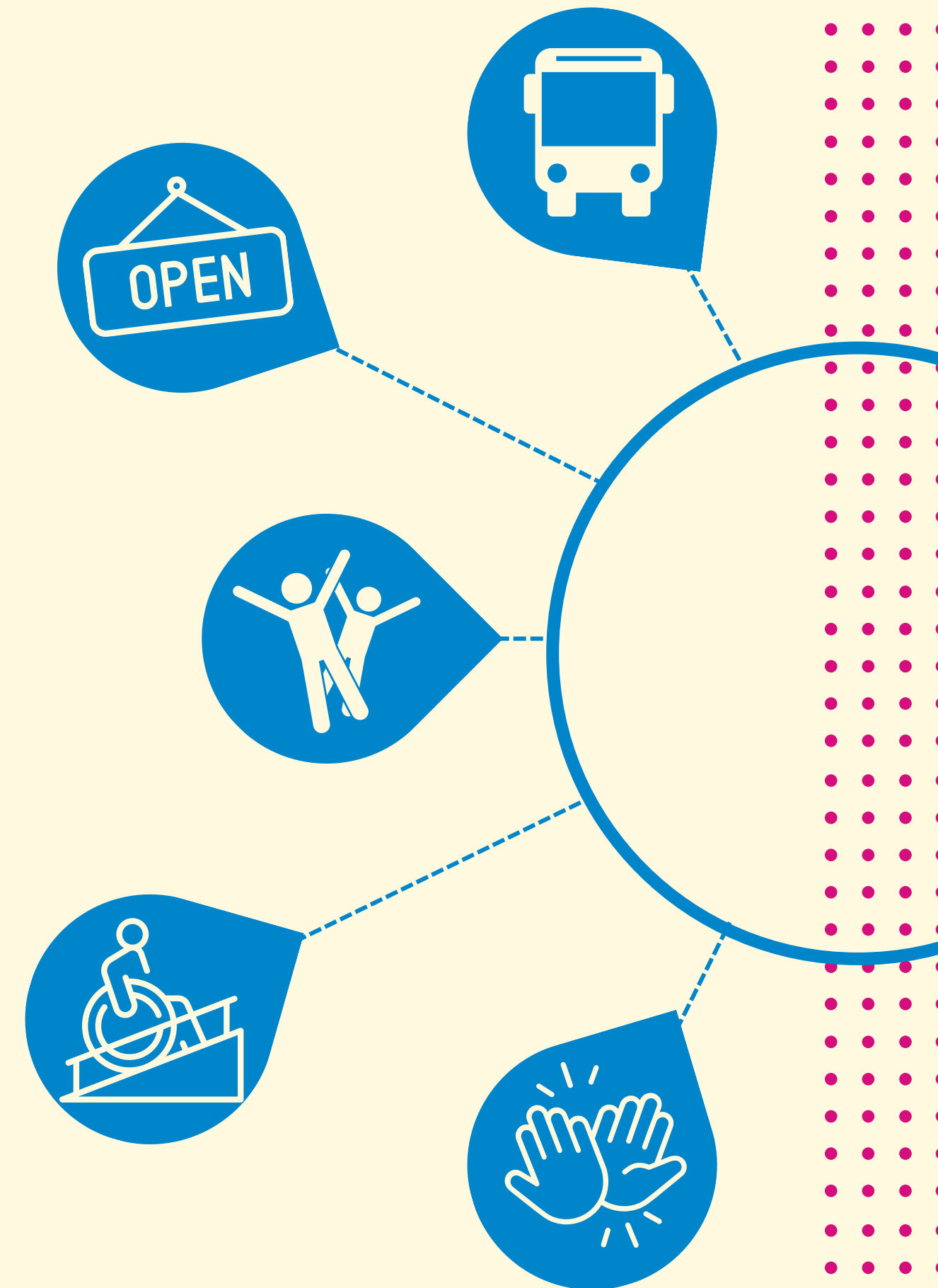
Strengthen relationships  
with other organizations

## GOAL 2.

Improve accessibility in  
the business community

## GOAL 4.

Improve accessibility in  
the built environment





# Goal 1.

Improve Accessibility  
of Public Transportation  
in the Annapolis Valley

## Objective:

Support Kings Transit in  
making accessibility a priority  
during their improvement  
phase.







## Goal 2.

Improve accessibility in the business community

### Objective:

Support the business community in understanding accessibility issues and in taking steps to create more accessible businesses and spaces



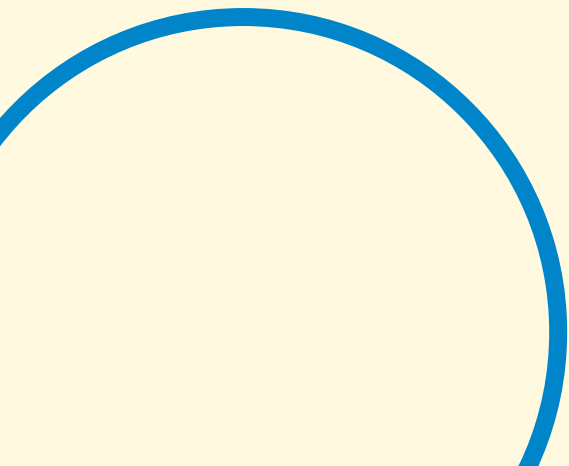


## Goal 3.

Incorporate accessibility  
into town hall culture

## Objective:

Weave accessibility into the  
budget process, building  
and events, procurement  
and hiring







## **Goal 4.**

Improve accessibility in  
the built environment

### **Objective:**

Review and address challenges to  
accessibility related to parking,  
sidewalks, centre square and  
public washrooms.



## Goal 5.

Strengthen  
relationships with other  
organizations

### Objective:

Understand provincial legislation and grant opportunities, connect with first nations communities, connect with regional accessibility committees and non profit groups, and support task teams, staff and council



# Action Plan: Priorities 2025-2026

## GOAL 1.

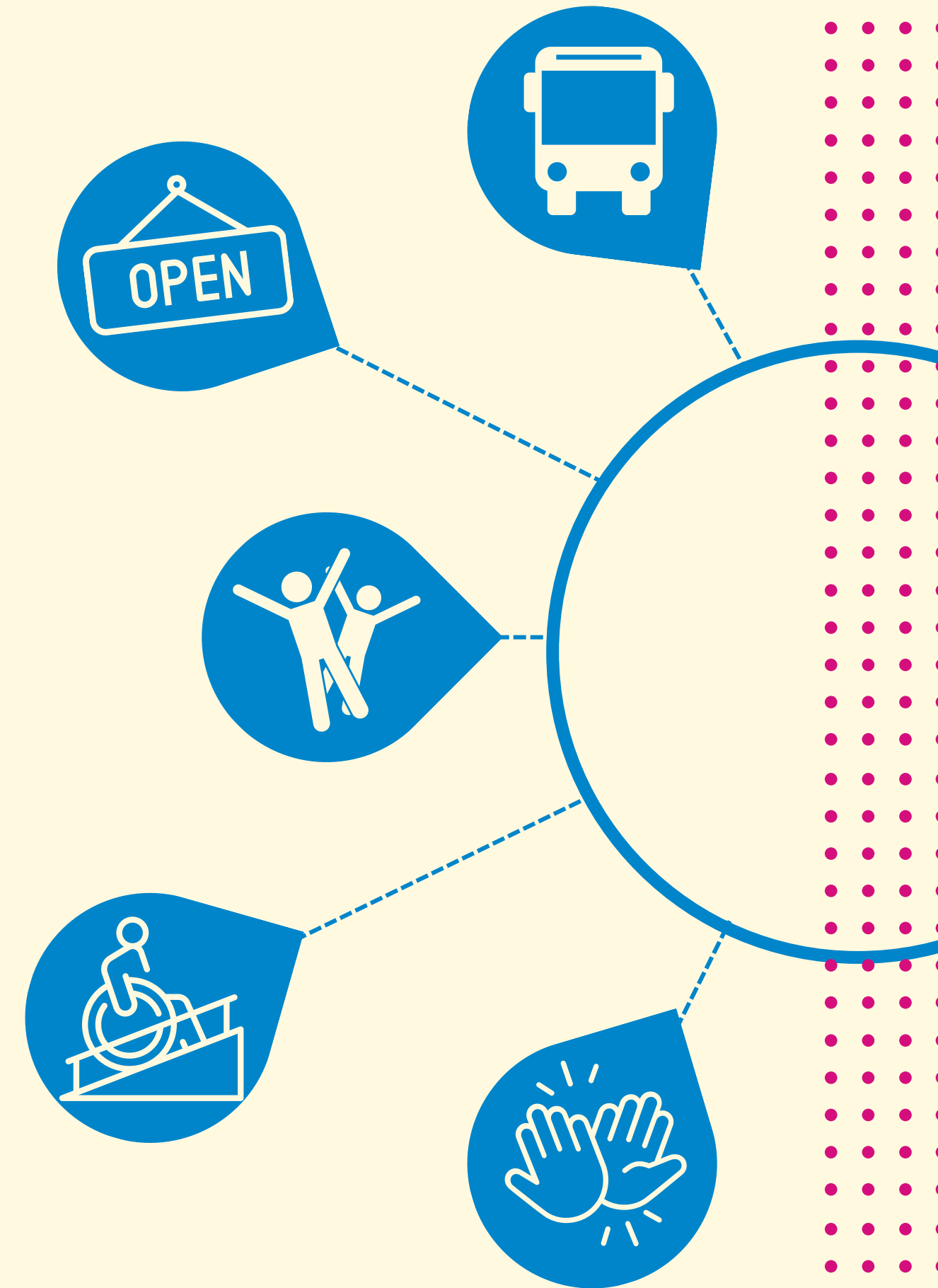
- ✓ Improve Accessibility of Public Transportation in the Annapolis Valley

## GOAL 2.

- ✓ Improve accessibility in the business community

## GOAL 5.

- ✓ Strengthen relationships with other organizations





Kentville

A BREATH OF FRESH AIR



**TOWN OF KENTVILLE**  
**Staff Report to Council Advisory Committee**  
**For the Month of February 28, 2025**  
**DEPARTMENT- FINANCE**

**Operations**

- Department of Municipal Affairs and Housing (DMAH) semiannual monitoring reports related to infrastructure funding have been submitted on time.
- A capital investment plan for the period 2025-2026 through 2029-2030 will be presented to Council in March. Capital Expenditure Request forms have been received, compiled and reviewed. There are significant requirements for the upcoming year across programs. The submissions are being refined by Senior Leadership.
- 2025-2026 Operating Budget development is underway. Preliminary revenue estimates indicate limited improvements while expenditures related to mandatory transfers, wages and inflation on goods and services significantly exceed NS CPI.
- Kent & Duffett conducted the interim audit from February 11 – 12, 2025. Financial audit work for 2024-2025 is scheduled to begin the first of June.

**Financial**

- 2025-2026 uniform assessment (UA) review identified a large adjustment that reduced the UA value resulting in a 7.9% increase over the previous year rather than the 9.2% previously reported to Council.
- NS Finance and Treasury Board has been provided with estimates of the Town's planned spring debenture participation. Based on the capital forecast as at January 31, 2025, our debenture issue is valued at \$317,000; 23% of our approved \$ 1,400,072 debt budget in our 2024-2025 Capital Investment Plan. In addition, the Town's \$726,000 short-term loan with the province relates to 2023-2024 expenditures and will automatically go to debenture in the spring.
- Preliminary YTD January, 2025 Statement of Operations results are included in Appendix A. Revenue recorded totals 92.9% and expenses recorded totals 85.2% of their respective annual budgets, 83% of the way through the fiscal year. The current forecast indicates a year end deficit of 1.1% of the annual budget. Appendix A detailed analysis provides factors influencing this result.
- Year to date February 28, 2025, capital expenditures are \$ 3,618,469 or 46% of the total 2024-2025 revised capital budget or 87% of 2024-2025 forecast. See Appendix B - Capital Investment Plan update for a breakdown of expenditures by program and forecasted variances to budget for both expenditures and funding sources.
- Tax levied for the 2024-2025 year is \$13,276,955. Tax payments were due October 1, 2024. As of February 28, 2025, 1.79% remained outstanding.

Outstanding Tax Receivable Aging by Tax Year		
Tax Year 2024-2025	Tax Year 2023-2024	Prior Tax Years
\$ 221,711	\$ 12,784	\$ 3,019

Respectfully submitted,

*Wanda Matthews*  
Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date January 2025

## Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 85.2% of **expenditure** budget used and 92.9% of **revenue** budget recorded creating an overall surplus of \$1,363,190.

The overall budget utilization of revenue is significantly influenced by timing such as bi-annual tax billing cycles and annual receipts of grants. Expense budget utilization is impacted by external partners billing quarterly or annually, the status of specific funded projects, recreation and facilities programs that are often seasonal and road transportation where expenses are heavily weighted towards the fall and winter months. Timing differences impact utilization/budget expended percentage. As the fiscal year progresses, expectations may change and significant budget variances, if any, will be identified. January's statement includes updated forecast information. Senior Leadership and Finance completed a detailed evaluation of YTD results and along with expected staffing and expenditures for the balance of the year generated forecasts by programme/service.

Explanation of significant changes between current year and prior year revenue or spend rates and forecast explanations are below.

## Revenue

- Final **tax** levied based on property tax rate and the 2024 – 2025 property assessment value results in a total levy of \$13,276,955 for the current year. Successful appeals totaling approximately \$3.73 M resulted in a tax revenue shortfall.
- **Deed transfer tax** received up to January is included in revenue plus projections for February's actual and March's tax estimate.
- **Payments in Lieu of Taxes** –Federal and Provincial payments have both been received. Federal property assessments were adjusted downward from our claim resulting in a reduced grant allocation. The Provincial payment was slightly above budget.
- **Services to Other Governments** – Secondment from Police Service to Provincial government (PNS) was not in place for the first half of the year due to vacancies. This position was filled in October.
- **Sales of Service**- Back check revenue is tracking lower than the prior year. Efforts to increase volumes are in place. Forecast includes a \$90,000 unfavourable variance to budget that has remained consistent since September 2024.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall. Forecast captures that interest revenue exceeded expectations.
- **Conditional and unconditional transfers** –Canada summer job and Municipal Physical Activity Leadership grants were received to offset recreation program wages. Municipal Financial Capacity Grant (MFCG) exceeds budget by \$50,000.
- **Revenue from reserves** - Budgets are for specific expenditure funding. Amounts recorded to date equal expenditures for election, Police Commission, stormwater and arena professional fees. Studies (accessibility and secondary planning) carried forward to next year reduce the current year reserve transfers. \$29,600 of reserve funding for stormwater planning is not needed due to a successful grant application.

Town of Kentville Operating Fund  
**Statement of Operations**  
Year to Date January 2025

**Expenditures:**

- **General Administration-** Staffing changes within the CAO office combined with the deferral of the accessibility study has resulted in a significant forecasted deficit in Administration.
- **Protective Services**
  - Significant vacancies, particularly constables, have generated overtime at a higher rate than budget; however, this is partially offset by unused regular salary budgets. A forecasted \$40,000 over expenditure is recorded.
  - Secondment position (PNS) was not filled until October 2024 resulting in a forecasted surplus position.
  - Fire protection service (hydrant) expense of \$207,086 reflects semiannual payment for 2024-2025 budgeted amounts at predetermined percentages for the Town and County of Kings.
  - Expenditures for inspection services contracted through County of Kings exceed budget by \$42,405 of which \$13,405 relates to prior year end charges.
- **Transportation services**
  - Full changes to the public works organizational structure have been delayed resulting in a budget variance. The minimal savings have been forecasted.
  - In addition, stormwater management study costs were partially offset by a grant creating \$29,600 in favourable budget variance.
  - Short term interest charges for completed projects awaiting debenture issue/grant payments amount to approximately \$49,000 and have been added to the forecast as debt charges.
  - Snow removal and seasonal expenses may impact overall year end results.
- **Public Transit and Environmental Health Services** – 2023-2024 surplus distributions were received from Valley Waste Resource Management and Kings Transit Authority and these were netted against expenditures in 2024-2025. The resulting \$150,000 favourable variance is noted.
- **Public Health and Housing** – the 2023-2024 deficit accrual matched the budget of \$90,000; however, it was insufficient to cover the actual invoice amount. The balance is recorded as an expense in the current year.
- A vacant Director position in Q1 and timing of secondary planning work recorded in **Planning and Zoning** have generated savings to date. Secondary planning deferral to fiscal 2026 results in a \$75,000 expenditure savings. These items have been estimated within the forecast.
- **Parks and Recreation** – Forecasting a surplus of \$45,460
  - Secured grants to offset the costs of Canada Cup, experienced higher than budgeted BAP/camp and outreach revenues and experienced lower swimming pool net costs creating a favourable variance to budget and forecast in Programme and Facilities.
  - Arena staffing hours exceed budgeted hours and addressing park and playgrounds occupational health and safety recommendations have generated an unfavourable forecasted variance to budget and forecast within Programme and Facilities.
- **Transfers to reserves** - funding for capital expenditures as outlined in the 2025-2029 Capital Investment Plan have been transferred to reserves. In addition, deed transfer tax (DTT) recorded in revenue has been transferred to the specified capital reserve. The forecast reflects the DTT revenue estimate adjusted for a reduction in transfer of back check revenue to the operating reserve.

# Town of Kentville Operating Fund

## Statement of Operations

APPENDIX A

For the Period Ended January 31, 2025

Revenue	Annual Budget	Forecast March 2025	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>					
<b>Tax (including Industrial Park)</b>					
Assessable property	12,397,144	12,314,910	12,326,399	99.4%	99.9%
Resource	57,222	56,936	56,936	99.5%	99.9%
Economic development	138,300	158,211	151,866	109.8%	99.7%
	12,592,666	12,530,057	12,535,202	99.5%	99.9%
<b>Area rates and frontages</b>					
Area rates	756,143	756,143	759,102	100.4%	101.4%
Special assessments	2,000	2,000	2,000	100.0%	480.7%
	758,143	758,143	761,102	100.4%	102.5%
<b>Based on revenue</b>					
Business property	31,984	31,993	31,993	100.0%	90.5%
<b>Other</b>					
Deed Transfer Fee	0	350,000	295,406		
<b>TOTAL TAXATION</b>	<b>13,382,793</b>	<b>13,670,193</b>	<b>13,623,703</b>	<b>101.8%</b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>					
Federal and agencies	405,050	390,774	390,774	96.5%	0.0%
Provincial and agencies	178,100	178,590	0	0.0%	0.0%
	<b>583,150</b>	<b>569,364</b>	<b>390,774</b>	<b>67.0%</b>	<b>0.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>					
Provincial government	139,467	69,734	54,257	38.9%	72.7%
Local government	97,596	97,596	47,396	48.6%	48.0%
	<b>237,063</b>	<b>167,330</b>	<b>101,654</b>	<b>42.9%</b>	<b>62.6%</b>
<b>SALES OF SERVICES</b>					
Agencies	<b>1,270,100</b>	<b>1,180,100</b>	<b>873,898</b>	<b>68.8%</b>	<b>96.2%</b>
<b>OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	41,700	41,700	48,957	117.4%	128.7%
Rentals	379,120	379,933	287,133	75.7%	66.5%
Interest	198,000	248,000	309,977	156.6%	232.5%
Return on investments	660,000	660,000	0	0.0%	0.0%
Other	44,400	44,400	35,841	80.7%	64.4%
	<b>1,323,220</b>	<b>1,374,033</b>	<b>681,909</b>	<b>51.5%</b>	<b>52.7%</b>
<b>UNCONDITIONAL TRANSFERS</b>	400,633	451,295	366,456	91.5%	<b>83.7%</b>
<b>CONDITIONAL TRANSFERS</b>	156,357	156,357	213,829	136.8%	<b>78.1%</b>
<b>FINANCING AND TRANSFERS</b>					
From reserves	294,700	165,100	148,021	50.2%	0.9%
<b>TOTAL REVENUE</b>	<b>17,648,016</b>	<b>17,733,772</b>	<b>16,400,243</b>	<b>92.9%</b>	<b>89.9%</b>
Revenue budget to forecast variance (value)	<b>85,756</b>				
Revenue budget to forecast variance (%)	<b>0.49%</b>				

# Town of Kentville Operating Fund

APPENDIX A

## Statement of Operations

For the Period Ended January 31, 2025

Expenditures	Annual Budget	Forecast March 2025	Preliminary YTD Amount	Variance to Budget	% Budget Expended CY	% Budget Expended PY
<b>GENERAL ADMINISTRATION</b>						
Legislative	342,019	342,019	262,537	(79,482)	76.8%	76.7%
General administration	2,054,810	2,168,806	1,667,447	(387,363)	81.1%	83.6%
	<b>2,396,829</b>	<b>2,510,825</b>	<b>1,929,984</b>	<b>(466,845)</b>	<b>80.5%</b>	<b>82.6%</b>
<b>PROTECTIVE SERVICES</b>						
Police- core program	3,190,648	3,164,914	2,565,657	(624,991)	80.4%	78.8%
Police-sales of service	175,879	175,879	114,385	(61,494)	65.0%	71.6%
Law enforcement	144,407	144,407	115,160	(29,247)	79.7%	77.9%
Fire fighting	990,309	990,309	780,564	(209,745)	78.8%	83.9%
Protective service- debt charge	3,052	3,052	3,052	0	100.0%	98.8%
Emergency measures and other	169,800	212,205	177,617	7,817	104.6%	94.4%
	<b>4,674,095</b>	<b>4,690,766</b>	<b>3,756,435</b>	<b>(917,660)</b>	<b>80.4%</b>	<b>80.1%</b>
<b>TRANSPORTATION SERVICES</b>						
Common services	1,500,682	1,475,182	1,155,334	(345,348)	77.0%	82.9%
Road transportation	840,400	892,809	763,288	(77,112)	90.8%	89.5%
Public transit	383,321	373,321	367,717	(15,604)	95.9%	81.4%
Transportation- debt charge	59,819	108,919	103,169	43,350	172.5%	104.3%
Other	100,000	100,000	108,960	8,960	109.0%	86.7%
	<b>2,884,222</b>	<b>2,950,231</b>	<b>2,498,469</b>	<b>(385,753)</b>	<b>86.6%</b>	<b>85.3%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>						
Solid waste collection and recycling	<b>758,644</b>	<b>618,644</b>	<b>585,463</b>	<b>(173,181)</b>	<b>77.2%</b>	<b>94.3%</b>
<b>PUBLIC HEALTH</b>						
Public health and housing	-	<b>60,175</b>	<b>60,175</b>	<b>60,175</b>	<b>0.0%</b>	<b>8.4%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>						
Planning and zoning	370,452	266,894	215,589	(154,863)	58.2%	89.6%
Other community development	507,776	507,776	446,570	(61,206)	87.9%	90.4%
	<b>878,228</b>	<b>774,670</b>	<b>662,159</b>	<b>(216,069)</b>	<b>75.4%</b>	<b>90.1%</b>
<b>RECREATION AND CULTURAL</b>						
Recreation-Administration	775,592	771,758	586,087	(189,505)	75.6%	68.1%
-Programmes (net)	127,831	42,122	19,872	(107,959)	15.5%	41.0%
-Parks division and trees	148,100	150,000	126,978	(21,122)	85.7%	81.0%
-Facilities	810,880	840,063	722,395	(88,485)	89.1%	79.9%
-Debt charge	41,325	54,325	54,261	12,936	131.3%	113.3%
Cultural	139,935	139,935	123,969	(15,966)	88.6%	87.0%
	<b>2,043,663</b>	<b>1,998,203</b>	<b>1,633,563</b>	<b>(410,100)</b>	<b>79.9%</b>	<b>73.5%</b>
<b>EDUCATION</b>	<b>2,102,100</b>	<b>2,102,100</b>	<b>1,751,230</b>	<b>(350,870)</b>	<b>83.3%</b>	<b>83.3%</b>
<b>FINANCING AND TRANSFERS</b>						
Debt charge- principal	849,670	849,670	849,670	-	100.0%	96.3%
Transfers to allowances and reserves	1,060,565	1,372,565	1,309,906	249,341	123.5%	100.0%
	<b>1,910,235</b>	<b>2,222,235</b>	<b>2,159,576</b>	<b>249,341</b>	<b>113.1%</b>	<b>98.0%</b>
<b>TOTAL EXPENDITURE</b>	<b>17,648,016</b>	<b>17,927,849</b>	<b>15,037,053</b>	<b>(2,610,963)</b>	<b>85.2%</b>	<b>83.4%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>-\$ 194,078</b>	<b>\$ 1,363,190</b>			
Expenditure budget to forecast variance (value)	279,833					
Expenditure budget to forecast variance (%)	1.59%					





**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2024-2025  
YTD February 28, 2025**

	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
<b>Project by Department or Area</b>					
Canada Community Building Fund	\$ 1,395,753	\$ 1,307,530	\$ 88,223	\$ 1,231,815	88%
Streets & Storm Sewer					
Green Infrastructure Fund (GIF)	1,874,400	1,090,810	783,590	1,089,966	58%
Trails and Pathways					
General Administration	145,000	114,611	30,389	111,627	77%
Protective Services	444,525	440,540	3,985	419,516	94%
Transportation <sup>Note 1</sup>	407,000	306,433	100,567	279,738	69%
ICIP - Donald Hiltz Connector	3,174,000	640,000	2,534,000	249,370	8%
Planning and Development	88,800	65,500	23,300	36,060	41%
Parks and Recreation <sup>Note 2</sup>	420,500	189,775	230,725	200,377	48%
<b>Total</b>	<b>\$ 7,949,978</b>	<b>\$ 4,155,199</b>	<b>\$ 3,794,779</b>	<b>\$ 3,618,469</b>	<b>46%</b>

**Notes**<sup>1</sup> comprised of:

Equipment	195,000	198,580	(3,580)	204,090	105%
Buildings	17,000	20,626	(3,626)	10,626	63%
Streets & Lights	55,000	20,000	35,000	-	0%
Sidewalks	140,000	67,227	72,773	65,022	46%
	407,000	306,433	100,567	279,738	69%

<sup>2</sup> comprised of:

Cultural	10,000	20,000	(10,000)	17,295	173%
Equipment	75,000	67,572	7,428	67,572	90%
Green Spaces	95,000	28,447	66,553	45,184	48%
Parks & Playgrounds	25,000	34,787	(9,787)	34,787	139%
Sport Facilities	215,500	38,969	176,531	35,539	16%
	420,500	189,775	230,725	200,377	48%

<sup>3</sup> <b>Variance by Funding Source</b>	<b>Deferral to 2025-2026</b>	<b>Under (Over) Budget</b>	<b>Variance</b>
Canada Community Building Fund (CCBF)	223,452	(135,229)	88,223
Green Infrastructure Fund (GIF) Provincial and Federal	645,304	(70,697)	574,607
Reserves	224,563	24,073	248,636
Contributions	15,000	56,330	71,330
Provincial Grant		14,000	14,000
Debt - Portion of GIF Projects	234,696	(25,713)	208,983
Debt- Parks & Recreation Project	-	50,000	50,000
Proceeds on Sale		5,000	5,000
Investing in Canada Infrastructure Program (ICIP)	1,858,182		1,858,182
Debt - Portion of ICIP Projects	675,818		675,818
<b>Total</b>	<b>\$ 3,877,015</b>	<b>(82,236)</b>	<b>\$ 3,794,779</b>



February 28, 2025

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Wanda Matthews  
Director of Finance  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
wmatthews@kentville.ca

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RE: Repeal of Policy Statement G12 Tax Collection,  
revision of Policy Statement G47F Interest Charges on  
Outstanding Accounts and New Policy- Billing of Taxes

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The Finance Department has reviewed the Tax Collection and associated policies in collaboration with the CAO. As a result, a new policy related to Billing of Taxes has been presented for consideration. It replaces G12 and its associated document Schedule A - Resolution Regarding Tax Procedures and Interest Charges. The new policy defines tax billing and collection procedures including the number of invoices distributed annually, the timing of bill distribution, payment due dates and collection efforts.

For the most part, Policy G12 on Tax Collection pertains to internal standard operating procedures; therefore, it is recommended that the entire policy be repealed and replaced with the New Policy – Billing of Taxes and Internal Standard Operating Procedures.

Administrative edits have been made to G47F to reflect organizational practice. Changes to this policy clearly define the purpose and scope of the policy, the interest rate charged and how interest is applied to outstanding accounts.

The attached policies meet Municipal Government Act provisions and follow Town of Kentville business practices.

Wanda Matthews  
Director of Finance  
Town of Kentville



## **TOWN OF KENTVILLE POLICY STATEMENT G47F INTEREST CHARGES ON OUTSTANDING ACCOUNTS**

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### **1.0 PURPOSE**

The purpose of this policy is to establish a clear and consistent approach for charging interest on overdue accounts. The policy aims to promote timely payment of municipal invoices and recover costs associated with delayed payments.

The authority for the implementation of this policy is found in the Municipal Government Act, Part 3- Powers, S.49- 1 (a).

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

This policy statement shall be applied to invoices issued by the Town of Kentville for the following categories of charges:

- Taxes, area rates and levies
- Sewer charges
- Water charges
- Sundry accounts receivable

It applies to all individuals, business, organizations or entities that owe outstanding amounts to the Town.

### **4.0 PROCEDURES**

A monthly rate of interest shall be approved by Council. It will apply to:

- any account unpaid after the due date as stated on the bill or
- any invoice unpaid 30 days after the date of the invoice.

#### **Interest rate structure:**

- **Interest Rate:** a monthly interest rate will be applied to all overdue account balances.
- **Calculation Basis:** interest is charged to the outstanding account balance; not only to the amount originally invoiced, but also to any interest that has previously been charged to the account. Charges accumulate from the due date until payment is received in full at a rate of 2% per month or part thereof.

**Notification of Interest Charges**

- Written notice will be sent to the customer after an invoice becomes overdue, informing them of the interest charges and the amount due.

**5.0 ASSOCIATED DOCUMENTS**

**6.0 POLICY REVISION HISTORY**

Date Created:	February 13, 2002
Revisions:	January 2017. Reformatted. March 2025



## **TOWN OF KENTVILLE POLICY STATEMENT G12 TAX COLLECTIONS**

---

### **1.0 PURPOSE**

A general guideline is required to outline an effective process for the collection of outstanding taxes. These taxes are essential for the Town of Kentville to run an effective operation and provide taxpayers with the services to which they are entitled.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

It is the policy of the Town of Kentville that all taxpayers should be treated equally. In this regard, tax collection procedures on outstanding tax accounts will proceed following the due date of the final tax billing. The circumstances surrounding each outstanding tax case will be given consideration and will be dealt with on an individual basis. Every reasonable attempt will be made to work out mutually satisfactory payment arrangements.

### **4.0 PROCEDURES**

#### **4.1 RESIDENTIAL / RESOURCE / COMMERCIAL / COMMERCIAL EQUIPMENT**

Council has given direction that all taxpayers are to be treated the same. It is not fair to those who have paid their taxes to allow others not to pay. Tax dollars are needed to provide essential services - police and fire protection and snow-plowing. The Town does not want the taxpayer's real property, it wants the tax dollars. The message to the taxpayers will be consistent.

- (1) A computer-generated reminder notice will be sent 30 days after the due date of the interim and final tax billing. The notice will contain the following message: **Please remit total due immediately or contact Tax Collector to make payment arrangements.**
- (2) A second reminder notice will be sent 60 days after the due date of the interim and final tax billing. The second notice will contain the following message: **Please contact the Tax Collector to make payment arrangements or remit total due immediately to avoid tax sale warning.**

**NOTE:** Ongoing telephone contact will be made at the discretion of the Tax Collector. All contact, or attempted contact, with taxpayers will be recorded to provide support in the event the property goes to tax sale. Any arrangements made will be confirmed by letter to the taxpayer.

(3) A tax sale warning will be issued 45 days prior to the end of the fiscal year. The warning will contain the following message: **If payment not received by March 31, 19\_\_, this property will be subject to Tax Sale.**

(4) Tax sale procedures as outlined in the Assessment Act (Sections 135-145) will be followed.

#### **4.2 BUSINESS OCCUPANCY**

Council has given direction that all taxpayers are to be treated the same. It is not fair to those who have paid their taxes to allow others not to pay. Tax dollars are needed to provide essential services - police and fire protection, snow-plowing, etc. The Town does not want the taxpayer's real property, it wants the tax dollars. The message to the taxpayers will be consistent.

- (1) Personal contact will be made immediately following the due date of the interim tax bill or if closure of business is noted. Payment arrangements will be discussed at this time. Contact will continue on an on-going basis if necessary. All contact, or attempted contact, with taxpayers will be recorded to provide support in the event the property goes to tax sale. Any arrangements made will be confirmed by letter to the taxpayer.
- (2) A Notice of Rating (as per Section 107(1) of the Act) will be sent by registered mail or delivered in person immediately following the due date of the interim and final tax bill (as per Form F of the Act).
- (3) If payment has not been received by the date noted on the Notice of Rating, or if intent to vacate has been noted, a Warrant for Distress will be issued. The warrant will be directed to the sheriff, who will supervise the process through to completion, including the sale of the goods (as per Form G of the Act). Any costs incurred during this process will become the responsibility of the taxpayer.

Date Created: January 12, 1994  
Revisions: September 9, 1998

#### **4.3 TAX SALE**

The procedures listed follow those outlined in the Assessment Act.

1. Prepare a schedule of properties in arrears of taxes as per Section 135 (1) & (2) of the Assessment Act.

2. During the preparation of the schedule, the assessor shall furnish any information on the property which is necessary to include in the schedule (Section 135 (5)).
3. The schedule will be signed by the treasurer (Section 135 (3)).
4. The Director of Assessment is sent a copy of the schedule (Section 136).
5. The Director carefully examines the schedule and notes, in red ink, any corrections, transfers of title and encumbrances.
6. The schedules are signed by the Director and returned to the treasurer.
7. The treasurer will make diligent inquiries as to the ownership of, and any encumbrances affecting, the property. At this point, the Town Solicitor is to conduct a title search and determine potential or actual liens.
8. Any expenses incurred, such as survey costs, lawyer fees, and so on, will be considered a lien on the property, when we know the cost is to be incurred. Costs associated with such services will be considered a lien the moment the request for service takes place. In some instances, when invoices are not yet available, the pending expense will have to be noted on tax certificates, etc.
9. The treasurer prepares tax sale notices to appropriate individuals (owners & encumbrances), with any extra costs added.
10. The treasurer serves notice (Section 141 (1)) of tax sale to owner by registered mail or by posting on the property (Section 141 (4)). The notice will contain the following information:
  - a. A general description of the property.
  - b. The amount of arrears. Interest shown on the notice will be accumulated to the end of the 60-day period allowed for payment. If the taxpayer pays earlier, the interest will be adjusted accordingly.
  - c. A statement that the property is liable to be sold under the authority of the Assessment Act, unless all arrears and expenses listed are paid within 60 days of the date of notice.
11. If the amount owing on the 60-day notice is not paid by the date specified, a warrant is then prepared (Section 143). The warrant sets out the amount that will be advertised in the paper. This would include any amounts from the 60-day notice that were not paid, further interest accumulation to the anticipated tax sale date, and any further expenses, such as the cost of the advertising. The warrant is then authorized by the mayor.

12. Upon receipt of the warrant, the treasurer will proceed to advertise the properties to be sold and the time, date and place that the public auction will take place. The advertisement will begin at least 30 days prior to the date of the sale and will be inserted once a week until the sale date. The street and number of the property will be identified, together with a statement that a full description may be seen at the town office. The ad will also state that the property will be sold for the arrears and expenses as advertised, unless payment is received in full prior to the sale.

#### **4.4 OUTSTANDING TAXES: PAYMENT ARRANGEMENT CRITERIA**

Taxes for the current year are due and payable September 30 of the current year. Technically, taxes are in arrears on April 1, of the next fiscal year. Payment arrangements should not be necessary if tax accounts are kept current, however, over the past few years, numerous accounts have fallen substantially in arrears.

In order to bring the accounts in arrears as current as possible, payment arrangements may be considered in situations where the property owner is unable to pay in full. For these cases, it is important to establish criteria to enable the tax collector to determine eligibility for the orderly payment of outstanding taxes.

In the case of **RESIDENTIAL**, consideration should be given to:

1. Whether the property owner is on social or other assistance.
2. Ability to pay (income, net worth, etc.).
3. Is property currently mortgaged, a mortgage company would have interest in the property.
4. Have prior arrangements been honoured?
5. Generally speaking, account should be current within one fiscal year.

In the case of **COMMERCIAL REAL**, consideration should be given to:

1. Ability to pay.
2. Is property currently mortgaged, a mortgage company would have interest in the business.
3. Have prior arrangements been honoured?
4. Generally speaking, account should be current within one fiscal year.

In the case of **BUSINESS OCCUPANCY**, because there is no lien on real property and, therefore, no security, payment arrangements will be extremely rare. Businesses often close without notice, so the following options will, in most cases, be considered:



1. Issue and serve a warrant.
2. Sue

Where business occupancy and commercial real are with the same owner, business occupancy will be paid first.

#### **4.5 GENERAL COMMENTS**

Any deviations from the above criteria must first be cleared through the Chief Administrative Officer.

Payment arrangements made on outstanding amounts over \$10,000 must be approved by the Chief Administrative Officer.

Payment arrangements made on outstanding amounts over \$50,000 must be approved by Council.

#### **5.0 ASSOCIATED DOCUMENTS**

Resolution Regarding Tax Procedures and Interest Charges

#### **6.0 POLICY REVISION HISTORY**

Date Created:	September 12, 1994
Revision:	September 9, 1998
	February 9, 2000
	January 2017. Reformatted.



CAO Mark Phillips

## RESOLUTION

### RE: TAX BILLING PROCEDURES AND INTEREST CHARGES

**BE IT RESOLVED** by the Council of the Town of Kentville that the following resolution entitled “Tax Billing Procedures and Interest Charges” be hereby adopted and recorded in the bylaw book pursuant to the Assessment Act:

1. An interim tax bill will be calculated and issued each year, and such bill will be due and payable on the last day of May in each taxation year. The interim bill will be approximately one-half of the total prior year’s tax levy.
2. A final tax bill will be calculated using the assessment data supplied each taxation year by the Assessment Department of the Province multiplied by the tax rates set each taxation year by resolution of Council, less any payments made to the interim bill and such bill will be due and payable on the last day of September in each taxation year.
3. Interest shall be charged at the rate of 12.0 per cent per annum, calculated monthly, on overdue rates and taxes, effective June 1, 1994.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council of the Town of Kentville held on the 11<sup>th</sup> day of May, A.D., 1994.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town this 12<sup>th</sup> day of May, A.D., 1994.

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**TOWN CLERK**

**Revisions applied – see policy book**



## **Town of Kentville Policy Statement G TBD**

### **Billing of Taxes**

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#### **1. PURPOSE**

The purpose of this Policy is to provide a procedure pursuant to which taxes, area rates and levies are billed and collected throughout the fiscal year. This policy aims to ensure that all tax obligations are clearly communicated and accurately billed in a timely manner. The policy also seeks to outline the roles and responsibilities of both the municipality and taxpayers in the tax payment process.

This Policy is made pursuant to the Municipal Government Act s.49 (1) and s. 111-117.

#### **2. DEFINITION**

**Property:** means any assessable property liable for taxation for all purposes for which property taxes and rates are levied by the Town

**Tax:** per s.3 (bz) Municipal Government Act, includes municipal rates, area rates, change in use tax, forest property tax, recreational property tax, capital charges, one-time charges, local improvement charges and any rates, charges or debts prescribed, by the enactment authorizing them, to be a lien on the property.

In this Policy "taxes" include property taxes levied by the Town, area rates and other levies all of which are approved by Council except where otherwise provided by Bylaw or policies.

#### **3. PROCEDURES**

##### **3.1. Due Dates**

Pursuant to Section 112 of the Municipal Government Act, the Treasurer will issue tax bills twice per year.

The interim bill invoiced in April shall be due and payable not later than the last business day in May of each year.

The final bill invoiced in August shall be due and payable not later than the first business day of October of each year.

##### **3.2. Amounts**

The interim bill will be calculated as 50% of current year's taxable assessment and the last tax rate set by Council. For clarity, if Council has not yet set the tax rate for the current year, the tax rate to be used is the rate for the prior year.

The final tax bill will be calculated based on the current year's taxable assessment and the current year's tax rate less any payments made to the interim bill.

Each instalment (invoice) shall be payable by the person assessed for the property for the current fiscal year.

### **3.3. Interest**

Interest, at the rate approved by Council and set out in Policy G47F, will be charged on payments made after the due dates.

### **3.4. Collection**

Provisions of the Municipal Government Act Section VI set the legislative framework within which Town staff are expected to perform tax collection.

Town staff will make reasonable efforts to collect taxes due to the Town. A reminder notice will be sent within 30 days after the due date of the interim and final tax billings. Subsequent reminder notices and statement of account will be sent monthly after the due date of the interim and final tax billings.

### **3.5. Tax Sale**

The procedures for tax sale are in accordance with MGA Section 134.

3.5.1. A property may be sold for taxes if the taxes in respect to the property are not paid in full for the taxation year immediately preceding the year in which the tax sale proceedings are commenced, but the proceedings shall not commence before June 30<sup>th</sup> of the year immediately following the taxation year.

3.5.2. A property shall be put up for tax sale if the taxes are in arrears for the preceding three fiscal years.

3.5.3. The town initiates tax sale processes at the earliest date provided in the MGA.

3.5.4. The date of notices and the date established for the tax sale are to be set by the Treasurer in accordance with the MGA (140 & 142).

3.5.5. All other tax collection activities shall be performed in accordance with the Part VI of the Municipal Government Act – Tax collection.

## **4. ASSOCIATED DOCUMENTS**

**4.1.** G47F Interest Charges on Outstanding Accounts

## **5. POLICY REVISION HISTORY**

Date Created: March 10, 2025



# **Town of Kentville**

## **Staff Report to Council Advisory Committee**

### **Planning & Development**

#### **March 2025**

#### **Overview**

In February, we welcomed Kirsten Duncan back into her role as Development Officer & GIS/Planning Technician. Ben Croll will be providing a full turnover in March.

Approval was given by Council to re-establish a Planning Advisory Committee. The draft terms of reference for the PAC has been included in the revised Committees of Council Policy.

A meeting of the Heritage Advisory Committee is being considered for later in March.

#### **Development Applications**

- **Development Permits:** Three development permits were issued in the month of February with a total estimated construction value of \$46,264.00.
- **Subdivision Applications:** No subdivision applications were submitted in February.
- **Site Plan Approval Applications:** One site plan approval application - Hibou Court Phase 3. Proposal to develop 48 unit – 6x 8-unit apartment style buildings. Each building has 4 bachelor units and 4 2-bedroom units.

## **Planning Applications**

### **New**

- An application to amend the Land Use Bylaw was received on February 7, 2025 to permit residential conversions up to three units within the Limited Commercial (C3) Zone.

### **Ongoing**

- A development agreement application was received to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024.

A Public Participation Meeting was held on February 4, 2024, and a draft development agreement has received preliminary review by staff and the applicant. The applicant has since been working on a revised site plan and staff will circulate and review the new plan once received. We are looking to take the full review to the April CAC meeting.

## **Community and Economic Development**

- Final grant reports related to 2024 projects have been submitted. We are looking ahead to grant funding that may support beautification and placemaking projects to be executed this year, in conjunction with internal budget planning processes.
- Public event permit applications continue to trickle in for the upcoming season. Festival season downtown officially kicks off with the Holi Colour Celebration on Sunday May 18<sup>th</sup>. The organizers have added a few new components, and we look forward to supporting the Sanskar Cultural Society at the 2<sup>nd</sup> annual event.
- Magazine layouts and tourism marketing campaigns are starting soon. We are in booking/design phase for copy that will go to print between April and July. Our summer campaigns this year will focus on targeting audiences who value small town hospitality and experiences with a focus on the outdoor enthusiast.

- The CEDC is reviewing existing parking signage downtown to determine where improvements could be made. Number of signs, sign placement, signage design and the current parking map are all being evaluated to determine what changes may benefit the travelling public and help visitors to town navigate the available parking options more easily.
- KBC continues the necessary work on their updated strategic plan. The Board hopes to have that plan finalized in April.

Respectfully Submitted,

Darren Shupe, Director of Planning and Development, on behalf of;

Kirsten Duncan  
Development Officer,  
GIS/Planning Technician

Lindsay Young  
Community & Economic  
Development Officer

Ben Croll  
Development Officer

## Permit Report



<b>Permit #:</b>	<b>4391</b>	<b>Permit Date:</b>	2/12/2025
<b>Value of Construction:</b>	\$33,264.00	<b>Fee:</b>	\$50.00
Rooftop Solar Panels			

<b>Permit #:</b>	<b>4392</b>	<b>Permit Date:</b>	2/19/2025
<b>Value of Construction:</b>	\$3,000.00	<b>Fee:</b>	\$15.00
Remove hanging sign and install new blade sign			

<b>Permit #:</b>	<b>4404</b>	<b>Permit Date:</b>	2/19/2025
<b>Value of Construction:</b>	\$10,000.00	<b>Fee:</b>	\$45.34
Dismantling existing shed and building/relocating another shed (16'x36')			

## Activity Report



	February 2025		February 2024	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
<b>Number of Permits</b>	3	11	5	9
<b>Total Building Value</b>	\$46,264.00	\$703,168.24	\$627,250.00	\$5,898,450.00
<b>Permit Revenue</b>	\$110.34	\$1,008.32	\$909.62	\$3,629.48





**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of February 2025**  
**Department of Parks and Recreation**  
**Presented on March 10<sup>th</sup>, 2025**

**Administration and Operations**

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- Summer staff positions have been posted
- **CODE Placement – Adventure Hub Initiative**
  - Tyler Hobbs is researching outdoor adventure and play, monitoring the equipment loan program, and working on transitioning it to an online database to improve its efficiency. In collaboration with a second placement student, Tyler is developing a March Break Workshop focused on play, learning, leadership, and outdoor education. The Workshop will include community members sharing their leadership stories and experiences in sport, recreation, and outdoor education, offering valuable role models for the youth, ages 12-15.
- **CODE Placement – Kentville Plays Initiative**
  - Lauren Deal is researching and developing plans / opportunities for the evolution of the Kentville Plays Initiative with the goal of developing a framework document for future programming, including playboxes, popups, equipment loans and playful programming options. Alongside this research Lauren will be supporting the Rec Department in collaboration with a second placement student with preparations for partnership meetings and developing programming, such as a March Break Workshop, called Play, Learn, Lead.
- Director of Parks and Recreation staff invited to the Canadian Inclusive Green Space Symposium.
  - This event will serve as a catalyst for long-term impact by building a connected national community of practice, supporting the development of a path forward for equitable park access, and setting a forward-looking agenda for the parks sector in Canada.
  - June 11-13, 2025, in Saskatoon, SK
  - There are (5) spaces available at the symposium for the Province of NS
    - (2) spaces for Recreation Nova Scotia Staff
    - (1) Cape Breton
    - (1) Truro
    - (1) Kentville

- Staff met with the Research Station for approval of the pesticide treatment in the Ravine
- Final day for booking ice for the 24/25 arena season will be March 30<sup>th</sup>, we will then be preparing the building for the upcoming events season, the first of which will be the Kentville Home Show on the weekend of April 25-27.

## Facilities and Operations

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- Two major issues arose at the Centennial Arena
  - Condenser lines corroded and leaked ammonia (exterior of building). CIMCO techs were on site to patch leaks. NS Labor Board on site for pressure testing and to ensure units are operating sufficiently. Facility was closed for one evening of rentals.
  - One compressor lost power due to electrical issues. Second year in a row with loss of power to the plant room, causing potential closure.
- Staff are creating a new trail route around one of the Ravine Bridges, which collapsed last summer. Once established, the trail will reopen for use.
- Staff met with the Valley United District Soccer Association regarding a potential new soccer facility in the area.

## Programs and Operations

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- March Break Camp – 16/20 registered
- There will be (6) additional hours of public skating time offered at Centennial Arena during March Break
- **Good Neighbor Project** - The project shifts the culture of the community to where it is normal for neighbors to know, care about and support each other. The organization provides substantial training opportunities for staff and community to create sustainable opportunities and connection. More information at [happycommunityproject.com/about](http://happycommunityproject.com/about)
- **Kentville Run Series** – building on our sport activation and sport tourism – we are introducing the first race in May. The Spike Family Fun Run will be held in Memorial Park and utilizing the Harvest Moon Trail on May 3. We are partnering with Route 541 (a run event company) and Run NS to offer this opportunity for all ages and capacities. Stay tuned for all the race details.
- **Equipment Loan Program**
  - Over the past 75 days, the equipment rental program received 46 requests. The most popular items were cross-country skis (33 requests), cross-country boots (30 requests), and poles (32 requests). Snowshoes had a moderate demand with 15 requests. Specialty items saw minimal interest: adult kick sleds and walking poles each had 2 requests, the Thule Chariot had 2, and binoculars and wheel blades each had 1 request. The average time to complete the rental request form was 11 minutes and 47 seconds.
- **Winter Equipment Try It Event**

- On February 24<sup>th</sup>, we offered a rescheduled Fire & Ice Winter Equipment Try It Event. In collaboration with Cross Country Nova Scotia and Scotia XC Ski Club, we had 17 people come out to try cross-country skiing, kick-sledding, and roasting marshmallows for smores.
- **Outdoor Play Training – A Hands-On Workshop for Day-Home Providers**
  - This training module is a three-part series which is being offered as a hands-on professional development opportunity designed to equip daycare providers with practical skills and confidence to integrate outdoor play into daily childcare routines. This three-hour training session focuses on inclusive, nature-based learning, ensuring all providers—regardless of experience—can create engaging outdoor experiences for themselves and the young children (ages 12 months–4 years) in their care. The training emphasizes low-barrier, accessible approaches to encourage year-round outdoor play, supporting early childhood development, physical activity, and community wellness priorities.

*Events that occurred in February:*

- Annual Art Lightfoot High School Boys Hockey Tournament hosted at Kentville Arena February 6 – 9
- Division 2 Regional High School Playoffs hosted at Kentville Arena February 28 – March 2
- Fire & Ice
  - Events ran from Friday Feb 14<sup>th</sup> to Monday Feb 17<sup>th</sup>
  - There were some weather challenges, which delayed programming

*Upcoming Events in March/April:*

- Kentville Home Show – April 25 – 27
- Hockey day tournament being hosted on Thursday, the 13<sup>th</sup> of March from 8:00 am – 4:00 pm (Valley Hockey Development – Youth Development), and Saturday, the 15<sup>th</sup> of March from 12:00 pm – 6:00 pm (Valley Wild – Female Minor Hockey)

## **Community Outreach**

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- March 7<sup>th</sup> – Community Development’s Foundations Experience
  - The Foundations Experience is connecting with newcomers, caring citizens and support organizations to tell the story of welcoming and sense of belonging (and the challenges) in Kentville. Roxy is assisting with the facilitation of this program partnered with Acadia’s Community Development Department.
- March 26<sup>th</sup> - Engaging in Outreach to Equity Owed Populations
  - Roxy is facilitating a workshop for Recreation Nova Scotia - Join the 2024 RNS Equity, Diversity, Inclusion, and Access Award Winner, Roxy Peterson; as he outlines the models, processes, and approaches that have contributed to successful community collaborations with equity

owed populations, within his unique role as the Town of Kentville's Neighborhood Outreach Program Coordinator

- The Town of Kentville is proud to launch a dedicated African Heritage webpage—a lasting resource celebrating the history, contributions, and achievements of African Nova Scotians.
  - We proudly recognize that as a founding people, their contributions began over 150 years before Kentville became an incorporated Town. Their stories of resilience, achievement, and community impact are now highlighted in one place.
  - Discover:
    - Historic milestones from Mathieu da Costa to the founding of Gibson Woods
    - Inspiring stories of local leaders like Elroy Hill Sr. and Juanita Pleasant
  - This is more than a website—it's a commitment to diversity, equity, and inclusion all year long. Explore now: [www.kentville.ca/KentvilleAfricanHeritage](http://www.kentville.ca/KentvilleAfricanHeritage)
- **SHIFT Partnership Meeting – February 25<sup>th</sup>**
  - AT this meeting, future opportunities were identified for collaborative programming / resource sharing among attendees (CAPRE, L'Arche, the Flower Cart, Autism NS and TOK). In the visioning session, the group identified external collaboration / marketing opportunities with additional organizations who support people with neurodiversities and expansion opportunities in the rest of the region through municipal partners and Valley Rec.
- **50/50 Skateboarding For the Youth Project**
  - The " 50/50 Skateboarding for the Youth" Project, led by KTown SkateHers+ and iGot Skate with support from the Town of Kentville, aims to give youth facing challenges free access to skateboarding. Building on two years of free grassroots programming at Kentville's skatepark, the project plans to raise \$5K to provide 50 youth with a skateboard, two lessons, and free protective gear rental from the Town of Kentville's Equipment Loan Program. Skateboarding offers youth a chance to build confidence, resilience, and community in a supportive environment.

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

## Memorial Pool Repairs Update

TOK 202527

Meeting Date: March 10, 2025  
Department: Parks and Recreation  
Strategic Priority: Parks, Trails, and Facilities

### RECOMMENDATION

Based on information received from Ground Force Property Services, and the direction given by council during the February 10 meeting of CAC, staff recommend the allocation of \$500,000.00 toward the repairs outlined in this report, and the immediate mobilization of Ground Force Property Services to complete all work by June 2025.

### SUMMARY

This report highlights the work, expenditures, and implications associated with the remedial actions quoted by Ground Force Property Services that would allow for operation of Memorial Pool during the summer of 2025.

### BACKGROUND

Following the February 10 meeting of CAC, a meeting between the Supervisor of Facility Operations and the CEO of Ground Force Property Services was held on the afternoon of Tuesday, February 11. All relevant background information relating to the project was shared including assessments, work history, staff observations, and photographs of failing infrastructures. The importance of having the project completed in a timeframe that supports the operation of the pool for the 2025 season was also emphasized by staff during this meeting.

An additional on-site meeting took place between 3 representatives of the Ground Force Property Services' estimation team, and the Supervisor of Facility Operations on Wednesday, February 26. During this meeting, observations of the conditions were made in order to provide a more accurate cost estimation and timeline for the work required.

A quote was received by staff on Wednesday, March 5.

## **IMPACT TO SERVICES**

Completing the work as outlined would facilitate operation of Memorial pool for the 2025 season, allowing us to move forward with no interruption to service.

However, with the age and condition of the infrastructure, circumstances could arise at any point during construction that exacerbate both the timeline, and the expenditures associated with the project. Leaving a possibility that we may still be unable to operate even if we move forward with this work.

Please see the ‘Notes:’ section near the end of the quote provided by Ground Force:

“Ground Force Services shall not be liable for any failure to perform required obligations due to Force Majeure.”

## **RELATED COUNCIL DISCUSSIONS**

Council received the initial pool condition report from the November 12, 2024 Council Advisory Committee.

Council received the original staff recommendation of all work outlined in the assessment provided by Aquatic Design and Engineering during the February 10, 2025 Council Advisory Committee.

Ongoing council discussion around financial support for a Regional Recreation Facility in Kings County that would include an aquatic centre.

## **TIMELINE**

Ground Force has stated that they will be able to complete the work by early June, in order to facilitate operations if ground can be broken during the week of March 10, and no unforeseen circumstances arise during the construction process.

## BUDGET IMPLICATIONS

### *Budgeted Costs for Repairs Required to Operate Memorial Park Outdoor Pool*

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Pool Deck Replacement	\$178,100.00
Pool Tank Surface Blasting	\$60,000.00
Plumbing (skimmers, piping, etc.)	\$50,000.00
Waterproofing and Painting (finishes)	<u>\$112,500.00</u>
	\$400,600.00
HST	<u>\$60,090.00</u>
Total Estimated Cost	<u><b>\$460,690.00</b></u>

The waterproofing and painting was originally quoted at \$90,000.00 but was increased by 25% due to the possibility of import tariffs.

The plumbing repair was not requested by council for completion this fiscal year, however, seeing as it is a failing system that has aged beyond its recommended useful life, and with the total cost coming in lower than anticipated, staff recommend that all work outlined be completed as a single project to prevent any further complications. For instance, say funds and staff resources are allocated to the completion of these projects, and we then experience a plumbing issue upon startup that prevents us from operating.

## ATTACHMENTS AND LINKS

Quote: Memorial Pool Renovation – Ground Force Property Services

## RECOMMENDATION

Acting on the direction of council, staff recommend moving forward with the project as outlined by Ground Force Property Services to facilitate the 2025 operational season of Memorial Pool.

# Quote

Project:      **Memorial Pool Renovation**  
Address:    **125 Park St, Kentville, NS B4N 1M5**  
Date:        **March 5, 2025**  
Quote S.N.: **2025100**



Dear Nick,

Thank you for your continued collaboration on the Memorial Pool project. Based on our recent discussions and the assessment of the pool's conditions, I am pleased to present the following proposal for the necessary renovations:

## Proposed Renovation Budget

1. **Pool Deck Replacement:** \$178,100.00
  - Replacement of the existing pool deck to ensure safety and enhance aesthetics.
2. **Blasting:** \$60,000.00
  - Required to properly prepare the pool structure for subsequent work.
3. **Plumbing:** \$50,000.00
  - Updating the plumbing systems to address leaks and enhance overall functionality.
4. **Waterproofing and Painting:** \$90,000.00
  - Comprehensive waterproofing and painting services to protect the pool infrastructure.

Total Estimated Cost: **\$378,100.00**

In light of the current economic climate and budget considerations, we are actively exploring alternative materials and solutions that could help lower the overall costs of the project while still ensuring quality and durability. We will update you as we identify viable options.

Please feel free to reach out if you have any questions or if you would like to discuss further details. We are committed to bringing this project to fruition in a timely and cost-effective manner.

Thank you for considering this proposal.

Best regards,

**Ground Force Property Services**

**Estimation Office**



For Extra work pricing:

- Breaking rock, excavating extra material/hauling material off site, Intermittent trips, traffic control can be included at an additional cost of clearing/cleaning/organizing disturbed areas time shall be charged at \$85.00 /Hr Foreman \$60.00/Hr laborer - \$120.00/day vehicle - \$155.00/Hr 6-8 Ton excavator - \$220/Hr for 8- Ton Rock breaker, \$100.00/Hr Tandem truck; and \$40/tandem load as dumping fees.
- Includes one mobilization to site and Clear site work.

Notes:

- Price(s) exclude HST.
- Fully Bonded & Insured.
- Price(s) are valid for 14 days.
- Ground Force Services shall not be liable for any failure to perform required obligations due to Force Majeure.
- If on site measured area exceeds quoted amount. Client approval will be requested, and quote is subject to change as required.
- If on site measured area recedes quoted amount. Lump sum prices are contingent on the minimum dimension provided on this quote and credit backs will be decided by the owner.

Please do not hesitate to contact Ground Force property Services Inc.

Sean P: (902) 209-2748 | | E: [Sean@groundforceservices.ca](mailto:Sean@groundforceservices.ca)

Moe C: (902) 943-0139 | | E: [malayyat@groundforceservices.ca](mailto:malayyat@groundforceservices.ca)

## Town of Kentville

### Office of the Chief of Police

January 2025



Administration	Time	December 2024	January 2025
	Plate queries	1223	658
	Training hours	448	128
	Veh. Cks 11's	61	95
	SOT Tickets	20	34
	Foot Patrol Hours	145	121
	CC Charges	28	17
	Calls for service	290	273
Training	<ul style="list-style-type: none"><li>• DRE Training</li><li>• Warrant writing</li><li>• ACE</li></ul>		
Meetings	<ul style="list-style-type: none"><li>• Municipal Chief's Meetings</li><li>• Executive Leadership Meetings</li><li>• Meeting with BoPC Chair</li><li>• Budget Forecast</li><li>• Yearly Assessments</li><li>• BoPC Meeting</li><li>• Pension Presentations NSPSSP</li><li>• Equity Plan with Directors</li><li>• Sheriff Services</li><li>• DOJ</li><li>• CES/CCN</li></ul>		

<b>CCN</b>	<ul style="list-style-type: none"> <li>• Attended 15 <b>Agency meetings</b>, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court</li> <li>• Attended 7 <b>Community Events</b></li> <li>• Received 10 <b>referrals</b> from KPS members/other Agencies</li> <li>• <b>47 meetings</b> with clients</li> <li>• Attended 16 <b>other calls</b> and assisted members</li> <li>• 11 other activities, i.e. Co-op students final report, Lunch and Learn</li> </ul>
<b>Policing Standards</b>	<ul style="list-style-type: none"> <li>• 20 of the standards have been reviewed and meet the criteria. The review is ongoing.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• No staffing issues.</li> </ul>



## Town of Kentville

### Staff Report to Council Advisory Committee

#### DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

MARCH 10, 2025

#### Programs and Operations

- **Kentville Water Commission:** As Director Bell mentioned last month at CAC, we've been dealing with a high number of water breaks this year. In February alone, we repaired two, and as of this report, there have been a total of seven watermain and water service breaks across the KWC service area. We expect more throughout the winter and early spring.  
Additionally, we posted an RFQ for Chlorine and pH analyzers and received multiple proposals. Our team has evaluated them and is preparing to award the contract to the successful proponent.
- **Sanitary Sewer Area Service:** There were no direct operational issues with the Kentville Sanitary Sewer Service in February. As an update to the capital Regional Sewer Forcemain project that we partner in with the County & Village of New Minas; the project is nearing completion and as of last week the section between Mill Brook and the Dog Park is "live" replacing the frequently failing 48-year-old pipe in this area. The remaining section of original ductile iron pipe runs from the large lift station behind the Justice Centre (RG5) to the east side of Mill Brook. While the new pipe is fully installed, the brook crossing method and timing are still undecided. As a temporary solution, the contractor installed the crossing along one side of the Mill Brook bridge deck as a temporary solution. This approach helps prevent breaks in the old line and reduces the risk of environmental contamination to the brook and surrounding wetland. The Town has agreed to this temporary measure, with the condition that any damage to the Town's trail bridge will be repaired at the contractor's expense.
- **Traffic Authority:** As a little summary from Director Bell previous report on Traffic Authority, it was noted that this winter has significantly deteriorated several streets, including Main, Park, and Bridge Streets, which now require more substantial repairs beyond patch paving. The Province has introduced a 5-year repaving program offering 50% match funding for municipally owned Trunks and Routes, but the \$6.1 million annual budget is limited and available on a first-come, first-serve basis. The Town has applied for funding to support necessary repairs, with a

proposed \$500,000 annual investment from the Town if the application is successful. The Town Engineers have submitted the application, and we expect to receive the results by mid-April.

## **Projects**

- **Winter Tenders:** The Engineering and Public Works Department has awarded the Downtown Active Transportation Sidewalk Phase 3 project to the successful bidder, Ground Force Property Services. Their bid came at \$ 583,499, approximately \$20,000 under budget.
- **Storm Water Management Master Plan:** Our stormwater consultant provided our Engineering team with a 90% draft report for review in late February early March. We are working closely with Dillon, exchanging information to finalize the report. Due to budget meeting deadlines, we are aiming to schedule a presentation to Council in late March or early April.

## **Budgets**

- Our Engineering & Public Works team have completed our 5-year Capital Budget plan and will be working with the Finance team and CAO on prioritizing and funding these requests as we complete the presentation to Council in the coming weeks.

## **Public Engagement**

- Frequent phone calls and site visits.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

## **Meetings and Events**

- Weekly Senior Leadership meetings
- February 8<sup>th</sup> monthly PW & KWC Toolbox Meeting
- EPW Capital Budget Meetings
- January 16<sup>th</sup> Regional Sewer Committee

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works

## Award of Phase 1 Donald E. Hiltz Connector Road – 2025/26 Fiscal Year

TOK202501

Meeting Date: March 10, 2025

Department: Engineering & Public Works

Strategic Priority: To complete Phase 1 of the ICIP Project as previously approved by Council

### RECOMMENDATION

That Council approve the award of Phase One of the Donald E. Hiltz Connector Road to Howard E. Little Excavating Limited as per lowest bid in tender submission of \$6,741,805 including non-recoverable HST.

### SUMMARY

This project is 73.33% funded by both the provincial and federal governments, with the Town of Kentville responsible for only 26.67%. To meet the ICIP funding deadline, construction must begin in the 2025/26 fiscal year. The project will not only create growth opportunities for the Town of Kentville but also improve stormwater management by adding four retention ponds along the corridor. Phase 1 of the project will focus on critical infrastructure, including cross culverts, stormwater retention ponds, and water system extensions. We have received 6 bids, ranging from \$ 9,734,500 to \$ 6,464,758 excluding HST. In the proposed 2025/26 Capital Budget there will be a line item for the construction of Phase 1 Donald E. Hiltz Connector Road \$ 6,741,805 including the non-recoverable portion of the HST. The table below will explain the expenditure.

### BUDGET IMPLICATIONS

The Breakdown of the Phase One:

	Fed ICIP	Prov ICIP	TOK	TOTAL
	40%	33.33%	26.67%	100%
TOK Capital:	\$ 2,200,000	\$ 1,833,150	\$ 1,466,850	\$ 5,500,000
Water Capital:	\$ 481,995	\$ 401,622	\$ 321,370	\$ 1,204,987
Sewer Capital:	\$ 14,727	\$ 12,271	\$ 9,819	\$ 36,817
<b>TOTAL inc NRT:</b>	<b>\$ 2,696,722</b>	<b>\$ 2,247,044</b>	<b>\$ 1,798,039</b>	<b>\$ 6,741,805</b>

### RECOMMENDATION

That Council approve the award of Phase one of the Donald E. Hiltz Connector Road using the above funding sources.

*March 10, 2025, Engineering & Public Works*



**Town of Kentville  
CAO Report to Council Advisory Committee  
For the Month of February 2025  
Presented on March 10, 2025**

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**Chief Administrative Officer**

- February 17-28, 2025
- Orientation to Kentville Council, departments and staff
- Meetings with the Director of Finance to review 2025/26 Town of Kentville budgets
- Intermunicipal Service Agreements regional meeting of Mayors and CAOs
- Review of legal files with municipal solicitors.

**Deputy Clerk**

- Orientation support for new Chief Administrative Officer
- Preparation of CAO recruitment documents
- Final revisions to Committees of Council policy
- Preparation for Community Climate Capacity Summit conference
- Extended/strategic planning meeting with Climate Coordinator Sofia Munoz
- Freedom of Information and Protection of Privacy applications
- Meeting with Resilient Home Retrofits group
- Admin support for the Inclusion and Access Advisory Committee
- Admin support for the Environment Task Team
- Resignation as board member with Association of Municipal Administrators

**Strategic Initiatives**

- Received confirmation from CMHC that the Housing Accelerator Fund 2.0 grant application was not successful. Staff have requested feedback for future applications.
- Coordinating the work of the TOK Equity and Anti-Racism Plan Development.
- Submitted a summer intern grant to the Clean Foundation to support Invasive Species: Hemlock Woolly Adelgid (HWA) Projects.
- Meet with the County of Colchester on potential partnership for a Community Solar Garden project and feasibility study. Staff report provided.

- Support the on-boarding of the Environmental Task Team.
- Working with AMANS Staff on the direction of TOK Equity planning.
- Staff met with the newly formed Environmental Task Team.
- Staff are in the process of collaborating with Coastal Action to identify a site in Kentville for the construction of a natural stormwater management project (rain garden)





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Jennifer West  
Deputy Clerk  
354 Main Street  
Kentville, NS  
B4N 1K6

[jwest@kentville.ca](mailto:jwest@kentville.ca)

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March 10, 2025

RE: Code of Conduct Investigation Process

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At the November 2024 meeting of Council, Council approved the provincially mandated Code of Conduct Policy for Elected Officials. This policy has a requirement for the municipal unit to retain a dedicated legal counsel(s) to review applications and conduct investigations according to the process in this policy.

The Association of Professional Administrators has compiled a list of professionals willing to take on this role for municipal units across the province. The Code of Conduct Investigators will ideally have no connections to cases and investigations. Additionally, investigators may be called upon for short or long cases, or for a number of cases or very few throughout the year. For these reasons, many municipalities are choosing to reach out to 2-3 professionals on this list to retain them for this work.

#### **Staff recommend**

That Council retain the following two professionals as legal counsel specifically for Code of Conduct investigations for a two-year term until March 2027, with option to renew for another two years:

- Charles Thompson, Burchell MacDougall LLP
- Noella Martin, Burchell Wickwire Bryson LLP

Jennifer West  
Town of Kentville



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Jennifer West  
Deputy Clerk  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-2503  
jwest@kentville.ca

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March 10, 2025

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RE: Town Hall Building Improvement Project

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It is understood that Kentville's town hall building needs physical improvements to (a) adapt to a growing and changing staff, (b) improve accessibility for Council, staff and guests, and (c) improve energy efficiency and greenhouse gas emissions. Staff have completed audits on accessibility and energy efficiency on the town hall structure, to better understand the needs and opportunities of the existing building.

On March 21, 2024, Council met for a discussion about renovations to improve the town hall building. Members discussed potential solutions to address growth, accessibility and efficiency. No decisions were made at this meeting however members agreed to bring the matter to Council Advisory Committee with the following recommendation:

Given that the town hall building does not currently meet the needs of Council, staff or visitors in terms of office space and accessibility, Council recommend that the CAO engage an architect to (a) consult staff, Council and the community around a town hall renovation and (b) create a costed renovation design plan for the building, with plan completion by November 2024.

At the April meeting of Council, this motion was passed. In the development of the tender for this project, staff had further discussions with directors and staff about this proposed renovation. The issue also was raised at the January Inclusion and Access Advisory Committee. The primary concern about a renovation to town hall, was that the Kentville Recreation Centre is a valuable space for the community, and should also be considered for renovation.

Adding the recreation centre to a proposed renovation would greatly improve available community space, and give the town access to additional capital grants. Additionally, the Inclusion and Access Advisory Committee recommends including the Recreation Centre in any renovations to Town Hall (January 2025).

Given that the town has completed a deep energy retrofit assessment, the buildings would be eligible for

**“Capital project: Retrofit of existing municipal buildings”**  
(FCM)

Combined grant and loan for up to 80% of eligible costs.  
Combined grant and loan up to a maximum of \$10 million.  
Grant up to 20%\*\* of total loan amount.

**“Community ACCESS-Ability Program”** (Nova Scotia)

This grant covers two thirds of accessibility-related improvement, up to \$50,000, with the applying organisation responsible for the remaining funding. Eligible projects can include improvements to the built environment, transportation, communications, assistive devices, and other accessibility related improvements.

**“Recreation Facility Development Grant”** (Nova Scotia)

This Program assist community groups, municipalities and other ‘not-for-profit’ organizations to develop facilities in order to increase public participation in sport and physical recreation. Facilities may include:

- Recreation centres and halls, pools, arenas, athletic field, parks and playgrounds and trails.
- Enhanced schools for community use.
- Other facilities that promote sport and physical recreation.

Projects approved for funding are eligible to receive up to two-thirds of the total capital cost of the project to a maximum of \$150,000.

**Staff recommend**

That Council allocate \$100,000 in the 2025-2026 budget, to (a) engage a consultant to lead public engagement with select focus groups, staff and Council and (b) from this engagement, develop preliminary concept designs (not costed), to improve function, accessibility and energy efficiency of town hall and Kentville Recreation Centre, to be completed by December 31, 2025.

Jennifer West  
Deputy Clerk  
Town of Kentville

## Equity and Belonging Plan TOK202423

Meeting Date: March 10, 2025  
Department: Administration

### RECOMMENDATION

That Council approve the Town of Kentville's Equity and Belonging Plan.

### SUMMARY

At the February Council Advisory Committee (CAC) meeting, staff provided Council with a report on The Nova Scotia Dismantling Racism and Hate Act (the Act), which identifies Municipalities and villages as the first public sector bodies prescribed under the *Dismantling Racism and Hate Act*, requiring them to have plans to address systemic hate, inequity and racism Plans **by April 2025**. At the February CAC, staff provided Council with a two-pager document highlighting key elements of the proposed Equity Plan for review.

As a result of intentional conversations with the Diversity and Belonging Task Team, now transitioning to the Equity and Belonging Committee, and community partners combined with the Nova Scotia mandate to have an Anti-Racism plan in place for April 2025, the Town of Kentville is implementing an Equity and Belonging Plan. The Plan includes the development of an Equity Framework to inform the approach to guide and inform the Town of Kentville's goals and objectives to enhance community equity, anti-racism and belonging.

The Town of Kentville's 2025 Equity and Belonging Plan is attached to this report. The Plan is one step toward addressing discrimination and hate within the community and municipal organizational structure. This plan highlights Kentville's previous equity initiatives and outlines the staff's approach to developing an Equity Framework and Action Plan in the future.

### IMPORTANT DATES OR BENCHMARKS

- April 1<sup>st</sup>, 2025 – required date for municipalities to post their plans publicly
- April 1<sup>st</sup>, 2028 – Equity Plan must be reviewed and updated

### POLICY IMPLICATIONS

The Equity and Belonging Committee, which will support Plan development, is included in the Committees of Council Policy. Once the framework is developed, there will be future opportunities for Human Resources policy updates and implementation related to equity and anti-racism.

**BUDGET IMPLICATIONS**

No current budget requests or implications. However, similar to the Accessibility Plan, this plan will be required for future Provincial funding opportunities.

**RECOMMENDATION**

That Council approve the Town of Kentville's Equity and Belonging Plan.





Kentville

# Equity and Belonging Plan 2025

## Overview

The Town of Kentville's Equity and Belonging Plan is one step toward addressing discrimination and hate within the community and municipal organizational structure. This plan highlights Kentville's previous equity initiatives as well as outlines the staff's approach to the future development of an Equity Framework and Action Plan.

## Background

The Nova Scotia Dismantling Racism and Hate Act (the Act) was passed on April 1, 2022. The Act was the first of its kind in Canada and signified the provincial government's commitment to addressing systemic hate, inequity, and racism in government policies and programs. Municipalities and villages are the first public sector bodies prescribed under the Dismantling Racism and Hate Act, requiring them to have plans to address systemic hate, inequity and racism. Since the announcement of provincial commitment, the Town of Kentville has been involved in the work of equity and belonging in various ways. In 2022, the Town of Kentville was one of the first signatories of the Recreation Nova Scotia Anti-Racism Charter, which was created as a resource to name and address the harm and exclusion caused by racism in communities.

Furthermore, the Town of Kentville has taken steps towards decolonization by enacting initiatives such as the Names Committee, which resulted in the renaming of Cornwallis St. to Bridge St. as a step toward reconciliation. In 2023, the Kentville Inclusion and Access Advisory Committee of Council also approved the creation of the Diversity and Belonging Task Team (DBTT) as a sub-committee, made up of community members who represent the voices of equity owed communities, with the initial mandate to inform the municipality with first voice and cultural representation. Though steps have been taken, there is more work to be done.

In 2023, town staff developed an Anti-Racism Policy, and the Task Team provided first-voice and lived expertise feedback. As a result of conversations with the Task Team, the Town was advised to first focus on creating a framework from which the anti-racism policy can be generated. Town staff utilized that feedback to develop the proposed direction of the Town of Kentville Equity and Belonging Plan to meet the provincial Equity and Anti-Racism Plan mandate. With the development of the provincial mandate for Equity and Anti-Racism Plans, the Town of Kentville can take the next step in solidifying a commitment to fostering an equitable and inclusive community.

This document is the Town of Kentville Equity and Belonging Plan, which will guide the development of a future Equity Framework and Equity Action Plan for the Town.





## Equity and Belonging Plan Next Steps

As a result of intentional conversation with the Diversity and Belonging Task Team, now known as the Equity and Belonging Committee, and community partners combined with the provincial mandate to have an Anti-Racism plan in place for April 2025, the Town of Kentville is implementing an Equity and Belonging Plan that includes the development of a Equity Framework to inform the approach to guide and inform the Town of Kentville's goals and objectives to enhance community equity, anti-racism and belonging.

The diagram below outlines the milestones of the Equity and Belonging Plan. Over the next three years, the Town staff, in collaboration with the Equity and Belonging Committee and community, will develop the Equity Framework to inform the Equity Action Plan. Actions will then be implemented as part of the ongoing evaluation of the Plan and changes within the Town of Kentville organizational structure as a result of a commitment to Anti-Racism and Anti-Hate.

### Equity and Belonging Plan Milestones



# Town of Kentville

## Previous actions to work toward Equity and Belonging

To inform the Equity and Belonging Plan, staff compiled a list of some previous actions toward equity taken by Town staff in partnership with community. This is not a full comprehensive list, but it highlights a variety of examples of actions or initiatives the town has implemented within the organization or in partnership with community.

In each case, staff have learned valuable insights on how to keep improving programs and services to increasing equity and belonging. Additionally, previous actions will inform the next steps regarding developing an Equity Framework and Action Plan for the Town of Kentville.

### List of Previous Steps Toward Equity and belonging

#### 2015

- The Kentville Business Community, in partnership with community members, launch the Multi-Cultural festival. The Festival has continued into 2025

#### 2020

- Kentville Parks and Recreation staff worked to implement create ways to access recreation at home during the COVID19 pandemic, through gear loan delivering and diverse at-home program kits.

#### 2021

- The Kentville police hire a Community Engagement Officer and non-uniform Community Crisis Navigator to enhance relationships with diverse community groups.
- The Kentville Business Community and the Town launch the Kentville Mural Festival to enhance the Downtown and celebrate diverse stories and perspectives through visual art

#### 2022

- The Town of Kentville is one of the first organizations to sign the Recreation Nova Scotia Anti-Racism Charter

## 2023

- Recreation staff host the first annual Community Partner Gathering to discussion new recreation priorities and partnership opportunities.
- Town staff begin working with the local African Nova Scotian community to create Project Ubuntu, an initiative aimed at fostering cultural recognition and community development.
- Town staff and community representatives approach the Kings County Museum to establish an African Nova Scotian History Exhibition.
- Town staff and the Inclusion and Access Advisory Committee works with the Indigenous community to rename Cornwallis Street to Bridge Street, recognizing the importance of decolonization and reconciliation.
- Town staff and the Inclusion and Access Advisory Committee host a celebration to recognize the street renaming in downtown Kentville.
- As a result of signing the Recreation Nova Scotia Anti-Racism Charter, an Anti-Racism Policy is created, reinforcing Kentville's commitment to racial equity and inclusion.

## 2024

- Town staff supports a community member in establishing Elevate Cultural Enrichment Society, an organization focused on African Nova Scotian cultural empowerment.
- The Town of Kentville partners with the African Nova Scotian community to plan and host a Valley African Nova Scotian re-engagement event for summer 2025.
- The African Heritage Walk is created on the Harvest Moon Trail in Kentville, celebrating local African Nova Scotian history. This work is now celebrated on the Town's website, as an on-going acknowledgement of community history - [Kentville African Heritage](#)
- As a sub-committee of the Inclusion and Access Advisory Committee, the Town of Kentville's Diversity & Belonging Task Team is officially formed.
- Town staff collaborate with the Valley Afro-Caribbean community to host Afro-Caribbean Day in the Park, scheduled for 2025 in Kentville.
- Town staff work with the DBTT to host Municipal Mosaic, a community event to promote cultural diversity and representation within municipal politics.
- The DBTT hosts Community Connects, a public event designed to encourage dialogue and belonging with candidates running in the 2024 municipal election and members of equity-deserving community groups.
- The Town Partners with the Annapolis Valley Filipino Community to co-host the Filipino Thanksgiving Fiesta Cultural day.

The image below is a graphic that was created at the 2024 Community Partner Gathering where equity and belonging was discussed.



# Next Steps Towards Equity and Belonging

The Town of Kentville is committed to a intentional approach to Equity and Belonging. Throughout the process, Town staff in collaboration with Town Council, will be initiating ongoing improvements to programs, processes and services. Town staff will do so in the following ways:



## Engage with equity-deserving community members

- Council approved to transition the Diversity and Belonging Task Team to a the Equity and Belonging Committee of Council
- Work with the Equity and Belonging Committee to inform and develop the Framework.
- Incorporate the Anti-Racism Charter resources into Framework Development.
- Review the Equity Framework, once developed, with Council, community and community partners.



## Celebrate the voices and histories of equity-deserving community members

- Utilize the Equity Framework Development process to continue learning about the diverse of history within the community and amply those stories.
- Continue to identify opportunities to centre community diversity in recreational programs and offerings.



## Implement initiatives for the Town, to identify and eradicate racism and hate within the organizational structure and operations

- By completing an Equity Self-Assessment in partnership with the Association of Municipal Administrators.
- By collaborating with the Kentville Police Service on Equity Framework Development, community engagement and implementation
- By completing community engagement to highlight opportunities to improve equity, access and inclusion throughout Town of Kentville services, resources, leadership and programming.

# Building toward Equity and Belonging is an on-going process.

The Town of Kentville is looking forward to continuing the work with the organization at large as well as with community and Equity and Belonging Committee. Throughout the process, Town staff in collaboration with Town Council, will be initiating ongoing improvements to programs, processes and services.

In addition, this Plan will be under annual evaluation as staff work with the Equity and Belonging Committee to create the Equity and Belonging Framework and Equity Action Plan.

**For more information:**

**Contact - [info@kentville.ca](mailto:info@kentville.ca)**



## Recommendation for Amendments to the Subdivision Bylaw

Staff Report TOK202526

Meeting Date: March 10, 2025  
Department: Planning and Development

### RECOMMENDATION

Staff recommend that Council hold First Reading on the proposed amendments to the Subdivision Bylaw regarding primary and secondary services as presented at the January 13, 2025 Council Advisory Committee meeting.

### BACKGROUND

At the January 13, 2025 Council Advisory Committee meeting, Staff presented proposed amendments to the Subdivision Bylaw to ensure policy and practice were acting in alignment. The amendments include moving the top lift of asphalt for road construction to secondary services and increasing the maintenance period for primary and secondary services from one to two years. Both amendments help to ensure that the assets are in the best possible condition when the Town takes them over.

### DISCUSSION

Developments which include the construction of infrastructure that will be taken over by the Town are required to follow a process, described in Part 7 of the Subdivision Bylaw, which includes the completion of primary and secondary services within a specific timeframe and guaranteed by performance and maintenance bonds.

Two Public Participation Meetings were held in Council Chambers at 6pm on February 10 and 11, 2025. The February 10<sup>th</sup> meeting was live-streamed and recorded on YouTube. The second meeting was held to cover a mistake in the scheduling advertisement after it was identified by members of the public. Staff presented the proposed changes and responded to questions and comments.

We received the following feedback from a resident of Dalhousie Avenue at the second meeting:

- Lives on Dalhousie and wants to know what the current situation is on the road - Why is it not completed?
- There are no consequences for the developer if they do not completing the road
  - Concerned the penalty isn't harsh enough
  - Concerned the penalty isn't even enforced

- Pleased to know that this was recognized and being addressed in the SUB amendments

Staff has coordinated several meetings to ensure that we are following best practices and providing due diligence with regards to overseeing the development of streets and services.

At the January 13, 2025 CAC meeting, questions were raised regarding the proposed approach and consistency with other towns. A review was conducted of the practices at the Towns of Amherst, Antigonish, Bridgewater, Truro, and Yarmouth. Only Truro used a similar categorization of primary and secondary services. A variety of practices were used in the provision of streets and services, with a range of obligations for the completion of projects. All units use a subdivision agreement to establish timelines for service completion and the form of security required.

### **Financial Implications**

The are no financial implications for the provision of this report.

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Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

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### **Attachments:**

1. January 13, 2025 Staff Report Introducing Amendments

### **Attachment 1:**





Director of Planning &  
Development  
Darren Shupe  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2529  
dshupe@kentville.ca

13-Jan-2025

RE: Amendments to the Town of Kentville Subdivision  
Bylaw

Submitted to the Council Advisory Committee for  
consideration.

The purpose of this report is to propose two amendments to the Town Subdivision Bylaw to ensure that services (primarily roads, curbs, and gutters), required as part of a subdivision process, are turned over to the Town in an acceptable condition.

As its stands, installation and inspection of primary services must be completed prior to subdivision approval (i.e. Town taking over the street). For multi-phase developments or those which occur over an extended timeline, this can result in damage to the road surface and gutters by heavy equipment which becomes the Town's responsibility to address after the road is taken over. It is also sometimes in the developer's interest to have greater flexibility to turn over the road at various stages of the development for financing purposes.

The proposed amendment seeks to delay the requirement for a street 'seal coat', the top 38mm layer of asphalt, by moving it to a secondary servicing item, thereby ensuring that when the Town takes over the road it is in a high-quality condition and this also would allow the developer to subdivide the road sooner.

A subdivision agreement is required in which the developer supplies a performance bond of 120% of the estimated secondary services to be provided as an assurance to the Town for completion.

A one-year maintenance bond of 10% of the actual cost of installation of primary services is also required within the subdivision agreement. We are recommending that the maintenance bond be extended to two years to help offset any maintenance required to the street over this period.

**Recommendation:**



The Council Advisory Committee recommends THAT Council hold First Reading to the amendments to the Subdivision Bylaw regarding primary and secondary services as presented at the January 13, 2025 Council Advisory Committee meeting and hold a Public Hearing on February 18 or 24, 2025.

Respectfully,

Darren Shupe, Director of Planning and Development  
Town of Kentville

#### **Appendix A: Key Terms from the Subdivision Bylaw**

**Final Plans of Subdivision** - An approved final plan of subdivision is a legally binding document and registered at the local Land Registration office in which the lands are located. It must be prepared by a licensed Nova Scotia Land Surveyor and requires assessments from any Department or Agency as determined by the Development Officer.

**Primary Services** include sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specifications of the Town's Subdivision Bylaw.

**Seal Coat** is the top layer of paving consisting of 38mm of Type C-HF asphalt.

**Secondary Services** include concrete sidewalks, sodding, graded area between curb and side-walk, streetlights, sign standards with street name signs and walkways.

**Street** means a street owned and maintained by the Town and includes the land area and improvements contained within the right-of-way boundaries of that street.

## **Appendix B – Redline Version**

The specific amendments proposed are set out in the following resolution:

### **PART 3      DEFINITIONS**

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street, with the exception of the seal coat, constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specification of this Bylaw.
- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, seal coat, streetlights, sign standards with street name signs and walkways.

#### **PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES**

7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:

- a) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for one two years from date of completion of primary and secondary services;

7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;

- a) the subdivider has installed and the Town has accepted in writing all primary services;
- b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
- c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of

- subdivision is endorsed by the Development Officer;
- d) the subdivider has supplied a ~~One~~ Two Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;
  - e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
  - f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
  - g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
  - h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
  - i) the subdivider has provided test reports to confirm that the specified standards of material were used;
  - j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);
  - k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia

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stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;

- l) that the Town has completed a visual inspection of the primary services by the Town Engineer or ~~his~~ their designate and rectification of construction deficiencies stated.

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7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:

- a) commencement and completion dates for construction and installation of secondary services;
- b) the terms and conditions of any security posted in connection with this agreement;
- c) any other matter required by the provisions of this bylaw.

7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:

- a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

#### Appendix C – Current Version

### PART 3 DEFINITIONS

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street constructed to the Specifications Standards as described in



Appendix B, Municipal Services Standards and Specification of this Bylaw.

- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, streetlights, sign standards with street name signs and walkways.

**PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES**

- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
  - b) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for one year from date of completion of primary and secondary services;
- 7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;
  - a) the subdivider has installed and the Town has accepted in writing all primary services;
  - b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
  - c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
  - d) the subdivider has supplied a One Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;

- e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
- f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
- g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
- h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
- i) the subdivider has provided test reports to confirm that the specified standards of material were used;
- j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);
- k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;
- l) that the Town has completed a visual inspection of the primary services by the Town Engineer or his designate and

rectification of construction deficiencies stated.

- 7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:
- a) commencement and completion dates for construction and installation of secondary services;
  - b) the terms and conditions of any security posted in connection with this agreement;
  - c) any other matter required by the provisions of this bylaw.
- 7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:
- a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

#### **Appendix D – Final Version**

### **PART 3 DEFINITIONS**

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street, with the exception of the seal coat, constructed to the Specifications Standards as described in Appendix

B, Municipal Services Standards and Specification of this Bylaw.

- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, seal coat, streetlights, sign standards with street name signs and walkways.

**PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES**

- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
- c) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for two years from date of completion of primary and secondary services;
- 7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;
- a) the subdivider has installed and the Town has accepted in writing all primary services;
  - b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
  - c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
  - d) the subdivider has supplied a Two Year Maintenance Bond of 10% of actual cost for

- installation of primary services from date of substantial completion of primary services;
- e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
  - f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
  - g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
  - h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
  - i) the subdivider has provided test reports to confirm that the specified standards of material were used;
  - j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);
  - k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;



- l) that the Town has completed a visual inspection of the primary services by the Town Engineer or their designate and rectification of construction deficiencies stated.
- 7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:
  - a) commencement and completion dates for construction and installation of secondary services;
  - b) the terms and conditions of any security posted in connection with this agreement;
  - c) any other matter required by the provisions of this bylaw.
- 7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:
  - a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

## **Policy Review: Conferences for Elected Officials TOK202514**

**Meeting Date:** March 10, 2025  
**Department:** Administration

### **RECOMMENDATIONS**

**That Council approve Policy Statement G82 Council Conference Attendance and Professional Development as in the attached report (TOK202514).**

**That Council repeal Policy Statement G21 FCM Conference Attendance.**

### **SUMMARY**

The proposed policy provides guidance to Mayor and Council interested in attending any provincial or national conferences that will improve their understanding of local government and will replace a policy which provided guidance only for the annual Federation of Canadian Municipalities conference.

### **BACKGROUND**

Currently, the Town of Kentville has a policy for attendance by elected officials at the Federation of Canadian Municipalities (FCM) conference. Each year this conference is at a different major city in Canada. The policy states that Mayor and Council should each have a chance to attend the FCM conference during their 4-year term, and also that Mayor and Council should all attend the FCM conference when it is hosted by a city in Atlantic Canada. Staff develop budgets for Council attendance at conferences based on this policy, and on a set amount for each councillor and the Mayor.

Over the past decade, local government conferences have grown and have become significant sources of education for elected officials. They offer a wide range of workshops, presentations, discussions and tours to help elected officials learn how to govern. Conferences are also a chance for elected officials to meet each other and talk about common challenges, opportunities, solutions and collaborations. Lastly, participation on the boards of provincial and national organizations is a way to help these organizations further support municipalities across the country.

With increased interest in participation of Kentville Council in national and provincial conferences, there was a need to strengthen the policy for conference attendance.

### **DISCUSSION**

During review of the existing policy, staff attempted to address (a) the process of review of upcoming annual conferences, (b) development of budget calculations for Council and (c) approval for additional funding for conferences and professional development.

## Review of Existing Conferences

Over the past ten years, staff and elected officials have attended annual conferences for Nova Scotia Federation of Municipalities (NSFM), Federation of Canadian Municipalities (FCM), Nova Scotia Association of Police Governance (NSAPG), Canadian Association of Police Governance (CAPG) and the Sustainable Communities Conference (SCC). In the proposed policy (section 4.2), it is recommended that staff review these events in the fall and calculate estimates for attendance. This would provide a budget based on each conference and would give Council a chance to review all conferences based on their interests and budget.

## Review and Development of Budgets

Annually in December, where possible, Council will provide a list of conferences (with approximate budgets) they are interested in attending in the following fiscal year. The lists will be submitted to the Mayor and CAO for review. Section 4.3 in the proposed policy outlines this step.

## Approval for Conferences and Additional Budget

Annually in January, Council will meet to review the proposed list of conference attendance for the following fiscal year, and create a budget for Council Travel Expenses.

In some cases, a conference date or location may change, or may not be scheduled during this December/January review period. In the event that a member is interested in attending a conference (a) not in their approved list or (b) that exceeds their annual budget, sections 4.5 and 4.6 state that members will submit requests for variance to the Mayor and CAO for review. Council will together deliberate on the proposed deviation.

Lastly, if it is important to Council, that learnings and opportunities from conferences be shared with all members, section 4.8 of the policy dictates that members will provide a report on each conference at the next scheduled meeting of Council, with their Mayor and Councillor Report.

## **JURISDICTIONAL SCAN**

<b>Municipality</b>	<b>Approval by Council or Mayor</b>	<b>Staff report on Upcoming Conferences</b>	<b>Budget</b>
Wolfville	Council	Staff prepare list of conferences	Dependent on conference participation
Truro	<u>Council</u>	No staff report	Set Budget
Amherst	Council	Staff prepare list of conferences	Dependent on conference participation
Antigonish	Subject to budget, no approval	No staff report	Subject to budget, approved case by case

County of Kings	Council	No staff report	Approval for full attendance at both NSFM conferences
Berwick	Pre-determined	No staff report	Approval for full attendance at one NSFM conference per year per elected official
East Hants	Council	No staff report	Subject to budget, approved case by case

\*Above municipalities ALL have a separate budget for NSFM conference, so all of Council can attend annually

## RELATED COUNCIL DISCUSSIONS

January 13, 2025. Discussion of Council Conference Attendance. Motions “That Council direct the CAO to review Policy Statement G21 FCM Conference Attendance to include budgeting and Mayor approval of all other conferences for elected officials.”

## POLICY IMPLICATIONS

The attached policy provides clear guidance on budget development, and the approval process for annual conference attendance for Council members.

## BUDGET IMPLICATIONS

As a result of this policy, budgets associated with Council expenses may be associated with specific conferences and expense amounts, leading to more predictable administration and legislative budgets.

## ATTACHMENTS AND LINKS

Proposed Policy Statement G111 Conference Attendance and Professional Development

## RECOMMENDATION

That Council approve Policy Statement G82 Council Conference Attendance and Professional Development as in the attached report (TOK202514) at the March 31 2025 meeting of Council.

That Council repeal Policy Statement G21 FCM Conference Attendance at the March 31 2025 meeting of Council.

# DRAFT

## TOWN OF KENTVILLE POLICY STATEMENT G82 **CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT**



### **1.0 PURPOSE**

- 1.1 To provide a procedure which allows the Town of Kentville to be represented by elected officials at provincial and national conferences
- 1.2 To give fair and equitable opportunity for Council participation at conferences by all members of Council.
- 1.3 To provide elected officials with opportunities to learn and use effective and modern practices for the conduct of municipal business in the best interest of the Town of Kentville.

### **2.0 DEFINITIONS**

- 2.1 CAPG means the Canadian Association of Police Governance
- 2.2 FCM means the Federation of Canadian Municipalities
- 2.3 NSAPG means the Nova Scotia Association of Police Governance
- 2.4 NSFM means the Nova Scotia Federation of Municipalities (previously named UNSM - Union of Nova Scotia Municipalities)
- 2.5 SCC means the Sustainable Communities Conference
- 2.6 CAO means the Chief Administrative Officer of the Town of Kentville
- 2.7 Mayor means the Mayor of the Town of Kentville
- 2.8 Members of Council means all council members including the mayor of the Town of Kentville
- 2.9 Professional Development – Seminars, courses, meetings, and any other training opportunity related to understanding or improving municipal business.
- 2.10 Representative – Elected officials, Town employees, Committee members and CAO.

### **3.0 SCOPE**

- 3.1 This Policy is applicable to members of council who wish to attend conferences as representatives of the Town of Kentville.

### **4.0 PROCEDURES**

- 4.1 Annually, staff shall prepare a list of known conferences, including locations, for consideration by Council. The list of conferences shall be shared with the CAO and Mayor, and then with Council.
- 4.2 Members of Council shall submit requests to attend conferences annually by December 31 (or as appropriate). Lists shall be submitted to



the Mayor and CAO for review. These opportunities must have a direct benefit to the work of council.

- 4.3 Council will review the list of conference preferences and will determine attendance. Staff will use this list to determine budgets for Council Travel Expenses.
- 4.4 Elected officials shall not exceed their budgeted amount unless authorized by Council. Council may change the maximum allotted budget amounts by resolution, through the budget process or by amendment of this Policy.
- 4.5 Members of Council wishing to attend any other conferences or professional development event shall submit their request to the Mayor and CAO, who will review the request and make a recommendation to Council.
- 4.6 Any approval for conference attendance and professional development shall be subject to the budgetary funds available.
- 4.7 After attending a conference, at the next scheduled meeting of Council, members of council shall include in their Council report of any learned knowledge and opportunities from the event.
- 4.8 If an organization invites an elected official to a conference or professional development event, the travel expenses will be paid from the elected official's budget, subject to availability of funds. If an organization invites a specific elected official to speak or present at a conference, the inviting organization will be expected to pay for the travel expenses of that elected official.
- 4.9 The Fall NSFM conference shall be a separate budgeted amount for all Council to attend annually.

## **5.0 FCM ANNUAL CONFERENCE**

- 5.1 The CAO and Mayor will have a budget allocation to attend the annual conference of FCM.
- 5.2 Each Councillor will be given the opportunity to attend an FCM conference during the duration of their current term of office in council. (4 years)
- 5.3 A maximum of 3 Councillors will be eligible to attend FCM each year.
- 5.4 When the FCM conference takes place in New Brunswick, Prince Edward Island, Nova Scotia or Newfoundland and Labrador, conference participation shall be open to all Council members using a budget amount that is separate from the allocated amount for other conferences and professional development.

**6.0 ASSOCIATED DOCUMENTS**

**7.0 POLICY REVISION HISTORY**

Date Created:

## **New Policy: Committees Commissions and Boards TOK202522**

**Meeting Date:** March 10, 2025  
**Department:** Administration

### **RECOMMENDATION**

**That Council approve the attached amendments to Policy Statement G81 Committees Commissions and Boards.**

**That Council repeal Policy Statement G57 Committees of Council.**

### **SUMMARY**

The proposed Policy Statement G81 Committees Commissions and Boards replaces Policy Statement G57 Committees of Council, and brings more clarity to issues of roles and responsibilities, appointments, terms, and task teams.

### **BACKGROUND**

In April 2010, Kentville Town Council made the decision to terminate the following committees and groups:

- Planning Advisory Committee
- Transportation Services Committee
- Parks and Recreation Advisory Committee
- Finance and Administration Committee
- Parking Committee

Effective in September 2010, these issues would be discussed and managed through the Council Advisory Committee. The existing Committees of Council policy was written in 2010 in response to restructuring of committees and commissions for the town.

### **DISCUSSION**

The 2010 policy statement for committees of Council was reviewed by staff who identified areas where clarity and consistency could be improved. These include areas of:

- Consistent Terms of Reference for each group
- Membership having broad experience, skills and reflect the community
- Roles and responsibilities of chair, vice chair and staff for each group
- Resignation of members, and removal of members from committees
- Process for launching new committees
- Definition of task teams

In addition to these issues, Terms of References for each group were moved to a schedule on the policy.

## JURISDICTIONAL SCAN

In the creation of this revised policy, the following communities' policies were reviewed with noted issues from their policy reflected in Kentville's proposed policy:

- Town of Amherst (2024)  
Addresses diversity of skills and experience and membership that reflects the community; Appointment process of non-elected members; Removal and resignation process for non-elected members; Outline of staff support resources.
- Town of Mahone Bay (2019)  
Outlines roles and responsibilities; Appointment processes for elected officials and residents; Terms of Reference for each committee.
- Town of Wolfville (2018)  
Addresses orientation; Reporting of committee actions to Council; Definition of Task Forces.
- Town of Antigonish (2021)  
Consistent with proposed Kentville policy

The following communities have what might be considered outdated policies, not reflecting the complex nature of committee management:

- Town of Annapolis Royal (2017)
- Town of Berwick (1963 and 2000)
- Town of Bridgewater (1982)
- Town of Digby (2018)
- Town of New Glasgow (1994)
- Town of Stewiacke (2014)
- Town of Truro (1916)
- Town of Yarmouth (2018)

## RELATED COUNCIL DISCUSSIONS

September 2010: Adoption of policy.

November 2018: Amendment to policy, to clarify appointment of Councillors to Committees, and reappointment of chairs.

September 2019: Addition of the Inclusion and Access Advisory Committee to the policy.

July 2023: Launch of the Kentville Names List Committee.

April 2023: Launch of the Kentville Heritage Committee.

November 2024: Adoption of the provincial Code of Conduct for Elected Officials.

Council directed staff to review and update Policy Statement G57 Committees of Council, with updated references to the Code of Conduct.

## IMPORTANT DATES OR BENCHMARKS

March 10 2025, Recommendation to Council for policy approval

March 31 2025, Consideration by Council for policy approval

## ATTACHMENTS AND LINKS

G57 Committees of Council Policy (Existing Policy)

Proposed Policy Statement G81 Committees, Commissions and Boards

March 10, 2025, TOK202522, Administration Department

G112 Committees, Commissions and Boards (Proposed Policy)

**RECOMMENDATION**

That Council approve the attached amendments to Policy Statement G81 Committees Commissions and Boards.

That Council repeal Policy Statement G57 Committees of Council.

# DRAFT

## TOWN OF KENTVILLE POLICY STATEMENT G81 COMMITTEES, COMMISSIONS AND BOARDS



This by-law shall be known as and may be cited as the "Committee, Commissions and Boards Policy".

### 1.0 PURPOSE

- 1.1 The purpose of this policy is to
  - 1.1.1 manage the creation and dissolution of Town Council Committees as required
  - 1.1.2 to provide Council, staff and community members with a reference for council committees
  - 1.1.3 serve as a reference in the formation of new Town Council Committees
  - 1.1.4 provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members
  - 1.1.5 List current Town Council Committees.

### 2.0 ENABLING LEGISLATION

- 2.1 Section 26 of the Municipal Government Act enables council to establish, by policy, advisory committees which shall advise the council, as directed by the council. Sections 22, 23, 24, 25, 26, 44, 200 and 345 of the Municipal Government Act, as amended, provide a procedure and mandate for advisory committees at the Town of Kentville.

### 3.0 SCOPE

- 3.1 This Policy is applicable to all Committees of Council and their appointed members including elected officials, residents and designated town staff representatives.

### 4.0 DEFINITIONS

In this Policy:

- 4.1 "CAO" means the Chief Administrative Officer for the Town;



- 4.2 “Committee” in this document refers to a committee, commission, board or association, enacted by the Town of Kentville. The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 4.3 “Connection to the Town” means having some legitimate personal or professional interest in the town, such as but not limited to where a person grew up, went to school, worked for many years, or owned a business.
- 4.4 “Majority” is fifty percent plus one
- 4.5 "MGA" means the Municipal Government Act (Nova Scotia);
- 4.6 “Resident” means a person residing in the Town of Kentville.
- 4.7 "Standing Committee" means a committee of indefinite duration established by Council;
- 4.8 "Statutory Committee" means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
- 4.9 "Special Committee" means a short-term committee established by Council to inquire into or deal with a specific issue;
- 4.10 “Terms of Reference” refers to a document that sets out what a committee will do and explains how the members will work together to achieve shared goals.
- 4.11 "Town" means Town of Kentville.
- 4.12 “Town Clerk” is the Town Clerk, as appointment by the CAO, for the Town of Kentville

## **5.0 PROCEDURES**

### Terms of Reference

- 5.1 All Council Committees require a Terms of Reference which are clear in purpose and easily recognizable as being for the public good.
- 5.2 A Terms of Reference for each committee shall be included in Schedule A of this Policy.
- 5.3 All Committees are responsible for the review of their Terms of Reference and to make recommendations to Council for their amendment as often as deemed necessary or desirable by the Committee.
- 5.4 Committee meeting schedules shall be established in the Terms of Reference of each Committee.

### Membership

- 5.5 Membership shall reflect desired experience, knowledge, expertise, and geographic representation in the community as it pertains to the committee.

- 5.6 When possible, membership of Committees shall be inclusive and diverse, and broadly reflective of the community.
- 5.7 The Mayor shall be an ex-officio voting member on all Committees of Council.
- 5.8 The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 5.9 A committee member who is not a Council member shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule B; and may be reimbursed for expenses incurred as a committee member.

#### Appointments of Council Members to Committees

- 5.10 The Mayor may request that Council provide preferences for Committees that each member is interested in sitting on.
- 5.11 The Mayor shall designate Council appointments annually in November unless the terms of the appointment are for more than one year.

#### Appointments of Residents to Committees

- 5.12 As and when required, opportunities to serve as a Committee member will be advertised appropriately by staff so that interested persons can apply.
- 5.13 Advertisements will be promoted for set period of time not less than 2 weeks, and must state the deadline of application.
- 5.14 After the closing date of the advertisement for a position on a committee has passed, voting members of that Committee will review all applications received.
- 5.15 If there are only enough applicants to fill the available vacancies and Council approves the candidates offering for the position, no further assessment is necessary.
- 5.16 If there are more than enough applicants to fill the available vacancies Council will score the candidates according to the following criteria:
  - 5.16.1 Committee experience (on a committee of council or equivalent committee of any organization) -
    - 1 point per year of experience to a maximum of 4;
  - 5.16.2 Educational, work, and volunteer experience relevant to the Committee's Terms of Reference -
    - 1 point per year of experience to a maximum of 4;
  - 5.16.3 Representation of the community -
    - up to 2 points;
  - 5.16.4 Additional criteria as provided in the Committee's Terms of Reference -
    - up to 4 points.
- 5.17 Consideration for each candidate would be determined by the sum of the points received from each Committee member based on the criteria.

- 5.18 The Committee shall present the recommended resident appointments to Council at the next meeting of Council through a report from the Committee Chair.
- 5.19 Council may appoint a resident for one term of two (2), three (3) or four (4) years. One additional term of four (4) years can be applied for and approved at the discretion of Council.
- 5.20 Council shall consider Committee stability and membership continuity when considering member re-appointments for a consecutive term.
- 5.21 Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership terms shall be provided to Council by the Town Clerk annually in November.
- 5.22 Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
- 5.23 Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.
- 5.24 The Town Clerk shall arrange for orientation for each new Committee member upon that member's appointment to the Committee.

#### Roles and Responsibilities

- 5.25 Each Committee shall elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- 5.26 The role of the Chair is to carry out the following duties:
  - 5.26.1 Set the agenda, which will include the land acknowledgement;
  - 5.26.2 Ensure the committee follows the agenda;
  - 5.26.3 Prevent new issues from side-tracking the agenda;
  - 5.26.4 Limit additions to the agenda;
  - 5.26.5 Establish and maintain order and decorum;
  - 5.26.6 Respect members' views and be open-minded;
  - 5.26.7 Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
  - 5.26.8 Seek agreement and build consensus;
  - 5.26.9 Close debate and guide the group to resolution in a timely manner;
  - 5.26.10 Assist members to word motions clearly and succinctly;
  - 5.26.11 Participate in discussion but focus on presiding over the meeting.
- 5.27 The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

#### Committee Members

- 5.28 All members of Town Council Committees are expected to:
  - 5.28.1 Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
  - 5.28.2 Understand their role as a Committee member;

- 5.28.3 Understand the role of the Committee Chair, Council members and Town staff;
- 5.28.4 Strive to attend all scheduled and special committee meetings;
- 5.28.5 Recognize any limitations on your participation and inform the chair of these limitations;
- 5.28.6 Prepare for meetings by reading agendas and any background information supplied;
- 5.28.7 Actively participate in the discussion and decision-making process;
- 5.28.8 Undertake any work assigned, including special projects, participation on subcommittees and research;
- 5.28.9 Participate in ongoing training and regular workshops when appropriate;
- 5.28.10 Be open-minded and allow for a variety of opinions to be heard;
- 5.28.11 Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
- 5.28.12 Refer to the Chair for questions and procedure;
- 5.28.13 Ask questions, and seek clarification through the Chair or staff;
- 5.28.14 Respect the decisions and finality of Council;
- 5.28.15 Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- 5.28.16 In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as a resident, where appropriate;
- 5.28.17 As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Kentville; and
- 5.28.18 Sign and adhere to the Town of Kentville Code of Conduct for Elected Officials.

#### Staff Support

- 5.29 The CAO shall appoint a staff person as a liaison/resource member to appropriate Committees. This member shall have no voting rights on the Committee.
- 5.30 The responsibilities of the staff include:
  - 5.30.1 Providing information and professional advice;
  - 5.30.2 Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
  - 5.30.3 Ensuring the preparation of minutes for all meetings; and review and approval of such at the next meeting;
  - 5.30.4 Minutes shall be annotated as “Approved” (with date) once approved by the Committee. Approved minutes of all Committee meetings shall be forwarded to the Town Clerk, or designate, and shall be made publicly available.

- 5.30.5 Staff shall share agendas with Committee members, and posted for the public, at least three (3) business days before the scheduled meeting. For Town Council and Council agendas staff shall share agendas with Committee members, and the public, five (5) days prior to a meeting.
- 5.30.6 Preparing appropriate technology for the committee.

#### Administration

- 5.31 Information or recommendations from a Committee to be considered by Council will be included in the agenda and package for the next regularly scheduled Committee meeting.
- 5.32 All meetings of Committees shall be open to the public and no person shall be excluded except in cases of improper conduct, or where the Committee is considering an item where, in accordance with section 22 of the MGA, the Committee is permitted or required to meet in closed session.
- 5.33 All Committees shall meet at least quarterly.
- 5.34 Committees may move or cancel a regularly scheduled meeting with five days' notice to all members, the CAO and the public.
- 5.35 Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.
- 5.36 Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.37 Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.38 No member of a Committee shall give specific direction to any staff member at any Committee meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.39 A Committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.
- 5.40 In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

#### Resignation of Member

- 5.41 Any resident member of a Committee wishing to resign from the committee is requested to provide the resignation in writing to the Committee Chair with a copy to the CAO, who will inform Council of the vacancy.

- 5.42 A Council member of a committee may ask to leave a Committee prior to the expiration of their term, and Council may grant such request if the Mayor believes it would not unduly impact the work of the committee. The Mayor shall appoint a new Council member to fill any Council vacancy on a Committee.

#### Removal of Member from Committee

- 5.43 Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the Chair shall advise Council of the vacancy.
- 5.44 A resident member on a Committee who has completed two consecutive terms shall take a leave for one term, unless no applications have been received for the expired term.
- 5.45 At the request of the Committee or on its own initiative, Council may remove or request the resignation of any of its Committee appointees, whether a resident member or Council member, who, in Council's opinion, are unable or unwilling to fulfill the mandate of the Committee.

#### Accessibility

- 5.46 Committee meetings shall be held in a location that is reasonably accessible by members and the public, whenever possible by schedule, facility, staff capacity or technology.
- 5.47 To facilitate accessibility, Committee meetings will be recorded or livestreamed. Should technical difficulties arise, and livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Kentville website or Youtube channel when reasonably possible.

#### New Committees

- 5.48 In considering the formation of a new committee, Council will request that staff prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

#### Task Teams

- 5.49 Council may appoint special Task Teams from time to time to undertake the review of a specific issue or short- term project and to remain in place only as long as there is a continuing need for the work of that Task Team as determined by Council.
- 5.50 In appointing a Task Team, Council shall fix clear terms of reference, a time limit not exceeding two years, for the Task Team to report, and the procedure to be followed in the selection of a Task Team Chair.

## **6.0 ASSOCIATED DOCUMENTS**

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- 6.1 Schedule A, Provisions for Each Committee
- 6.2 Schedule B, Non-Council Honorariums

## **7.0 POLICY REVISION HISTORY**

Date Created:

Revisions:

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Chief Administrative Officer

## **SCHEDULE A**

### **Provisions for each committee**

Generally, each Committee's Terms of Reference will include: Background, Mandate, and Membership. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. When appropriate there may also be a section on procedures on administration for the committee.

List of Active Committees (Updated March 2025):

**Audit Committee**

**Board of Police Commissioners**

**CAO Selection and Evaluation Committee**

**Council Advisory Committee**

**Equity and Belonging Committee**

**Kentville Heritage Committee**

**Kentville Inclusion and Access Advisory Committee**

**Kentville Investment Advisory Committee**

**Kentville Source Water Protection Advisory Group**

**Kentville Water Commission**

**Names List Committee**

**Planning Advisory Committee**

**Student Bursary Selection Committee**

## **Audit Committee**

### **Background**

Per the Municipal Government Act section 44, Council shall annually appoint an Audit Committee. The responsibilities of the Audit Committee include:

- A detailed review of the financial statements of the Town of Kentville with the auditor.
- An evaluation of internal control systems and any management letter with the auditor.
- A review of the conduct and adequacy of the audit.
- Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- Such other matters as may be determined by the Council to be the duties of an Audit Committee.

Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

- Acceptance of the audit;
- Reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and
- Reappointment of the two (2) resident representatives.

### **Committee Membership**

The Audit Committee consists of two (2) Council members and two (2) resident representatives appointed by Council for a two-year term of service. The Mayor is Chair of the Audit Committee. An audit committee must also include a minimum of one additional person who is not a member of council or an employee of the municipality – who is an independent financial consultant. The Director of Finance or their designate is the staff support for this committee.

### **Procedures**

Unless otherwise specified, regular meetings of the Audit Committee shall be held at least twice annually. One or two meetings shall take place prior to the annual audit and another meeting shall take place following conclusion of the audit. All minutes of meetings and records of the committee shall be open to the public.

## **Board of Police Commissioners**

### **Background**

Per the Nova Scotia Police Act, section 44, every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.

### **Mandate**

The advisory group for the Kentville Police Service, the Police Commission works to help strengthen and improve the Police Service.

### **Membership**

The Board of Police Commissioners shall include two members of council appointed by resolution of the council, two resident members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one resident member appointed by the Minister.

## **CAO Selection and Evaluation Committee**

### **Background**

Town Council has a responsibility to hire and review the performance of the Chief Administrative Officer (CAO) and provide feedback to them in a regular and timely manner.

### **Mandate**

The mandate of this group is to

- (a) provide direction for the hiring of a CAO and
- (b) provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals.

### **Membership**

The Committee consists of the Mayor and all Council members, and the Mayor is Chair of the Committee.

### **Procedures**

Regular meetings of the Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to March 31. The evaluation will be reviewed with the members of Council.

Subsequent to the conduct of the CAO appraisal, the Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

## **Council Advisory Committee**

### **Committee Mandate**

To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, except where Council determines that consideration by this committee is unnecessary or inadvisable.

### **Committee Membership**

Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member. The chair of the Council Advisory Committee is the Mayor of Kentville. The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.



## **Equity and Belonging Committee**

Within the Provincial Government's Dismantling Racism and Hate Act (the Act), the Town of Kentville has a responsibility to address racism and hate within the municipal organizational structure as well as in community. Therefore, The Equity and Belonging Committee was created in 2025 to represent the Town's commitment to creating a welcoming and diverse workplace and greater Kentville community.

### **Committee Mandate**

The Equity and Belonging Committee identifies and advises on removing barriers within Town services, programs, organizational structure and employment opportunities through encouraging practices that foster a sense of belonging and equity within the workplace and Kentville community. The committee supports the Town of Kentville to become an equitable service provider in accordance with Nova Scotia's Dismantling Racism & Hate Act ("the Act"). In addition, the Committee reviews and provides input on the development and regular evaluation of the Town of Kentville's Equity and Belonging Plan, including Framework Development and Equity Action Plan.

### **Committee Membership**

The committee consists of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least four (4) of the members must identify as representatives from equity-deserving communities. Two (2) members are members of Council.

## **Kentville Heritage Committee**

### **Background**

The Heritage Committee was created in 2023 to develop a Heritage Properties Bylaw for the town. The Heritage Properties Bylaw was approved by Council in January 2025.

### **Mandate**

The Heritage Committee has a mandate to create, administer, review and revise the Heritage Properties Bylaw.

### **Membership**

The committee will consist of five (5) voting members. Two (2) members will be members of Council and three will be residents or connected to the town. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee. The Director of Planning and Development or their designate is the staff support for this committee. The Deputy Clerk provides administrative support.

## **Kentville Inclusion and Access Advisory Committee**

### **Background**

The Kentville Inclusion and Access Advisory Committee was legislated by the Province of Nova Scotia in 2020, such that all municipalities would have an advisory committee of Council to create and implement an accessibility plan, and to review that plan every 4 years. The Kentville committee was created in 2020. The first plan was approved in 2021.

### **Committee Mandate**

The Kentville Inclusion and Access Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

### **Committee Membership**

The committee will consist of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council.

## **Investment Advisory Committee**

### **Background**

Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” This committee was created in 2000 to manage this fund and stay in compliance with Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.

### **Mandate**

The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission.

The investment Committee meets monthly with the Investment Manager/Advisor to review the past month’s progress and the position of the Fund.

### **Membership**

The Investment Committee consists of four voting members: two (2) Council members (one of which can be the Mayor) and two (2) resident appointees. Two (2) resident representatives will be appointed by Council for a two- year term of service and reviewed annually. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

## **Kentville Source Water Protection Advisory Group**

### **Background**

The Kentville Source Water Protection Advisory Group (SWPAG) is subject to oversight by Nova Scotia Environment for the regulation of water safety issues.

### **Mandate**

SWPAG is responsible for the Land Use Bylaw wellfield protection guidelines of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

The Kentville Source Water Protection Advisory Group shall meet quarterly.

### **Membership**

The SWPAG is comprised of one (1) Councillor, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The resident representative will be appointed by Council for a two- year term of service and reviewed annually.

## **Kentville Water Commission**

### **Background**

The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting.

### **Mandate**

The Water Commission exercises its mandate through the following:

- Approval of the Capital budget;
- Approval of the Operational budget;
- Review and promulgation of the Annual Report; and
- Review of Water Commission Operations with provincial regulations.

The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

### **Membership**

The commission is comprised of three (3) Councillors, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. One resident representative will be appointed by Council for a two- year term of service and reviewed annually. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The Director of Engineering and Public Works or their designate is the staff support for this committee.

## **Names List Committee**

### **Background**

In 2022, the Inclusion and Access Advisory Committee created a task team to examine the issue of renaming streets in Kentville. The results of this project were defined in policy statement G78 Municipal Asset Naming and Renaming Policy whereby:

(a) a process to rename streets and municipal assets, which was applied to the renaming of Cornwallis Street to Bridge Street and

(b) a list of potential names available to staff and developers for new or renamed municipal assets or publicly accessible assets. The Names List Committee was struck to review and manage this official list of names.

### **Mandate**

The Municipal Asset Naming Committee has a mandate to:

- Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
- Organize the Names List (Schedule B) into themes and prioritize the names for selection within each theme;
- Delegate maintenance of the Names List to appropriate staff;
- Notify the nominator and/or family when a name is selected for use;
- Provide street name recommendations to Council.

### **Membership**

The Names List Committee shall consist of three (3) members of the public representing diverse community interests; and two (2) members of Council. Staff from the Planning and Development Department provide technical support and guidance to this committee.



## **Planning Advisory Committee**

### **Background**

The Planning Advisory Committee (PAC) was established in 2025 provides advice and recommendations to Council on matters related to land use planning, development policies, and long-term strategic growth.

### **Mandate**

The primary mandate of the PAC is to review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates. The PAC serves as a consultative body, fostering public engagement and contributing to informed decision-making.

PAC aims to:

- Review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates.
- Promote sustainable development practices in alignment with municipal goals.
- Serve as a platform for community input on planning matters.
- Identify and advise on emerging trends, challenges, and opportunities in municipal planning.

The PAC will meet monthly or at the call of the Chair, with additional meetings scheduled as necessary. Meetings will be open to the public and follow applicable procedures for transparency and accessibility.

### **Membership**

The committee will consist of seven (7) voting members. Three (3) members will be members of Council. Four (4) members will be selected from the public with an emphasis on selecting those representing diverse community interests, including residents, business owners, and subject matter experts (e.g., urban planning, environmental sustainability). Members shall serve staggered two-year terms to ensure continuity. Members may be reappointed for a maximum of two (2) consecutive terms.

## **Student Bursary Selection Committee**

### **Background**

Governed by policy statement G18 Student Bursary, the Town annually awards a total of \$3000 in student bursaries to deserving young people in Kentville who are pursuing college or university education, through Policy Statement G18 Student Bursary Fund. Part of this allotment is the Nola Folker-Hill bursary awarded to a student entering the field of health services.

### **Mandate**

This committee annually reviews all applications to the Student Bursary Fund, and provides recommendation for awards to the Mayor.

### **Membership**

This committee consists of one member of Council and two residents, appointed annually by Council. The CAO or their designate is the staff support for this committee.

### **Procedure**

Upon closing of the deadline for bursary applications, staff will collect applications and provide them to the committee through a secure, shared, online folder. The committee shall meet in a timely manner to review applications following the criteria in Schedule A of the policy. The list of proposed recipients shall be provided to the Mayor for approval. Staff shall contact students regarding their award, and their bursary shall be disbursed according to the policy.

## **SCHEDULE B**

### **Non Council Honourariums**

Monthly Meetings	\$400 per year
Bi-monthly Meetings	\$200 per year
Quarterly Meetings	\$200 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to initiation of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 “Travel, Meals and Miscellaneous Expenses”.

## Kentville Updated Accessibility Plan TOK2011

**Meeting Date:** March 10, 2025  
**Department:** Administration

### RECOMMENDATION

**That Council approve in principle the 2025-2029 Accessibility Action Plan.**

### SUMMARY

Kentville's first Accessibility Action Plan was approved in 2021 and since then the Inclusion and Access committee has been working to implement the plan through staff. The Province of Nova Scotia mandates that these plans be reviewed and updated every 4 years. This is the revised and updated plan which will be implemented from 2025-2029, and will be reviewed again in 2029.

### BACKGROUND

The Province of Nova Scotia created legislation that enforced municipalities to create 4-year plans focused on improving accessibility and Kentville's plan is set to expire in 2025. Since January 2024, the Inclusion and Access Committee has been reviewing the 2021 plan and bringing together information to create a revised plan.

### DISCUSSION

#### 1. Review of the 2021 Plan

The 2021 Accessibility Action Plan contained community recommendations and priority recommendations. Staff have reviewed the community recommendations and set out reasonable goals that encompass community concerns in each category. These are outlined in detail in Appendix A (attached) and are summarized on pages 4-7 of the 2025 plan. Many of these 2021 recommendations have not been completed and have been incorporated into the 2025 plan.

#### 2. Summary of the 2025 Plan

The Kentville Inclusion and Access Committee met in January and March 2024 to work through goals and priorities for the town. Members of the committee reviewed recommendations in the 2021 plan, as well as issues which have come through the committee and through staff from 2021 to 2024. The 5 Goals in the 2025 plan were developed through these workshops. Staff took these goals and expanded them into activities and outcomes. The five goals are:

1. Improve Accessibility of Public Transportation in the Annapolis Valley
2. Improve Accessibility in the Business Community
3. Incorporate Accessibility into Town Hall Culture
4. Improve Accessibility in the Built Environment
5. Strengthen Relationships with Other Organizations

### 3. Public Engagement

Members of the Inclusion and Access Committee provided a list of organizations to share the draft 2025 plan and ask for feedback. Staff sent the plan to Easter Seals, CNIB, Autism Nova Scotia, Multiple Sclerosis Society, L'Arche, New Vision Special Care Homes, Kings Senior Safety and the Valley Community Learning Association. Staff reached out to these groups and several organizations provided positive feedback to the plan and were appreciative of the engagement.

### 4. Evaluation

Staff received feedback from the Nova Scotia Accessibility Directorate to create strong evaluation metrics for this plan. The Evaluation section for each goal will be used in budget development and department operational planning, as well as annual review of the plan and future revisions and updates of the plan.

## **JURISDICTIONAL SCAN**

There are 58 municipalities which have completed accessibility plans. They are at different stages of plan development and revision.

[Link to municipal accessibility plans in Nova Scotia](https://www.accessibility-program.ca/resources/accessibility-plans)

<https://www.accessibility-program.ca/resources/accessibility-plans>

## **RELATED COUNCIL DISCUSSIONS**

- April 8 and January 8, 2024. Staff presented a report outlining improvements required for the town hall building to be more accessible. Council supported the recommendation that staff “engage an architect to (a) consult staff, Council and the community around a town hall renovation and (b) create a costed renovation design plan for the building, with plan completion by November 2024”. This work was paused for (a) more discussion on the project with the new Council and (b) clarity on the scope of the renovation.
- May 18 2023. The Inclusion and Access Advisory Committee provided reports to Council outlining a greater need for sidewalk accessibility in the town, and a request to explore financial supports to businesses interested in accessibility renovations.

## **IMPORTANT DATES OR BENCHMARKS**

- Target date of 2030 for the province of Nova Scotia to be more accessible
- Target date of April 2025 for the Town of Kentville to update its accessibility plan.
- Target date of April 2025 for the Town of Kentville to create an equity and anti-racism plan.

## **POLICY IMPLICATIONS**

The Accessibility Action Plan aims to address some barriers that include bylaws and policies. For example, the issue of many downtown businesses having one step at their entrances is a barrier for many people. Removing this step is related to the town’s building inspection and permitting process, Land Use Bylaw and Subdivision Bylaw as well as the National Building Code. Full review of each goal may be linked to review of existing bylaws and policies, or creation of new legislation.

### **BUDGET IMPLICATIONS**

Goals 1, 2 4 and 5 are largely associated with culture change, communication, education and training. These will not have significant impact on the town's budget. Goal 3 includes increasing accessibility in town hall. This has budget implications and will be brought to Council for review with each annual budget.

### **COMMUNICATION IMPLICATIONS**

Each goal in the plan is unique and may require strategic communication campaigns to share information, or to engage with residents and community groups. These will be developed as the plan is implemented and will be shared with Council for their information.

### **ATTACHMENTS AND LINKS**

Existing Accessibility Action Plan, [online link](#).  
Draft 2025-2029 Accessibility Action Plan.

### **RECOMMENDATION**

That Council approve in principle the 2025-2029 Accessibility Action Plan.

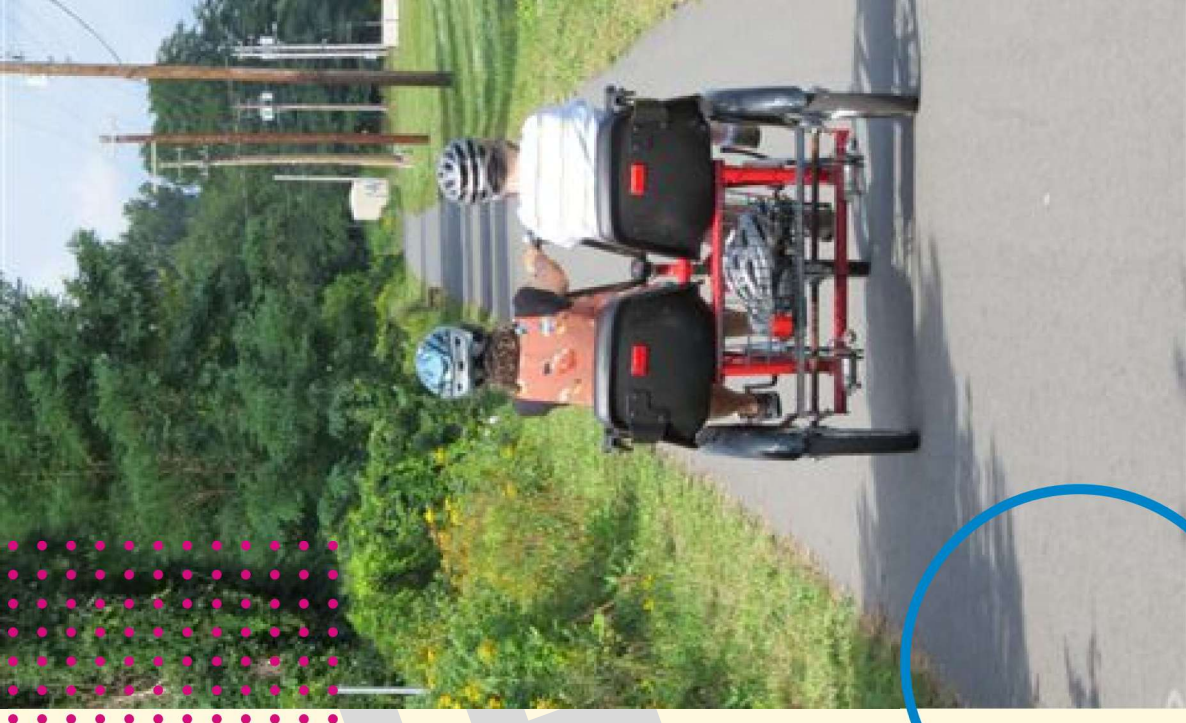
# 2025- 2029

Kentville Inclusion and Access  
Advisory Committee

## ACCESSIBILITY ACTION PLAN

*Kentville*

January 2025



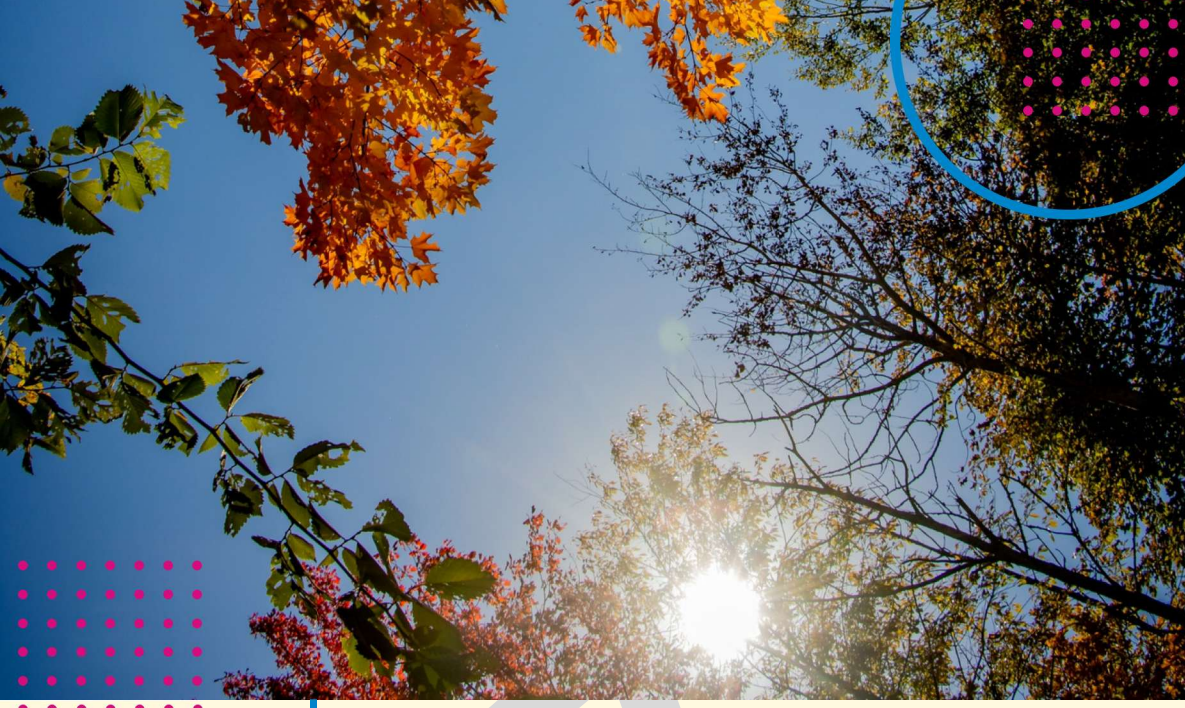


# VISION

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Our vision is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.

January 2025, Kentville Accessibility Action Plan





# LAND ACKNOWLEDGEMENT

This document was created in Mi'kma'ki, the traditional and un-sundered territory of the Mi'kmaq People. The Town of Kentville recognizes that we are all treaty people governed by the Peace and Friendship Treaties, first signed in 1726, and we recognize the indigenous histories and communities prior to that date. We acknowledge the responsibility to deeply engage and move forward the work of truth, reconciliation, equity, diversity, inclusion, and accessibility. We accept that without action, an acknowledgement is empty; it merely marks the beginning of the work ahead of us, not the end.

With that, we recognize the over 400 years of African Nova Scotians, a distinct people whose histories, legacies and contributions have enriched the part of Mi'kma'ki known as Nova Scotia. May we continually shift our work toward reconciliation and to engage deeply and move forward on the work of truth, reconciliation, equity, diversity and inclusion.

January 2025, Kentville Accessibility Action Plan





# OVERVIEW

The Kentville Accessibility Action Plan was created in 2021 in response to the priorities outlined by the Province of Nova Scotia in the Access by Design 2030 legislation. The Kentville Accessibility Plan charts the way forward as we work to create a more inclusive, accessible, welcoming community in Kentville that exists and operates from a place of peace and friendship.

Through the consultation process in 2021, we learned that there is a STRONG desire for Kentville to be more welcoming and diverse. We also heard that the citizens of Kentville have an overwhelming sense of pride for their beautiful town and have many suggestions to share when it comes to making our community more accessible and welcoming!

From 2021 to 2024, the Kentville Inclusion and Access Advisory Committee, staff and Council have been successful in making many changes outlined in the 2021 plan. The committee continues to grow and evolve, and this document plots a path forward to continue to improve accessibility in Kentville.

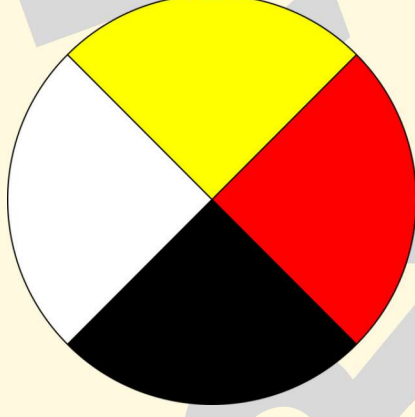
The 2024 Kentville Accessibility Action Plan expands on the 2021 document. It sets specific goals with supporting tactics and activities that will help the town be even more accessible by 2030.

January 2025, Kentville Accessibility Action Plan



# REVIEW OF PROGRESS FROM 2021-2024

The Town of Kentville's Accessibility Action Plan gave direction to the Inclusion and Access Advisory Committee and to staff through two sections in the plan: community recommendations, and priority phasing. The Community Recommendations were organized by pillar categories assigned by the Province's Accessibility Directorate and were presented as a medicine wheel. Where possible, community recommendations which are being addressed by a specific department, committee, task team or organization, this is noted in the summary below.



Staff developed actions that best address the community's concerns. These are listed as Actions 1 through 14. The Priority Phasing section can be found beginning on page 88 of the 2021 plan. These are projects, tasks, and actions that the consultant identified which could address some of the community recommendations and concerns.

January 2025, Kentville Accessibility Action Plan



Action 1: Create a staff-led professional development and training committee to identify a standard suite of courses for all staff, and make trainings open to Council and to the public. IN PROGRESS



Action 2: Offer accessibility options for public meetings and other public events.

COMPLETED/ONGOING: From 2023 to the present, staff have been working with ASL interpreters and they have interpreted at council meetings, council advisory committee meetings, public meetings, and public celebrations. Staff continue to work with them to attend meetings and events, and to better accommodate the deaf and hard of hearing community.



Action 3: Build and implement a sidewalk assessment tool for all sidewalks in the town to be reviewed and assessed for repair or replacement. IN PROGRESS: Staff in the public works department have a preliminary assessment tool.



Action 4: Explore options for the renovation, relocation or construction of a town hall building. IN PROGRESS: Staff have direction from Council to begin community engagement and preliminary design reports for the town hall building.



Action 5: Explore options for expanding public washrooms in the downtown and in parks and trails. IN PROGRESS: Staff are working to construct a public washroom facility in the downtown core, near the Kentville Historical Society building on Station Lane.



Action 6: Expand communication into appropriate mediums and include accessibility options and alternatives. COMPLETED/ONGOING: Staff have incorporated ASL interpreters into public meetings and continue to assess ways to engage with the deaf and other underserved communities.



Action 7: Invite community organizations to present at Council Advisory Committee meetings each month and encourage staff to attend community group meetings where appropriate.

COMPLETED/ONGOING: Staff reach out to organizations to invite them to present to Council. Staff attend several community meetings to share municipal information.



Action 8: Maintain and expand the equipment loan program and include options and alternatives in programs and events for many types of disabilities. COMPLETED/ONGOING: Staff continue to run the equipment loan program, and to expand programs and events to be more accessible (e.g. ASL interpreters at the Meet Santa event in 2023).



Action 9: Build and implement a parking assessment tool for all parking spaces in the town to be reviewed and assessed annually. IN PROGRESS



Action 10: Explore wayfinding navigation opportunities for accessibility. IN PROGRESS



Action 11: Identify ways to support expansion of mental health supports for people with disabilities and/or from marginalized groups. IN PROGRESS



Action 12: Review existing Student Bursary Policy and Grants to Organizations Policy to provide the most impactful supports to residents. IN PROGRESS



Action 13: Invite a liaison for the Kentville Business Community to participate in Inclusion and Access Advisory Committee meetings, and identify challenges and opportunities in the business community for accessibility. COMPLETED/ONGOING: When possible, staff attend KBC board meetings as well as KIAAC meetings to share information.



Action 14: Review accessibility in all Town-owned buildings and priorities accessibility renovations to improve all municipal buildings. COMPLETED/ONGOING: Council have given direction to staff to complete engagement and design of town hall. Staff plan to bring recommendations to Council for improvements to other buildings.

High Priority Recommendations from the 2021 Accessibility Action Plan:

- ✓ Download the Rick Hansen Accessibility Handbook COMPLETED
- ✓ Purchase CSA Accessibility design for the built environment COMPLETED
- High Level Urban Plan designed based on Universal Design Principles
- Active Transportation Plan implementation IN PROGRESS
- Feasibility Study for Town Hall IN PROGRESS
- ✓ Feasibility Study for Centennial Arena COMPLETED/ONGOING
- Public Washroom/Comfort Station development IN PROGRESS
- ToK Employee Accessibility Awareness, Emotional Intelligence Training
- ✓ Resurfacing of pedestrian routes to accessibility standards COMPLETED/ONGOING
- ✓ Address Diversity & Inclusion in Brand Marketing & Communications COMPLETED/ONGOING
- Establish Diversity Procurement Policy
- Adopt Recreation for All Policy
- ✓ Erect an exterior Digital Information Kiosk that is fully accessible for Town Hall and KBC information sharing, with wayfinding, events, news, important dates, registrations, etc COMPLETED/ONGOING



# KENTVILLE'S 5 GOALS OF INCLUSION AND ACCESSIBILITY

## GOAL 1.

IMPROVE ACCESSIBILITY OF PUBLIC TRANSPORTATION IN THE ANNAPOLIS VALLEY

## GOAL 3.

INCORPORATE ACCESSIBILITY INTO TOWN HALL CULTURE

## GOAL 2.

IMPROVE ACCESSIBILITY IN THE BUSINESS COMMUNITY

## GOAL 4.

IMPROVE ACCESSIBILITY IN THE BUILT ENVIRONMENT

## GOAL 5.

STRENGTHEN RELATIONSHIPS WITH OTHER ORGANIZATIONS



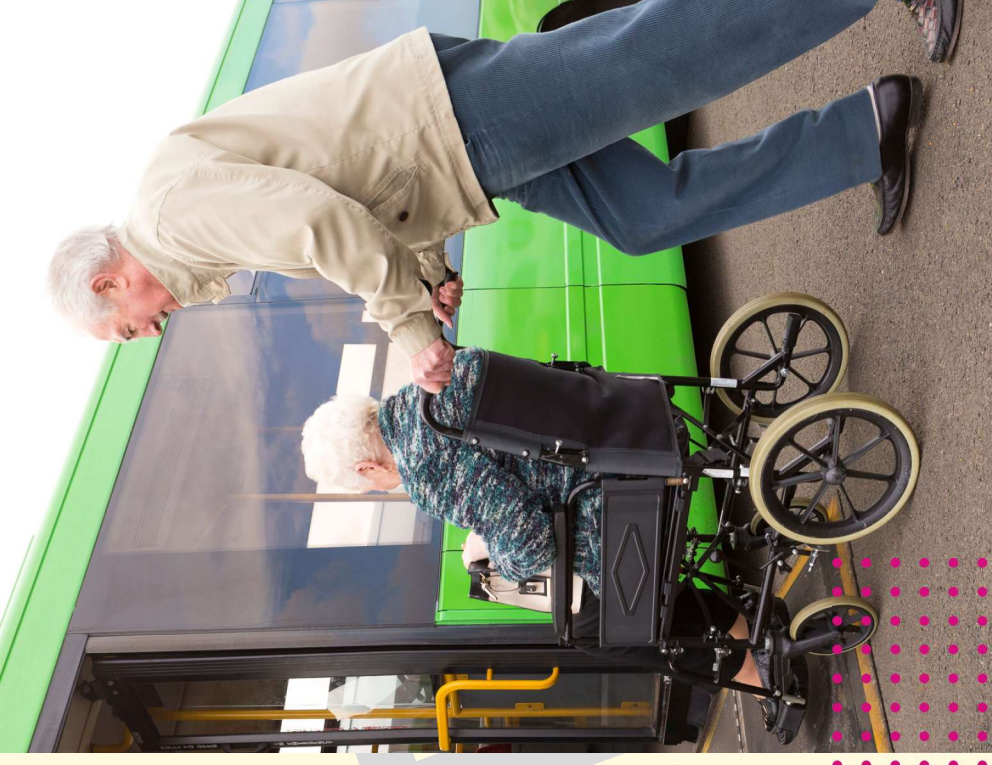
# GOAL 1.

## IMPROVE ACCESSIBILITY OF PUBLIC TRANSPORTATION IN THE ANNAPOLIS VALLEY

### OBJECTIVE:

Support Kings Transit in making accessibility a priority during their improvement phase.

January 2025, Kentville Accessibility Action Plan



# GOAL 1.

## ACTIVITIES AND OUTCOMES

### Create Public Transit Regional Working Group

- Proposed Members: Kings Transit, Kings Point to Point, and Municipal Accessibility Committees.
- Proposed Outcomes:
  - Rapid, reliable, local transit
  - More bus shelters
  - “All Seasons, All Stops” campaign to make every stop accessible all year long
  - Increased ridership
  - Decreased stigma for riding the bus
  - Improved public transit in current and future transit systems in the valley
- Create task teams for supporting public transport and overcoming challenges

## EVALUATION

### How do we know our work is paying off?

- Establishment of working group or task team
- Regional conversations around public transportation
- Town-focused problem solving around PT
- Regional problem solving around PT
- Influencing positive outcomes in Kings Transit improvement project around accessibility
- Increased number of bus shelters in Kentville
- Increased number of bus benches in Kentville
- Increased ridership in Kentville
- Increased diversity of ridership in Kentville



January 2025, Kentville Accessibility Action Plan

## GOAL 2.

**IMPROVE ACCESSIBILITY  
IN THE BUSINESS  
COMMUNITY**

### **OBJECTIVE:**

Support the business community in understanding accessibility issues and in taking steps to create more accessible businesses and spaces



# GOAL 2.

## ACTIVITIES AND OUTCOMES

- Support accessibility improvements in the business community
  - Research barriers to accessibility improvements for businesses (existing process)
  - Research pathways to removing these barriers
  - Support businesses in accessibility improvement (grants, navigating codes, inspections, permits, etc)
- Support a culture change in the business community
  - Public lunch and learns for residents and businesses
  - Presentations to KBC board and members
  - Incorporate expectation of accessibility in permit and event applications
  - Create an accessibility checklist for new businesses

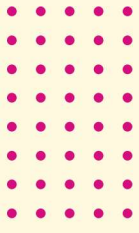
- Celebrate accessibility in the town
  - Identify and improve wayfinding and signage relating to accessibility
  - Create an annual accessibility poster/challenge/motto contest through the school
  - Continue to promote diversity and accessibility in town communications
- Solve the “One Step” problem in business entrances

## EVALUATION

### How do we know our work is paying off?

- Create report on accessibility in Kentville’s downtown, barriers and opportunities
- Launch awareness and understanding program for Kentville businesses
- Survey businesses and residents annually for increased understanding of accessibility issues
- Address the “One Step” problem in business entrances

January 2025, Kentville Accessibility Action Plan

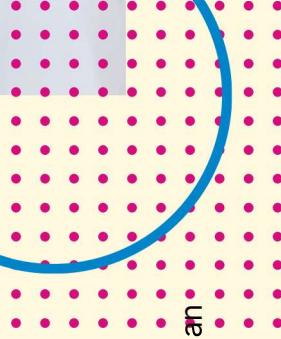


## GOAL 3.

INCORPORATE  
ACCESSIBILITY INTO  
TOWN HALL CULTURE

### OBJECTIVE:

Weave accessibility into the budget process, building and events, procurement and hiring



January 2025, Kentville Accessibility Action Plan

# GOAL 3.

## ACTIVITIES AND OUTCOMES

- Incorporate accessibility into annual capital and operating budget planning
  - Consider accessibility during the budget review process for every program, project, policy and event
  - Evaluate accessibility annually by each department during this process
  - Annual improvement reports to the Accessibility Committee and Council
- Incorporate accessibility assessments of town-owned (and town-leased) buildings to identify existing and potential upgrades that would benefit the community.
- Incorporate accessibility into event and planning permits.
- Review and improve staff hiring policies and practices for diversity and inclusion

- Review and improve staff policies for procurement of goods and services to ensure that companies have strong equity, diversity and inclusion policies and practices
- Town Hall building become more accessible in the short term, despite the decision on the long term use of the building
- Explore a business model or social enterprise model for the Recreation Department to develop a Maker Space for arts and culture activities

## EVALUATION

### How do we know our work is paying off?

- The committee shall annually assess accessibility in the operating and capital budgets to improve the following year budget development
- Complete accessibility audits of all municipal buildings, and action recommendations where possible
- Survey residents on accessibility of annual events and festivals
- Action recommendations on accessibility from the 2023 town hall accessibility audit
- Increase arts and culture recreation programs

January 2025, Kentville Accessibility Action Plan





January 2025, Kentville Accessibility Action Plan

# GOAL 4.

IMPROVE ACCESSIBILITY IN  
THE BUILT ENVIRONMENT

## OBJECTIVE:

Review and address challenges to accessibility related to parking, sidewalks, centre square and public washrooms.

# GOAL 4.

## ACTIVITIES AND OUTCOMES

- Parking and cars
  - Increase visibility and number of accessible parking spaces
  - Implement ways to slow traffic and reduce cars in the downtown
- Sidewalks
  - Create and implement a sidewalk assessment tool
- Centre Square
  - Create a plan to convert Centre Square into green space
- Washrooms
  - Create and implement a public washroom action plan

## EVALUATION

### How do we know our work is paying off?

- Update and increase signage for accessible parking
- Increase the number of accessible parking spaces
- Implement traffic calming mechanisms in the downtown
- Review effectiveness of sidewalk assessment tool annually
- Receive Council support for Centre Square green space plan
- Review effectiveness of the public washroom action plan

# GOAL 5.

## STRENGTHEN RELATIONSHIPS WITH OTHER ORGANIZATIONS

### OBJECTIVE:

Understand provincial legislation and grant opportunities, connect with first nations communities, connect with regional accessibility committees and non profit groups, and support task teams, staff and council

January 2025, Kentville Accessibility Action Plan



# GOAL 5.

## ACTIVITIES AND OUTCOMES

- Understand and incorporate provincial supports, expectations, and legislation
- Understand and support regional municipal accessibility activities and initiatives
- Connect and support the Diversity and Belonging Task Team
- Commit to sharing challenges and opportunities with staff, Council, the Inclusion and Access Committee and with all task teams

## EVALUATION

### How do we know our work is paying off?

- Work proactively with provincial government
- Create and maintain regional municipal accessibility staff relationships
- Quarterly reporting from task teams to the Inclusion and Access Advisory Committee
- Quarterly reporting from the Inclusion and Access Advisory Committee to Council through elected officials and to staff through executive and leadership committee meetings.

Kentville  
A BREATH OF FRESH AIR



## Recommendation for the Initiation of a Plan Review

Staff Report TOK202524

Meeting Date: March 10, 2025  
Department: Planning and Development  
Strategic Priority: Housing and Planning

### FOR RECOMMENDATION

### RECOMMENDATION

**THAT** the Council Advisory Committee recommends Council allocate up to \$150,000 total in the fiscal 2026 and 2027 operating budgets for a comprehensive plan review and directs the Chief Administrative Officer to create a work plan to guide the process.

### SUMMARY

The purpose of this report is to evaluate the necessity of initiating a full Plan Review for the Town of Kentville to guide future growth and development, with a focus on aligning with revised provincial Statements of Provincial Interest (SPIs), integrating other town plans and strategies, and addressing the significant changes in the development climate since the adoption of the current planning documents in 2019.

A key question is whether or not a secondary plan review, specific to the development of lands which would be serviced by the Donald J. Hiltz Connector Road, would be adequate to addressing the future development needs of the Town.

### BACKGROUND

**Context:** The Town of Kentville's current Municipal Planning Strategy and Land Use Bylaw, were adopted in 2019, prior to the onset of the COVID-19 pandemic. The current Subdivision Bylaw was adopted in 2002. The development climate has shifted dramatically in the post-COVID era, with increased pressures on housing availability and affordability, changes in work and commuting patterns, heightened attention to environmental sustainability, and new growth opportunities in smaller, community-focused towns like Kentville. These shifts, alongside updates to Statements of Provincial Interest, necessitate a comprehensive review of the Town's planning framework to ensure it reflects current realities and positions Kentville for future success.

### DISCUSSION

#### Key Points of Comparison:

## Plan Review

Definition: (MGA Section 212) A periodic review of existing municipal planning documents to assess relevance and compliance with updated policies, provincial legislation, and evolving community needs.

Scope: Broad-based evaluation of all planning policies and regulations, addressing higher-level policy frameworks and ensuring consistency across Town policies and strategies.

Strengths:

- Ensures Kentville’s planning documents remain consistent with revised provincial SPIs.
- Provides an opportunity to embed strategic planning principles, fostering long-term, proactive decision-making.
- Facilitates the integration of all municipal strategies—such as housing, transportation,
- Environmental sustainability, and economic development—into a cohesive framework.
- Addresses shifts in the development climate, including post-COVID trends like increased demand for small-town living, hybrid work dynamics, and economic diversification.

Limitations: Requires significant time and resources but offers comprehensive and unified results that support sustainable growth.

## Secondary Plan

Definition: (MGA Section 216) A detailed, issue- or area-specific policy framework within the broader municipal plan, designed to address growth, land use, and infrastructure in specific areas of town.

Scope: Narrow, tailored approach focusing on localized concerns.

Strengths: Provides targeted guidance for specific areas and neighborhoods.



Limitations: Limited in scope and less effective at addressing broad municipal or provincial priorities. May result in fragmented policies if not aligned with an overarching municipal strategy.

## **Analysis:**

Post-COVID Development Climate: The Town of Kentville is experiencing increased development pressures driven by changing lifestyle and housing preferences. The pandemic has accelerated trends such as the demand for affordable housing, migration to smaller communities, and hybrid work models, all of which require a strategic and updated planning approach.

Revised Statements of Provincial Interest (SPIs): Recent updates emphasize priorities such as housing affordability, environmental sustainability, and economic resilience. A Full Plan Review ensures Kentville's planning documents meet these evolving requirements and provide a unified framework for growth and development.

Integration of Town Plans and Strategies: Kentville's various strategies and initiatives—such as housing, active transportation, and economic development plans—must be consolidated and aligned to maximize their collective impact. A Full Plan Review enables this integration, ensuring all municipal policies work cohesively toward shared objectives.

Strategic Planning: Undertaking a Full Plan Review provides an opportunity to embed forward-thinking strategies that position Kentville for sustainable growth, resilience, and long-term prosperity while adapting to the realities of the post-COVID era.

## **Conclusion:**

Staff recommends initiating a full plan review of the Town of Kentville's planning documents, adopted in 2019. This comprehensive approach is essential for:

Updating Municipal Planning Documents: Bringing the 2019 plan into alignment with revised provincial SPIs and addressing current and future growth challenges in light of post-COVID trends.

Addressing the Post-COVID Development Climate: Responding to new realities such as increased demand for housing, and shifting workforce patterns

Integrating Town Plans and Strategies: Consolidating and harmonizing all municipal initiatives, including housing, infrastructure, and sustainability strategies, into a unified policy framework.

Advancing Strategic Planning: Embedding proactive, long-term strategies to position Kentville for sustainable development and economic resilience.

Engaging the Community: Incorporating input from residents and stakeholders to ensure the updated plan reflects the aspirations and needs of the Kentville community.

By undertaking a Full Plan Review, Kentville can ensure that its planning documents remain relevant, responsive, and aligned with both provincial mandates and community goals, supporting the town's growth and prosperity in a rapidly changing development landscape.

## Financial Implications

The completion of a plan review would require an allocation of up to \$150,000 total in the fiscal 2026 and 2027 operating budgets. The cost savings by completing a secondary plan review would be marginal as a similar process would be required.

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Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

## References

Municipal Government Act (MGA)

### *Municipal planning strategy*

- 212 (1) A council shall adopt one or more municipal planning strategies in accordance with the requirements of this Section.
- (2) There may be separate municipal planning strategies for different parts of the municipality.
- (3) All land within a municipality must be the subject of a municipal planning strategy. (4) A municipal planning strategy must
- (a) be reasonably consistent with every statement of provincial interest; and
- (b) fulfill the minimum planning requirements. 2018, c. 39, s. 8.

### *Secondary planning strategy*

- 216 (1) A municipal planning strategy may provide for the preparation and adoption of a secondary planning strategy which applies, as part of the municipal planning strategy, to a specific area or areas of the municipality.
- (2) The purpose of a secondary planning strategy is to address issues with respect to a particular part of the planning area, which may not, in the opinion of the council, be adequately addressed in the municipal planning strategy alone. 1998, c. 18, s. 216.

## **Recommendation for the Amendment of the Land Use Bylaw Regarding the Permission of Residential Conversions in the Limited Commercial (C3) Zone**

Staff Report TOK202525

Meeting Date: March 10, 2025  
Department: Planning and Development

### **FOR RECOMMENDATION**

### **RECOMMENDATION**

**THAT** Council direct the Chief Administrative Officer to schedule a Public Participation Meeting to obtain feedback on potential amendments to the Land Use Bylaw to permit residential conversions of up to three units in the Limited Commercial (C3) Zone.

### **Legislative Authority**

Municipal Government Act Section 210

### **BACKGROUND**

A complete application for an amendment to the Land Use Bylaw was received from Logan Morse regarding 254 Bridge Street (PID 552563674) on February 7, 2025. The request was for the Town to consider an amendment to the Land Use Bylaw to permit the residential conversion of up to 3 units in the Limited Commercial (C3) Zone. While the application originates in a site-specific concern, Staff believes that there are potential greater implications for other property owners in the Limited Commercial (C3) Zone. There are ~25 properties in the Limited Commercial (C3) Zone.

### **DISCUSSION**

The Limited Commercial (C3) Zone was developed to provide direction on the development of a limited number of properties in the near vicinity of the Valley Regional Hospital and the Provincial Court House. The purpose of the zone was to facilitate the conversion of residential properties into small office and professional services. Residential conversions are not currently permitted in the Limited Commercial (C3) Zone. This report considers whether adding the provision for permitting residential conversions is in-keeping with Council's policies within the Municipal Planning Strategy.

The Land Use Bylaw defines '*residential conversion*' to mean the alteration of, but not the demolition of, a residential building to increase the number of principle dwelling units.

## Planning Policy

A text amendment to the Land Use By-law (LUB) does not involve the rezoning of a property and is typically limited to changes to a particular zone's requirements in order to modify either the site requirements or permitted uses. This type of amendment would affect all properties in that zone. It may be done as an administrative change or be done at the request of an applicant who wishes to change the zone to accommodate a use or site configuration not originally contemplated. No amendment to the Town's Municipal Planning Strategy (MPS) is required as long as the proposed changes are in keeping with MPS policies.

**Policy IM-6** *It shall be the intention of Council* to evaluate text amendments to the Land Use By-law that are not site specific and that do not include a specific development proposal by considering the land use planning implications and conformance with other Municipal Planning Strategy policies. Public participation for these amendments shall be limited to the requirements set out in the Municipal Government Act for Land Use By-law Amendments.

For residential uses within the commercial designation, Policy GD-10 on mixed-use compatible communities (Attachment 2) speaks to the relevance of permitting residential and commercial development within a local area or neighbourhood. The conversion of residential units supports the direction provided in the Statement of Provincial Interest of providing housing opportunities that support a wide variety of housing types and levels of affordability.

Policy R-22 speaks to the promotion of affordable housing within residential areas, and while the properties within the Limited Commercial (C3) Zone have traditionally comprised a

residential area, the purpose of the C3 Zone seems to be aimed at transitioning the area away from this to a more commercial future. The central question is whether the remaining residential units should be provided with opportunity to convert a single unit dwelling into multiple units is as found in General Commercial (C1) and Highway Commercial (C2) Zones. The MPS is mostly silent on how conversions were to be considered on the whole.

The conversion of a residential property into multiple units would not prevent a future conversion to a permitted commercial use. There are other properties in the C3 Zone which contain a single unit dwelling and may benefit from the ability to convert it to multiple units.

## 7.2.2.3 Limited Commercial (C3) Zone

Exhibition Street has evolved into a small but distinctive commercial area supporting the needs of the Valley Regional Hospital and Court House. The area is characterized by several small office and professional service related uses, most of which are located within former residential dwellings that have been converted for commercial purposes. Pressure to convert additional dwellings is eminent as the health care industry grows. To ensure the future conversion of residential dwellings and new development are compatible with the exiting neighborhood and built form, Council shall limit the scale, type and intensity of the development through the Land Use By-law.

**Policy C-10** *It shall be the intention of Council* to include in the land use by-law a Limited Commercial (C3) Zone as shown on the Zoning Map. This zone shall be applied when a transition from commercial to residential uses is desired; and in the vicinity of Exhibition and Cornwallis Streets which has evolved into a small but distinctive commercial area, characterized by several small office and professional services supporting the needs of the Valley Regional Hospital and Court House. This zone shall permit a limited range of commercial uses, with greater aesthetic and buffering requirements.

**Policy C-11** *It shall be the intention of Council* to establish zone standards and permitted uses for the Limited Commercial (C3) Zone in accordance with the Land Use By-law.

## Land Use Bylaw

Section 5.1.11 provides a set of four criteria to consider residential conversions. If this same set of criteria were to be extended to the Limited Commercial (C3) Zone, 5.1.11(b) would limit the application to ~50% of existing lots as only lots with frontage on Bridge Street would be compliant.

### 5.1.11 Residential Conversions

Residential Conversions shall be permitted within the One and Two Unit Dwelling (R2) Zone, Highway Commercial (C2) and General Commercial (C1) in accordance with the following requirements:

- a) the dwelling in question was constructed prior to December 5<sup>th</sup> 1980;
- b) the dwelling must have frontage on a major or minor collector road as shown on Map #2, Transportation Map of the Municipal Planning Strategy;
- c) a maximum of 4 units; and
- d) one on-site parking space shall be required for each dwelling unit.

Zone requirements for the Limited Commercial Zone are provided in Attachment 1.

## Potential Policy Options:

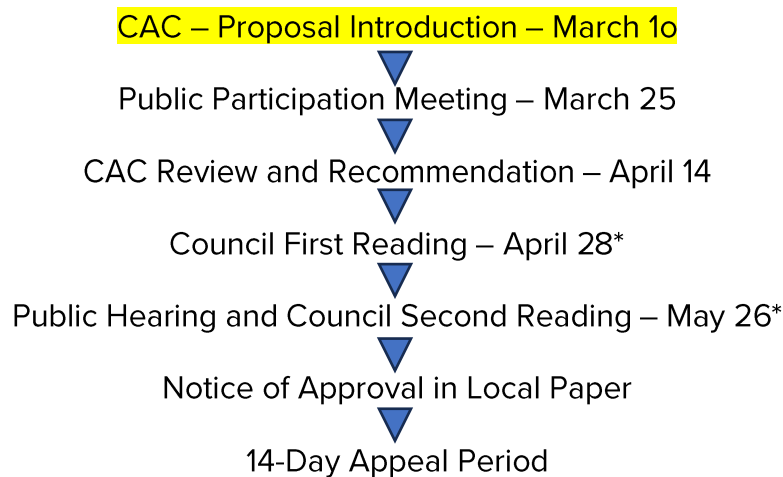
1. Add the Limited Commercial (C3) Zone to Section 5.1.11 permitting up to a maximum of three residential conversion units as requested;
2. Add the Limited Commercial (C3) Zone to Section 5.1.11 permitting up to a maximum of four residential conversion units, consistent with One and Two Unit Dwelling (R2), General Commercial (C1), and Highway Commercial (C2) Zones;

3. Maintain current direction in prohibiting residential conversions in the Limited Commercial (C3) Zone.

## Financial Implications

There are no financial implications to the Town regarding the preparation of this report.

## Next Steps



\*anticipated dates; final dates set by Council

Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

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## Attachments:

1. Zone Requirements for Limited Commercial (C3) Zone
2. General Development Policy GD-10
3. Limited Commercial (C3) Zone Map

## Attachment 1: Zone Requirements for Limited Commercial (C3) Zone

### 6.4 Limited Commercial (C3) Zone

#### 6.4.1 Permitted Uses

The following uses shall be permitted as-of-right in the Limited Commercial (C3) Zone subject to the requirements of the Bylaw:

- a) Existing Residential Dwellings
- b) Business and Professional Offices
- c) Clinics
- d) Convenience Stores
- e) Hospitals
- f) Pharmacies
- g) Restaurants

#### 6.4.2 Permitted Uses with Conditions

The following uses shall be permitted within Residential Dwellings, subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law

#### 6.4.3 Limited Commercial (C3) Zone Requirements

In a Limited Commercial (C3) Zone, no Development Permit shall be issued except in conformity with the following requirements:

**Table 6.4** C3 Zone Requirements

<b>Minimum Lot Area</b>	5 000 ft <sup>2</sup>	464.52 m <sup>2</sup>
<b>Minimum Lot Frontage</b>	50 ft	15.24 m
<b>Minimum Front Yard</b>	10 ft	3.05 m
<b>Minimum Rear Yard</b>	10 ft	3.05 m
<b>Minimum Side Yard</b>	8 ft	2.44 m



## Attachment 2: General Development Policy GD-10

### 4.2.8 Mixed-Use Compatible Communities

Mixed-use, public transit-friendly neighbourhoods benefit local economies. They save individuals cost on transportation by reducing the length and number of everyday trips and eliminating the need for car ownership. Mixed-use development can also support local businesses by increasing foot traffic. Mixed-use developments also create inclusive, connected communities. In mixed-use areas, you can find housing, restaurants, services, schools, cultural facilities, parks, and more. Not all uses however are compatible, therefore

**Policy GD-10** *It shall be the intention of Council* to include provisions in the Land Use By-law to allow a mix of compatible land uses and to minimize their impacts by:

- a) Requiring adequate buffering and setbacks;
- b) Screening development by the use of visual barriers;
- c) Regulating the location of outdoor storage and displays, outdoor lighting, storage buildings, or other accessory facilities;
- d) Regulating accessory uses;
- e) Regulating minimum standards and the location of parking and loading spaces; and
- f) Regulating stacking and queue lanes for all drive-thru facilities.

# Limited Commercial (C3) Zone

C1 - General Commercial	R3 - Medium Density Residential
C3 - Limited Commercial	R4 - High Density Residential
C4 - Neighbourhood Commercial	O1 - Conservation
R1 - Single Unit Dwelling Residential	I - Institutional
R2 - One and Two Unit Dwelling Residential	P - Park and Open Space

This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

## Key Plan

