

## Town of Kentville Council Meeting

April 28, 2025, 6:00pm, Kentville Town Hall

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
  - (a) Council Meeting, March 31, 2025
  - (b) Special Council Meeting, April 7, 2025
  - (c) Special Council Meeting, April 15, 2025
- 4. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee
    1. Tax Exemption
    2. Spring Debenture Issuance
    3. Reserve Withdrawal
    4. VIDA Development Agreement
    5. C1 Commercial Zone
    6. C3 Limited Commercial Zone
    7. Regional Sewer Budgets
    8. Recommendation: Kentville Police Service Superannuation Plan
  - (b) Council Reports
    1. Councillor John Andrew
    2. Councillor Rob Baker
    3. Deputy Mayor Debra Crowell
    4. Councillor Samantha Hamilton
    5. Councillor Cathy Maxwell
    6. Councillor Cate Savage
  - (c) Mayor's Report
- 5. OLD BUSINESS**
  - (a) Human Resources Needs Assessment
  - (b) Second Reading: Subdivision Bylaw
  - (c) Policy Review: G81 Committees, Commissions and Boards
- 6. NEW BUSINESS**
  - (a) Council Remuneration
  - (b) Request for Decision – 374-376 Main Street Property
  - (c) **Purchase of Healy Property, for Donald E. Hiltz Connector Road**

(cont)



**7. PUBLIC COMMENTS**

**8. CORRESPONDENCE**

(a) Municipal Affairs, Update on Programs

**9. IN-CAMERA**

(a) Personnel

~~(b) Personnel~~

(c) Land

**10. ADJOURNMENT**



# DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: March 31, 2025

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

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

Mayor Andrew Zebian called the meeting to order at 6:02 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Interim Chief Administrative Officer Kevin Matheson, Solicitor Geoff Muttart and Deputy Clerk Jennifer West.

#### REGRETS

None

The chair gave a land acknowledgement.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

#### 2. APPROVAL OF THE AGENDA

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

**That the agenda of March 31, 2025 be approved as amended.**

#### MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

#### 3. APPROVAL OF THE MINUTES

(a) Council meeting held on February 24, 2025



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**It was moved that the minutes of the Council meeting on February 24, 2025 be approved.**

## **MOTION CARRIED**

**(b)** Special Council meeting held on March 10, 2025

**It was moved that the minutes of the Council meeting on March 10, 2025 be approved as amended.**

## **MOTION CARRIED**

**(c)** Special Council meeting held on March 24, 2025

**It was moved that the minutes of the Council meeting on March 24, 2025 be approved.**

## **MOTION CARRIED**

### **4. RECOMMENDATIONS AND REPORTS**

#### **(a) Council Advisory Committee**

##### **(1) Finance Policy Recommendations**

At the March 10, 2025, meeting of Council Advisory Committee, Director Matthews reviewed her proposed policy changes to improve processes and notification of customers.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Rob Baker

**That Council approve the amendments to Policy Statement G47F Interest Charges on Outstanding Accounts as in the attached report.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor John Andrew and Councillor Rob Baker

**That Council approve the new Policy Statement G83 Billing of Taxes as in the attached report.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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



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It was moved by Councillor Cathy Maxwell and Deputy Mayor Deb Crowell

**That Council repeal Policy Statement G12 Tax Collection**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) Donald E. Hiltz Connector Road Funding**

At the February 10, 2025 meeting of Council Advisory Committee, 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.

*Report available for more information.*

Discussion

- CAO provides clarification, that the water commission approved it's portion of the Tender Award at the March 26<sup>th</sup> meeting.

It was moved by Deputy Mayor Deb Crowell and Councillor Cathy Maxwell

**That Council approve the award of Phase One of the Donald E. Hiltz Connector Road to Howard E. Little Excavation Limited for \$6,741,805, including non-recoverable HST.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Code of Conduct Investigators**

At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West provided a report to retain two professional legal counsels for Code of Conduct Investigations, for a two-year term until March 2027, with option to renew for two years.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew



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**That Council retain the following two professionals as legal counsel for Code of Conduct investigation, for a two-year term until March 2027, with options to renew for two years:**

**Noella Martin, Burchell Wickwire Bryson LLP**

**Charles Thompson, Burchell MacDougall LLP**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(4) Equity and Belonging Plan**

At the March 10, 2025 meeting of Council Advisory Committee, Strategic Initiatives Coordinator Alisha Christie proposed the Town of Kentville Equity and Belonging Plan for approval.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

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

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(5) Subdivision Bylaw Amendment**

At the March 10, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe proposed amendments to the Town of Kentville's Subdivision Bylaw and recommended that Council give it First Reading.

*Report available for more information.*

It was moved by Councillor John Andrew and Councillor Rob Baker

**That Council give First Reading on the proposed amendments to the Subdivision Bylaw regarding primary and secondary services in the attached report.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(6) New Policy: Committees, Commissions and Boards**



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At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West proposed the new Policy Statement G81 Committees, Commissions and Boards for Council approval.

*Report available for more information.*

## Discussion

- Concern that the Student Bursary Committee only once a year
- Request that members provide feedback on the proposed policy and send them to the deputy clerk

It was moved by Councillor Rob Baker and Deputy Mayor Debra Crowell

**That Council direct the CAO to review Policy Statement G81 Committees, Commissions and Boards as in the attached report with amendments with regards to discussion of Council inquiry.**

## MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

## (7) Conferences for Elected Officials

At the March 10, 2025 meeting of Council Advisory Committee, Deputy Clerk Jennifer West presented the new Policy Statement G82 Council Conference Attendance and Professional Development for Council's approval.

## Discussion

- Members will set out an annual plan for their conferences, to be approved by Council. Changes to this plan must be approved by Council.

*Report available for more information.*

It was moved by Councillor John Andrew and Councillor Samantha Hamilton

**That Council approve Policy Statement G82 Council Conference Attendance and Professional Development as in the attached report with amendments.**

## MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor John Andrew and Councillor Rob Baker

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



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## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(8) Kentville Accessibility Action Plan**

At the March 10, 2025 meeting of Council Advisory Committee, Active Living and Community Coordinator Bekah Craik proposed the updated Town of Kentville Accessibility Action Plan for 2025 to 2029.

*Report available for more information.*

It was moved by Councillor Rob Baker and Councillor John Andrew

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

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(9) Land Use Bylaw Amendment in the C3 Commercial Zone**

At the March 10, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe presented an application for amendment to the Town of Kentville's Land Use Bylaw in the Limited Commercial Zone to permit residential conversions of up to three units. This will come back to Council for consideration, after a public participation meeting.

*Report available for more information.*

### **(10) Land Sale – River Floodway Property**

At the February 24, 2025 meeting of Council, during the In Camera (closed) session, Deputy Clerk Jennifer West reviewed a proposal for the town to sell a portion of land on the River Floodway to the Federal Government. Council approved this proposal and the sale is now complete and requires approval in open session.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Debra Crowell

**That Council approve the sale of the town-owned property at PID 55546345 on Brooklyn Street, at a price of \$216,000, to Environment and Climate Change Canada, for the purpose of conservation.**

## **MOTION CARRIED**

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*Pending Approval*

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*Councillors who voted in favour of this motion:*

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

## **(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

### **(1) Councillor John Andrew**

Highlights included calls and connections on homelessness, calls about pool closure and regional rec facility. Councillor states that this report is not current report and will send updated report to deputy.

*Report available for more information.*

### **(2) Councillor Rob Baker**

Highlights included need to discuss Councils vision for Kentville, importance of the Kentville Library.

*Report available for more information.*

### **(3) Deputy Mayor Debra Crowell**

Highlights included Audit Committee meeting, Fire Area Rate meeting, investment Advisory Committee meeting, KBC meeting and Water Commission meeting.

*Report available for more information.*

### **(4) Councillor Samantha Hamilton**

Highlights included Fire Area Rate meeting, discussion at the ETT meeting regarding the Community Solar Garden project in partnership with Colchester. The ETT want to know the goals of Council, Councillor stated it was hard to answer given the lack of strategic planning from current Council. Councillor requested a want to do a strategic plan with Council.

Councillor John Andrew called point of order on Councillor Samantha Hamilton.

*Report available for more information.*

### **(5) Councillor Cathy Maxwell**

Highlights included Water Commission meeting, Annapolis Valley Trails Coalition, and the transportation task team of the Accessibility committee.

*Report available for more information.*

### **(6) Councillor Cate Savage**



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Highlights included Investment Advisory Committee, Regional Sewer Committee, and Board of Police Commissioners.

*Report available for more information.*

## **(c) Mayor Andrew Zebian**

Mayor Zebian reported on his activities this month with highlights including Valley Waste Investment Committee, Audit Committee, police long service awards to honour Chief Smith, Water Commission CAO hiring committee, Mayor was inducted into the Kentville Rotary, and Code of Conduct training.

*Report available for more information.*

## **5. BUSINESS ARISING FROM THE MINUTES**

### **(a) Request for Decision – Solar Garden Reconsideration**

Councillor Samantha Hamilton brought forward a report outlining a desire to reconsider supporting the Low Carbon Community Colchester Partnership Opportunity which came to Council on February 24, 2025.

Councillor Savage was given the floor to speak to RFD. Councillor recommends supporting the previous motion.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Rob Baker

**That Council approve a contribution of \$5,200 towards a feasibility study for a community solar garden.**

### **MOTION FAILED**

Councillors who voted in favour of this motion:

Baker, Hamilton and Savage

Councillors who voted against this motion:

Andrew, Crowell, Maxwell and Zebian

## **6. NEW BUSINESS**

### **(a) Request for Decision – Kentville Dog Park**

Mayor Andrew Zebian brought forward a recommendation to change the location of the Kentville New Minas Dog Park.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Rob Baker



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**That Council direct staff to report back to Council in April 2025 on the proposal to change the location of the Kentville New Minas Dog Park, including factors of financing, land acquisition, parking, and any other pertinent issues.**

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

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

### **(b) Request for Decision – Resident Grant**

Mayor Andrew Zebian brought forward a recommendation to provide a grant to a youth participating in an International Dance Competition this year. Council recommended consideration of this request through the Grants to Organizations process.

*Report available for more information.*

### **(c) Request for Decision – Kings County Academy Breakfast Program**

Mayor Andrew Zebian brought forward a recommendation to provide a grant to the Kings County Academy Breakfast Program in the amount of \$5000, in lieu of Council members attending the Federation of Canadian Municipalities conference this year.

*Report available for more information.*

It was moved by Mayor Andrew Zebian and Deputy Mayor Debra Crowell

**That Council commit \$5000 from the 2025-2026 Operating Budget, from the Council FCM budget line, to be allocated to the Kings County Academy Breakfast Program In lieu of Council members not attending FCM.**

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

Andrew, Crowell, Hamilton, Maxwell, Savage and Zebian

Councillors who voted against this motion:

Baker

### **(d) Valley Waste 2025-2026 Budget**

Interim CAO Kevin Matheson provided the budget report from Valley Waste and asked Council to consider their budget recommendations.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

**That Council approve the Operating Budget of Valley Waste Resource Management (VWRM) for the 2025-26 fiscal year in the amount of \$13,249,120**



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of which the Town of Kentville will contribute \$765,793 as its share of municipal funding.

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

**That Council approve the Capital Budget of Valley Waste Resource Management (VWRM) for the 2025-26 fiscal year in the amount of \$4,665,000 to be funded from reserves and debt of VWRM.**

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

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

### **(e) Kings Transit Authority 2025-2026 Budget**

Interim CAO Kevin Matheson provided the budget report from Kings Transit and asked Council to consider their budget recommendations.

*Report available for more information.*

It was moved by Councillor Rob Baker and Councillor Cathy Maxwell

**That Council approve the Operating Budget of Kings Transit Authority (KTA) for the 2025-26 fiscal year in the amount of \$3,385,649 of which the Town of Kentville will contribute \$392,569 as its share of municipal funding.**

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**That Council approve the Capital Budget of Kings Transit Authority (KTA) for the 2025-26 fiscal year in the amount of \$5,510,000 to be funded from reserves and ICIP grants.**

## **MOTION CARRIED**

Councillors who voted in favour of this motion:

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



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## (f) Human Resources Needs Assessment

Interim CAO Kevin Matheson reviewed the need to an assessment of human resources at the Town of Kentville, as well as in neighbouring towns of Wolfville and Berwick. These three municipal units have prepared a joint tender for a regional needs assessment of human resources.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve an application to the Municipal Innovation Program to support an assessment of human resources service needs and development of inter-municipal service delivery models in partnership with the Towns of Berwick & Wolfville.**

### **MOTION CARRIED**

Councillors who voted in favour of this motion:

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

## **7. CORRESPONDENCE**

(a) John Lohr – Setbacks for Wind Turbines

(b) Support for Community Solar Feasibility Study

## **8. PUBLIC COMMENTS**

(a) None

## **9. IN CAMERA**

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

**That Council move into a closed session at 9:26 p.m. to discuss confidential matters related to Land and Personnel matters.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Deputy Mayor Debra Crowell and Councillor John Andrew

**That Council move back into open session at 9:57 p.m.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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



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## 10. ADJOURNMENT

It was moved

**That the March 31, 2025 meeting of Council adjourn at 9:57 p.m.**

**MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson





## **TOWN OF KENTVILLE SPECIAL COUNCIL MEETING**

### **Meeting Minutes: April 7, 2025**

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

This meeting was held in Town Hall and was livestreamed on YouTube.

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

Mayor Andrew Zebian called the meeting to order at 3:00pm and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor John Andrew, Councillor Rob Baker, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Interim Chief Administrative Officer Kevin Matheson, Solicitor Geoff Muttart and Deputy Clerk Jennifer West.

#### **REGRETS**

None

#### **2. AGENDA**

**It was moved by Deputy Mayor Crowell and Councillor John Andrew**

That the agenda for the Special Council Meeting on April 7 2025 regarding the Capital Investment Plan be approved

#### **MOTION CARRIED**

#### **3. BUSINESS ARISING FROM THE MINUTES**

##### **(a) Staff Presentation: 2025-2026 Town of Kentville Capital Budget**

Interim CAO Kevin Matheson gave a review of the changes from the original budget. Director Wanda Matthews gave a presentation to Council on the revised 2025-2026 capital budget. She provided an update on confirmed funding available for the entire budget.

*See report for more information.*

Discussion



- Support for a strategic planning session to determine budget priorities for future years. Suggestion for a fall planning meeting.

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve the 2025-2026 Capital Budget Plan for the Town of Kentville at \$12,000,000.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Baker*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**That Council approve the 2025-2026 Sanitary Sewer Capital Budget at \$151,800.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council acknowledge receipt of the Town of Kentville Capital and Sanitary Sewer Capital Investment Plans for 2026-2027, 2027-2028, 2028-2029 and 2029-2030 to be revisited once strategic priorities are known.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

#### **4. ADJOURNMENT**

It was moved Councillor Cathy Maxwell and Deputy Mayor Debra Crowell

**That the April 7, 2025 special meeting of Council adjourn at 4:08 p.m.**

**MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson





## **TOWN OF KENTVILLE**

### **SPECIAL COUNCIL MEETING**

#### **Meeting Minutes: April 15, 2025**

**Kentville Fire Hall 463 Main Street, Kentville Nova Scotia**

This meeting was held in the Kentville Fire Department and was recorded and posted on YouTube, the following day, April 16<sup>th</sup>

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

Mayor Andrew Zebian called the meeting to order at 6:00pm and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor John Andrew, Councillor Rob Baker, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Interim Chief Administrative Officer Kevin Matheson, Director Bell, Project Engineer Ahmad Kadri and Strategic Initiatives Coordinator Alisha Christie

#### **REGRETS**

None

#### **2. AGENDA**

**It was moved by Deputy Mayor Crowell and Councillor John Andrew**

That the agenda for the Special Council Meeting on April 15 2025 regarding the Stormwater Management Master Plan prepared by Dillon Consulting Ltd.

#### **MOTION CARRIED**

#### **3. BUSINESS ARISING FROM THE MINUTES**

##### **(a) Consultant Presentation: Kentville Stormwater Master Plan**

Interim CAO Kevin Matheson gave a review of the changes from the original budget. Director Wanda Matthews gave a presentation to Council on the revised 2025-2026 capital budget. She provided an update on confirmed funding available for the entire budget.

*See report for more information.*



#### **4. ADJOURNMENT**

It was moved

**That the April 15, 2025 special meeting of Council adjourn**  
**MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Tax Exemption**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the annual Tax Exemption amounts.

#### **Council Advisory Committee recommends**

**That Council approve the resolution of Low Income Tax Exemption for the 2025 - 2026 year as follows**

**Exemption amount, \$390-\$650, income ceiling of \$32,732.70**

**With the deadline for applications June 30, 2025**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.





# Memo

To: Kevin Matherson, Interim CAO

From: Wanda Matthews, CPA

Director of Finance

Date: April 14, 2025

Re: **RECOMMENDATION -LOW INCOME TAX EXEMPTION**

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## **BACKGROUND**

Town Council provides a partial tax exemption to individual property owners who meet specified requirements. The value is influenced by the exemption levels and the income ceiling for eligibility. Past practice has set the income ceiling equivalent to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple. The Town Operating Budget includes \$ 16,750 for the cost of this exemption along with Section 69 A. Actual cost in 2024-2025 is \$ 13,170 for Section 69 and \$1,113 for Section 69A (policy for reduction of taxes where destruction).

## **AUTHORITY**

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled ***“Low income tax exemption policy”***. For your reference, this section states:

That ***“income”*** includes a person’s total income from all sources for the calendar year preceding the Town’s fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans’ Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))



That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

### **ANALYSIS**

Historic exemption, income ceiling and uptake levels are noted below. The value for 2025-2026 customarily increases by the cost-of-living using the CAP as set by Property Valuation Services Corporation. For 2025, the CAP rate is 1.5%.

<b>Taxation Year</b>	<b>Income Ceiling (\$)</b>	<b>Exemption Amount (\$)</b>	<b># Of Taxpayers</b>	<b>Exemption Total Paid (\$)</b>
2024/25	31,372	385 to 640	27	13,170
2023/24	30,118	290 to 620	34	11,210
2022/23	28,436	271 to 575	27	8,065
2021/22	27,971	257 to 546	30	8,773
2020/21	27,619	256 to 544	37	11,334
2019/20	27,048	253 to 539	44	13,052

Communication of the exemption to residents occurs through multiple avenues including insertion of an application with the tax bills for those who received the exemption in the prior year as well a general notice on the Town's website and social media detailing the particulars of the program.



## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2025 - 2026 year be approved and forwarded to Town Council for ratification.

Exemption amount:                      \$ 390 to \$ 650

Income ceiling:                         \$ 32,732.70

Deadline for applications:            June 30, 2025



## RESOLUTION

### LOW INCOME TAX EXEMPTION

**BE IT RESOLVED** by Council of the Town of Kentville

**THAT** an exemption from taxes for the period **April 1, 2025 to March 31, 2026** be granted pursuant to Section 69 of the MGA, as follows:

Income Range (per annum)	Exemption Amount 2024 - 2025
< \$ 20,000	\$ 650
\$ 20,001 - \$ 25,000	\$ 520
\$ 25,001 – income ceiling	\$ 390

**THAT** the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2024 is equal to or less than **\$ 32,733**. (An allowance paid pursuant to the War Veterans' Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

**THAT** the property must be occupied by the applicant ratepayer.

**THAT** where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

**THAT** application for an exemption will be considered if made on or before the 30<sup>th</sup> day of June 2025.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the     day of     AD 2025

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this     day of     AD 2025.

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Kevin Matheson, Interim Town Clerk





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Spring Debenture**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the annual Spring Debenture recommendation.

#### **Council Advisory Committee recommends**

**That Council approve the attached resolutions for Pre-approval of Debenture Issuance be ratified by Council, and that after ratification, forward to the Nova Scotia Department of Finance to complete debenture issue for Spring 2025 for the following**

**TBR 2024 0387-01 Variance in the amount of \$316,000**

**Promissory Note 11-25-24, in the amount of \$726,000**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



# Memo

To: Kevin Matheson, Interim CAO  
 From: Wanda Matthews, Director of Finance  
 Date: April 14, 2025  
 Re: **DEBENTURE FUNDING- Spring 2025**

The Town has been informed by Finance and Treasury Board – Municipal Finance Division that debenture funds will be issued this spring. Based on the value of completed projects administration suggests a debenture funding request of:

Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR-2024-0387-01	Various	\$1,381,000	\$316,000
Promissory Note 11-25- 2024	Short Term Loan	<u>726,000</u>	<u>726,000</u>
<b>TOTAL</b>		<u>\$2,107,000</u>	<u><b>\$1,042,000</b></u>

The Municipal Government Act provides legislative authority for a council to pass resolutions that set the parameters for a debenture issue. To streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to the Province of Nova Scotia.

Attached is the required pre-approval resolution along with a copy of the duly approved temporary borrowing resolution (TBR) and promissory note.

A **Letter of Commitment** for the debenture issue will be submitted to the Province by the due date of April 24, 2025, along with a copy of the Temporary Borrowing Resolution and Promissory Note, ahead of the anticipated Council ratification of the Preapproval Resolutions on April 28, 2025.

## RECOMMENDATION

I recommend to Council that the attached resolutions for ***Pre-approval of Debenture Issuance*** be ratified by Town Council. After ratification, they will be forwarded to the Nova Scotia Department of Finance to complete our debenture issue for Spring 2025.

Resolution #	Purpose	Funding Requested
TBR-2024-0387-01	Various	<b>\$316,000</b>
Promissory Note (11-25-24)	Short Term Loan	<u><b>726,000</b></u>
Total		<u><b>\$1,042,000</b></u>



Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

**WHEREAS** clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

**AND WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**AND WHEREAS** the resolution of council to borrow for was approved by the municipal council on October 1, 2024.  
(council’s TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

Town of Kentville  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$1,042,000 , for a period not to exceed 10 years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

Town of Kentville  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

**THAT** the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: \_\_\_\_\_

Minister  
signed: \_\_\_\_\_

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the  
Town of Kentville

\_\_\_\_\_  
(Name of Unit)

held on the 28 day of April 2024

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the  
Town of Kentville

\_\_\_\_\_  
(Name of Unit)

this 28 day of April 20 24

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk



**Certificate**

**TEMPORARY BORROWING RESOLUTION**

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 1st of October, 2024 with a request to borrow a sum or sums not exceeding One Million Three Hundred Eighty-One Thousand Dollars (\$ 1,381,000) for purposes of capital borrowing related to Capital (24-25) and under the terms and conditions as set out within the resolution, and for a period not to exceed twelve (12) months from the date of this certificate, is hereby approved.

DATED this 25th day of October, 2024.



Honourable John Lohr  
Minister of Municipal Affairs and Housing



This Loan Agreement made as of this 25<sup>th</sup> day of November 2024.

**Between:** HIS MAJESTY THE KING in right of The PROVINCE OF NOVA SCOTIA, as represented by the MINISTER of FINANCE AND TREASURY BOARD (Hereinafter referred to as "FTB")

-and-

Town of Kentville  
(Hereinafter referred to as the "Borrower")

**Whereas:** The Department of Finance and Treasury Board has agreed to lend to the Borrower the sum Seven Hundred Twenty-Six Thousand Dollars (\$726,000.00), on the terms and conditions of this Loan Agreement.

Now therefore the parties agree as follows:

1. **The Loan**

FTB shall, on the terms and conditions of this Loan Agreement, establish a loan in favour of the Borrower in the amount of Seven Hundred Twenty-Six Thousand Dollars (\$726,000.00) in lawful money of Canada (the "Loan").

2. **Disbursement**

The Loan shall be advanced by FTB to the Borrower by way of one disbursement on or before December 5, 2024 (the "Loan Date") and shall be evidenced by a promissory note in the form attached as Schedule "A" hereto.

3. **Repayment of the Loan**

The Borrower shall repay the sum of Seven Hundred Twenty-Six Thousand Dollars (\$726,000.00) together with interest as provided in this Loan Agreement to FTB as follows:

- (a) The Borrower shall pay to FTB interest on the aggregate principal amount outstanding on the Loan, from time to time, at a rate equal to Money Market cost of funding for the Province plus ½%. The borrower shall pay all outstanding principal and outstanding interest under the Loan to FTB at the time of FTB's spring 2025 debenture.
- (b) The Borrower shall have the privilege, when not in default of any of its obligations, on ten (10) days' prior written notice to FTB, of prepaying all or any part of the money advanced pursuant to the Loan.
- (c) Interest payments shall be due and payable three (3) months from the Loan Date and continuing until the principal sum has been repaid in full.



4. **Loan Purposes**

The Loan proceeds shall be used by the Borrower exclusively for the purchase of streets and sidewalks, green infrastructure - trails, and storm sewer – Park Street.

5. **Conditions Precedent**

The obligation of FTB to advance the Loan shall be subject to each of the following precedents:

- (a) FTB has received a copy of the Borrower's borrowing resolution, approved pursuant to Sections 88 and 92 of the Municipal Government Act and signed by the Minister of Municipal Affairs and Housing (the "Minister").
- (b) FTB has received a promissory note executed by the Borrower, in the form attached as Schedule "A" hereto.

6. **Representations and Warranties of the Borrower**

The Borrower represents and warrants to FTB the following:

- (a) This Loan Agreement shall have been duly authorized and executed by it and constitutes a valid and binding obligation, enforceable in accordance with its terms.
- (b) Neither the making of this Loan Agreement nor the compliance with its terms will conflict with or result in a breach of any of the terms, conditions, or provisions of, or constitute a default or require any consent under any indenture, agreement or other instrument or arrangement to which the Borrower is a party or by which it is bound or violate any of the terms or provisions of the Borrower's approval or any order, rule, or regulation applicable to the Borrower.
- (c) No litigation, arbitration or administrative proceedings are current or pending or have been threatened and so far as the Borrower is aware no claim has been made, which is likely to have an adverse effect on its performance or compliance with the terms of this Loan Agreement.
- (d) The Minister of Municipal Affairs and Housing has approved the postponing of the issue of debentures by the Borrower pursuant to section 92 of the *Municipal Government Act* and approves that the Borrower shall borrow, on the terms and conditions herein.



7. **Affirmative Covenants**

The Borrower shall use the Loan proceeds solely for the purposes described in Paragraph 4 of this Loan Agreement.

8. The Borrower shall permit a representative of FTB to visit and inspect the books and records of the Borrower at all reasonable times.

9. The Borrower covenants to duly and punctually pay to FTB, the principal, and accrued interest on the dates provided for in this Loan Agreement.

10. **Events of Default**

The principal advanced under the Loan and all interest payable together with all of the moneys payable pursuant to this Loan Agreement, shall, at the option of FTB, become immediately due and payable on the occurrence of any of the following events:

(a) If the Borrower makes default in the repayment of any instalment of interest or principal under this Loan Agreement when it becomes due and payable.

(b) If the Borrower fails to perform or observe any of the covenants contained in this loan Agreement and any failure shall not be remedied within fifteen days following notice being given to the Borrower.

(c) If any representation, warranty, certificate, statement, or report made in connection with this Loan Agreement is false.

(d) If the Borrower becomes insolvent or bankrupt or makes an assignment for the general benefit of its creditors or otherwise acknowledges itself insolvent.

(e) If FTB, in good faith, believes that the ability of the Borrower to pay any of its obligations to FTB or to perform any of the covenants contained in this Loan Agreement is impaired.

11. **General**

The Borrower covenants that it will execute or cause to be made, done or executed, all further and lawful acts, deeds, things, devices, conveyances and assurances whatsoever for effecting the purposes and intent of this agreement.



12. This Loan Agreement shall enure to the benefit and be binding upon the parties hereto and their respective successors. This Loan Agreement may not be assigned by the Borrower.
13. This Loan Agreement may be executed in counterparts.

In Witness Whereof the parties hereto, acting through their duly authorized representative, have caused this Loan Agreement to be signed in their respective names as of the date first above written.

**HIS MAJESTY THE KING in right of The PROVINCE OF NOVA SCOTIA, as represented by the MINISTER of FINANCE AND TREASURY BOARD**

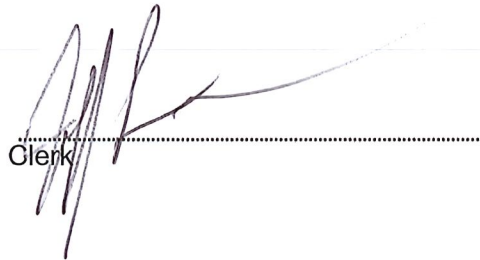
.....  
Deputy Minister

.....  
Associate Deputy Minister

**Town of Kentville**



.....  
Mayor



.....  
Clerk



Schedule "A"  
Promissory Note

Date: November 25, 2024

\$726,000.00

The Town of Kentville, for value received, promises to pay to the order of HIS MAJESTY THE KING in right of The PROVINCE OF NOVA SCOTIA, as represented by the MINISTER of FINANCE AND TREASURY BOARD, the principal sum of Seven Hundred Twenty-Six Thousand Dollars (\$726,000.00) in Canadian funds (the "Loan"), together with interest at a rate equal to the Money Market cost of funding for the Province plus  $\frac{1}{2}\%$ .

The principal sum and interest shall be re-paid in one (1) installment at the time of FTB's spring 2025 debenture issue.

Interest shall be calculated on the daily aggregate principal amount and accrued until the principal sum has been repaid in full, including before and after any judgment.


Interest payments shall be due and payable beginning three (3) months from (December 5, 2024) and continuing until the principal sum has been repaid in full.

The Town of Kentville may, at any time, on not less than ten (10) days' notice to the holder, prepay all or any portion of the principal sum without penalty, provided it simultaneously pays all accrued interests thereon.

The Town of Kentville hereby waives presentment for payment and waives demand, protest or notice of any kind.

Dated this 25 day of November, 2024.

The Town of Kentville

  
.....  
Mayor  
.....  
Clerk





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Reserve Withdrawal**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the recommendation to withdrawal from reserves.

#### **Council Advisory Committee recommends**

**That Council approve the recommendation to withdraw \$59,226 from the Town of Kentville Capital Reserve to fund capital acquisitions for the 2024-2025 year.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



## Withdrawal – Town Capital Reserve

Meeting Date: April 14, 2025  
Department: FINANCE

### RECOMMENDATION

That Council approves the recommendation to withdraw \$ 59,226 from the Town of Kentville Capital Reserve to fund capital acquisitions for the 2024-2025 year. This withdrawal will have minimal impact on the ending reserve balance, as there are sufficient savings available to offset the excess costs.

### SUMMARY

The 2024-2025 Town Capital Budget allocates partial or full funding for capital acquisitions from the Town's Capital Reserve Fund. As outlined in the monthly forecast, several expenditures have exceeded the budget allocations provided by Council, while others are expected to come in under budget. Two expenditures were introduced without initial budget approval, but they were essential to address emerging issues, which were communicated to Council during the CAC meetings throughout the year. The funding for the third item should have been carried over from the previous year. Due to these budget deviations, Council's authorization to withdraw funds from reserves to cover the shortfall is being requested.

Administration, Public Works, Recreation, and Economic Development departments have achieved budget savings in corresponding expenditure categories, which help mitigate the impact of the shortfall on the Capital Reserve Fund. The Kentville Police Service projects were originally funded through debt and grants; however, the final costs have slightly exceeded the available financing sources.

### BUDGET IMPLICATIONS

Department (Savings -other areas)	Expenditure	Approved Budget	Budget Shortfall
<b>Administration (\$ 5,584)</b>	Security Town Hall & Recreation Centre	-	3,580
<b>Public Works (\$ 40,753)</b>	Public Works Building parking lot drainage	7,000	3,626
<b>Equipment</b>	Equipment – Trucks	195,000	9,090
<b>Sidewalks</b>	Klondyke Curb Work	-	11,795
<b>Recreation (\$ 121,808)</b>	Cenotaph	10,000	7,295
	Memorial Park Gazebo	-	17,380
<b>Economic Development (\$29,387)</b>	Hardscaping	11,000	4,647
<b>Kentville Police</b>	Building	25,000	1,224
	Equipment – VR	250,000	589
<b>Total</b>		<b>\$ 498,000</b>	<b>\$ 59,226</b>

### RECOMMENDATION

That Council approves the withdrawal of \$59,226 from the Town of Kentville Capital Reserve to address the shortfall in 2024-2025 capital expenditures.





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Development Agreement**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe reviewed the development agreement process for VIDA Living, and asked Council to provide guidance on the revised landscape plan developed from Council feedback.

#### **Council Advisory Committee recommends**

**That Council accept the revised site plan package and direct the CAO to finalize the development agreement for the proposed development.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



## Development Agreement Application - VIDA Living

Staff Report TOK202504 - Update

Meeting Date: April 14, 2025  
Department: Planning and Development  
Strategic Priority: Housing and Planning

### RECOMMENDATION

**THAT** the Council Advisory Committee recommend Council accept the revised site plan package and direct the Chief Administrative Officer to finalize the development agreement for the proposed development.

### SUMMARY

The purpose of this report is to present a Development Agreement application for a 56-unit residential development (~25 units in Town) located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) for the Council Advisory Committee's review and consideration.

At the February 10, 2025 meeting of the Council Advisory Committee, a report was reported summarizing the Public Participation meeting held on February 4, 2025 and the CAC requested a more detailed site design plan to better address concerns raised by the public and to better inform the development agreement process. The applicant provided a revised plan set on March 12, 2025 which has been reviewed by Planning staff and attached to this report.

### DISCUSSION

#### Municipal Planning Strategy Review

Policy GD-5(d) of the MPS is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider the development of a 'multi-unit dwelling community', constructed on multiple adjoining lots or single lots, within the High Density (R4) Zone by development agreement at the developer's discretion.

Policy IM-11 of the MPS establishes the general criteria which must be considered for all development agreement applications. A full list of criteria is included in this report in Attachment A with respective areas of review provided. A full review of criteria will be completed upon completion once Council has accepted the revised site plan package.



Policy IM-12 of the MPS provides Council with the ability to require additional information if they consider it pertinent to the development process. These items have been listed in Attachment A for further consideration.

The Council Advisory Committee has exercised this ability on behalf of Council by requesting additional information related to landscaping. The revised landscape concept provides requested detail on buffering, common open spaces, private yard amenity spaces, and internal pathways. The proponent intends to engage a landscape architect for detailed design of the condominium common spaces at a later date.

If Council should require greater reassurance on the level of detail provided in the development agreement, recent amendments to the MGA may be considered. MGA Section 225D provides Council with the ability to approve a development agreement 'in principle'. In this case the development agreement could be worded so that the full landscaping plan would be required prior to the CAO approving this or any other remaining administrative amendments.

## Land Use Bylaw

Section 5.5.2(c) states that:

*Council shall consider entering into a Development Agreement for the following uses, in compliance with the Municipal Government Act and Policies IM-10 and IM-11:*

- i. Multi-unit dwelling community constructed on multiple adjoining lots or single lots within the High Density (R4) Zone at the developer's discretion.*

A "multi-unit dwelling community" is not defined in our planning documents. A potential definition which could be included in the development agreement is as follows:

***A multi-unit dwelling community*** is a development consisting of two or more residential units on a single parcel of land, designed to accommodate multiple households. These units may be arranged in various configurations, such as apartments, townhouses, rowhouses, or similar building types, and may include shared amenities such as parking, green spaces, recreational facilities, or other common areas.

Where this policy is likely to be used again in the future, we would propose that this type of community is characterized by the following factors (tenure considerations were removed from the previous list as this is not appropriate municipal criteria):



1. Multiple Residential Units: A combination of attached, semi-attached, stacked, or multi-unit housing units.
2. Common Areas: Shared spaces such as hallways, entrances, parking lots, or landscaped areas that are maintained by a designated authority (e.g., homeowner's association, property management).
3. Integrated Design: The community is planned and developed as a cohesive entity to ensure compatibility with surrounding land uses, adequate infrastructure, and access to services.

This added clarity can be brought into the Land Use Bylaw as part of a future housekeeping amendment. By including a definition in the proposed development agreement, we would at least have some precedent for any similar applications in the near future.

## **Development Agreement**

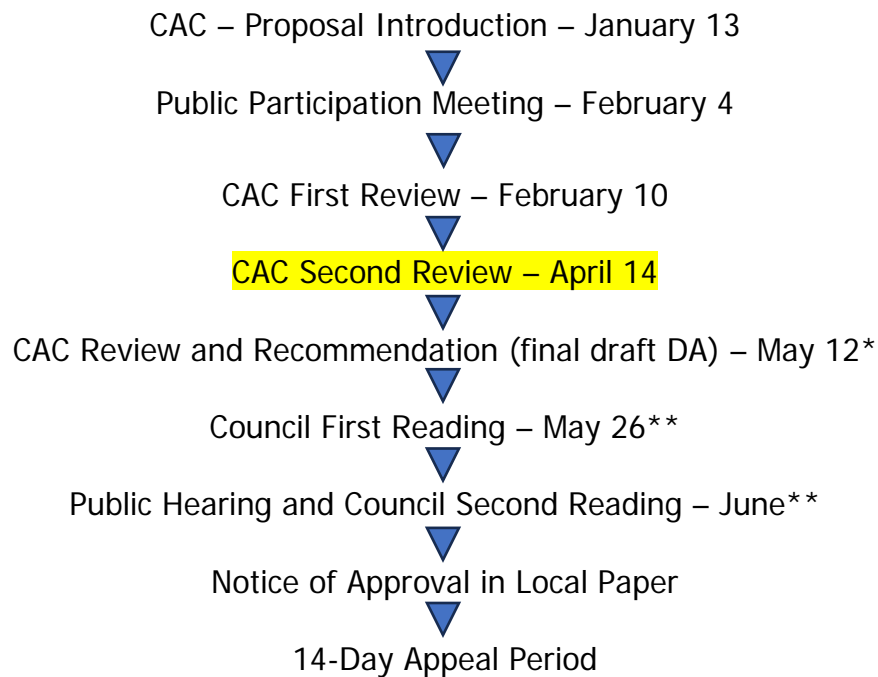
A development agreement is a binding legal agreement entered into between the Town and a property owner that are able to address very specific details regarding the design and use of a proposed development. Development agreements are a very useful planning tool since they allow Council to consider the unique opportunities and constraints facing each development proposal on a case-by-case basis.

The ability for Council to consider a development agreement must be stated in the Land Use Bylaw and the Municipal Planning Strategy must identify the kinds of uses that Council may consider in each area. Uses which Council may consider are those which Council has determined may have significant impact on the area and that a negotiated process is required to ensure any potential impacts are minimized. A proposal being considered must be measured against only the specific and general criteria for the proposal in the MPS and not any other criteria.



## Next Steps

### Process



\*soonest anticipated date, upon DA review by both parties

\*\*anticipated dates; final dates set by Council

### Financial Implications

There are no financial implications for the Town or residents regarding the filing of this report.

Respectfully submitted,

Darren Shupe, Director of Planning and Development

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### Attachments:

Attachment A:	Development Agreement Criteria Review
Attachment B:	Revised Site Plan Package



## Attachment A: Development Agreement Criteria Review

<b>Policy IM-11 It shall be the intention of Council when considering a development agreement application to have regard for the following matters:</b>	
a) compatibility of the proposed land use with adjacent land uses;	To be reviewed by Director of Planning
b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;	To be reviewed by Development Officer
c) compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise;	To be reviewed by Development Officer and Traffic Authority
d) the adequacy of sewer services, water services, waste management services and stormwater management services;	To be reviewed by Director of Public Works
e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services;	To be reviewed by Director of Public Works
f) the adequacy and proximity of schools;	To be reviewed by Director of Planning
g) the adequacy and proximity of recreation and community facilities;	To be reviewed by Director of Recreation
h) the adequacy of the road network in, and adjacent to, or leading to the development;	To be reviewed by Traffic Authority
i) the potential for the contamination or sedimentation of watercourses or for erosion;	To be reviewed by Director of Public Works/Planning
k) previous uses of the site which may have caused soil or groundwater contamination;	To be reviewed by Director of Public Works/Planning
l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;	To be reviewed by Director of Public Works/Planning
m) the ability of emergency services to respond to an emergency at the location of the proposed development;	To be reviewed by Director of Public Works



n) the financial ability of the Town to absorb any cost related to the development;	To be reviewed by Director of Public Works
o) that the proposed development would not have a negative impact or effect on natural watercourses, drinking water quality and supply, the Kentville Water Commission System Source Water Protection Area or other natural land features by way of contamination, erosion and sedimentation;	To be reviewed by Director of Planning
p) that the proposal is in conformance with the intent of this strategy and with the requirements of Town By-laws and regulations other than the Land Use By-law; and	To be reviewed by Director of Planning
q) the financial ability of the Town to absorb any costs relating to the amendment.	To be reviewed by Director of Finance
<b>Policy IM-12 15.10.3 It shall be the intention of Council to require the submission of additional information to address issues such as:</b>	
traffic impact	Policy T-8 Exerpt: A TIS will generally be required if the development is expected to generate 100 or more two-way trips at the site entrance(s) during peak hours.
stormwater management	Stormwater will be reviewed as part of criteria for IM-11(d)
landscaping	Could require for a more detailed landscaping plan
servicing	Where water and sewer servicing will be more extensive for this proposed development, a servicing plan has been provided by the applicant to be reviewed by the Director of Public Works.
impact on the streetscape	Limited impact anticipated, could consider aesthetics of signage and entryway
<b>... where Council considers this information to be pertinent to the development process.</b>	



GENERAL NOTES

1. All work is, at a minimum, to be completed in accordance with the National Building Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
2. All Federal, Provincial, and local ordinances, etc., shall be considered as part of the specifications for this building and shall take precedence over anything shown, described, or implied, if and when variances occur.
3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
5. Design and engineering of manufactured wood structural members, including floor joists, roof trusses, beams, columns, and lintels, to be by supplier.
6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
7. Remove all demolition debris and construction waste from the site except material and items specifically noted by the Owner to be left on site. Job site is to be left broom clean when the contract is complete.
8. Structural engineering, if required, by others.

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VIDA Living

VIDA Kentville Community

Hartlen Court at Oakdene Ave, Kentville

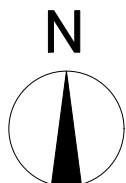
CONCEPT DESIGN DOCUMENTS  
ISSUED FOR REVIEW

March 12, 2025

Site Plan

Drawn By: ZM Checked By: MA

A101



ZONING INFORMATION	
SITE LOCATION: Hartlen Ct at Oakdene Ave, Kentville	
PID: 55341473 & 55034300	
PROPOSED	
NUMBER OF UNITS:	56
NUMBER OF PARKING SPACES:	64
MIN ALLOWED LOT AREA	88,000
UNITS PER ACRE	8.4 UNITS / ACRE
LOT FRONTAGE	395'
MAX BUILDING HEIGHT	25'0"

SITE INFORMATION

SITE LOCATION: Hartlen Ct at Oakdene Ave, Kentville

PID: 55341473 & 55034300

	AREA (SQ.m.)	AREA (SQ.FT.)
LOT SIZE:	26985 SQ M	290459 (6.67 Acres)
TOTAL BUILDING FOOTPRINT:	4852	52228
GROSS LIVING AREA:	5548	59716
GARAGE / OUTBUILDINGS:	245	2640
PAVED SURFACE:	3509	37775

SITE NOTES

1. This plan is based on a topo survey by Strum Consulting, completed in 2022. Passive Design Solutions does not warrant the information provided on this plan.
2. Landscaping must ensure positive drainage of storm water from around the building. A minimum slope of 1/2":1' away from the dwelling is required for the first six feet. All other constructed grades are to be minimum 2% and maximum 3:1.
3. Minimum vertical distance from underside of framing to finished grades is 8" except at garage doors.
4. The Builder is responsible to check and verify all dimensions on this plan for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
5. This drawing set does not take into account site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, local grading, etc.



GENERAL NOTES

1. All work is, at a minimum, to be completed in accordance with the National Building Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
2. All Federal, Provincial, and local ordinances, etc., shall be considered as part of the specifications for this building and shall take precedence over anything shown, described, or implied, if and when variances occur.
3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
5. Design and engineering of manufactured wood structural members, including floor joists, roof trusses, beams, columns, and lintels, to be by supplier.
6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
7. Remove all demolition debris and construction waste from the site except material and items specifically noted by the Owner to be left on site. Job site is to be left broom clean when the contract is complete.
8. Structural engineering, if required, by others.

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VIDA Living

VIDA Kentville Community

Hartlen Court at Oakdene Ave, Kentville

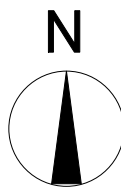
CONCEPT DESIGN DOCUMENTS  
ISSUED FOR REVIEW

March 12, 2025

Site Variance  
Proposals Plan

Drawn By: ZM Checked By: MA

A102



1 SITE PLAN  
SCALE: 1:1000

ZONING INFORMATION	
SITE LOCATION: Hartlen Ct at Oakdene Ave, Kentville	
PID: 55341473 & 55034300	
	PROPOSED
NUMBER OF UNITS:	56
NUMBER OF PARKING SPACES:	64
MIN ALLOWED LOT AREA	88,000
UNITS PER ACRE	8.4 UNITS / ACRE
LOT FRONTAGE	395'
MAX BUILDING HEIGHT	25'0"

SITE INFORMATION

SITE LOCATION: Hartlen Ct at Oakdene Ave, Kentville

PID: 55341473 & 55034300

	AREA (SQ.M.)	AREA (SQ.FT.)
LOT SIZE:	26985 SQ M	290459 (6.67 Acres)
TOTAL BUILDING FOOTPRINT:	4852	52228
GROSS LIVING AREA:	5548	59716
GARAGE / OUTBUILDINGS:	245	2640
PAVED SURFACE:	3509	37775

SITE NOTES

1. This plan is based on a topo survey by Strum Consulting, completed in 2022. Passive Design Solutions does not warrant the information provided on this plan.
2. Landscaping must ensure positive drainage of storm water from around the building. A minimum slope of 1/2":1' away from the dwelling is required for the first six feet. All other constructed grades are to be minimum 2% and maximum 3:1.
3. Minimum vertical distance from underside of framing to finished grades is 8" except at garage doors.
4. The Builder is responsible to check and verify all dimensions on this plan for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
5. This drawing set does not take into account site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, local grading, etc.



GENERAL NOTES

1. All work is, at a minimum, to be completed in accordance with the National Building Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
2. All Federal, Provincial, and local ordinances, etc., shall be considered as part of the specifications for this building and shall take precedence over anything shown, described, or implied, if and when variances occur.
3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
5. Design and engineering of manufactured wood structural members, including floor joists, roof trusses, beams, columns, and lintels, to be by supplier.
6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
7. Remove all demolition debris and construction waste from the site except material and items specifically noted by the Owner to be left on site. Job site is to be left broom clean when the contract is complete.
8. Structural engineering, if required, by others.

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VIDA Living

VIDA Kentville Community

Hartlen Court at Oakdene Ave, Kentville

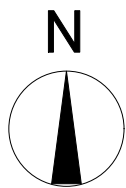
CONCEPT DESIGN DOCUMENTS  
ISSUED FOR REVIEW

March 12, 2025

Landscape Concept

Drawn By: ZM      Checked By: MA

A103







# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **C1 Development Zone**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe gave a report on the definition and application of amenity space in the downtown C1 zone.

#### **Council Advisory Committee recommends**

**That Council direct the CAO to schedule a Public Participation Meeting on the proposed amendments to the Land Use Bylaw for the General Commercial (C1) Zone to:**

- 1. Allow the Development Officer the discretion to waive amenity requirements of a project if it is within a 400 m route to a public open space, and**
- 2. Remove parking requirements for residential units.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



## Recommendations for the Amendment of Amenity Space and Parking Requirements in the General Commercial (C1) Zone

Staff Report TOK202534

Meeting Date: April 14, 2025  
Department: Planning and Development  
Strategic Priority: Housing and Planning

### FOR RECOMMENDATION

#### RECOMMENDATION

**THAT** the Council Advisory Committee: recommends that Council give First Reading to amendments to the Land Use Bylaw for in the General Commercial (C1) zone to:

1. Allow the Development Officer the discretion to waive amenity requirements of a project if it is within a 400 m route to a public open space, and
2. Remove parking requirements for residential units.

### SUMMARY

Planning Staff have provided an additional review of amenity and parking requirements to provide options and recommendations to support residential development in the General Commercial (C1) zone. Language in the Municipal Planning Strategy speaks to providing flexibility in the regulation of amenity space and parking in the traditional downtown core commercial area, however the Land Use Bylaw applies a universal standard for amenity space but does offer a reduction of parking requirements. A review of comparable municipal units indicates that there are a range of options available; staff recommends waiving amenity requirements at the discretion of the Development Officer if a project is within a 400 m route to a public open space and removing parking requirements for residential units in the General Commercial (C1) zone.

### BACKGROUND

A Request for Decision was brought forward in the spring of 2023 by then Councillor Zebian regarding amenity space requirements in the General Commercial (C1) Zone. His specific recommendation was that "...we amend this bylaw so that it does not apply to any pre-existing buildings in the Downtown Core. This will allow any potential Developers to convert some of the upper levels of these older buildings into more residential units."

A staff report was provided to the Council Advisory Committee in the fall of 2023 which reviewed a selection of other municipal units and concluded that "providing amenity space is a human-centric approach to housing and allows our housing to align with the social determinants of health by providing for social and environmental connection."



Section 5.7 on amenity space in the Municipal Planning Strategy (MPS) provides some directions in the preamble:

*However, in certain areas of Town it may not be economically viable to require that new multiple unit residential developments set aside large areas of land for recreation purposes. This is particularly true in the downtown area where lot sizes are small and land values are quite high. Given that the Town is actively seeking to attract multiple unit residential development to the downtown area, it is important that the amenity space provisions allow for some flexibility. Specifically, the Land Use By-law should allow the option of providing such space in the form of internal recreation facilities, such as exercise rooms, pools or balconies rather than outdoor amenity space at grade.*

The recommendation from staff was to make no changes to the requirements in the Land Use Bylaw. The Council Advisory Committee voted against staff's recommendation but did not provide further direction at that time. Staff is now providing options and recommendations to facilitate further discussion on these issues.

## **Amenity Spaces in Historic Downtowns**

**Context:** Older downtowns often have smaller lots, heritage buildings, and a fine-grain urban fabric, which can make standard amenity requirements challenging to provide.

### **Considerations:**

- **Flexibility** is key. Rigid amenity space standards (e.g., minimum square footage per unit) may not be practical or necessary.
- **Public realm investments** (like parks, plazas, and parklets) can substitute for on-site private amenities in many cases.
- **Shared amenities** within buildings (like rooftop patios, community rooms, or fitness spaces) can work better than large private outdoor areas.
- **Cultural and social amenities** like public art, heritage features, and accessible seating can serve a dual purpose of amenity + placemaking.

**Best Practice:** Encourage amenity space through **performance-based guidelines** rather than hard numerical minimums. Prioritize **quality over quantity**.

## **Parking Requirements in Historic Downtowns**

**Context:** These areas were developed before the car became dominant, so traditional parking ratios (e.g. 1–1.5 spaces per unit) are often out of step. Kentville has considered the nature of the downtown built-form by limiting parking requirements to 0.5 spaces/unit. There is a movement to reform parking standards by removing the requirement entirely for a growing number of communities in North America.



## Challenges:

- Land is limited and expensive; parking takes up valuable space.
- Overparking can undermine walkability and affordability.
- Older buildings may not have room for structured parking.

## Policy Shifts:

- **Eliminate or reduce minimums**, especially near transit, services, or main streets.
- **Incentivize car-sharing, walking, and cycling infrastructure** measures instead.
- Allow **cash-in-lieu of parking** contributions to fund public infrastructure.

**Best Practice:** Adopt a **context-sensitive approach**: lower or zero parking minimums, particularly for smaller units or affordable housing, and prioritize **mobility over storage**.

## Summary

For historic downtowns, the goal is to support **compact, people-friendly environments** where you don't need to drive everywhere or sacrifice livability for density. That means:

- **Amenity space** policies that support vibrant, shared experiences.
- **Parking policies** that acknowledge and support non-car-oriented lifestyles.

## DISCUSSION

While the language in MPS Section 4.7 suggests flexibility, Section 4.1.3 of the Land Use Bylaw applies the same standard for all areas of town. The current amenity compromise for the General Commercial (C1) zone was to focus on amenity space within structures, but such requirements may still affect the affordability of units and the viability of projects. The investments the Town has made in its downtown area can provide accessible amenity alternatives for prospective developers.

In the examples provided by the comparative towns, the threshold for number of units before amenity space varied between 3 and 8 (Amherst and Yarmouth). The amount of amenity space also varied somewhat between towns based on a per square foot basis. Antigonish offered the most novel approach of the bunch by allowing on-site amenity space requirements to be waived where nearby amenity space was available.

## Options:

### Amenity Space:

1. Status Quo Requirements
2. Waive amenity requirements at the discretion of the Development Officer if a project is within a 400 m route to a public open space.
3. No amenity requirements for developments consisting of up to 8 units (vs. 3 as per current requirements)
4. Allow cash-in-lieu for amenity space



In terms of parking, the current Land Use Bylaw requirements demonstrate a higher level of compromise by asking for 50-60% fewer parking spaces than other residential development. Section 4.2.9 also provides cash-in-lieu provisions for parking in the C1 zone. As with amenity space, parking requirements impose an additional financial burden on potential developers and in some cases are entirely infeasible when structures take up the entire lot area. While several of the comparative towns required a lesser amount of parking requirement (.25/bedroom is currently the lowest ask), Kentville may wish to consider the traditional compact urban form in its downtown and look to eliminate the requirement entirely.

In the past, a higher priority was placed on ensuring adequate on-site parking and amenity space above unit availability and affordability. With the current housing climate and emphasis on creating a variety of housing options, it may be worth reconsidering reducing or eliminating these requirements.

Options:

Parking:

1. Status Quo Requirements
  2. No parking requirements for developments consisting of up to 8 units
  3. Reducing residential parking requirements in the C1 zone
  4. Removing residential parking requirements in the C1 zone.
- 

Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

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**Attachments:**

1. Maps of C1 Zone.
2. Proposed Amendments
3. Comparison of Parking and Amenity Requirements in Similar Municipalities.



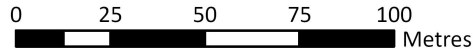
# Attachment 1: Maps of C1 Zone

## General Commercial (C1) Zone

### Downtown Core, Kentville

 Property Lines

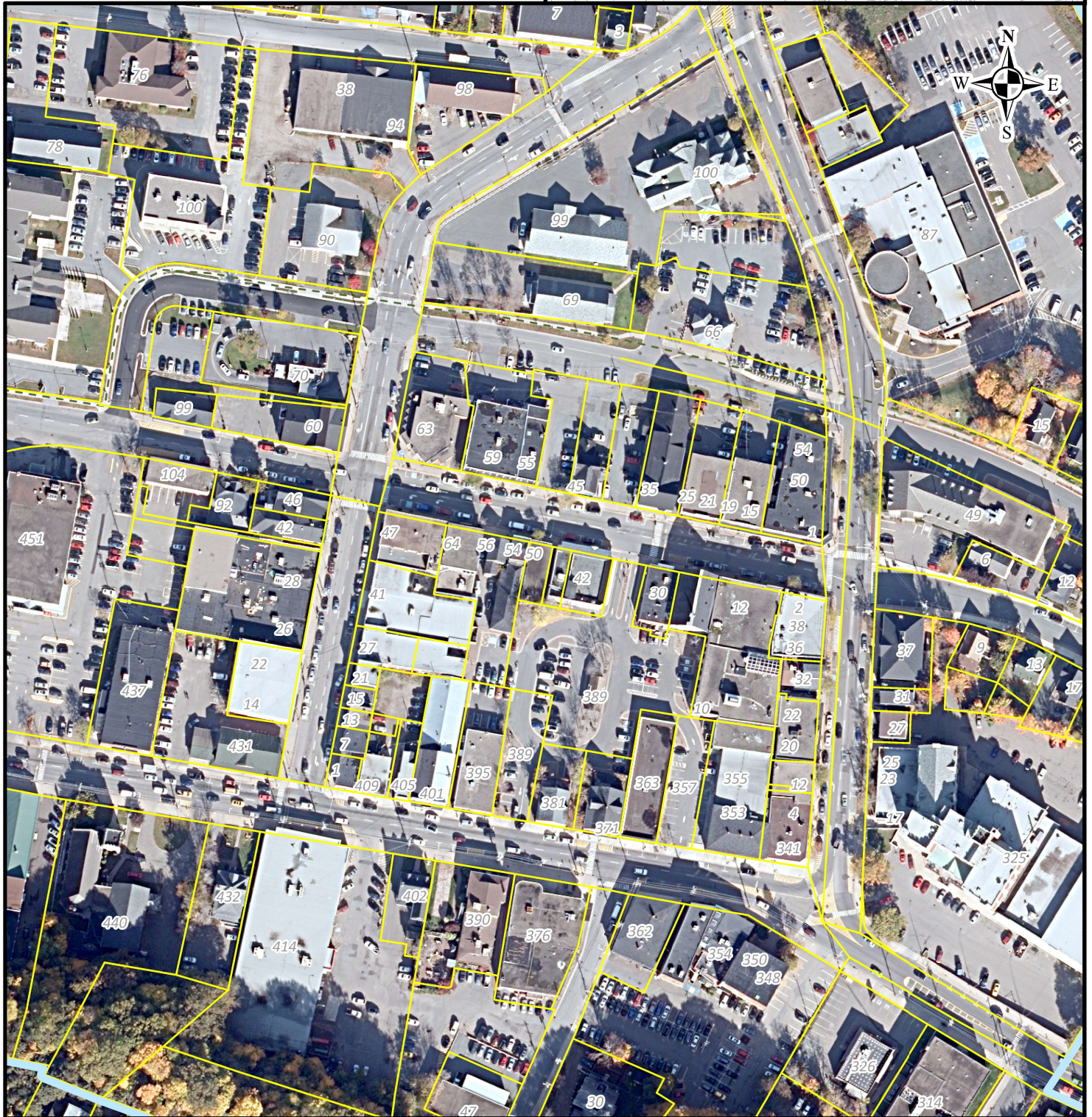
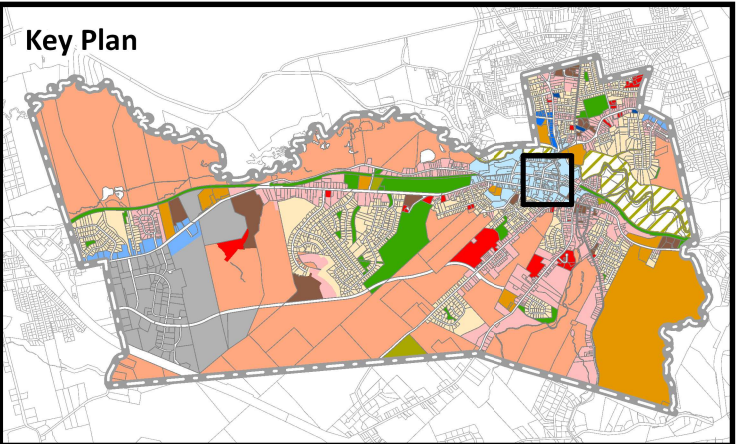
Scale: 1:2,000



*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.*

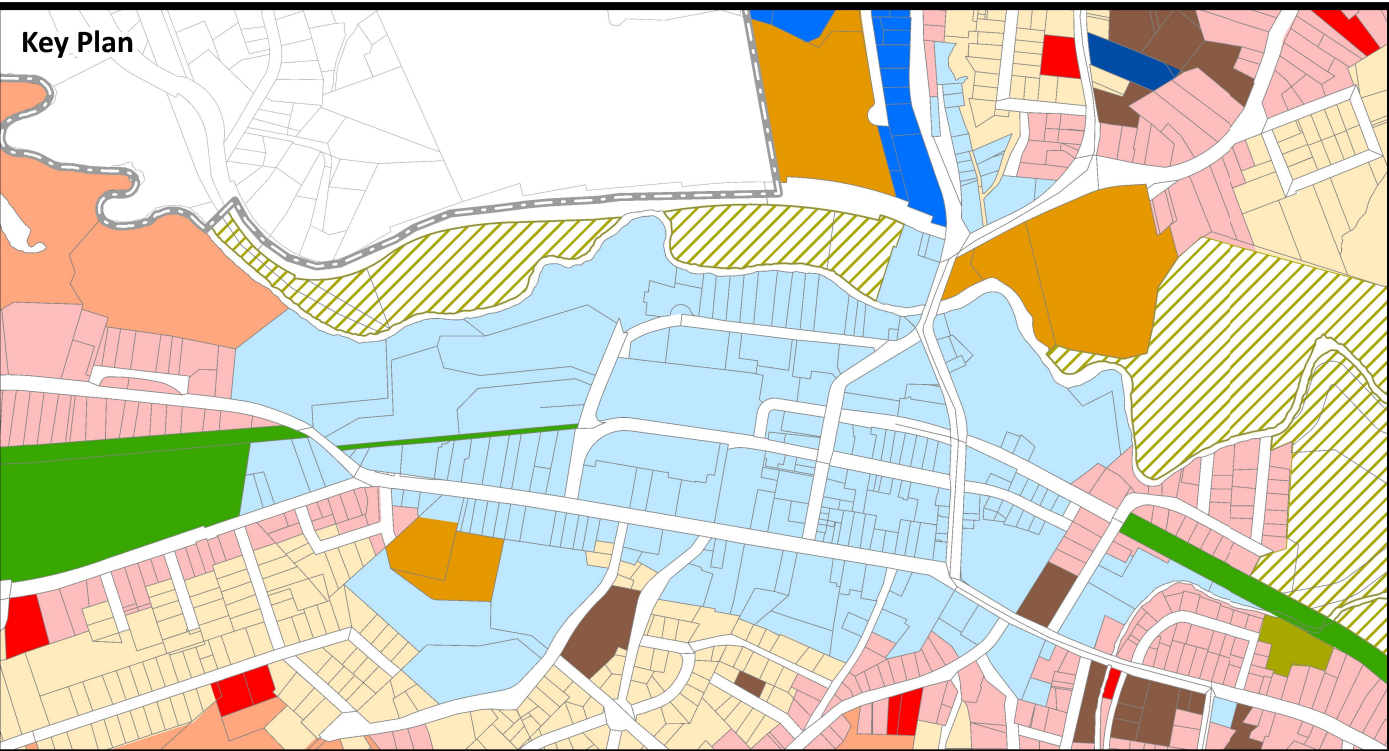
*Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada*

Key Plan





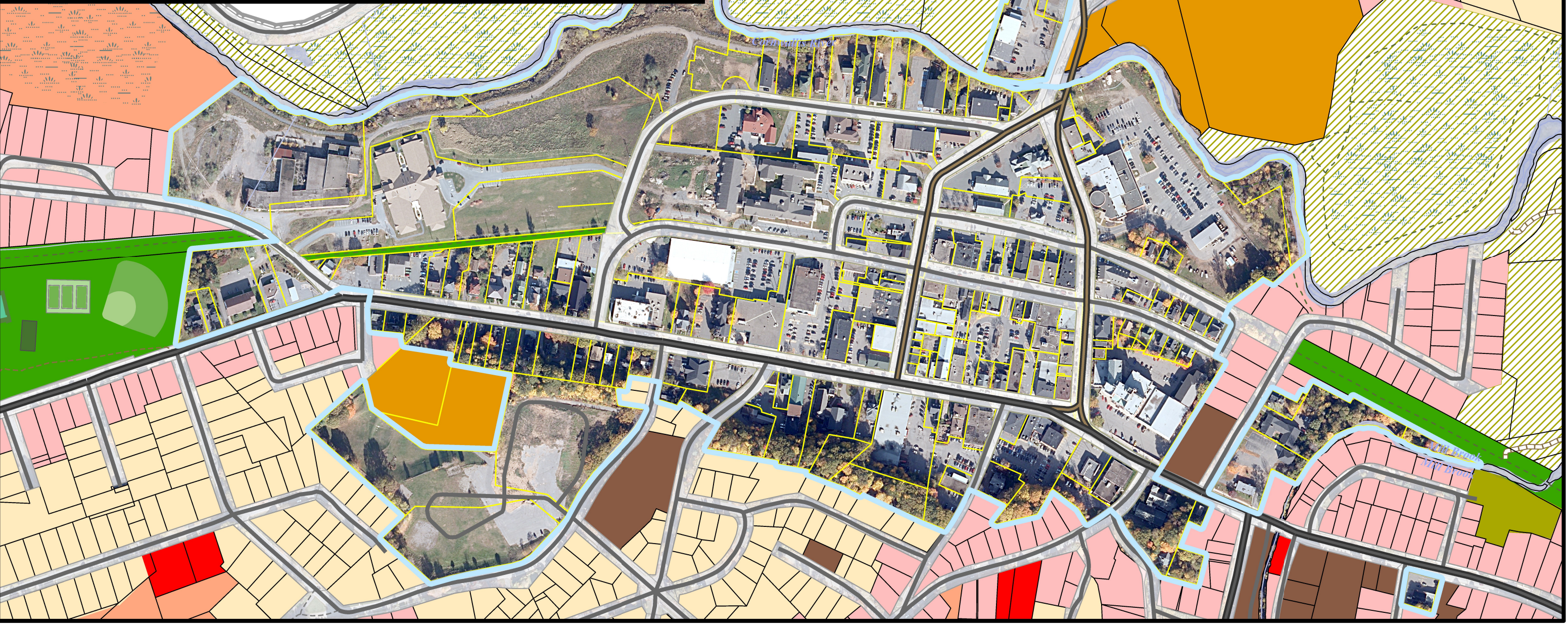
Key Plan



# General Commercial (C1) Zone Downtown Core, Kentville

General Commercial (C1) Zone Boundary  
Property Lines

0 25 50 75 100 Metres





## Attachment 2: Proposed Amendments – Land Use Bylaw

### 4.1.3 Amenity Space (proposed amendments in red)

- a) **With the exception on the General Commercial (C1) Zone**, all new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Indoor or Outdoor Amenity Space in accordance with the following requirements: Bachelor and One Bedroom 200 ft<sup>2</sup> per unit 18.58 m<sup>2</sup> per unit Two bedroom Three or more bedrooms 225 ft<sup>2</sup> per unit 20.90 m<sup>2</sup> per unit 255 ft<sup>2</sup> per unit 23.69 m<sup>2</sup> per unit
- b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other
- c) Useable outdoor recreation amenity space shall be located in the side or rear yards and the recreation space must be usable space, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.
- d) Amenity space shall be waived for all residential conversions.
- e) **In the General Commercial (C1) Zone, amenity requirements at the discretion of the Development Officer may be waived if a project is within a 400 m route to a public open space.**

### 6.2.4 Special Provisions for Residential Uses

- a) An existing building, or parcel of land, at the time of the adoption of this Bylaw, in the General Commercial (C1) Zone may be converted to permit Multi-Unit Residential and may, except for properties having frontage on portions of Main Street, Aberdeen Ave, Cornwallis Street, Webster Court, Webster Street, River Street, Station Lane and Justice Way and more specifically shown on Appendix “B”, include ground floor Residential Dwelling Units.
- b) **The Development Officer may waive amenity space requirements if a project is within a 400 m route to a public open space.**

### 4.2 Parking and Loading

#### 4.2.1 General Requirements

- a) For every building or structure to be erected or enlarged, or for which application for a development permit involving a change of use is made, off-street parking having unobstructed access to a public street shall be provided and maintained in accordance with Table 4.2;
- b) ~~Notwithstanding Section 4.2.1(a) minimum parking requirements shall be waived in the General Commercial (C1) Zone for all new development, excluding any residential component. In this instance, only the minimum off-street vehicular parking spaces for the residential component of the development shall be required;~~
- b All off-street parking shall be provided on the same lot as the use of building for which it is required;



- c) Notwithstanding Section 4.2.1(b), in any Commercial/Industrial zone, off-street parking for Commercial purposes may be located on a different lot than the use or building in question provided that the parking area is not located more than 300 ft (91.44 m) away from the subject building, and the land owner provides written notice of a shared parking arrangement to the Development Officer; and
- d) Minimum off-street parking requirements shall not apply to any use which was established before the effective date of this By-law.

4.2.8 Parking Requirements in Commercial General (C1) Zone Notwithstanding the provisions of Part 4.2.2, Table 4.2, parking in the Commercial General (C1) Zone shall be provided according to the following schedule:

Table 4.5 Commercial General (C1) Zone Parking Requirements

<del>Residential Uses</del>	<del>0.5 spaces per unit</del>
All C1 Uses	1 space per 400 ft <sup>2</sup> (37.16 m <sup>2</sup> ) of floor area



## Attachment 3: Comparative Municipal Units

	Parking	Amenity
<b>Amherst</b>	1-3 units at 1 parking space/unit; >3 at 1.25/unit	7.1.4 Amenity Space Requirements In any zone, a development permit for a building containing <b>3 or more units</b> shall provide 20 m2 per unit of amenity space and is subject to the following requirements: (a) Amenity space may include a combination of balconies, indoor recreation rooms, saunas, sun decks, patios, tennis courts, swimming pools as well as any landscaped open area with a finished grade of less than 8%. (b) Where a dwelling unit is provided with a balcony at least 6 m2 in floor area, the 20 m2 amenity space requirement shall be waived. (c) Amenity Space shall not include any parking areas, hallways, foyers, utility rooms, or laundry areas.
<b>Antigonish</b>	1 parking space/unit, plus 0.25 spaces/bedroom over one in the unit, plus 0.25 visitor parking spaces per unit	8.3.1 o) Amenity area requirements for Multi-Unit Dwellings may be reduced or <b>waived at the discretion of the Development Officer if a project is within an accessible 400 m route to a public open space.</b>
<b>Bridgewater</b>	0.5 vehicle spaces per dwelling / rental unit; 0.5 bicycle space per dwelling / rental unit; Cash-in-Lieu of Parking option	4.1.7 All new multi-unit residential developments containing <b>five or more dwelling units</b> shall provide on-site amenity space in accordance with the following requirements: between 15-30 m2/bedroom
<b>Truro</b>	Multiple Unit Dwelling (three units or more); Converted Dwelling (three units or more) - bachelor 0.25 spaces/bedroom; one or more bedrooms 0.25 spaces/unit + 0.25 spaces/bedroom	A development that includes <b>three or more dwelling units</b> shall be required to provide amenity space in accordance with the following requirements...
<b>Yarmouth</b>	For every building or structure to be erected, occupied or enlarged, or where there is a change in use to a building or structure in any residential use, one (1) on-site parking space shall be provided	<b>No amenity requirements for developments consisting of up to 8 units;</b> Developments consisting of more than eight (8) units per lot shall only be considered through the Development Agreement process.
<b>Kentville</b>	4.2.8 Commercial General (C1) Zone Parking Requirements- Residential Uses 0.5 spaces per unit;	4.1.3 a) All new Multi-Unit Developments containing <b>four or more dwelling units</b> shall provide On-Site Indoor or Outdoor Amenity Space in accordance with the following requirements...





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **C3 Limited Commercial Zone**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe shared feedback received from the Public Participation Meeting on the C3 Commercial zone land use bylaw amendment.

#### **Council Advisory Committee recommends**

**That Council give First Reading to the proposed amendments to the Land Use Bylaw to permit residential conversions of up to four units in the Limited Commercial (C3) Zone and directs the Chief Administrative Officer to schedule a Public Hearing.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



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

Staff Report TOK202525 - Update

Meeting Date: April 14, 2025  
Department: Planning and Development  
Strategic Priority: Housing and Planning

### ***FOR RECOMMENDATION***

### **RECOMMENDATION**

**THAT** Council Advisory Committee:

Recommends that Council give First Reading to the proposed amendments to the Land Use Bylaw to permit residential conversions of up to four units in the Limited Commercial (C3) Zone and directs the Chief Administrative Officer to schedule a Public Hearing.

### **Public Participation Review**

A public participation meeting was held on April 9, 2025 at 6PM in Council Chambers and broadcast on YouTube. The member of Council who were in attendance asked questions regarding existing permitted uses in the Limited Commercial (C3) zone, the extent of the zone, on acceptable density levels, and the merits of permitting additional residential development in this zone. No other comments or questions were received by the public as of this update.

Notification of the meeting was advertised in the March 25<sup>th</sup> and April 1<sup>st</sup> editions of the Chronicle Herald as well as on the Town [website](#) on March 18<sup>th</sup>.



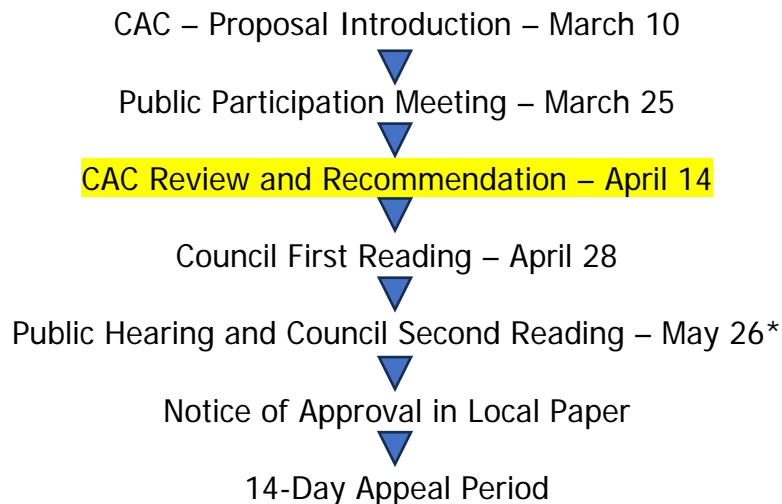
## Proposed Land Use Bylaw Amendments

### 5.1.11 Residential Conversions

Residential Conversions shall be permitted within the One and Two Unit Dwelling (R2), **Limited Commercial (C3)**, Highway Commercial (C2), and General Commercial (C1) zones in accordance with the following requirements:

- a) the dwelling in question was constructed prior to December 5th 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.

### Next Steps



\*anticipated dates; final dates set by Council

Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville



## MARCH 10, 2025 INTRODUCTORY REPORT TO CAC

### 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:

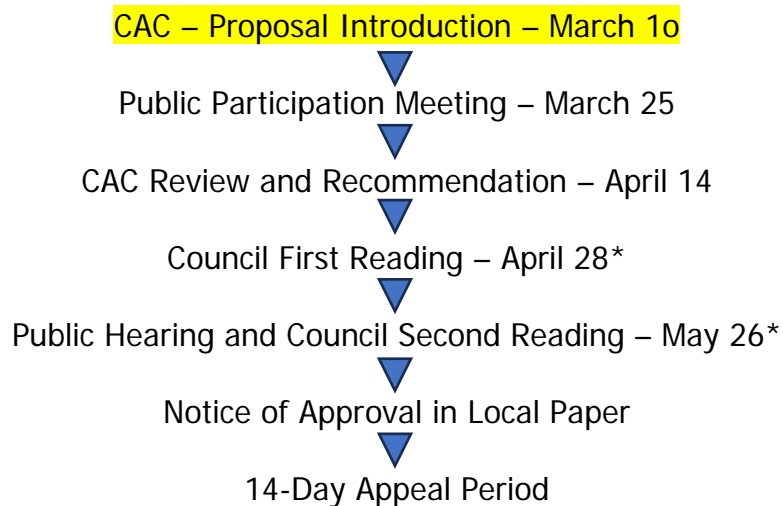
1. Add the Limited Commercial (C3) Zone to Section 5.1.11 permitting up to a maximum of three residential conversion units as requested;
2. Add the Limited Commercial (C3) Zone to Section 5.1.11 permitting up to a maximum of four residential conversion units, consistent with One and Two Unit Dwelling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



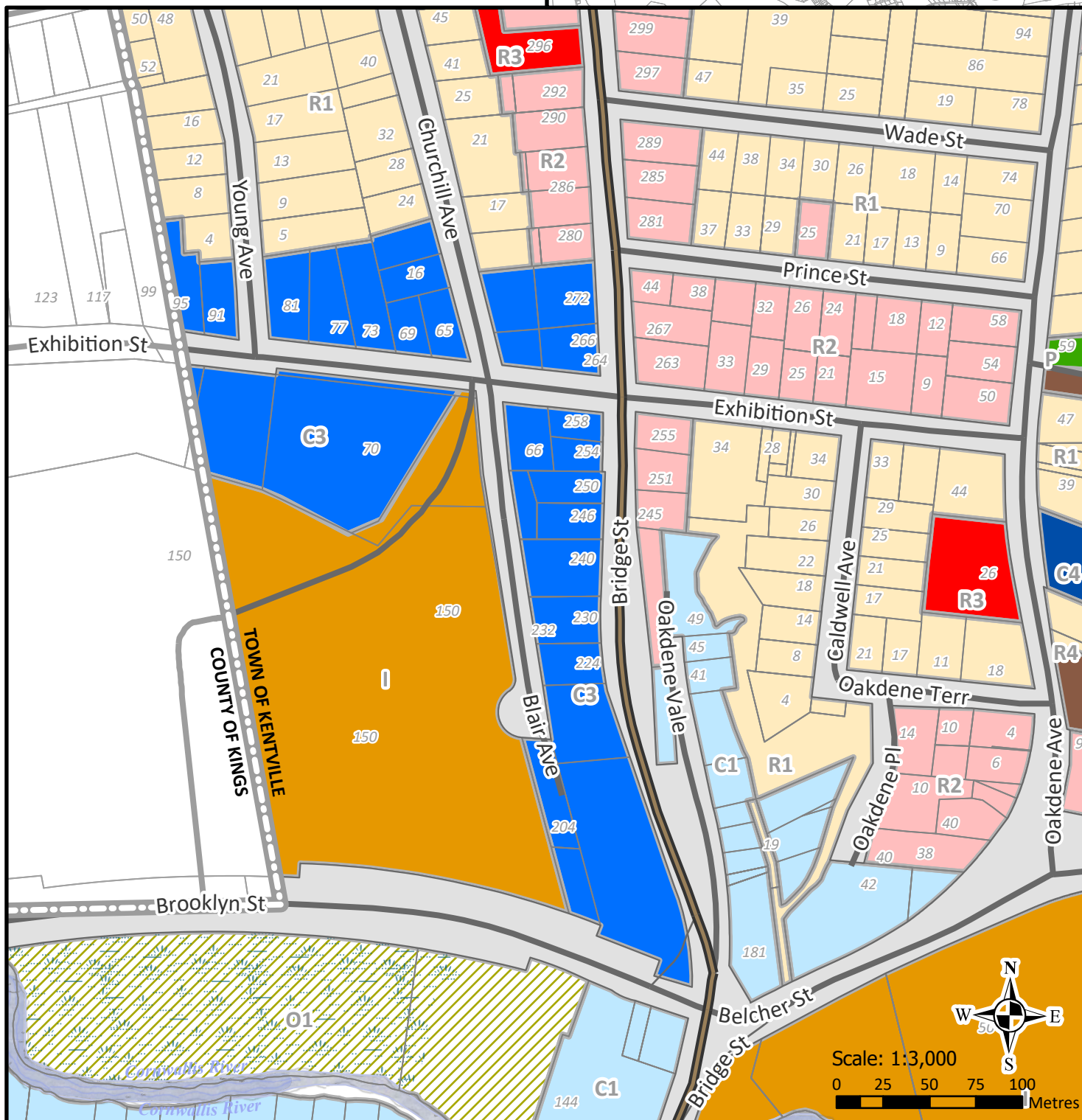
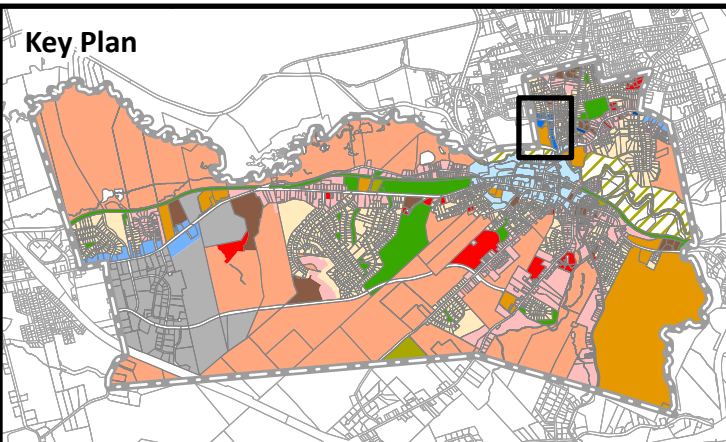
# Limited Commercial (C3) Zone

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



Scale: 1:3,000

0 25 50 75 100 Metres





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Regional Sewer Budgets**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Engineering and Public Works Dave Bell presented the proposed operating and capital budgets for the Kings County Regional Sewer.

#### **Council Advisory Committee recommends**

**That Council approve the Operating Budget of the Regional Sewer Committee for the 2025-26 fiscal year in the amount of \$2,724,800 of which the Town of Kentville will contribute \$1,424,000 as its share of municipal funding.**

#### **Council Advisory Committee recommends**

**That Council approve the Capital Budget of the Regional Sewer Committee for the 2025-26 fiscal year in the amount of \$3,735,000 to be funded from grants, debt and capital reserves of the Regional Sewer.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



## **Regional Sewer Budgets TOK2025\_\_**

**Meeting Date:** April 14, 2025  
**Department:** Administration

### **RECOMMENDATIONS**

**That CAC recommends to Council approval of the Operating Budget of the Regional Sewer for the 2025-26 fiscal year in the amount of \$2,724,800 of which the Town of Kentville will contribute \$2,724,800 as its share of municipal funding.**

**That CAC recommends to Council approval the Capital Budget of the Regional Sewer for the 2025-26 fiscal year in the amount of \$3,735,000 to be funded from grants, debt and capital reserves of the Regional Sewer.**

### **SUMMARY**

See attached documents provided by the Regional Sewer Committee.

The Town's Operating contribution will be 38.1% higher than was budgeted in 2024-25.

### **BACKGROUND**

As part of the Regional Sewer Agreement, the budget is presented to the Regional Sewer Committee annually. The members of the Committee are a voting representative from each of the four partners. The partners are Municipality of the County of Kings, Town of Kentville, Village of New Minas and PepsiCo Canada. The assets are owned and operated by Kings County.

The major drivers of the increased cost is the debt repayment of capital projects completed in the past two years. Operating budgets have increased by 12.1%.

Councillor Savage, CAO Matheson and Director Bell have been involved in a number of meetings where concerns were raised about increasing costs.

### **IMPORTANT DATES OR BENCHMARKS**

As the new fiscal year started April 1, 2025, the Municipality of the County of Kings is requesting timely consideration of these budgets to proceed with their business plan.

### **POLICY IMPLICATIONS**

### **BUDGET IMPLICATIONS**

Finance staff are incorporating this budget in developing the operating budget of the Town for 2025-26. All of the costs should be factored into determining sewer rates for 2025-26.



## COMMUNICATION IMPLICATIONS

## ATTACHMENTS AND LINKS

Regional Sewer budget presentation is attached



Regional Sewer	Proposed Budget 2025/26	Approved Budget 2024/25	Change \$	Change %	Forecast Actual 2024/25	Actual 2023/24
Revenue	\$ 2,724,800	\$ 2,000,500	\$ 724,300	36.2 %	\$ 2,009,900	\$ -
Expenditures						
Salaries, Wages & Benefits	401,900	348,600	53,300	15.3 %	339,300	212,700
Materials, Supplies, Utilities	980,900	864,100	116,800	13.5 %	887,100	756,300
Purchased Services	100,600	98,600	2,000	2.0 %	96,800	80,200
Debt & Reserve Transfers	1,241,400	689,200	552,200	80.1 %	686,700	637,800
Total Expenditures	2,724,800	2,000,500	724,300	36.2 %	2,009,900	1,687,000
Surplus (Deficit)	\$ -	\$ -	\$ -	- %	\$ -	\$ -



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Non-Operating Expenses	Proposed Budget 2025/26
Debt & Reserve Transfers	
Debt Service (Existing Debt)	\$ 251,000
Debt Service (44-A-1)	431,000
Bridge Financing	87,400
Contribution to Depreciation Reserve	382,000
Study and Consulting Work	90,000
Total	\$ 1,241,400



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Proposed Budget 2025/26				
Contribution Detail	Operating Costs	Capital	MFC 44-A-1	Total
Town of Kentville	\$ 844,640	\$ 350,430	\$ 229,000	\$1,424,070
Village of New Minas	267,590	188,350	-	455,940
PepsiCo Canada	217,410	96,470	83,000	396,880
Total County of Kings	153,760	175,150	119,000	447,910
Total Contributions	\$ 1,483,400	\$ 810,400	\$ 431,000	\$2,724,800



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## Regional Sewer Capital Projects



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## Regional Sewerlines

- Ongoing Program with Carryover
- Replacement of Regional sewer mains
- \$400,000 financed with:
  - \$200,000 MCGP Grant
  - \$200,000 Debt



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## Regional STP Aeration and Desludging

- Carryover Project
- Continued sludge management for Regional Sewer
- \$1,600,000 financed with:
  - \$675,000 MCGP Grant
  - \$925,000 Debt



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## Regional Equipment

- Ongoing Program
- Replacement of end-of-life and new equipment and tools
- \$310,000 financed with:
  - \$10,000 Regional Sewer Depreciation Reserve
  - \$300,000 Debt



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## Regional Consulting and Studies

- Carryover / Deferred Project
- Study work related to inflow and infiltration in 2025/26
- \$90,000 funded from Operations



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## Regional Lift Station Upgrades

- Ongoing Program
- Replacement of end-of-life Regional lift stations & components
- \$1,325,000 financed with:
  - \$407,500 MCGP
  - \$917,500 Debt



14

14

## Regional STP Upgrades

- Ongoing Program
- Studies related to STP optimization & environmental impact
- Rehabilitation of 4 overflow chambers & replacement UV
- Carryover \$500,000, New Budget \$400,000
- \$900,000 financed with:
  - \$400,000 Regional Sewer Depreciation Reserve
  - \$250,000 MCGP Grant
  - \$250,000 Debt



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## Recommendation

That Regional Sewer Committee recommend the Regional Sewer 2025/26 Operating and Capital Budget as attached to the March 13, 2025, Request for Decision to Partner Councils, Commission, or Senior Management, as applicable, for approval.



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# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Superannuation**

At an in camera session of April 14, 2025 meeting of Council Advisory Committee, a presentation was made by Paul Burnell of Plenus regarding the Kentville Police Service joining the Nova Scotia Public Service Superannuation Plan.

#### **Council Advisory Committee recommends**

**That Council direct the CAO to enter into an agreement with the Nova Scotia Public Service Superannuation Plan to give effect to the transfer of the employees of the Kentville Police Service from the Town of Kentville Pension Plan to the Nova Scotia Public Service Superannuation Plan.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.



## John Andrew

April 28th, 2025

### Highlights:

It has been a busy month as committees are in full swing and with Council and staff into budget and planning mode. This Council has been engaged beyond what I have seen previously in budget and in CAO hiring. We are in a great position to welcome a new CAO into a positive and proactive Town Hall.

### Committee and Commission Appointments:

#### **Environmental Task Team** (Wednesday, April 9<sup>th</sup>):

The committee has regrouped with a focus principally on QUEST. Council denied a revisited Request for a feasibility study re partnership with a proposed Colchester solar garden.

Quest's CEEP program will provide the data needed to meet local emissions targets. Kentville is required to meet environmental and emission standards, so this is the method of mapping and assessing towards an emissions reduction plan based on historical and projected climate data for Kentville.

#### **Valley REN: Monday** (April 14<sup>th</sup>):

The Valley Regional Enterprise Network is our economic development leader and an essential connector for our region in:

- Attraction and retention of skilled workers
- Supporting the needs of employers
- Welcoming newcomers / expanding our tax base

The Valley REN is a capacity and resilience builder for the region.

Discussion ranged from public transportation concerns to the changing US tariff system. The Valley REN is working to assure our region competes and thrives.

#### **Kings REMO** (Tuesday, April 22<sup>nd</sup>):

Work continues in expanding and equipping Comfort Centres. Community Outreach is also ongoing, with Dan regularly doing emergency preparedness presentations throughout the County.

### Events and Meetings:

- CAO Recruitment Committee: Tuesday, April, 1st
- CAO Recruitment Committee: Friday, April, 4<sup>th</sup>
- Capital Budget Meeting: Monday, April, 7<sup>th</sup>



- CAO Recruitment Committee: Monday, April 7<sup>th</sup>
- **Environmental Task Team**: Wednesday, April 9<sup>th</sup>
- Public Participation Meeting: Wednesday, April 9<sup>th</sup>
- **Valley REN**: Monday, April 14<sup>th</sup>
- KBC Strategic Plan: Monday, April 14<sup>th</sup>
- In-Camera Meeting: Monday, April 14<sup>th</sup>
- CAC: Monday, April 14<sup>th</sup>
- Stormwater Report: Tuesday, April 15<sup>th</sup>
- **Kings REMO**: Tuesday, April 22<sup>nd</sup>



## **Rob Baker, Councillor** **April 28, 2025**

### **Highlights:**

1. Your Kentville Library
  - a. Updates to provide for better security – panic buttons arrive, awaiting contractor bids for rewiring and moving
2. Make Libraries a priority for more than just books! Community HUB
  - a. Deficit situation – if Province doesn't support its libraries, if Kentville doesn't support its library it will disappear in two years
3. Budgeting 2025-26 – I learned a lot. I am disappointed in myself for not seeing emails of lists suggested by Council. Learning to improve for next year's budgeting season. Awaiting Strategic Planning to match priorities.
4. Stormwater Management Report – if erosion is the number one problem how will larger the pipe sizes handle more sediment and debris? Provide solutions for the causes of the number one problem: erosion on steep sandy slopes.

### **Committee and Commission Appointments:**

April 7 – Capital Budget Meeting  
April 7 – Diversity Kings  
April 14 – Special Council Meeting  
April 14 – Council Advisory Meeting  
April 15 – Stormwater Management Report Presentation  
April 17 – AVR Library Board Meeting  
April 23 – Heritage Meeting

### **Events and Meetings:**

April 3 – Met with Erica Gillis, President, AVABF  
April 11 – Robert's Rules of Order Training, AMANS, Windsor, NS  
April 25, 26 – Kentville Home Show

### **Upcoming**

May 21 – AVRL Investment Subcommittee  
May 24 – AVRL Inservice Day  
May 28 to June 1, Apple Blossom Festival

### **Training and Development:**

Registered for Nova Scotia Federation of Municipalities Spring Conference, Truro, NS  
April 30 to May 2



## Debra Crowell Deputy Mayor April 2025

### Highlights:

- CAO selection meetings
- TD Wealth Webinar- *Market Update on Reciprocal Tariffs*
- Storm Water Management Report released
- Julie Oglivie was hired as the ED of Kentville Business Community in early April. April meeting postponed. Meetings will resume in May.

### Committee and Commission Appointments:

#### Investment Advisory Committee

Key Agenda Items:

- Review portfolio for March 2025
- Annual proceeds were forwarded to the Town, per 24/25 budgets.
- Fund advisor gave an update on the current environment.
- The Chair, Councillor Savage, will give a fulsome report.

#### Kentville Business Community:

Key Agenda Items: Monthly meeting postponed

- Committee Reports –
- Old Business-
- New Business-

Decisions:

#### Joint Fire Services Committee:

Key Agenda Items: Next meeting July 2025

Decisions:

#### Audit Committee:

Key Agenda Items: Next meeting May 13, 2025

Decisions:

#### Kentville Water Commission

Key Agenda Items: Next meeting after 1<sup>st</sup> quarter billing

- Financial update
- Engineering update

Decisions:



## Events and Meetings:

- Meeting 1: April 1, 2025- CAO Selection Committee
- Meeting 2: April 3, 2025- CAO Selection Committee
- Meeting 3: April 7, 2025- Capital Budget meeting # 2
- Meeting 4: April 8, 2025- Webinar-TD Wealth-*Market Update on Reciprocal Tariffs*
- Meeting 5: April 14, 2025- Council Meeting with consultants-re pension options
- Meeting 6: April 14, 2025- Council Advisory Committee
- Meeting 7: April 16, 2025- Investment Advisory Committee
- Meeting 8: April 17, 2025- Meeting- Mayor
- Meeting 9: April 28, 2025- Council

- Event 1: April 9, 2025- Public Participation Meeting- Planning matter
- Event 2: April 15, 2025- Storm Water Report release
- Event 3: April 28, 2025- Public Hearing- Planning matter



## **Samantha Hamilton, Councillor**

### **April 22, 2025**

#### **Highlights:**

This report covers the period from March 26 to April 22, 2025. The past month has included discussions regarding environmental planning, public engagement, emergency management, and personnel, both regular and in-camera sessions, with a continued focus on collaboration and planning for Kentville's future. Congratulations to Chief Smith on receiving the Long Service Award for over 25 years of service.

#### **Committee and Commission Appointments:**

##### **Committee 1:**

- **Environmental Task Team – March 26 & April 9**  
Participated in two meetings of the Environmental Task Team, where we continued to discuss opportunities for sustainability, reviewed community energy planning progress, and discussed members' environmental priorities. The team remains focused on advancing initiatives for Kentville while preparing for the upcoming spring workshop.

##### **Committee 2:**

- **Kings Point-to-Point Budget Meeting – April 15**  
I was on vacation during this meeting, but I look forward to reconnecting with the committee and staying informed.

##### **Committee 3:**

- **Kings REMO Meeting – April 22**  
Attended the King's Regional Emergency Management Organization meeting, where we continued to review emergency preparedness strategies and regional coordination. These sessions are important, proactive work needed to ensure community safety.

#### **Events:**

- **Event 1: Kentville Business Community Coffee Social – March 28**  
I attended the KBC coffee social at The Wheelhouse and had the pleasure of meeting some of the Kentville Business Community team. It was a great opportunity to connect with local business leaders.



## Meetings:

- Meeting 1: **Council Meeting – March 31**
- Meeting 2: **Special Council Meeting Capital Budget – April 7**  
Participated in the special council meeting
- Meeting 3: **Public Participation Meeting – April 9**  
Attended the public participation session for residents to share input on the C3 bylaw.
- Meeting 4: **In-Camera Meeting (Personnel) – March 26, April 1 & April 4**  
Attended an in-camera meeting regarding personnel matters. Discussions remain confidential, focusing on key transitions and organizational needs.

## Upcoming: ICS 200 Training – April 22 & 23

Currently participating in ICS 200 emergency management training, which focuses on incident command structure and multi-agency coordination. This training is a valuable asset in building leadership capacity and emergency response readiness at the municipal level.

Respectfully submitted, Councillor Samantha Hamilton



## **Cathy Maxwell** **Council Meeting – April 22, 2025**

### **Highlights:**

Since my last Council report, I have attended all Council Meetings and Committee meetings. We have been actively looking forward to hiring a new CAO and hope to have something to announce soon. This important step will help us to prioritize our spending and provide direction for the next 3 and a half years. It is an exciting time for this Council and the Town of Kentville.

### **Committee and Commission Appointments:**

**Committee: Water Commission March 26/25**

#### Key Agenda Items:

- Operational Update
- Financial Report
- New Meters
- Recommendation

#### Discussion or Decisions:

The Water Commission is changing out all water meters in the town. We are moving from mechanically operated to no mechanical ones. These new meters will give more accurate readings. The plan is to have all customers using town water to be switched by the end of approximately 4 years.

The Water Commission recommended to Council to award Phase 1 DH Connector to Howard Little.

### **Committee: Annapolis Valley Trail Coalition**

The latest update on this coalition:

At the last meeting the group opted to take Anna Sherwood up on her offer to see if representatives from CCTH could support a facilitated discussion to guide the next steps. The task group that was formed to plan that discussion is meeting soon and they will set a date for the large group presentation.

### **Heritage Advisory Committee**

This group is meeting tomorrow so I will report on this in my next months report. I am pleased we are getting to work again. The Bylaw is now in place and future steps will be to look at designating buildings and determining a plaque or medallion that can be placed on our heritage buildings.

### **Inclusion and Accessibility Committee**



This committee has not met in quite awhile however I do hope we can get back to work soon.

## **Events and Meetings:**

March 26 CAO Recruitment Meeting

April 1 CAO Meeting

April 4 Special Council Meeting (Budget)

April 7 Special Council meeting (Budget)

April 9 Public Participation Meeting to make a change of use in the C3 zone

April 15 Special Council Meeting – Presentation of the Stormwater Master Plan

April 21 Spring Fling Oakdene Park

## **Training and Development:**

Finished the online Code of Conduct Course required for all Municipal Councillors in the Province.



## Cate Savage – Councillor Savage

### Highlights:

This past month was a tad heavier as we are now getting into budget and audit for TOK and also RS. Meetings and synopsis noted below.

Last Council Meeting – March 31<sup>st</sup>

Last CAC – April 14<sup>th</sup>

### Committee and Commission Appointments:

#### Committee 1:

##### IAC – March 26<sup>th</sup> and IAC April 16<sup>th</sup>

March Meeting – updates from IA – minutes to be disclosed in next council report

April Meeting – many of our stocks declared dividends – the earnings of these companies indicates great strength. We have \$900,000 coming due over the next 30 days – ongoing discussions for these funds persist. We may look to do a bond ladder approach but uncertain at this time. We have lots in GIC and much in income ...We will also likely see a rebalance this month.

We are @ 11.2% in cash and equivalents / 24% in equity / 25% in medium to long term / 19% in long term / 11% in American equity – we are well diversified.

Our YTD is 1.92% money weighted against the balanced income CAD of 1.92% (well in line)

#### Committee 2:

##### RSC – April 8<sup>th</sup>

Capital and Operating budgets were the only items on the agenda and same have been recommend and approved at CAC – same to be ratified this evening (hopefully)

#### Committee 3: BOPC

Meeting upcoming this Thursday – regrets for me – Councillor Hamilton to report at next council meeting



## **Events and Meetings:**

**March 26<sup>th</sup> – Meeting in camera – CAO**

**March 28<sup>th</sup> – Meeting w resident – K Bennett**

**April 4<sup>th</sup> – Meeting with residents – Lara Boyd and her mother Eileen Boyd**

**April 7<sup>th</sup> – Capital Budget meeting**

**April 9<sup>th</sup> – Public Participation Meeting LUB amendment to permit residential conversations in limited commercial zone**

**April 14<sup>th</sup> – in camera – pension options staff**

**April 15<sup>th</sup> – Dillion Consulting Presentation SW Management**

## **Training and Development:**

**N/A**



## **Mayor Andrew Zebian** **April 28th 2025**

### **Highlights:**

#### **Committee and Commission Appointments:**

#### **Committee 1: April 7<sup>th</sup> 2025: 2025/2026 Draft Capital Budget**

The 25/26 Capital Budget was approved. I want to thank all of the hard work that went into preparing this budget by Senior Staff. I am happy to see an approved budget that prioritizes the current and future needs for the Town.

#### **Committee 2: April 15th, 2025: Council Meeting : Stormwater Management Master Plan**

The plan was presented to Council by Dillon Consulting at the Kentville Fire Hall. It was very informative and laid out recommendations for stormwater upgrades. The consultant answered many questions from Council. It was well attended by the public. Citizens provided feedback during public comments

#### **Committee 3: April 16<sup>th</sup>, 2025 IMSA**

Kings Transit welcomed new General Manager Meg Hodges. There was a visit with Metro Transit and their implementation of electric buses has had many challenges to date. Of the 59 electric buses they received, only 3 are running. Planning and implementation of them has been an issue. Metro Transit has encouraged using hydrogen, diesel and electric in combination. The average run on an electric bus is 300 KM. The run from Grande Pre to Greenwood is 500 km per day so planning a charge could be a challenge. Metro will examine different technologies. They have 400 buses and you won't see 400 electric buses in their fleet. It's easy to buy electric buses but implantation is the important piece. Kings Transit wants to retire 40 year old busses and may have to purchase some of the old busses from Metro Transit to get them by.

### **Events and Meetings:**

**March 28<sup>th</sup> 2025: Meeting With Kentville Historical Society**



**March 31<sup>st</sup> 2025: Council Meeting**

**April 1<sup>st</sup> 2025: CAO Hiring Committee Meeting With Candidate**

**April 4<sup>th</sup>, 2025: CAO Hiring Committee**

**April 5<sup>th</sup>, 2025: Kentville Lions- breakfast**

**April 8<sup>th</sup> 2025: Meeting With CAO/Deputy Clerk**

**April 9<sup>th</sup>, 2025: Public Meeting @ Town Hall C3 Zone Amendment**

**April 14<sup>th</sup>, 2025: Visited the folks @ Reid Jewellers with Lindsay Young to check out their beautiful new shop on Webster Street.**

**April 14<sup>th</sup>, 2025: Council Advisory Committee**

**April 14<sup>th</sup>, 2025: Council Meeting @ 5 pm (In Camera)**

**April 15<sup>th</sup>, 2025: Council Meeting : Stormwater Management Master Plan presented to Council by Dillon Consulting. (see above Committee note #3)**

**April 16<sup>th</sup>, 2025: IMSA**

- See details above in Committee section regarding Kings Transit.

**Valley Waste: The Hazardous waste building is underway at the Kentville plant.**



**April 17<sup>th</sup>, 2025:** Lindsay Young invited me to Town Hall to meet with students visiting from NKEC, wanting to learn more about municipal politics. There were 2 sets of students and each set asked some excellent questions. The questions ranged from the salaries of Mayor and Council to how often we meet for official meetings. I explained that this isn't a job you take for the income. It's really about the rewards of feeling proud of what you can see accomplished working with the Staff at the Town, who do the heavy lifting. The question that really stood out to me was if I had always wanted to be a Mayor. And the answer to that question was no, it wasn't something I ever thought of growing up but I am sure proud to be the Mayor of Kentville today.

**April 21<sup>st</sup>, 2025:** Attended Spring Fling at Oakdene Park. The Easter Bunny was there and it was packed with folks a gorgeous afternoon.

**April 7<sup>th</sup>-17<sup>th</sup>, 2025:** CAO Hiring Committee. Continued efforts put forward in the hire of a new CAO for the Town of Kentville.

**April 18<sup>th</sup>, 2025:** Contract signed for new CAO for the Town of Kentville. We are happy to Welcome Mr. Chris McNeill as our new CAO for the Town of Kentville. Mr. McNeill comes with an impressive background. Mr. McNeill will be coming to the Town of Kentville from the Municipality of Annapolis Royal. Prior to that, he was the CAO for the Region of Queens Municipality where he was CAO for five years, and preceding this, as the CAO for the District of Shelburne. He has also previously held the position of a Municipal Advisor with the Nova Scotia Department of Municipal Affairs providing leadership and advice to more than two thirds of Nova Scotia's municipalities in areas of governance, finance, and administration. Mr. McNeill holds an undergraduate degree from Acadia University, and a Master of Public Administration degree from Dalhousie University.

I want to take a moment and thank Council for working together in our efforts to fill the role of the CAO. The Hiring Committee was composed of all of Council. I've always said that this position is so important to the success of the Town of Kentville and I heard a quote once that always stuck in my mind... Leadership is an action, not a position.





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CAO Jeff Lawrence  
354 Main Street  
Kentville, NS  
B4N 1K6

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

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April 28, 2025

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RE: Revised Committees of Council Policy Report

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At the March 10, 2025 meeting of Council Advisory Committee, staff presented a new policy statement G81 Committees, Commissions and Boards. 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.

At the March meeting of Council, the CAO was directed to “review Policy Statement G81 Committees, Commissions and Boards as in the attached report with amendments with regards to discussion of Council inquiry.”

In April, some members of Council provided feedback about this draft policy including:

- Section 5.16, change the word Council to committee (“The committee will score the candidates”)
- Section 5.19, remove the phrase “of four years” (“One additional term can be applied...”)
- Section 5.28.18 is amended to reflect the updated name of the policy “Code of Conduct for Elected Officials”
- Section 5.33 is removed.
- Section 5.47 (Accessibility) is amended to read “meetings will be recorded or livestreamed *when possible and appropriate*”.
- Terms of Reference, CAO Selection Committee, under Procedures. Remove the phrase “using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit”.
- Terms of Reference, Kentville Water Commission, remove the phrase “One representative will be appointed by Council for a two-year term of service and reviewed annually”.



Staff recommend

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

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

Interim CAO Kevin Matheson



# TOWN OF KENTVILLE POLICY STATEMENT G81

## COMMITTEES, COMMISSIONS AND BOARDS



### 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 recommend 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 the committee 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 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 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 Committees may move or cancel a regularly scheduled meeting with five days’ notice to all members, the CAO and the public.



- 5.34 Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.
- 5.35 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.
- 5.36 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.
- 5.37 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.
- 5.38 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.
- 5.39 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

- 5.40 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.
- 5.41 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

- 5.42 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.
- 5.43 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.
- 5.44 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

- 5.45 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.



- 5.46 To facilitate accessibility, Committee meetings will be recorded or livestreamed when possible and appropriate. 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

- 5.47 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

- 5.48 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.
- 5.49 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**

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

## **7.0 POLICY REVISION HISTORY**

Date Created: April 28, 2025

Revisions:

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Interim Chief Administrative Officer Kevin Matheson



## **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 annually by Council (per the MGA). 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. 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. 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 six (6) voting members. Three (3) members will be members of Council, including the Mayor as Chair. Three (3) 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”.



## Council Remuneration TOK202535

**Meeting Date:** April 28, 2025  
**Department:** Administration

### RECOMMENDATIONS

#### SUMMARY

Staff is seeking direction from Council regarding adjustment of Council remuneration for fiscal 2025-26.

#### BACKGROUND

Council remuneration is governed by Policy G5 “*Council Remuneration and Benefits*”.

4.3 The Chief Administrative Officer shall conduct a market analysis, for reporting to Council in September, prior to the regular municipal election, with any new rates effective upon appointment of the Council for the upcoming term of Office.

4.4 All council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increase of the previous calendar year by motion of Council.

#### DISCUSSION

Council approved the most recent revision to this policy on October 1, 2024 to take effect with the swearing in of the new Council. This revision included the results of the market analysis and provided increases to reflect comparisons with similar municipal units.

Based on this, the annual adjustment should be approved in October 2025 to be effective November of 2025.

#### BUDGET IMPLICATIONS

#### OPTIONS



## In Camera

**374 -376 Main Street TOK202536**

**Meeting Date: April 28, 2025**  
**Department: Administration**

### **SUMMARY**

Staff is seeking direction from Council on the next steps for the vacant Town owned property at 374-376 Main Street.

### **BACKGROUND**

This property was originally sold in 2018 with a few conditions attached to the Agreement of Purchase and Sale. The Town recently reacquired the property after one or more of the conditions weren't satisfied.

The CAO's office has received two informal enquiries from businesses that may be interested in locating new premises there. In the absence of these enquiries, staff would have deferred this item until after development of a new strategic plan.

### **DISCUSSION**

The first consideration for Council is whether the subject property is still surplus to the needs of the Town. Staff have not done any formal planning in this area, although the possibility of retaining the property to replace the existing Town Hall or recreation centre at some future date has been mentioned due to accessibility challenges of our existing Town Hall or to accommodate future increases to the staff complement.

If the property is still surplus to the Town needs, it could be sold in one of three ways:

1. Listing with a commercial real estate agent;
2. Public Tender; or
3. Request for Proposals

To maximize value, staff recommends that no extra conditions be placed on the sale beyond what is in a typical purchase and sale agreement. Any subsequent construction and use would need to meet the provisions of the Land Use Bylaw.

### **JURISDICTIONAL SCAN**

Sale or lease of municipal property is subject to special rules under Section 51 of the *Municipal Government Act*. These provisions only apply if the Town wishes to sell below market value "for any purpose that the council considers to be beneficial to the municipality". Typically these provisions kick in where property is transferred under favourable terms to a non-profit or para-municipal organization. It requires an advertised public hearing and a two-thirds majority vote at Council.



If there is more than one offer from non-arms length parties through a public sale process; by definition the best offer is the market value. This would eliminate the need for having another appraisal prepared.

## **BUDGET IMPLICATIONS**

The net proceeds of any sale would be placed in the Capital Reserve Fund for use on future capital projects.

## **OPTIONS**

1. Retain the property for future municipal uses.
2. List the property with an experienced commercial real estate firm.
3. Advertise sale by public tender.
4. Issue request for proposals.

## **RECOMMENDATION**

Staff would recommend option 1 or 2 depending on whether Council considers the property to still be surplus.





**Municipal Affairs  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • [novascotia.ca](http://novascotia.ca)

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April 23, 2025

Dear Mayors, Wardens and Chairs:

Re: Reprofiting of the Beautification and Streetscaping Program (BSP) and the  
Community Works Program (CWP)

In recent years, the Department of Municipal Affairs has been supporting municipalities with historic investments that are helping to build strong, prosperous communities. On this point, there is always more work to do, and we are excited to keep building on this momentum.

We are pleased to announce that the department has added an additional \$1 million to the Provincial Capital Assistance Program (PCAP), for the 2025-26 program year, and on a go-forward basis. This increase in funding is the result of sunsetting two annual programs we have offered previously: the Beautification and Streetscaping Program and the Community Works Program.

In our review of these programs, and in consideration of our provincial priorities for housing, growth, and affordability, it was clear that these funds could have a greater impact on municipalities through the PCAP. We need to ensure municipalities have systems and services in place that are foundational to their growth and sustainability. That is why we are focused on delivering the greatest impact possible with programs that help municipalities to make strategic, intentional use of the provincial and federal funding opportunities available. The reprofiling of these programs will increase the PCAP budget from \$690,000 to \$1.69 million, increasing the Province's support in the preliminary stages of infrastructure projects.

We will continue to work with our municipalities to ensure that the programs we are offering are the ones that meet their most critical needs. As always, we are grateful for your collaboration in working to strengthen and grow our communities, and we welcome your feedback on how we can deliver programs that will maximize impact for our municipalities and for Nova Scotians.

Sincerely,

Honourable John A. Lohr  
Minister of Municipal Affairs

c: Chief Administrative Officers  
Juanita Spencer, Chief Executive Officer, NSFM  
David Campell, Executive Director, AMANS