

## Town of Kentville Council Advisory Committee Meeting

June 9, 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 minutes, May 12, 2025
4. PRESENTATIONS
  - (a) Annapolis Valley Regional Library
  - (b) Alcoholics Anonymous
5. DEPARTMENT REPORTS AND RECOMMENDATIONS
  - (a) Finance Department Report
  - (b) Planning and Development Department Report
  - (c) Parks and Recreation Director's Report
    1. Community Outreach Framework
  - (d) Police Chief's Report
  - (e) Engineering and Public Works Report
  - (f) Administration Department
6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS
  - ~~(a) Revised: Policy Statement G18 Student Bursary Program~~
7. NEW BUSINESS
  - (a) Presentation of Draft Biodiversity Strategy
  - (b) Policy Review: Public Participation Meeting Policy
  - (c) Update: Valley Waste and Kings Transit Governance and Funding
  - (d) Introduction of Rezoning Application 157 Main Street
8. CORRESPONDENCE
  - (a) Canada Day Celebrations
9. PUBLIC COMMENTS
10. IN CAMERA
  - (a) Legal
  - (b) Legal
11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: May 12, 2025  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

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

Interim Chief Administrative Officer (CAO) Kevin Matheson reported the following members of Council and staff were present:

**1. PRESENT**

**Council:**

- Mayor Andrew Zebian
- Deputy Mayor Debra Crowell
- Councillor John Andrew
- Councillor Rob Baker
- Councillor Samantha Hamilton
- 
- Councillor Cate Savage

**Staff:**

- Dave Bell, Director of Public Works and Engineering
- Craig Langille, Director of Parks and Recreation
- Kevin Matheson, Interim Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Darren Shupe, Director of Planning and Development
- Jennifer West, Recording Secretary

# DRAFT

## **PRESENTATIONS**

Kings County Recreation Forward – Mike Landry and Peter Muttart  
Filipino Canadians of the Valley Association – Mark Albano

## **REGRETS**

Councillor Cathy Maxwell

## **DECLARATIONS OF CONFLICT OF INTEREST**

None

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

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

**That the agenda for the Council Advisory Committee meeting of May 12, 2025 be approved.**

#### **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, April 14, 2025.

It was moved

**That the minutes from the Council Advisory Committee meeting held on April 14, 2025 be approved.**

#### **MOTION CARRIED BY CONSENSUS**

### **4. PRESENTATIONS**

#### **(a) Kings County Recreation Forward**

Mike Landry and Peter Muttart from the Kings County Recreation Forward community group gave a presentation about the community need for a wellness centre. The group feels that recreation is a necessary service that should be shared across four municipal units, and Kentville residents would benefit from a regional wellness facility including a swimming pool.

*Report available for more information*

Discussion

- Council expressed support for this project moving forward.

#### **(b) Filipino-Canadians in the Valley Association**

Mark Albano from the Filipino-Canadians in the Valley Association community group gave a presentation about the value of Filipino culture in the valley.

# DRAFT

*Report available for more information*

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Directors Report

Director Wanda Matthews presented the report for the period ending April 30, 2025, with highlights including preparing the audit and operating budget.

*See report for more information.*

### (b) Planning and Development

#### (1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for April with highlights including increasing development permit approvals, creation of the Planning Advisory Committee and the Heritage Advisory Committee. He reminded Council that there is significant revenue generation from development permits. Community Development staff are supporting the Apple Blossom Festival, Visitor Information Centre, and communication for downtown and town-wide paving and sidewalk projects.

*See report for more information.*

#### (2) Cell Tower Placement

Director Darren Shupe presented the federal government process for site location and construction of a 30-metre cell tower at 314 Main Street (Bell Canada building parking lot) to improve coverage in the valley in this region.

*See report for more information.*

#### Discussion

- Council was interested in learning more about the process, policy and concerns that were raised recently in the Village of Chester from a similar cell tower placement.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the May 26 2025 meeting of Council,

**That Council direct the CAO to consider a more robust telecommunications facilities policy during the plan review process.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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



# DRAFT

It was moved by Councillor Cate Savage and Councillor Debra Crowell

That Council Advisory Committee recommend  
to the May 26 2025 meeting of Council,

**That Council maintain reliance on the ISED process for the current  
proponent.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

Director Craig Langille presented the Parks and Recreation department report for April with highlights including hiring for the Hemlock Conservation Project and biodiversity plan, Kentville Home Show, the Kentville Run Series, and the Skate Park shade park grand opening.

*See report for more information.*

### **1. Centennial Arena Report**

Director Craig Langille presented the update on the Centennial Arena and asked Council to give direction on next steps for capital planning purposes, choosing between a retrofit campaign or a new structure.

*See report for more information.*

#### **Discussion**

- Council had some concerns over the financing and debt capacity, and the competition with a proposed regional recreational facility.
- Mayor Zebian and staff will find more information about maintaining the existing structure, and also adding an ice surface to the regional facility footprint.

### **(d) Police Report Chief's Report**

The Police Chiefs report was received by Council.

*See report for more information.*

### **(e) Engineering and Public Works**

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

Director Dave Bell presented the Public Works report for April 2025, with highlights including operating budget preparation, regional sewer meetings,

# DRAFT

exploring potential traffic calming and slower speed limits on some roads and implementing some large capital improvement projects.

*See report for more information.*

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

That Council Advisory Committee recommend  
to the May 26 2025 meeting of Council,

**That Council accept the Stormwater Management Master Plan report from  
Dillon Consulting as presented on April 15, 2025.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **(f) Administration**

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

Interim CAO Kevin Matheson presented his report for April 2025 with highlights including budget meetings, regional services meetings, and CAO recruitment.

*See report for more information.*

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

### **(a) Hemlock Conservation Project**

Strategic Operations Coordinator presented the plan for 2025 for Hemlock Conservation from the invasive species Hemlock Woolly Adelgid.

*See report for more information.*

Discussion

- Residents can reach out to town hall staff to participate in the HWA project on private properties.

## **7. NEW BUSINESS**

### **(a) Low Carbon Communities Grant Application**

Strategic Initiatives Coordinator Alisha Christie reviewed the grant application process through Low Carbon Communities grant to support the public engagement and design for the Town Hall building complex.

*See report for more information*

### **(b) Revised Meetings Policy**

*Council Advisory Committee Meeting Minutes – May 12, 2025*

*Pending Approval*

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Mayor Andrew Zebian presented the revised Meetings and Procedures policy to create more organized and productive meetings. Council asked that this policy be tabled until the new CAO joins staff.

*See report for more information.*

It was moved by Councillor Rob Baker and Councillor Cate Savage

That Council Advisory Committee recommend  
to the May 26 2025 meeting of Council,

**That Council approve Policy Statement G83 Meetings and Procedures Policy  
as presented.**

Support from the seconder was withdrawn and the motion failed

## 8. CORRESPONDENCE

- (a) Kentville Marlins
- (b) Concerns about Sewage Plant, Debra Jardine
- (c) Concerns about Sewage Plant, Sabrina Covert

## 9. PUBLIC COMMENTS

None.

## 10. ADJOURNMENT

There being no further business to discuss,  
**Council Advisory Committee adjourned at 8:32pm.**

## MOTION CARRIED

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Minutes Approved by Interim CAO and Town Clerk Kevin Matheson

# Annapolis Valley Regional Library

Annual Update  
2024-2025

# 2024-25 In Review

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- Summer Reading Club 2024 participation doubled over 2023: 2.3 million minutes read, over 2,000 registrants
- Over 3,700 new members and over 25,500 active library card holders: almost 1 in 4 residents!
- No more 5-6:30pm supper hour closures: Bridgetown, Lawrencetown, Middleton, Port Williams

find  
create  
examine  
listen  
answer  
inquire  
write  
library  
synthesize  
research  
evaluate  
watch  
search  
seek  
read  
question

Long-term use trend:  
circulation has increased  
30% from 2009-2024. The  
population has increased  
10% in that time.

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Eleven branch  
libraries



Downloadable  
eBook and  
audiobooks



Borrow By  
Mail service



# Funding Review Update

- Library Funding Formula expired March 31, 2025
- No new funding was included in Provincial 2025-26 budget; conversations with Ministry ongoing
- NS public libraries made 2 requests for interim funding:
  - \$800,000 – approved
  - \$1.6 million – no decision made to date
- Critical to continue discussion for long-term sustainable funding formula



# AVRL Forecast

## Successes

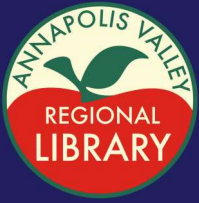
- Increasing use by the community
- Greater efficiency through Same Page consortium
- Service improvements like digital accessibility, eliminating supper hour closures

## Risks

- Low wages, high staff turnover, loss of 12 FTE from 2015-2024
- Lack of capacity = 50% less programs, saying no to partnerships
- Deficit budgets to meet labour bargaining agreements







# ANNAPOLIS VALLEY REGIONAL LIBRARY

## ANNUAL REPORT 2024-2025

### Updates from the CEO and Board Chair

2024-25 continued to be a busy year at the Library – in fact, Summer Reading Club 2024 was our busiest ever, with over 2,000 participants and over 2 million minutes read! And over 2,500 new cardholders registered this past year, a 10% increase that means over 25,000 Valley residents are active library members.

As we look forward into the future, it's also helpful to check in with the past. From 2009-2024, book checkouts in the Valley have increased 30%, while the population has increased by 10% over the same period. It's thanks to you, the public, for continuing to make AVRL such a vibrant place. In 2025 we are looking forward to renewed funding support from the Province and municipalities so that we can continue to support our communities with improved services and programs.

Stay tuned for what comes next!

Julia Merritt, Chief Executive Officer



AVRL is a reflection of the changing times we are all experiencing. Following the provincial election in November, AVRL Board welcomed 5 new municipal appointees, all of whom bring a wealth of knowledge and interest in the issues that affect their municipalities and the role AVRL plays in the lives of the people in their communities.

Over 800 people contributed to AVRL's 2024 Community Consultation, strongly reinforcing that our libraries are community hubs where people go with hope to improve their lives; where welcoming, safe and accessible spaces bring people together; where everyone has access to reliable and accurate information, staff to help navigate questions; and where entertainment, lifelong learning opportunities, early literacy development happens. The Board looks forward to implementing a renewed strategic plan in 2025 to grow the services that our communities are asking of us.

Janet Ness, Chair

NEW USERS

**3,723**



ACTIVE USERS

**25,529**

TOTAL PROGRAMS

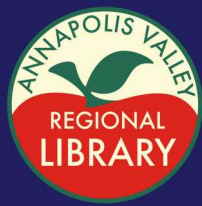
**1,465**

PROGRAM ATTENDANCE

**8,698**







# ANNAPOLIS VALLEY REGIONAL LIBRARY

ANNUAL REPORT 2024-2025



## Highlights

- Over 800 people contributed to the Community Consultation in Fall 2024. This feedback will form the basis of the Library's new strategic plan in 2025.
- Summer Reading Club was a banner year, with 2,315,459 minutes read and 2,095 registered participants, both numbers more than double the amount in 2023. Programs took place in all 11 branches equitably.
- 25,529 active members means almost 1 in 4 residents in the Annapolis Valley are actively using their library card.
- In 2024, AVRL eliminated the 5-6:30pm closures for continuous service on open days. This increased the hours at Bridgetown, Lawrencetown, Middleton, and Port Williams.
- The Wolfville Branch community fundraising kicked off with 3 sold-out performances of *Murder By The Book*, a community theatre play.

DIGITAL ITEMS BORROWED

**130,397**

TOTAL ITEMS BORROWED

**759,399**

PUBLIC COMPUTER ACCESS (HOURS)

**20,820**

WIRELESS USAGE (HOURS)

**213,579**



## AVRL Backgrounder: Library Funding Formula, April 2025

### Facts About AVRL Usage

- 11 locations in West Hants, Kings, and Annapolis Counties providing 375 open hours weekly.
- Between 2009 and 2024, AVRL circulation has increased by 30%; population has increased by roughly 10%. This number doesn't include other measures of use like programs, technology, or use as a community space/hub.
- In 2023-24, 1 in 5 Annapolis Valley residents has used their card in the last 2 years.
- Municipalities are investing in libraries: all 11 branches renovated or rebuilt since 2000.
- Internet connectivity is a priority: over 300,000 hours in 2023-24, a 20% increase in usage over the last 2 years.

### AVRL Challenges

- The Bank of Canada calculates inflation at 43% from 2009 to 2025. AVRL funding has only increased 10%.
- Wages are extremely low; demographic and labour force changes mean that current model of staffing and salaries is unsustainable. AVRL is having significant difficulty in finding and retaining qualified staff.
- Roughly 60% of the staff has turned over since 2022; low wages are contributing to lack of retention.
- Amid the financial and labour challenges, there are continuing calls for increase in services: bigger collections in more formats, more programs, and additional duties for staff (technology and helping vulnerable people).

### Service Impacts

To date, AVRL has had to make the following reductions to be able to operate within budget constraints:

- 2015 to 2024: eliminated 12 full-time jobs to meet inflation. Elimination of 5 full-time positions since 2023.
- 50% reduction in programming as of 2024; only core literacy and technology programs remain.
- Elimination of the bookmobile service, and the department in charge of programming and partnerships.
- Deficit budgeting starting 2023-24 and continuing in 2024-25 and 2025-26.

### Additional Impacts 2025-26

Without its portion of the emergency \$1.6 million requested from the Province for 2025-26, the impact on AVRL will be:

- 2024-25 budgeted deficit was \$123,500. Real deficit will be \$0 due to additional staff resignations/gapping, loss of service to community.
- 2025-26 budgeted deficit is \$245,000 without any wage increases, and without adjusting for the minimum wage.
- Adjusting wages to include the increase to minimum wage will represent another \$280,000; the total potential deficit would be \$534,000. AVRL Board could operate at the current level of service for 2025-26 without further reductions. It would not be able to do so as of 2026-27.
- Continuing all cuts as above.

### Library Funding Formula

Regional libraries in Nova Scotia are funded by operating grants from the Nova Scotia Government (Communities, Culture, Tourism and Heritage) and municipal governments. In the 8 rural regions (non-HRM), the split is 71% Provincial, 26% Municipal, 3% Library Board. The amount each pays, and the total, is determined by the provincial government in a 5-year Funding Formula. The current formula is for April 1, 2020 – March 31, 2025. The formula does not include any annual increases for inflation or other service increases. The 2020 increase was the first increase to funding since 2009. Since then, one-time relief grants have been provided in 2023, 2024 and 2025. **AVRL's base budget under the current formula is \$2,701,175.**



## AVRL Backgrounder: Library Funding Formula, April 2025

### Working towards a new formula:

In 2024 the province formed a Library Funding Review Committee to bring forward recommendations for an updated formula. The Committee was comprised of government officials (CCTH and Municipal Affairs), Library Board members, Municipal Councillors, Municipal CAOs, and Regional Library CEOs from across the province. Research was carried out in the top priority areas of staff salaries, collections, and technology. An independent consulting firm was hired to carry out a comparison between the job duties and education/skills of Nova Scotia library salaries to those in government and other libraries, across Nova Scotia and Canada. Below are the results for Annapolis Valley Regional Library.

Job Category	AVRL Wage 2023-24		NS Library Salary 75 <sup>th</sup> Percentile 2023-24		Cdn Public Library Wages 75 <sup>th</sup> Percentile 2022, 2023	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
Library Clerk	<b>\$19.43</b>	\$35,363	<b>\$21.98</b>	\$40,006	<b>\$29.17</b>	\$53,089
Technician	<b>\$21.64</b>	\$39,385	<b>\$26.36</b>	\$47,966	<b>\$32.03</b>	\$58,295
Library Supervisor	<b>\$27.18</b>	\$49,468	<b>\$33.69</b>	\$61,316	<b>\$59.37</b>	\$108,053
Senior Manager	<b>\$42.25</b>	\$76,895	<b>\$45.65</b>	\$83,088	<b>\$73.76</b>	\$134,243

The Library Funding Review Committee reported their recommendations to government in September 2024. Several options were provided but all included increases in salaries, collections, and technology. The Committee also warned of the effects of “no increase” or “status quo” in funding and how it would severely impact libraries across the province.

### Provincial Budget 2025-26

There was no increase in the 2025/26 provincial budget for public libraries. We are unsure of the future of the Funding Formula recommendations. Library Boards have submitted an emergency request to Communities, Culture, Tourism and Heritage to reduce harm to the library systems in this fiscal year. While disappointed we are hopeful there will be a resolution that recognizes the important role libraries play in communities.

### Community Uses of Libraries

Libraries are places where people go because they hope to improve their lives. Public libraries are welcoming, accessible spaces that bring people together and are important partners in supporting key determinants of health – making sure everyone has access to reliable and accurate information, staff who can help you navigate questions, entertainment, lifelong learning opportunities, early literacy development, or just a safe place to be. They are community hubs that are in high demand and we want to be able to provide the services that our communities are asking of us.

### Broader Public Library Impacts

- Average ROI of public libraries is 6:1 – AVRL direct impact/efficiency in the realm of \$17 million annually.<sup>1</sup>
- A 1% increase in adult literacy rates could become worth \$67 billion in economic output for Canada.<sup>2</sup>
- Social Impact of Libraries – in 2023 Toronto PL was able to measure emotional, intellectual, creative and social impact; showing that the library creates a strong sense of wellbeing and focus for users; provides a vital and dynamic learning environment for personal and professional growth; helps people gain new skills and acting as a catalyst for inspiration; and providing a welcoming and inclusive environment that fosters connections and helps build community.<sup>3</sup>

<sup>1</sup> Canadian Urban Institute, “Overdue: The Case for Canada’s Public Libraries” (2023)

<sup>2</sup> Canadian Urban Institute, “Overdue: The Case for Canada’s Public Libraries” (2023)

<sup>3</sup> Seismonaut for Toronto Public Library, “Enabling Torontonians to grow and thrive: the social impact of public libraries” (2023)

Thank you for allowing me a segment of your agenda time.

My name is Mark. I am here this evening as a member of the Public Information Committee for Alcoholics Anonymous. I do not speak for AA. I am simply a volunteer with the committee.

And as you will become aware very quickly, I am not a public speaker.

A Public Information Committee for an anonymous group may seem like a bit of a challenge, but it's really not. The role of the Public Information Committee is to get the name and number of Alcoholics Anonymous into the public, so someone who may need our help will be able to reach us.

We try many methods to accomplish this task. Recently, on a local level, Alcoholics Anonymous was featured on the front page of the local newspaper, The Valley Wire, who allowed us coverage and provided an overview of our program. (Anonymously of course)

We erected a billboard on the wall of a business of Berwick (with their permission) We have a second billboard that will hopefully find a home soon.

We also set up a table at the Kentville Home Home where we were able to hand out over 1000 pieces of information to the general public during the weekend event.

Our contact information is also dropped off to doctors, medical clinics, clergy, laws enforcement, and any office that may benefit from having our information on hand.

We also speak with groups of professionals in a setting such as this to create awareness, build relationships, and keep the lines of communication open. Today is simply another method of letting people know who we are and what we do. The program is anonymous, not secret.

This is a good time to take a moment and describe exactly what the program of Alcoholics Anonymous is all about. It's summed up in a couple of simple paragraphs.

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their



common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking.

There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

I should also take a moment to provide a bit of history as well.

Although it's much more complex than what I am about to share, this is a brief summary of how the program began and how the professional community played a role in the beginning and how it continues to play a role today.

In 1935, a stockbroker from New York named Bill Wilson met a doctor from Akron, Ohio, Bob Smith. Both men were suffering from alcohol abuse and could not stay sober. When they talked with each other, with an understanding of their predicament, they managed to stay away from a drink. This was the birth of Alcoholics Anonymous.

Today they are affectionately known by millions as Bill W. and Dr. Bob., the Co-founders of the Alcoholics Anonymous.

In the early days of the program, Bill and Bob were assisted by many non-alcoholic sources. They received help from the medical profession, clergy, psychiatry, and others in the professional field.

In those stages of development, several key events occurred giving the program a significant boost.

The basic text, explaining the program of recovery, referred to as the Big Book, simply titled - *Alcoholics Anonymous*, was published in 1939.

The same year, in the Fall of 1939, Liberty magazine published an article about A.A. resulting in some 800 urgent calls for help.

In 1940, prominent businessman J.D. Rockefeller gave a dinner for many of his New York friends to publicize A.A. This brought yet another flood of pleas. Each inquiry received a personal letter and a small pamphlet.

Attention was also drawn to the book *Alcoholics Anonymous*, which

soon began circulating by mail from a small office and from A.A. travellers from already-established centres. New groups began to form. At the year's end (1940) the membership stood at 2,000.

Publication of the article "Alcoholics Anonymous" by Jack Alexander in *The Saturday Evening Post* issue of March 1, 1941, marked a milestone in the history of this Fellowship.

The response was enormous. By the close of that year, the membership had jumped to 6,000, and the number of groups multiplied in proportion. The Fellowship spread across the U.S. and Canada.

No history of the program would be complete without mentioning the contribution of Dr. William Silkworth, Director of The Towns Hospital in New York, the facility where Bill Wilson visited on several occasions to be treated for alcohol abuse. Dr Silkworth's letter is contained in the Book *Alcoholics Anonymous* in the chapter - The Doctor's Opinion.

These are just a few examples of the many contributions in the professional field that were vital in those early years.

Today, ninety years from those humble beginnings, the basic text *Alcoholics Anonymous* has been translated into 70 languages and meetings are currently held in 180 countries around the world.

We continue to nurture the relationship between AA and the professional community, acknowledging these important contributions to AA's beginnings and value it's continued importance to the Fellowship today.

We speak to like-minded groups and organizations in settings such as this to help create awareness of our program, so in turn you may recommend us as a viable solution to individuals who may have a problem with alcohol.

In your capacity as a professional you occasionally come in contact with individuals who could use our help, and because of your position you may be able to introduce them to our program.

Statistics show that a large percentage of our membership enter our



rooms based on a referral from an outside source.

32% of AA members were introduced through a treatment facility.

12% of members through a judicial system.

59% received some form of counselling (psychological or spiritual)

74% of those who received treatment or counselling said it played a crucial role in directing them to attending AA.

Had it not been for A.A.'s early friends, Alcoholics Anonymous might never have come into being. A.A. could never have grown and prospered without many people. Those friends of medicine, religion, and world communications were particularly essential. We have deep gratitude for their time and effort to help A.A.

It must be stated. The continued relationship with outside sources remains just as important today as it did back then.

Just as a fun side note. When the global pandemic hit in 2020, the staple of AA meeting places, community halls and church basements, began to close their doors to public gatherings.

AA did not falter. Using the tools available through professional sources, meetings moved on-line, and a whole new generation of problem drinkers were introduced to AA through technology. AA meetings can currently be found on-line, 24 hours a day, anywhere in the world.

I will close with a serious moment of pause — think of the person with an alcohol problem who will die alone tonight never having found the rooms of Alcoholics Anonymous. If there's something we can do to prevent that from happening, we should extend our hand.

The message is simple - AA is an option, we understand, and most importantly, we can help.



**TOWN OF KENTVILLE**  
**Staff Report to Council Advisory Committee**  
**For the Month of May 31, 2025**  
**DEPARTMENT- FINANCE**

**Operations**

- This month staff had two primary areas of attention:
  - operational budget processes culminating in a presentation of a draft 2025-2026 Operating Budget to Council on May 21, 2025. Numerous questions have been received regarding the budget content, indicating a need for further clarification. Key areas for addressing the significant shortfall remain uncertain and will be the focus of discussion at the next Council meeting.
  - year-end procedures and accounting activities to facilitate the preparation for the 2024–2025 financial audit.
- Engineering and Public Works, in collaboration with Finance, have initiated the development of the Town's Sanitary Sewer operating budgets. These budgets, along with a proposed sewer rate adjustment, will be presented to Council in the near future.
- Reporting to Municipal Affairs regarding capital projects cash flow, expected spending and actuals for March 31, 2025 and fiscal 2025-2026 have been completed within reporting deadlines.
- The transfer of Police Service staff to the Nova Scotia Public Service Superannuation Plan (NSPSP) has been confirmed by Council. Finance and IT staff are working closely with NSPSP representatives to ensure the Town fully understands the new processes and data requirements, supporting a timely and smooth transition.

**Financial**

- The unaudited year-end results for March 31, 2025, are currently being finalized. Preliminary figures from the March Statement of Operations indicate a surplus of approximately \$200,000, which will be transferred to the operating reserves. Any remaining adjustments are expected to be minimal and will form part of the ongoing year-end review and accounting process.
- Year to date June 4, 2025 capital expenditures are \$ 217,134 or 2 % of the total 2025-2026 capital budget. See Appendix A - Capital Investment Plan update for a breakdown of expenditures by program.
- Interim 2025-2026 tax bills valued at \$ 6,952,450 were released April with a due date of May 30, 2025. As of May 30, 2025, 8.2 % remained outstanding. 2024-2025 tax receivable represents 0.8 % of 2024-2025 taxes levied.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 572,882	\$ 107,267	\$ 13,872

Respectfully submitted,

A handwritten signature in blue ink that reads "Wanda Matthews".

Wanda Matthews, CPA, CA  
Director of Finance



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2025-2026  
YTD June 4, 2025**

<b>PROJECT BY DEPARTMENT/AREA</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>% Expended</b>
Active Transportation	611,000	74,112	12%
General Administration	101,500		0%
Protective Services	186,400	5,507	3%
Transportation	4,394,850		0%
Expansion- Donald Hiltz Connector	5,500,000		0%
Planning and Development	78,000		0%
Parks and Recreation	1,128,250	137,515	12%
<b>Total</b>	<b>\$ 12,000,000</b>	<b>\$ 217,134</b>	<b>2%</b>



# Town of Kentville

## Staff Report to Council Advisory Committee

### Planning & Development

#### June 2025

#### Overview

Application activity remains steady, and we are into the busiest part of the event season.

#### Committees

- **Planning Advisory Committee:** A call-out for committee members from the general public has been completed. A list of the six applicants were provided to Council with recommendations from staff.
- **Heritage Advisory Committee:** The Heritage Advisory Committee met on May 15<sup>th</sup> to develop an initial list of heritage properties. Next meeting is scheduled for June 12<sup>th</sup>.

#### Development Applications

- **Development Permits:** Ten development permits were issued in the month of May with a total estimated construction value of \$888,100.00.
- **Subdivision Applications:** No subdivision applications were received in April.

#### Planning Applications

#### New

- Dr. Mubarek Alrafidi has applied to rezone 157 Main Street (PID 55467070) from the One- & Two-Unit Dwelling (R2) zone to a Medium Density Residential (R3) zone to develop an 8-unit apartment building.

## **Ongoing**

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

At the April 28, 2025 Meeting of Council, Council accepted a revised site plan, which will be incorporated into the draft development agreement. The applicant is currently working towards reviewing the draft and providing a legal description of the Kentville portion of the property.

- An application to amend the Land Use Bylaw was received on February 7, 2025 to permit residential conversions within the Limited Commercial (C3) Zone. Council gave First Reading to the proposed amendments to allow residential conversions of up to four units. A Public Hearing is scheduled for June 30<sup>th</sup>.
- At the April 28, 2025 Council Meeting, Council directed staff to hold a Public Participation Meeting to receive public comments on proposed amendments to the General Commercial (C1) Zone regarding amenity and parking requirements. A Public Participation Meeting is scheduled for June 17<sup>th</sup>.
- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. Canacre commenced its public consultation process on May 22<sup>nd</sup>. Council will be provided feedback on the consultation at a future meeting.

## **Community and Economic Development**

- The Visitor Information Centre will have a delayed opening this season. All new staff are required this year, including a full time manager. Without returning staff there will be a need for increased supervision and attention by the planning staff who oversee the operation. Time for the CEDC to recruit, hire, and train new staff is needed. We aim to turn our attention more fully towards the VIC operation by mid July, and will look to extend our operational season on the Fall end, further into October than is typical.

- We are currently working with Catalis Digital Solutions to implement a new Economic Development Dashboard on the Kentville website. Catalis delivers fully integrated solutions that streamline data and improve public engagement. Staff are completing the back end work now and hope to see the dashboard launched and live within a few weeks.

Respectfully Submitted,

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

Kirsten Duncan  
Development Officer,  
GIS/Planning Technician

Lindsay Young  
Community & Economic  
Development Officer

Ben Croll  
Development Officer,  
Planning Coordinator

# Permit Report

## May 2025

<b>Permit #:</b>	<b>4433</b>	<b>Permit Date:</b>	5/6/2025
<b>Value of Construction:</b>	\$3,900.00	<b>Fee:</b>	\$0.00
8' x 16' Shed			

<b>Permit #:</b>	<b>4435</b>	<b>Permit Date:</b>	5/9/2025
<b>Value of Construction:</b>	\$3,000.00	<b>Fee:</b>	\$0.00
6' Fence on rear property line			

<b>Permit #:</b>	<b>4427</b>	<b>Permit Date:</b>	5/14/2025
<b>Value of Construction:</b>	\$30,000.00	<b>Fee:</b>	\$50.00
Above Ground Swimming Pool (18' x 33')			

<b>Permit #:</b>	<b>4428</b>	<b>Permit Date:</b>	5/14/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$35.40
Rear Deck Extension to Enclose Swimming Pool			

<b>Permit #:</b>	<b>4429</b>	<b>Permit Date:</b>	5/14/2025
<b>Value of Construction:</b>	\$2,500.00	<b>Fee:</b>	\$0.00
Fence to Enclose Swimming Pool			

<b>Permit #:</b>	<b>4444</b>	<b>Permit Date:</b>	5/22/2025
<b>Value of Construction:</b>	\$800,000.00	<b>Fee:</b>	\$420.40
50' x 52' Addition to Main Building			

<b>Permit #:</b>	<b>4446</b>	<b>Permit Date:</b>	5/26/2025
<b>Value of Construction:</b>	\$3,500.00	<b>Fee:</b>	\$15.00
Install Wall Sign (7' 6" x 3')			

<b>Permit #:</b>	<b>4362</b>	<b>Permit Date:</b>	5/28/2025
<b>Value of Construction:</b>	\$12,000.00	<b>Fee:</b>	\$49.57
Reconstruct a shed (16' x 12') as a commercial kitchen to be used a home-based business.			

<b>Permit #:</b>	<b>4448</b>	<b>Permit Date:</b>	5/29/2025
<b>Value of Construction:</b>	\$3,200.00	<b>Fee:</b>	\$15.00
Wall (90" x 30 7/8") and Window Sign			

<b>Permit #:</b>	<b>4442</b>	<b>Permit Date:</b>	5/21/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$21.10
Wheelchair Ramp on Side of House			

## Activity Report

	May 2025		May 2024	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
<b>Number of Permits</b>	10	36	14	34
<b>Total Building Value</b>	\$888,100.00	\$15,788,470.34	\$4,720,600.00	\$12,964,450.00
<b>Permit Revenue</b>	\$606.47	\$15,117.61	\$2,302.12	\$8,145.21





**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of May 2025**  
**Department of Parks and Recreation**  
**Presented on June 9<sup>th</sup>, 2025**

**Administration and Operations**

---

- Grants secured for 2025-2026 fiscal year (April-May) - \$33,894
  - New grants secured for the month of May:
    - \$6,000 - Diversity and Community Capacity Fund; Province of NS - Caribbean Fest.
  - Staff applied to the Recreation Community Development Grant and the Active Communities Fund Grant through the Province of NS
    - Recreation Community Development Grant
      - Land-Based Wellness & Leadership Project: Get Outside PLAYdates, Camping Skills, Leadership Development, SkateHers+/BikeHers+, Wellness Walks, Tri-a-Triathlon, Youth Questers, Wellness Walks, etc.
    - Active Communities Fund
      - Free skates and swims, UP program, After School Programs, Equipment Loan Facilitator
- (2) staff attended the Recreation NS Anti-Racism Summit in Truro
  - The summit was created as a space and opportunity for members of the recreation sector and Charter Signatories to come together, share anti-racism projects, initiatives, and resources, and receive support to develop action plans that will shape future efforts.
    - *Relational Welfare: Building Human-Centered Systems, Facilitated by Jackie Oncescu*
    - *Navigating Difficult Conversations, Facilitated by Marvin Okello*
    - *Anti-Racism Action Planning, Led by Fawn Logan-Young*
- 10 summer staff started in this month of May
  - Summer Student Environmental Lead
  - Summer Recreation Manager
  - AT Facilitator
  - Outdoor Education Facilitator
  - (3) Summer Park Students
  - (3) Outreach Specialists

- April 30-May 1 – Valley/South Shore – staff attended the two-day conference held and hosted in New Minas. Educational opportunities included AI & Recreation, presentation by Human Rights Remedy, and regional collaboration on Community Use of Schools.
- Summer staff onboarding and orientation – staff have been participating in hire onboarding, town & facility tours, regional training opportunities, connecting with community partners and program planning.
- Request for Proposal for Batting Cages and Centennial Arena Condenser have been posted
- Staff have applied to present at the Recreation Nova Scotia Conference for the SHIFT program

### **Facilities and Operations**

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- Staff have partnered with Coastal Action regarding the installation of a rain garden in lower Oakdene Park.
- Ribbon Cutting Event for the Skatepark with partner Canadian Dermatology Association
- Staff met on specific site locations of Sharp Containers
  - Decaling of containers to occur
  - Installation to occur in near future
- Outdoor Pool is planned for a July 1 opening – Canada Day

### **Programs and Operations**

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- Nature Kids Day Camp – full
  - Note: due to capacity of Rec Hub – registration is capped to 20-25
- Camp Rock and Camp Kindness will be hosted at the Rec Centre
- Camp Rock has space remaining
- Tennis lessons have received registrations at most levels
- Swim lesson registration opens June 16<sup>th</sup>
- June is Rec Month
  - Our first activity was on June 1st: Little Gardener's PLAYdate. We had over 50 people attend and play in the dirt, balance on the obstacle course, plant seeds, fly kites, feed goldfish and so much more!

#### *Events that occurred in May:*

- Spike Family Fun Run – 116 runners participated in our first annual Spike Family Fun Run, the race began at the Valley Credit Union Complex and connected to the Harvest Moon trail. There were three distance options- 3km, 5km, and 10km and we had racers of all ages participating in all categories.

*Upcoming Events in June:*

- World Environment Day – June 7<sup>th</sup> (rain date June 8<sup>th</sup>) – our department has been working in partnership with the Rotary Club to host this expanded community event. Activities will be spread out through three locations – Oakdene Park, Miner's Marsh and The Ravine. There will be guided tours, educational workshops and a waterway clean up, just to name a few of the many activities planned for the day.
- Valley Pride – our department is supporting the planning of Kentville based events and activities, our summer staff will be offering a pop up play and sensory safe zone as part of the events on June 28<sup>th</sup>.
- Annapolis Valley Pet Expo – Centennial Arena – June 14

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Craig Langille', with a stylized, cursive script.

Craig Langille

Director of Parks and Recreation

# Community Development and Engagement Framework

“  
If you want  
to go fast,  
go alone.  
If you want  
to go far,  
go together

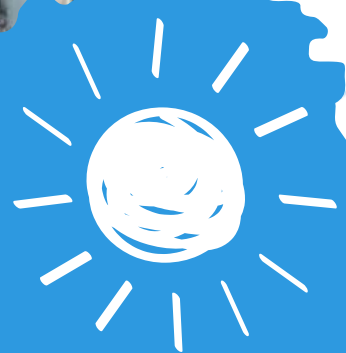






# What is the Community Development and Engagement Framework?

- A roadmap to building a connected, inclusive, and resilient Kentville.
- It aligns with existing municipal strategies and embeds equity, transparency, and collaboration into all levels of town planning and engagement.

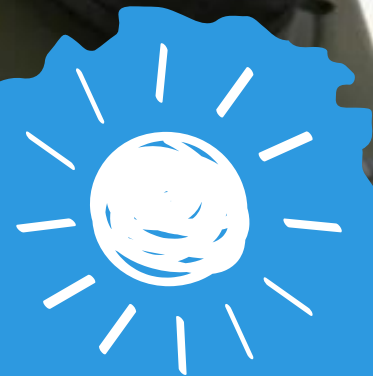


# Why It Matters

Kentville is the fastest-growing town in Nova Scotia (Statistics Canada, 2022). As we grow, we are reminded of past and new realities that alter how we serve and support our citizens. Some of these realities look like:

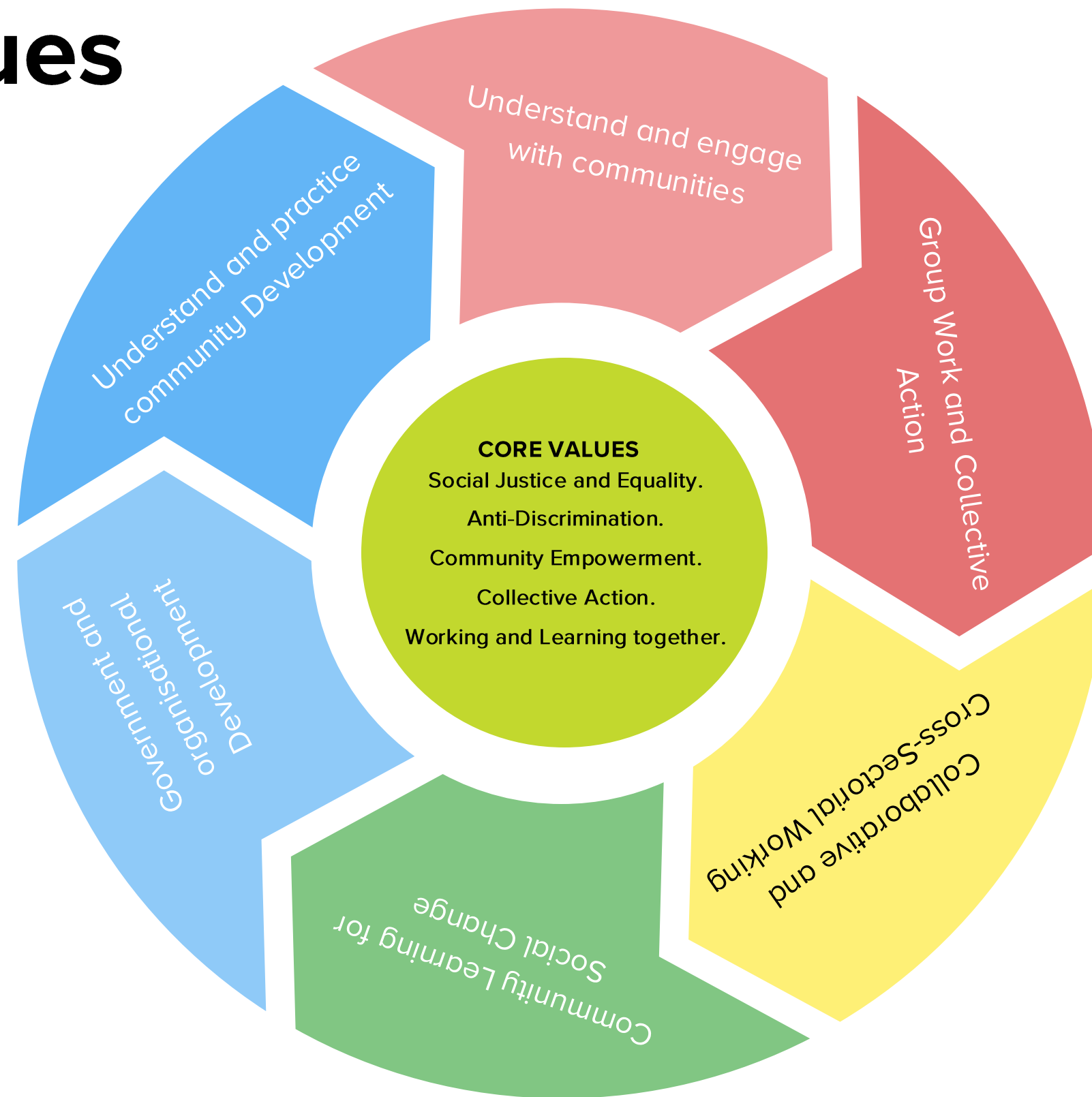
- Recognizing historic cultural contributions
- Demographic and cultural shifts
- Rising cost of living (Campaign 2000, 2024)
- Increased community expectations for transparency and inclusion

This framework helps us prepare to meet these new realities head-on from a decentralized community development approach.





# Core Values



# Guiding Principles



Accessibility & Inclusivity



Transparency & Accountability



Participatory Decision-Making



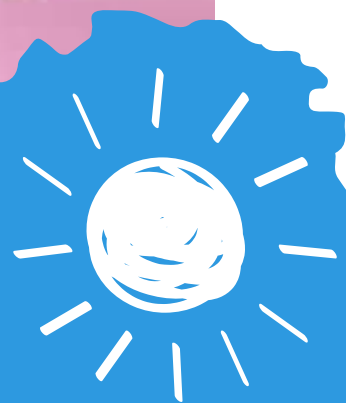
Equity & Anti-Racism Actions



Promoting Belonging



Grassroots Leadership & Resilience





# Priority Areas

1. Strengthen Community Engagement
2. Enhancing Accessibility and Inclusivity
3. Fostering Grassroots Leadership
4. Cultural & Social Inclusion
5. Sustainability & Community Well-Being



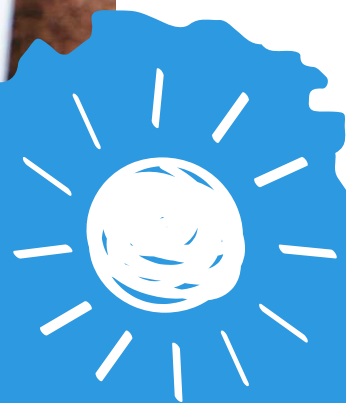


# Priority 1: Strengthen Community Engagement

This priority emphasizes the importance of creating more opportunities for community members to engage actively in local governance and decision-making. The focus is on implementing participatory processes that give residents a voice in matters that directly impact their lives. Expanding advisory committees and increasing the transparency of decision-making processes will help ensure that people from diverse backgrounds and perspectives are represented.

## Action

- *Participatory decision-making: Form resident advisory groups (Inclusion & Accessibility, Equity & Belonging, Planning) so citizens can directly shape bylaws, policies, programs, and events.*
- *Equity assessments: Use tools such as an Anti-Racism Charter, Inclusion and Accessibility Plan and a Dismantling Hate & Racism Plan to audit programs and infrastructure, removing barriers to full inclusion.*







# Priority 2: Enhancing Accessibility and Inclusivity

This priority aims to remove both physical and social barriers that prevent full participation in community life. Accessibility efforts will include transitioning public spaces, events, and services to accommodate individuals with varying abilities, such as providing ramps, accessible transportation options, and inclusive programs. Social inclusion efforts will focus on addressing systemic barriers and biases that may prevent underserved/equity-owed groups from participating in community activities and decision-making. This will include outreach to underrepresented communities, such as Indigenous, African Nova Scotian, newcomers, and racialized communities, individuals with disabilities, 2SLGBTQIA+ and low-income groups, to ensure they have equal access to opportunities and can contribute to the town's development. By actively removing these barriers, the town will foster a more inclusive and welcoming environment for everyone.

## Action

- *Update the Accessibility & Equity Plans every three years to audit town spaces against universal design, the 2022 Dismantling Hate & Racism Act, and Kentville's long-term accessibility goals.*



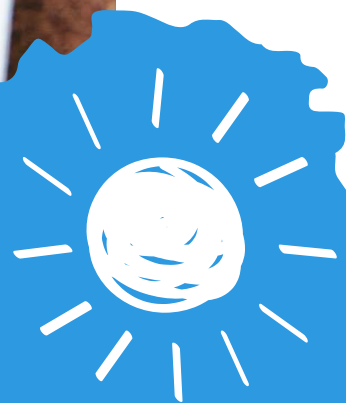


# Priority 3: Fostering Grassroots Leadership

Fostering leadership from within the community is crucial for creating long-lasting change and strengthening the fabric of a town. (Wilson et al., 2024). This priority focuses on identifying and supporting community leaders, champions, guardians, and individuals who are already making an impact in their neighborhoods. These grassroots leaders often have unique insights into the needs of their communities and can be powerful advocates for change. By building provision—training, mentorship, and resources to these local leaders, municipalities can empower them to take on more formal roles—running for council or sitting on committees to further amplify their positive influence. Additionally, cultivating a culture of leadership at the grassroots level will inspire others to take initiative, ensuring that leadership is diverse, sustainable, and reflective of the community's values and needs.

## Action

- *Training and Capacity Building: Develop leadership workshops for town staff, community leaders, and volunteers that emphasize inclusive participation, cultural competency, and community-building skills.*
- *Youth Leadership Development: Launch mentorship programs and youth advisory groups that integrate civic engagement opportunities to empower young leaders.*
- *Neighbourhood Activation: Establish provision for grassroots initiatives that align with Town and departmental goals, such as community-led wellness programs, neighborhood beautification, and inclusive cultural events.*

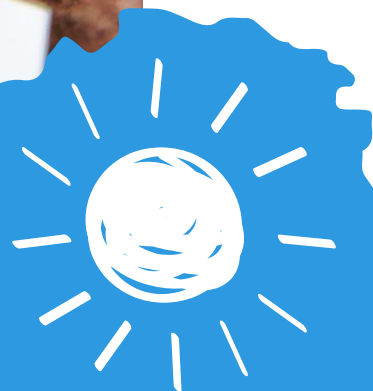


# Priority 4: Cultural & Social Inclusion

This priority focuses on recognizing and celebrating the diverse cultural heritage of Kentville, as it is central to fostering an inclusive community. This priority focuses on initiatives that acknowledge the contributions of indigenous, historic and new cultural groups, promote intercultural dialogue, and encourage understanding and appreciation of differences. Activities might include stronger provision for cultural festivals, educational programs about the history and contributions of different cultural communities, and public art projects that reflect the town's unique cultural story. These efforts not only celebrate cultural differences but also help bridge gaps between communities, building stronger relationships and a greater sense of belonging.

## Action

- *Cultural Recognition Programs: Expand support for events celebrating Kentville's diverse cultural heritage through programming, events, and inclusive festivals that promote community belonging.*





# Priority 5: Sustainability & Community Well-Being

In addition to fostering engagement, accessibility, leadership, and cultural inclusion, the framework prioritizes sustainable growth and environmental stewardship. Ensuring that community development aligns with long-term environmental goals, which enhance the quality of life and preserve Kentville's natural beauty for future generations.

## Action

- *Sustainable Community Projects: Promote green infrastructure, community gardens, and conservation initiatives within Kentville's parks and public spaces, ensuring that environmental sustainability is integrated into all community-building efforts.*



# Impact Areas



Civic Engagement



Equity and Inclusion



Social Well-being and  
Community Cohesion



Sustainable Development







## Impact Area 1: Civic Engagement

One of the key focuses is to increase participation in town decision-making by encouraging more active involvement in various processes such as council meetings, advisory committees, and task teams. By broadening access and creating clear pathways for participation, the aim is to ensure that community members have a meaningful role in shaping the decisions that affect their daily lives. This could involve organizing outreach programs, holding public consultations, and using technology to make town meetings more accessible to a wider range of people. The goal is to foster a strong sense of ownership and investment in the direction of the town's growth and development.

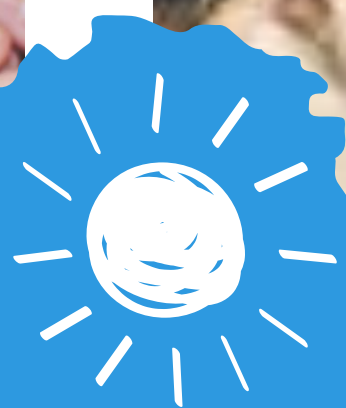






## Impact Area 2: Equity and Inclusion

Ensuring diverse voices are represented in all aspects of community development is essential for creating an inclusive town environment where everyone's needs are considered. This includes actively seeking input from underrepresented groups, ensuring policies, by-laws and programs are designed with equity in mind, and removing barriers that might prevent equity-owed communities from participating. The aim is to create an environment where every individual, regardless of background, has equitable access to opportunities and is valued in the decision-making process. This will include outreach initiatives to better understand the unique needs of different groups and ensure that all community members feel welcome and heard.

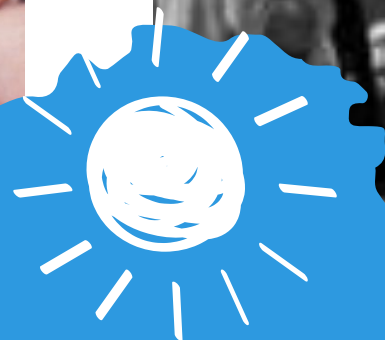






## Impact Area 3: Social Well-being and Community Cohesion

Creating a sense of belonging and social support in the community contributes to mental and emotional well-being. Working at the grassroots with community to create programs aimed at fostering social connections, inclusivity, and supportive networks, such as senior social clubs, youth engagement programs, or community-building events. This strengthens the resilience of the community and can alleviate feelings of isolation.







## Impact Area 4: Sustainable Development

Encouraging environmentally responsible practices and community-driven projects is at the heart of this area. Sustainable development focuses on balancing economic, environmental, and social needs for present and future generations. This includes initiatives such as promoting energy efficiency, reducing waste, protecting natural resources, and supporting and creating green spaces within the community. It involves engaging residents in environmental projects like community gardens, clean-up initiatives, conservation of arboreal flora and sustainability education programs. By fostering a culture of environmental stewardship, the aim is to create a town that thrives while respecting and preserving the surrounding natural environment. Sustainable practices can encourage long-term ecological health.







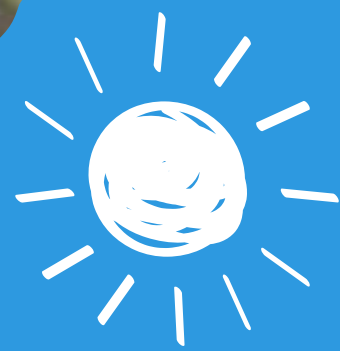
# Monitoring and Evaluation

This framework will be evaluated based on:

- Resident Feedback: Regular surveys and public consultations.
- Participation Metrics: Tracking engagement levels in town initiatives.
- Equity and Inclusion Indicators: Assessing improvements in accessibility and representation.
- Impact Reports: Annual assessments aligned with the Kentville Parks and Recreation Department's reporting structure.

## Continuous Improvement

- Regularly review the framework to adapt to evolving community needs.
- Collaborate with council, citizens and partners to refine and expand engagement strategies.
- Publish progress updates to ensure transparency and accountability.

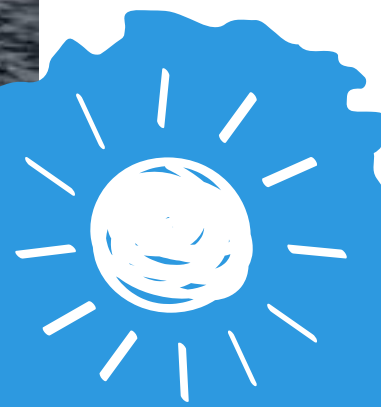


# Conclusion

Kentville's Community Development & Engagement Framework is a forward-looking guide to building an inclusive, resilient town. Grounded in the National Occupational Standards for Community Development, the Dismantling Hate & Racism Act, Activating Your Neighbourhood Framework and Recreation NS's Anti-Racism Charter, it commits the Town to equity, respect, and meaningful participation.

Recent wins—Inclusion & Accessibility and Equity and Belonging Action Plans, the Oakdene Park Community Garden Group, the Kentville Equity & Belonging and Inclusion & Accessibility Committees — show the vision in action. These initiatives elevate under-represented voices, create spaces for cultural exchange, and foster healthy, sustainable neighbourhoods.

By keeping the framework community-driven and rooted in residents' experiences, Kentville ensures future growth that embraces diversity, strengthens collaboration, and gives every resident a chance to thrive.





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# April 2025



ADMINISTRATION	2024	2025
SOT's	39	43
Foot Patrol	140	140
Criminal Code Charges	18	19
Calls for Service	286	284

## HIGHLIGHTS/INITIATIVES:

- KPS members attended the Annual Polar Plunge in support of Special Olympics
- Chief and Deputy attended the NSCPA Spring Conference in Truro
- Successful application for Wellness Grant through NSFM
- KPS approved to join the NSPSSP
- Celebrated CCN Ashley Ettinger's final day with KPS

## PATROL:

- Busy month with over 280 calls.
- Attended KCA for Lockdown drill
- Completed 7 checkpoints
- 3 Impaired charges
- Issued 43 Summary Offence Tickets

## TRAINING:

- We started our annual Use of Force training in April with SBOR/NUFF/Legal Articulation/VNR and Virtual Reality Scenario based training
- KPS received funding from DOJ for Internet Child Exploitation training. 3-week course hosted in Halifax by the Canadian Police College.
- DOJ provided funding to Amherst Police Service to host a Major Crime Investigators Course. KPS had 3 members attend the training.

# April 2025



## CES:

- Scheduling for Use of Force training
- Met with Camp Aldershot building relationships for use of force training
- Attended Senior Safety Expo in Berwick
- Meeting with Oakdene Community Garden Group
- Attended Community Wellness Event for Harm Reduction
- Attended KCA planning for reading activities, bike week, spring fling and lockdown drill
- Attended Kings Senior Safety meeting, and Caribbean Festival

## CCN:

- Busy with offboarding procedures and making sure things are in place for new hire

## INVESTIGATIVE SECTIONS:

### GIS

- 8 active investigations
- Executed 1 Search warrant and 1 production order (while reviewing video footage, identified a high-risk domestic assault)
- Major investigations-Aggravated assault, sexual assault and ICE file
- Assisting with Use of Force training-Instructor

### SCEU

- 5 active investigations
- 5 search warrants executed
- Traffic stop resulting in seizure of 150 grams of cocaine, 150 grams of crystal meth and cash. 2 counts of possession for the purpose 5(2) CDSA
- Search warrant executed-homemade explosives and 10 loaded firearms seized resulting in 40 criminal code charges

### CISNS

- Assisted South Shore SCEU with drug file. Seized approximately 1 kg of cocaine, large quantity of unstamped cannabis, unstamped tobacco and cash.

### BY-LAW

- 47 Parking tickets/46 Warnings
- 8 smoking charges
- Assisted KPS with 10 files





## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

June 9, 2025

#### Programs and Operations

- **Kentville Water Commission:** Operationally, there were no issues with the water utility. We had a pump failure back in the Spring of 2025 and our long time well driller and pump replacement contractor has finally retired. This is a very specialized trade and we have engaged a new contractor to pull the deep well pump on Tuesday to determine the fault and replace either the pump end or motor. We have started stocking both a pump & motor since supply chain issues started during COVID and we will replace this item with stock once repaired.
- **Sanitary Sewer Area Service:** Director Mathews, CAO Matheson & I are completing the 2025/26 Sanitary Sewer Operating Budget. This will allow CAO and the Finance Team to then complete the in-house Sanitary Sewer Rate Study for a future presentation and recommendation of new sewer rates.

#### Projects

- **Downtown AT Project:** The Sidewalk contractor completed the new curb & sidewalk on Aberdeen Street just in time for Apple Blossom and it looks great. They will be out of Town for the month of June and will return to start the north side of Webster Street in July to allow events such as the Devil's Half Acre Motorcycle Rally to operate smoother.
- **GRID – Main Street Storm, Sidewalk & Paving Project:** We just released a tender that utilizes two large grants, The GRID (Growth and Renewal for Infrastructure Development) Program is paying up to 50% of the estimated \$1,330,850 replacement of end of life storm sewer, curb & sidewalk on the south side of Main Street from Aberdeen Street to Prospect Avenue and we also received up to \$500,000 funding (again, up to 50% of \$1M) from the Province to mill and repave Main Street / Trunk 1 in

this same construction zone plus additional paving on Main Street from the Mill Brook Bridge to approximately Elm Avenue. This tender will close on June 19<sup>th</sup>

- **Mitchell Brook Culvert:** The design for the replacement of the end-of-life “culvert system” under Park Street is now complete and the consultants have submitted the application to Nova Scotia Environment and in turn Nova Scotia Fisheries for the necessary permits with an expected replacement later this summer. The requirements for new and replacement culverts in designated water courses such as Mitchell Brook has drastically changed requiring much larger pipes than before typically end up being box culverts with natural bottoms for potential fish passage making the size much larger than original and coupled with larger design flows and the proximity of existing water and sewer mains this culvert replacement will be VERY expensive. We will need to utilize both the specific Capital budget line item for this project and a significant portion of blanket “Storm Priorities” line item to fund this important project.
- **Storm Water Infrastructure Maintenance:** As the weather warms and the downtown Spring maintenance is completed, we will be switching our attention to storm sewer maintenance and repairs with such in-house items as ditching the south side of the Harvest Moon Trail, catch basin cleaning and replacement, and piping repairs and replacements identified in the Storm Water Master Plan.

## **Public Engagement**

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

## **Meetings and Events**

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- May 12<sup>th</sup> May CAC
- May 13<sup>th</sup> Regional Sewer Committee
- May 21<sup>st</sup> Apple Blossom Logistics
- May 21<sup>st</sup> Operation Budget Meeting

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**Town of Kentville  
CAO Report to Council Advisory Committee  
For the Month of May 2025  
Presented on June 9, 2025**

---

**Chief Administrative Officer**

**Meetings**

- May 1 - CAOs Boyd and Horner re HR Assessment Study
- May 1 - IMSA CAOs re agreements
- May 2 - CAOs Conrod and Lawrence re Regional Sewer
- May 5 - Senior Leadership Team re Budgets
- May 6 - Councillor Baker re Library
- May 12 - Planning Appeal
- May 12 - CAC
- May 13 - Senior Leadership Team
- May 13 - CAO Conrod and Dep CAO Frost re Arena
- May 13 - Regional Sewer Technical Group
- May 15 - IMSA CAOs
- May 21 - IMSA Board Meeting
- May 21 - Special Council - Budget Presentation
- May 22 - Senior Leadership Team
- May 22 - IMSA CAOs
- May 22 - Valley REN staff and consultant re Marketing Levy
- May 23 - CAOs Boyd and Horner re HR Assessment Study
- May 26 - Chair of Accessibility Committee
- May 26 - Council
- May 27 - Senior Leadership Team
- May 27 - CAOs Conrod and Lawrence re Regional Sewer
- May 28 - IMSA CAOs re agreements

**Areas of Focus**

- Operating Budgets
- Reviewing Proposed Intermunicipal Service Agreements
- Information sharing on Regional Sewer issues
- Drafting proposal for potential land sale

- Purging of old duplicate paper documents in CAO office
- Prepare briefing notes for new CAO
- Moving studies forward - Water rates, HR Assessment, Inter-municipal sewer billings
- Support to move Accessibility Committee forward

### **Deputy Clerk**

- Attend the Nova Scotia Federation of Municipalities conference, and learned valuable insights from the sessions
- Preparation for the Quest energy mapping exercise workshop (May 7)
- Meetings with members of the Inclusion and Access Advisory Committee
- Support for the Board of Police Commissioners, Investment Advisory Committee, Environment Task Team, Student Bursary selection, and Grants to Organizations
- Completed the Foundations of Belonging course for accessibility and equity training
- Support for all staff meetings with the incoming CAO Chris McNeill
- Coordinating the Stripe account for the ev car charger at town hall
- Support for recruitment process for Planning Advisory Committee and Equity and Belonging Committees
- Preparation of revised Meetings Policy, draft Biodiversity Strategy
- Participated in installation of the Oakdene Park rain garden

### **Strategic Initiatives**

- On-boarded new Environmental Summer Student Lead, Monet Streit, who supports the Hemlock Conservation Project and Bird Friendly Town Certification projects.
- Met with Kings County's Climate Change Project Specialist.
- Preparation and coordination of the Quest energy mapping exercise workshop.
- Generating Impact with AI courses through the Impact Organization of Nova Scotia, to learn how Microsoft AI can support internal data tracking and operations. Noting a need for operational AI policies.
- Created the Nova Scotia Municipal Staff working group on municipal approaches and response to HWA in parks and public spaces. Thus far, the group has successfully shared resources and equipment and is discussing future joint funding opportunities for Hemlock Conservation.
- Coordinated over 20 volunteers to support the Hemlock Conservation Projects in the Gorge and Ravine Parks.
- Support the Development of the Draft Biodiversity Strategy for the Town of Kentville

- Support the Bird Team in planning for World Migratory Bird Day, May 10th, which has been cancelled due to rain.
- Coordinated the implementation of the Rain Garden Demonstration site at the Oakdene Community Garden. With over 10 volunteers and support from the Coastal Action Foundation.

**Grants:**

- Submission of the Sustainable Communities Challenge Fund to support projects identified in the Stormwater Management Master Plan.
- Submission to the Low Carbon Communities Fund to support the Design Plan for the Community Recreation Centre and Town Hall Complex to meet the Access by Design 2030 provincial mandate and enhance building energy efficiency.
- The Coastal Action Foundation fully funded Oakdene Rain Garden implementation.



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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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June 9, 2025

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RE: Revised Student Bursary Policy Report

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After consideration of the Committees of Council Policy, Council requested that Policy Statement G18 be reviewed and improved. Staff have reviewed the document and see opportunities for the Town to support even more Kentville residents and Kentville-connected people who are working to improve their education.

Below are comments on suggested changes to this policy:

2.1.1 Changing the requirement from “resident of Kentville” to “have strong connections to Kentville”. This is in alignment with the Committees of Council policy, which recognizes that a person may not live in Kentville but may work here, go to school here, or have other significant connection which supports eligibility for this bursary. If this can be shown in their application, this should be considered.

2.1.2 Removing the eligibility requirement to be a high school graduate. Staff recommend that this criteria be removed in order to support anyone looking to take a course to improve their education and income. This would broaden the requirement to include persons from protected characteristics according to the Nova Scotia Human Rights Act (age, race, colour, religion, creed, ethnic, national or aboriginal origin, sex, sexual orientation, physical or mental disability, family status, marital status, source of income, irrational fear of contracting an illness or disease, and more). The intent of the policy is not to provide bursaries for hobbies, but for education that supports improving employment and income.

2.1.3 Changing the eligibility from “full time university enrollment” to “university, college or course” can increase



the impact of this bursary for residents. For some residents, finances may be a barrier to taking a single course which will greatly increase their employment opportunities.

2.1.4 and 2.1.5 Removal of the grade requirement. A bursary is given based on need not marks. An improvement to this criteria is in 2.1.5 which states “high academic or community achievement” but does not prescribe a grade limit.

2.1.8 Removing the criteria of “attend a post-secondary school” limits the program to high school students attending university, however college programs and courses should also be considered.

2.1.9 Similar to 2.1.8, removing the criteria of “must attend a full-time program” allows the town to support a young person or adult who seeks to improve their education, their employment and their income through a single course or certificate.

3.1.2.1 The Nola Folker-Hill Bursary should not be changed as this wording was prescribed by her family and friends.

3.2 to 3.8 describes the process of reviewing, approving and paying the bursaries.

Staff recommend

**That Council approve the revised Policy Statement G18 Student Bursary Program Policy.**

Interim CAO Kevin Matheson



## TOWN OF KENTVILLE POLICY STATEMENT G18 STUDENT BURSARY PROGRAM

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### 1.0 PURPOSE

- 1.1 The purpose of this policy is to financially assist Kentville students with costs associated with a post-secondary school education.
- 1.2 To establish a policy to support funding educational objectives of qualified Kentville residents through the award of a bursaries.

### 2.0 ELIGIBILITY

- 2.1 Successful recipients must
  - 2.1.1 Be a resident of the Town of Kentville or have strong connections to the town through school, community, family or other.
  - 2.1.2 graduating from any high school in the area.
  - 2.1.3 Be pursuing higher education in the form of a university or college program or course.
  - 2.1.4 Candidates must have an academic standing of at least 70% for their grade 12 courses.
  - 2.1.5 Demonstrate high academic or community achievement in their area of interest.
  - 2.1.6 Candidates must demonstrate leadership and citizenship qualities.
  - 2.1.7 Show pride and connection to the Town of Kentville.
  - 2.1.8 Candidates must attend a recognized post-secondary school.
  - 2.1.9 Candidates must enroll on a full time basis, which translates into at least a 60% course load.

### 3.0 PROCEDURE

- 3.1 The Town of Kentville shall provide an annual bursary for up to four eligible applicants, as per the schedule below.
  - 3.1.1 Town Council shall establish a special reserve fund of \$3000, called the "Student Bursary Reserve" to fund the bursaries.
  - 3.1.2 The amount received by eligible students will depend upon the number of successful applicants as follows:
    - 3.1.2.1 **The Nola-Folker Hill Bursary:** One bursary of \$1500.00, in memory of Former Councillor Nola Folker-Hill, to a female-identifying student, entering a post-secondary program with a science or medical focus. When there is no applicant applying to a science or medical-related program, a candidate may be chosen for this bursary who

shows exemplary pride and dedication to residents of the Town of Kentville.

- 3.1.2.2 **Town of Kentville Student Bursaries:** The remaining \$1500.00 will be awarded to up to three residents who show exemplary pride and dedication to residents of the Town of Kentville. The bursaries shall be awarded to up to three students as follows: three bursaries of \$500.00, two bursaries of \$750.00 or one bursary of \$1500.00.
- 3.2 Staff shall advertise the bursary opportunity as appropriate.
- 3.3 Bursary applications shall be delivered to the Deputy Clerk either digitally via email, or in printed form by mail or delivery to Town Hall.
- 3.4 Applications shall be accepted annually until May 31 at 4pm.
- 3.5 Following the deadline, the Deputy Clerk shall review eligibility of applicants and create printed packages for each member of the selection committee.
- 3.6 The selection committee shall consist of one member of Council, appointed annually in November, and two residents of Kentville. Resident members of the committee shall be appointed by Council annually, and may be recruited from (a) Town of Kentville Volunteer award recipients, (b) Town of Kentville Committees, or (c) through a call for applications in January.
- 3.7 The committee shall meet at a time that is convenient for all members, to review all applications. The committee shall make recommendations to Council for bursary recipients.
- 3.8 Bursaries will be paid directly to the post-secondary school.

#### **4.0 ASSOCIATED DOCUMENTS**

Schedule A: Bursary Application

#### **5.0 POLICY REVISION HISTORY**

Date Created:	July 12, 2000
Revisions:	September 13, 2000
	April 9, 2008
	September 10, 2008
	July 15, 2009
	November 1, 2016
	January 2017. Reformatted
	March 20, 2017
	October 30, 2017

Chief Administrative Officer

**SCHEDULE A**

**STUDENT BURSARY APPLICATION**

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Residents applying for this bursary must complete this application form and submit all of the required documents to the Town of Kentville, 354 Main Street, Kentville NS, B4N 1K6, to the attention of Jennifer West.

Applications must be received by May 31 annually.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

High School Attending: \_\_\_\_\_

Post-Secondary School you are planning to attend: \_\_\_\_\_

Checklist of required documents:

- A typed letter introducing yourself, and describe your eligibility for this bursary;
- A resume or statement of your extracurricular activities in school and in your community and any work experience;
- ~~○ A transcript of your high school marks;~~
- A letter of acceptance or intent from the post-secondary institution you plan to attend;
- One letter of reference ~~from one of your teachers or school administrators;~~  
One personal and one community reference whom we can contact:

○ (Personal) Name:\_\_\_\_\_ Phone:\_\_\_\_\_

○ (Community) Name:\_\_\_\_\_ Phone:\_\_\_\_\_

Please mail applications to:

Town of Kentville c/o Jennifer West, 354 Main Street, Kentville, NS, B4N 1K6.

Any questions, please contact [jwest@kentville.ca](mailto:jwest@kentville.ca) or 902-679-2503.





June 9, 2025

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RE: Proposed Biodiversity Strategy

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CAO Kevin Matheson  
354 Main Street  
Kentville, NS  
B4N 1K6

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

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Staff are pleased to present the town's first Biodiversity Strategy, one of the only documents of its kind in Nova Scotia. The strategy is part of the criteria for achieving designation as a Bird Friendly Town, and Kentville is poised to be the first town in Nova Scotia to achieve this designation (Halifax is a Bird Friendly *City*).

The Strategy is strongly connected to many other municipal plans including the Integrated Community Sustainability Plan, Active Transportation Plan, and the Municipal Planning Strategy. The Strategy was developed with feedback from residents, researchers, staff, community groups and national conservation organizations.

The framework for this document is made up of three Guiding Principles – Ecological, Societal, and Stewardship. Each of the guiding principles encompasses a variety of broad statements that will inform the direction of the Strategy. Six Foundational Goals were developed to guide the work of the Town and to foster accountability. Finally, 22 Objectives that include specific actions to be implemented by different departments and organizations within Kentville.

Kentville recognizes that climate change is placing an increasing burden on local infrastructure, residents, and the natural environment. In an effort to mitigate climate change impacts, the Town is taking a proactive approach to protecting natural spaces and local species by adopting a Biodiversity Strategy. This Biodiversity Strategy will act as a directional guide for broader decision-making within the Town and will support Kentville's adaptive capacity to handle the varied impacts of climate change.

This Strategy was developed by a team including Sofia Munoz, Liza Carr, Jennifer West, Laura Jacobs and Craig Langille. They are proud to recommend it to Council.

Staff recommend to Council,

**That Council approve the proposed Biodiversity Strategy for the Town of Kentville.**

Interim CAO Kevin Matheson





# BIODIVERSITY STRATEGY

JUNE 2025

*Kentville*  
A BREATH OF FRESH AIR





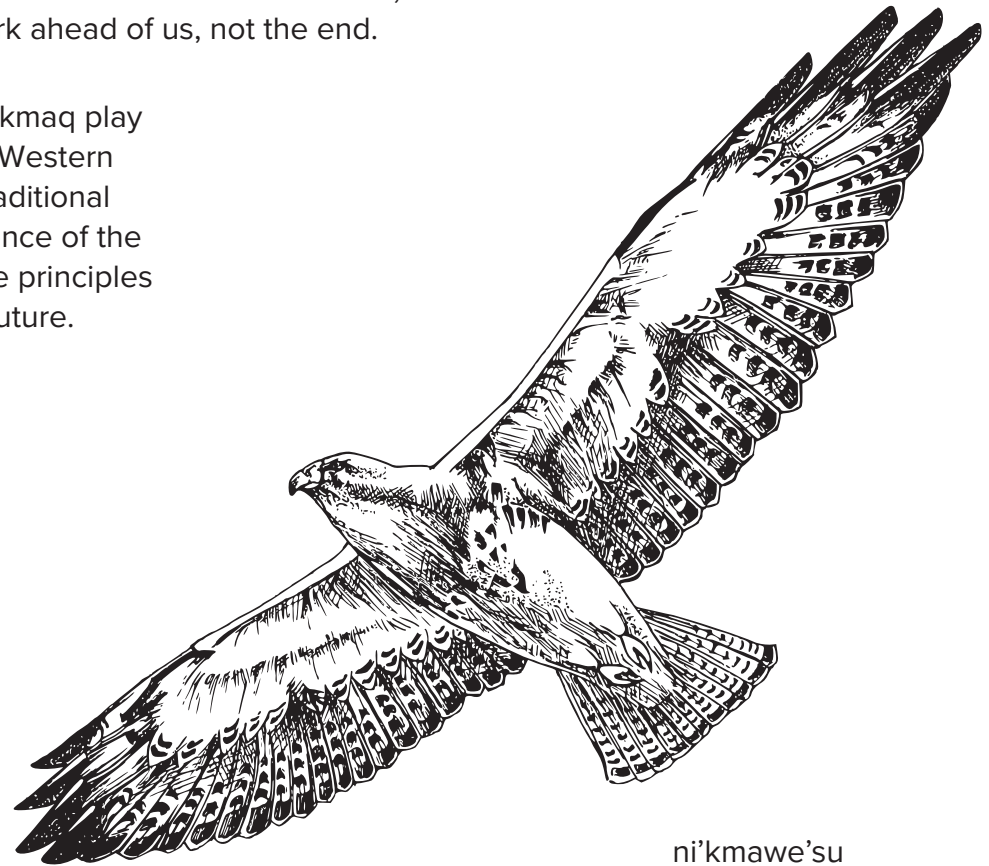
# LAND ACKNOWLEDGEMENT

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This document was created in Mi'kma'ki, the traditional and un-surrendered territory of the Mi'kmaq People. The Town of Kentville recognizes that we are all treaty people governed by the Peace and Friendship Treaties first signed in 1726, and that Indigenous communities have resided on and stewarded this land for time immemorial.

Kentville also recognizes the history, legacy, and contributions of African Nova Scotians who have lived in this region for over 400 years. We acknowledge the responsibility to deeply engage with and move forward the work of truth, reconciliation, equity, diversity, inclusion, and accessibility. We understand that without action, an acknowledgement is empty and merely marks the beginning of the work ahead of us, not the end.

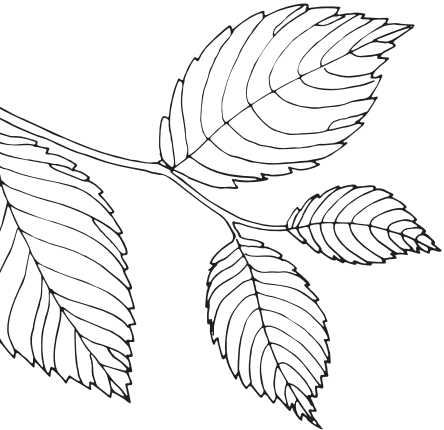
The Town of Kentville acknowledges the importance of the role the Mi'kmaq play in protecting biodiversity in Nova Scotia. Although this document uses Western and colonial ways of knowing, and lacks significant consideration of Traditional Ecological Knowledge, values, priorities, perspective, and lived experience of the Mi'kmaq people, the Town of Kentville aspires to centre and embed the principles of Etuaptmumk or “Two-Eyed Seeing” into this work now and into the future.



ni'kmawe'su  
Osprey  
*Pandion haliaetus*

# EXECUTIVE SUMMARY

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wigpi  
American elm  
*Ulmus americana*

Kentville recognizes that climate change is placing an increasing burden on local infrastructure, residents, and the natural environment. In an effort to mitigate climate change impacts, the Town is taking a proactive approach to protecting natural spaces and local species by adopting a Biodiversity Strategy. This Biodiversity Strategy will act as a directional guide for broader decision-making within the Town and will support Kentville's adaptive capacity to handle the varied impacts of climate change.



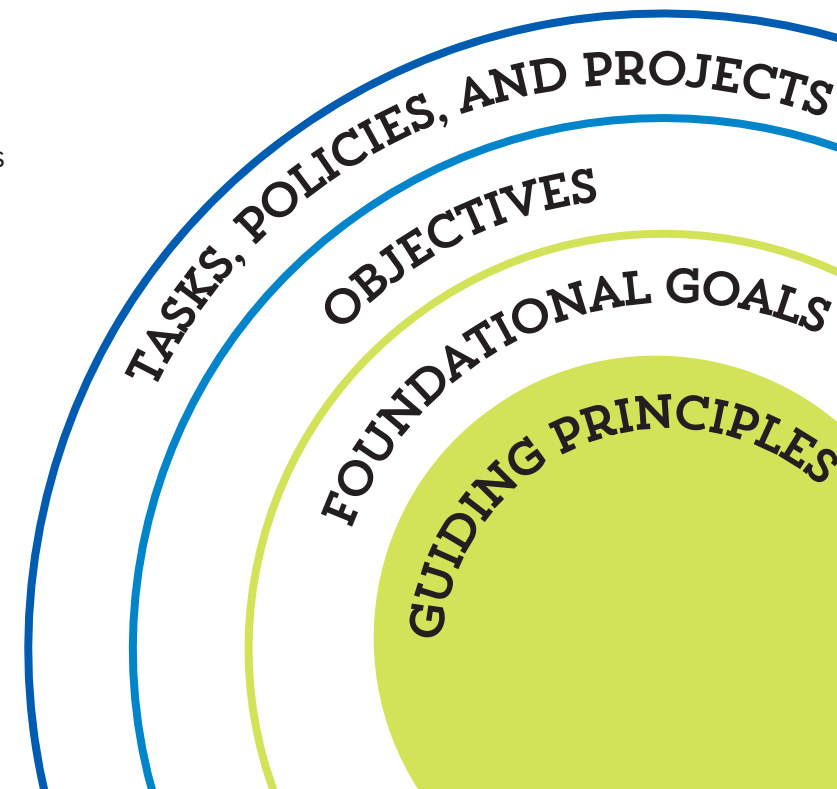


# INTRODUCTION

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This is an exciting time for conservation and biodiversity in Kentville! Kentville's Biodiversity Strategy builds on work already in progress within the Town. For example, parks and trails are a source of pride for Kentville residents and are heavily used for various recreation and educational activities. They provide a core service to community and hold value worth protecting and developing. In the area of Planning and Development, Kentville's Land Use By-law includes a Conservation Zone that covers properties that have ecological significance including Miner's Marsh which is protected in collaboration with Ducks Unlimited. The Town also has plans to increase residential housing and is working to identify ways to incorporate strategic and sustainable development in alignment with the biodiversity protection. As part of ongoing asset management, Kentville has an opportunity to protect local biodiversity through nature-based approaches to complement and strengthen municipal infrastructure. Finally, the Town is partnering with environmental organizations to collaborate on climate action projects, including supporting biodiversity stewardship on municipal land, and to understand future opportunities that further protects and strengthens its adaptive capacity. This work has led to the development of Kentville's first Biodiversity Strategy.

The framework for this document is made up of three Guiding Principles – Ecological, Societal, and Stewardship. Each of the guiding principles encompass a variety of broad statements that will inform the direction of the Strategy (See page 5). Six Foundational Goals were developed to guide the work of the Town and to foster accountability (See page 6). Finally, 22 Objectives that include specific actions to be implemented by different departments and organizations within Kentville span pages 7-11. A glossary of terms can be found in Appendix A and information on provincial and federal biodiversity goals and how Kentville has aligned its Biodiversity Strategy with those goals can be found in Appendix B.



# COMMUNITY AND STAFF FEEDBACK

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With the support of Kentville's Climate Lead, through Clean Foundation's Community Climate Capacity (CCC) program, the Town gathered staff and community feedback to inform the development of the Biodiversity Strategy. CCC staff met with Kentville's Planning and Development and Parks and Recreation departments to gain insight into their work and how it is related to biodiversity. Key pieces of feedback provided by Town staff were to align the Strategy with existing municipal processes and to integrate biodiversity considerations into the everyday workings of the Town to foster a shared responsibility in furthering environmental work.

Semi-structured interviews were also conducted with community groups with representation from the Blomidon Naturalist Society, Butterflyway Project, Birds Nova Scotia, and Nature Canada. Through the community group interviews, CCC staff collected information on biodiversity related concerns within Kentville including types of invasive species, threats to native species as well as initiatives the Town could implement to increase knowledge around biodiversity. The primary suggestions from community groups included providing educational opportunities for residents to learn about native plant species and how to plant them on their properties; initiating efforts to remove native species from Town-owned properties; exploring ways to naturalize Town parks and encouraging residents to naturalize their properties; and engaging with youth.

A survey was posted on the Town's website on April 30, 2025, with questions focused on what biodiversity means to residents of Kentville and what they think the Town should prioritize through its biodiversity work. The valuable feedback from 24 residents will be used to inform biodiversity-related initiatives and future renditions of this Strategy.



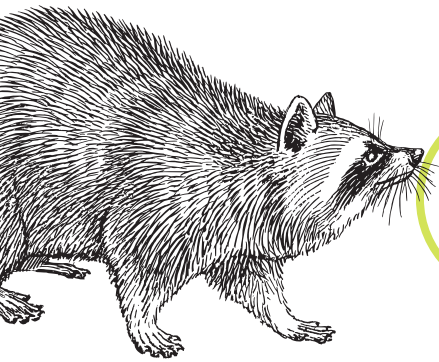
matues

North American porcupine  
*Erethizon dorsatum*

# VISION AND GUIDING PRINCIPLES

Through its stewardship of natural parks, trails, and shared spaces, and through programs, projects and policies, Kentville will be a leader in enhancing, maintaining, and promoting biodiversity in Nova Scotia; setting an example of sound environmental stewardship for other deed holders in the Annapolis Valley to follow, and contributing to goals identified in both Nova Scotia's and Canada's Biodiversity Strategies.

The framework of the Biodiversity Strategy is made up of three guiding principles – ecological, societal, and stewardship. Each of the guiding principles encompasses a variety of broad statements that will inform the direction of the Strategy.



## ECOLOGICAL PRINCIPLES

## SOCIETAL PRINCIPLES

## STEWARDSHIP PRINCIPLES

amaljugwej  
Raccoon  
*Procyon lotor*



# VISION AND GUIDING PRINCIPLES

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## ECOLOGICAL PRINCIPLES

It's essential to ground the strategy in core ecological principles to ensure the strategy is effective, scientifically sound, and resilient over time.

- Ecosystem Integrity and Function - Ecosystems must retain their structure, processes, and biodiversity to function properly.
- Species Interdependence - Species do not exist in isolation but interact in complex networks.
- Connectivity - Habitat connectivity is essential to maintaining ecological functions, ecological interactions and viability of species populations for the long term.
- Resilience and Adaptive Capacity - Ecosystems must be resilient to disturbances to maintain biodiversity.

## SOCIETAL PRINCIPLES

Incorporating societal principles into the strategy ensures that the work is equitable, inclusive, practical, and supported by participants. These principles help align conservation goals with human values, needs, and governance structures.

- Indigenous and Local Knowledge - Etuaptmumk or “Two-Eyed Seeing”, Traditional Ecological Knowledge, and Mi’kmaq approaches are needed to meaningfully address existing and future biodiversity concerns in Kentville.
- Accountability and Transparency – The Town of Kentville has a shared responsibility for taking care of our natural resources including water, air and land.
- Intergenerational Responsibility – Biodiversity assets in our land, air and water environments are valuable for present and future generations.

## STEWARDSHIP PRINCIPLES

Integrating stewardship principles into the strategy ensures that local actions are rooted in responsibility, sustainability, and community engagement. These principles can guide policy, land use, education, and public service delivery to support biodiversity conservation at the local and regional level.

- Education and Capacity Building – Staff training and public awareness is integral to the protection and stewardship of biodiversity.
- Community Engagement and Empowerment – All residents can act as stewards of their environment.
- Planning and Sustainability - Natural and financial resources can be used efficiently to protect biodiversity and manage natural systems for long-term health and resilience.

# STRATEGIC GOALS AND OBJECTIVES

## 1.0 PROTECT, PROMOTE AND ENHANCE NATURAL AREAS

1.1 Complete a Natural Asset Inventory that records all natural assets into the Town GIS database and as part of the Asset Management process.

1.2 Develop a 'Significant Biodiversity Areas' layer on Kentville's zoning map and integrate this data with Kentville's asset management system to record ecologically important areas in Kentville. Use this data to encourage the protection and stewardship of these areas.

1.3 Identify invasive Species in Kentville, develop and implement plans to manage them.

1.4 Prioritize utilizing natural restoration and enhancement techniques and nature-based solutions where possible during infrastructure renewal upgrades and construction projects.

1.5 Update Conservation Zone requirements in Municipal Planning Strategy/Land Use Bylaw beyond areas affected by floodwater to include areas that host significant ecology and habitat.

1.6 Maintain Nature Canada's Bird Friendly Towns designation by meeting the yearly criteria and by demonstrating ongoing progress towards the protection of birds and biodiversity in Kentville.

1.7 Update Kentville's municipal tree inventory and develop a Tree Plan that will document the number, type, and health of trees on municipal property; protect and manage healthy tree stocks; and develop a project plan to expand the urban canopy on municipal land.

1.8 Revise the Development Application Process for opportunities to encourage land in Kentville to be developed in an ecologically responsible way.

1.9 Revise the procurement process to include language around prioritizing nature-based approaches and ecological consideration to be used during the RFP, tendering, and contract development process.



# STRATEGIC GOALS AND OBJECTIVES

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## 2.0 FOSTER COMMUNITY EDUCATION AND STEWARDSHIP

2.1 Facilitate regular community engagement opportunities to learn about biodiversity; such as native species planting workshops, seed swap events, community planting events, learning seminars and public resource development.

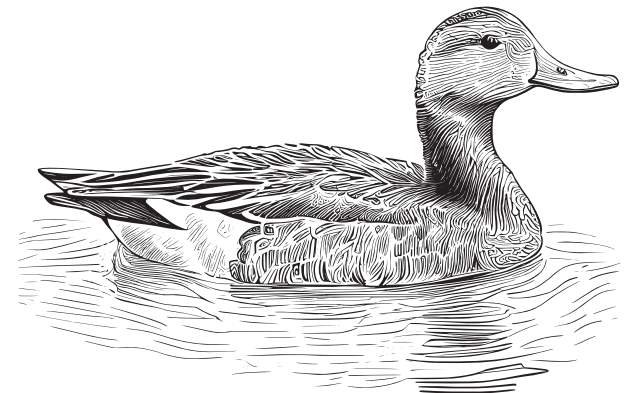
2.2 Connect with community and explore the idea of forming a committee to support Kentville's ongoing biodiversity initiatives and to ensure biodiversity remains a priority to the town.

2.3 Commit to ongoing learning and training opportunities for staff to establish a foundational understanding of biodiversity and actions to preserve and enhancing natural spaces in Kentville.

2.4 Build on local and regional efforts to maintain and enhance biodiversity by identifying, collaborating on and engaging with existing programs and initiatives with local groups, organizations and neighbouring municipalities.

2.5 Lead by example by preserving and enhancing biodiversity in Kentville, modeling good land stewardship for the community and region. Share and celebrate programs at regional and provincial meetings and conferences.

apji'jgmuj  
American black duck  
*Anas rubripes*





# STRATEGIC GOALS AND OBJECTIVES

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## 3.0 MONITOR AND RESPOND TO IMPACTS ON BIODIVERSITY

3.1 Implement a process to regularly monitor the biodiversity of parks and wetlands in Kentville.

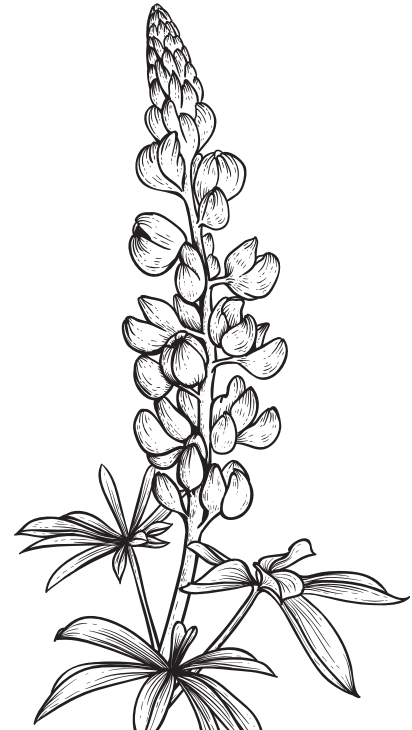
3.2 Complete a climate risk assessment that identifies Kentville's highest climate-related risk to Town assets, infrastructure and community well-being and that prioritizes adaptation priorities for the community.

3.3 Develop a Natural Asset Management Plan that identifies and provides management strategies for at-risk natural assets, including budgeting for their stewardship.

3.4 Develop a Climate Adaptation Plan to support Kentville's capacity to adapt to be resilient against the impact of climate change, especially as it pertains to infrastructure and asset management, natural asset management, development and community wellbeing.

3.5 Assess the Biodiversity Strategy through the annual report that outlines the status of initiatives and progress on the recommendations listed in this document.

3.6 Share challenges and successes with Community and Council using an evaluation framework, highlighting ongoing and completed projects, anticipated plans to increase and maintain biodiversity, current gaps and challenges, and opportunities to expand.



# APPENDIX A: GLOSSARY

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**Adaptation:** In human systems, the process of adjustment to actual or expected climate impacts, to moderate harm or leverage beneficial opportunities. In natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects (Government of Canada, 2022).

**Biodiversity:** Biodiversity is the collection of life that makes up our natural world which includes the variety of plants, animals, fungi and microorganisms that work together to create healthy, balanced ecosystems that sustain life (Ducks Unlimited, 2025).

**Bird Friendly City Certification:** A certification program hosted by Nature Canada that promotes the protection of birds and bird habitat by encouraging municipalities across Canada to mitigate threats to birds such as habitat destruction, and restore natural habitat of native bird populations, admire and monitor bird populations, adopt municipal policies aimed at protecting birds, and establish a team of local experts to oversee bird initiatives (Nature Canada, 2025).

**Conservation:** The maintenance or sustainable use of the Earth's resources in a manner that maintains biodiversity and the evolutionary and other processes that result in biodiversity (Government of Nova Scotia, 2021).

**Ecosystem Approach:** A strategy for the integrated management of land, water and living resources that promotes conservation and sustainable use in an equitable way (Convention on Biological Diversity, 2024).

**Etuaptmumk (Two-Eyed Seeing):** Two-Eyed Seeing refers to learning to see from one eye with the *strengths* of Indigenous knowledges and ways of knowing, and from the other eye with the *strengths* of Western knowledges and ways of knowing, and to using both of these eyes together, for the benefit of all (Elders Albert and Murdena Marshall, Unama'ki).

**Stewardship:** The monitoring, protection, preservation, maintenance (which may include the restoration, rehabilitation and enhancement) of the natural features of natural areas so they sustain and protect, into the future, the natural ecosystems that define them (Nature Conservancy Canada, n.d.).

# APPENDIX B: ALIGNMENT WITH FEDERAL & PROVINCIAL GOALS

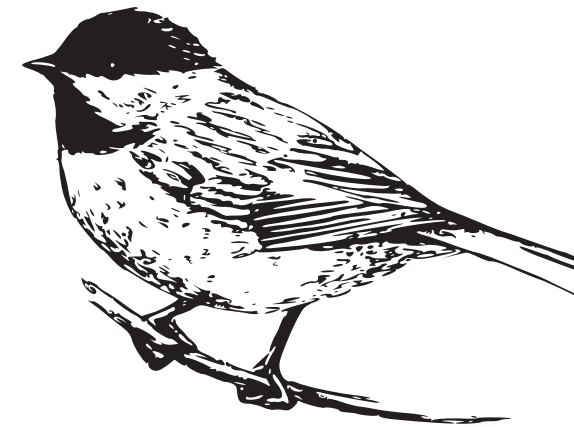
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## FEDERAL

In December 2022, the Conference of the Parties to the United Nations Convention on Biological Diversity (CBD COP15) adopted the Kunming-Montreal Global Biodiversity Framework (GBF). This historic document lays out a set of global goals and targets to halt and reverse biodiversity loss by 2030 and put the world on a path to living in harmony with nature by 2050.

Signatory countries are expected to update their National Biodiversity Strategy and Action Plans to reflect implementing the GBF domestically while supporting global goals and targets set out in the framework.

Environment and Climate Change Canada is leading development of Canada's 2030 National Biodiversity Strategy. The 2030 National Biodiversity Strategy will establish a shared vision for halting and reversing biodiversity loss in Canada, reflecting Canada's domestic priorities for biodiversity conservation and sustainable use, and guiding how Canada implements the GBF domestically.



j'gi'ges  
Black-capped chickadee  
*Poecile atricapillus*

# APPENDIX B: ALIGNMENT WITH FEDERAL & PROVINCIAL GOALS

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## PROVINCIAL

The Environmental Goals and Sustainable Prosperity Act (EGSPA) was passed in Nova Scotia in 2007. Among the 21 goals included in the EGSPA was a commitment by the province to adopt strategies that ensure the sustainability of the province's natural capital in the areas of forestry, geological resources, parks, and biodiversity by the year 2010.

To address the EGSPA strategy goals, the government of Nova Scotia engaged in a multi-year research and consultation process leading to publication of “The Path We Share: A Natural Resources Strategy for Nova Scotia” (2011-2020)

Among many other biodiversity-related commitments, the Natural Resources Strategy includes a commitment to, “implement new laws and update existing laws to support biodiversity”. The Natural Resources Strategy’s commitment to action followed a key recommendation of the 2010 expert panel report to, “develop, adopt, and implement a biodiversity act”.



mimkwonmooseel  
Northern red oak  
*Quercus rubra* L.



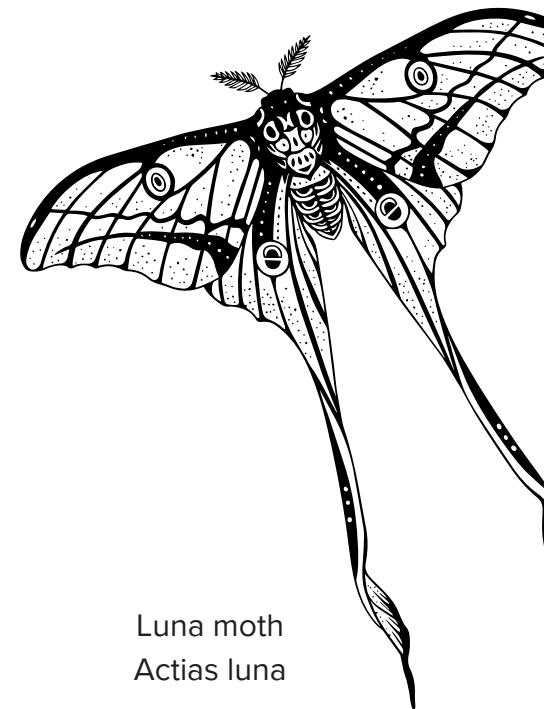
# APPENDIX B: ALIGNMENT WITH FEDERAL & PROVINCIAL GOALS

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Canada's 2030 Nature Strategy recognizes that municipal governments have a direct connection to people and identifies municipalities as key collaborators for biodiversity work, especially when it comes to land use. The Canadian government has committed to mainstreaming biodiversity values, including embedding biodiversity considerations into policy, plans, and strategies across all sectors and levels of government. Kentville's Biodiversity Strategy is aligned with federal goals to protect ecosystems and wildlife and to 'mainstream' biodiversity values across sectors.

Provincial and territorial governments are largely responsible for maintaining and regulating natural resources and have their own legislation focused on protecting wetlands, forests, and other ecologically significant habitats. Nova Scotia's climate plan, Our Climate, Our Future, outlines several relevant goals and actions related to biodiversity including building capacity for climate work across sectors, engaging and educating the public on climate issues, and conserving natural assets. Kentville's Biodiversity Strategy aligns with provincial goals to conserve natural assets and to build knowledge and capacity to take on climate work both internally and among the public.

Kentville's Biodiversity Strategy is rooted in a federally and provincially identified need for policy focused on maintaining biodiversity at the local level. This Strategy enables Kentville to embed biodiversity considerations into daily operations of the municipality as well as overarching decision making, resulting in a more climate resilient future for the Town.



Luna moth  
*Actias luna*

# REFERENCES

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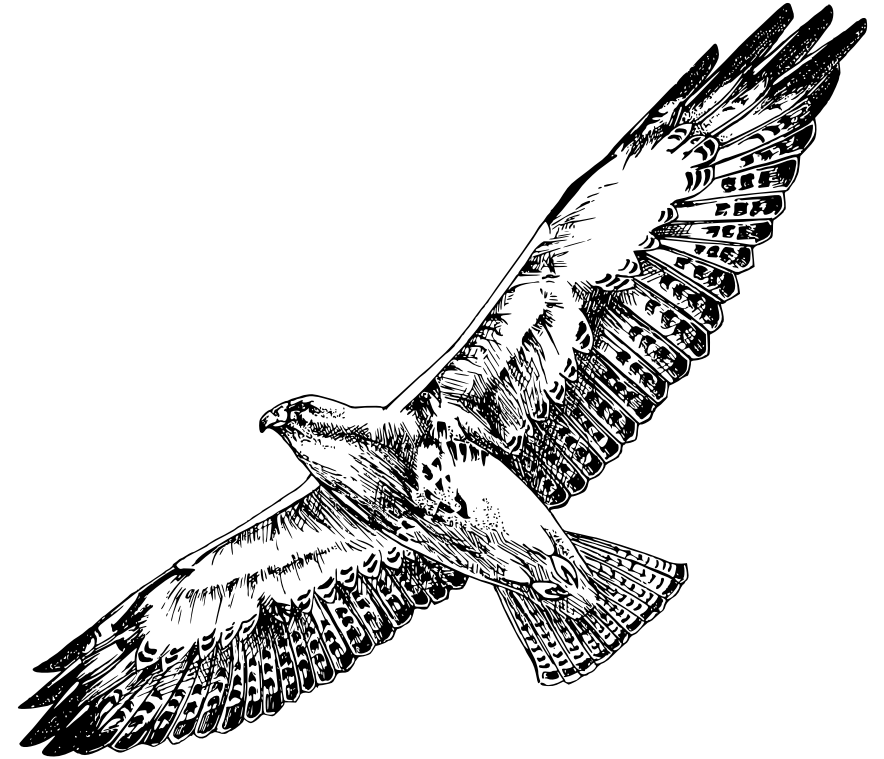
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Kentville

A BREATH OF FRESH AIR

# Biodiversity Strategy

June 9, 2025

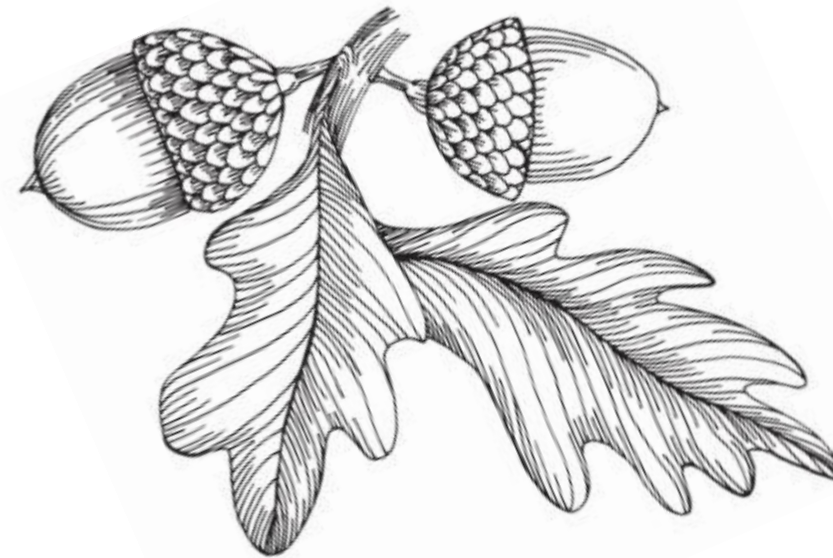




# Biodiversity

Kentville

The collection of life that makes up our natural world. It includes the variety of plants, animals, fungi and microorganisms that work together to create healthy, balanced ecosystems that sustain life.



# Birds of Miners Marsh

Kentville



Source: eBird, Miners Marsh



# Pumpkin People





# Miners Marsh





# Gorge Park



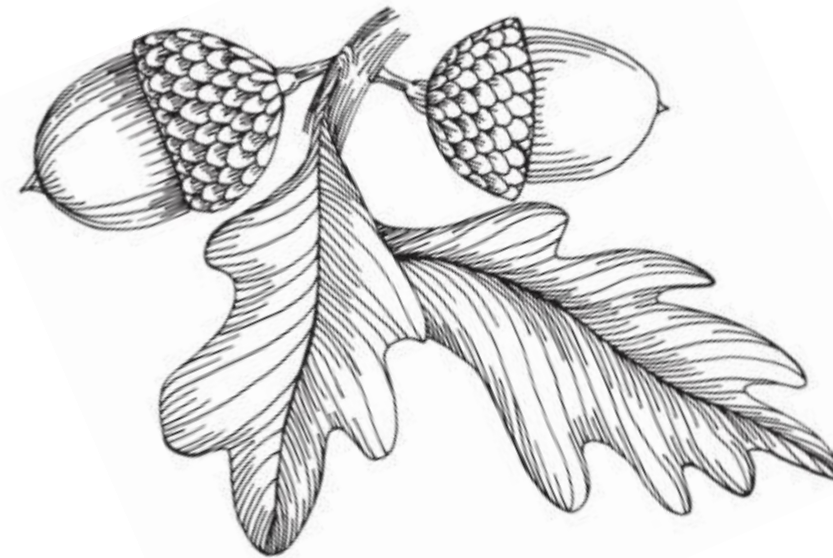


# Vision



## The Town of Kentville will...

- Be a leader in enhancing, maintaining, and promoting biodiversity in Nova Scotia.
- Set an example of sound environmental stewardship for other deed holders.
- Contribute to achieving the targets identified in Nova Scotia's and Canada's Biodiversity Strategies.



# Why a Biodiversity Strategy?



- To encourage and expand the protection of the Town's parks and trails that are a source of pride for staff and residents, and that are habitat for countless organisms.
- To encourage strategic and sustainable development.
- To protect local biodiversity through nature-based approaches.
- To foster collaboration on climate action projects, including supporting biodiversity stewardship on municipal land.
- Funding and partnership opportunities





# Staff & Community Feedback



## Town Staff Discussions

Discussion with staff teams

- Align the Strategy with existing municipal processes.
- Integrate biodiversity considerations into the everyday workings of the Town
- Foster a shared responsibility in furthering environmental work

## Community Group Interviews

Interviews with Kentville Bird Team, Blomidon Naturalist Society, Butterflyway Project, Birds Nova Scotia, and Nature Canada:

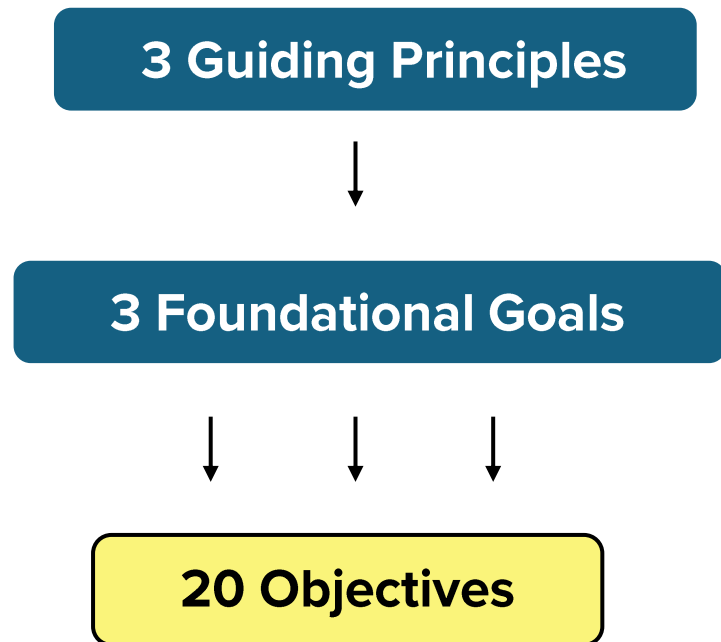
- Provide educational opportunities for residents to learn about native species.
- Remove native species from Town-owned properties.
- Naturalize Town parks and encourage residents to naturalize their properties.

## Public Survey

Survey posted on website on April 30, 2025.

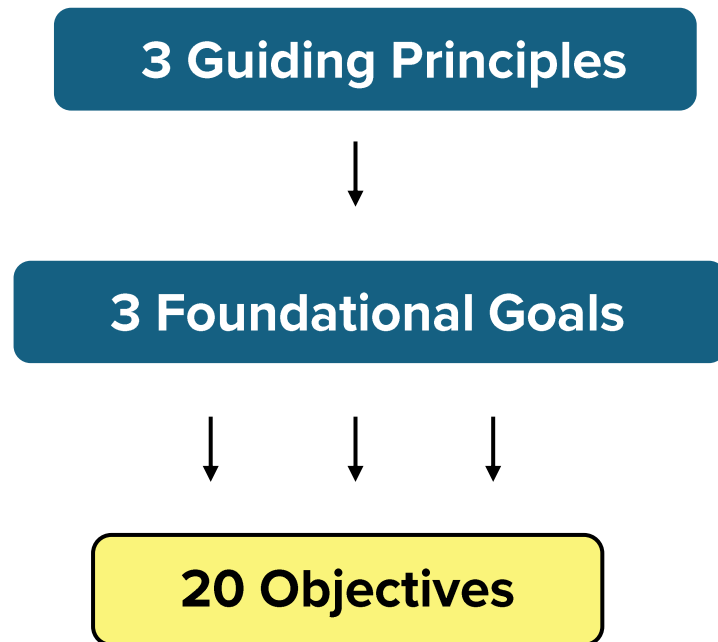
- Strong support from residents
- Focus on events, education, programs, invasive species and conservation.

# Strategy Overview



The Biodiversity Strategy's framework is made up of **3 Guiding Principles**:  
Ecological, Societal, and Stewardship.

# Strategy Overview



The Biodiversity Strategy's framework is made up of **3 Guiding Principles**:

Ecological, Societal, and Stewardship.

The Strategy has three goals:

1. Protect, Promote, and Enhance Natural Areas
2. Foster Community Education and Stewardship
3. Monitor and Respond to Impacts on Biodiversity



# Goal 1: Protect, Promote, and Enhance Natural Areas

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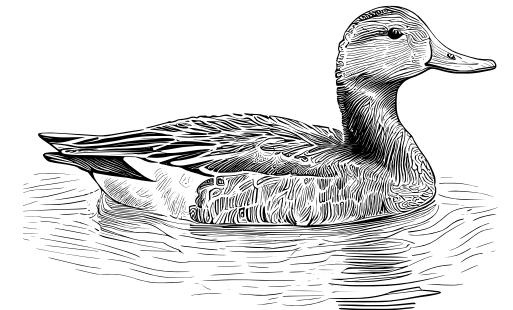
- Natural asset inventory, asset management, and significant conservation areas.
- Manage invasive species
- Use natural restoration and enhancement techniques when possible
- Update Conservation Zone requirements in the Municipal Planning Strategy/Land Use Bylaw
- Update Kentville's municipal tree inventory and develop a Tree Plan.



## Goal 2: Foster Community Education and Stewardship

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- Community engagement opportunities to learn about biodiversity
- Develop a working group to support Kentville's ongoing biodiversity initiatives
- Commit to ongoing learning and training opportunities for staff and Council
- Collaborate with existing programs and initiatives with local groups, organizations and neighbouring municipalities.
- Lead by example



## Goal 3: Monitor and Respond to Impacts on Biodiversity

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- Monitor the biodiversity of parks and wetlands in Kentville.
- Complete climate risk assessments
- Develop a Natural Asset Management Plan
- Develop a Climate Adaptation Plan
- Share challenges and successes with community and Council





A vibrant yellow warbler with black streaks on its chest is perched on a thin branch. The bird is facing right with its beak slightly open. The background is a soft-focus mix of greyish-brown branches and bright green leaves.

*Thank you!*

*Kentville*



June 9, 2025

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CAO Kevin Matheson  
354 Main Street  
Kentville, NS  
B4N 1K6

cao@kentville.ca

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RE: Revised Public Participation Policy Report

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There is a requirement in Section 204(1) of the MGA that "Council shall adopt, by policy, a public participation program concerning the preparation of planning documents." Discretion over the content of the public participation program remains with Council. This differs from the process required for a Public Hearing which is prescribed in detail in Section 206 of the MGA.

In the current Policy Statement G62 Public Participation Policy (Planning), there is a requirement that a notice be placed in the local newspaper, however media circumstances have changed, and this is not a reliable means to reach out to residents. This idea is reflected in recent changes to the MGA which has permitted municipalities to choose between notification being placed in either a newspaper or on the municipality's website.

In addition, the cost of newspaper ads varies between \$300 (Annapolis Valley Register) to \$800 (Chronicle Herald) per ad, adding significantly to the application cost for proponents. A full notification process with two Public Participation Meeting ads and two Public Hearing newspaper ads costs between \$1200 to \$3200.

Accordingly, the attached draft revised policy makes website notification the primary means of communicating proposed adoption or amendments to planning documents while maintaining the option to add other means as required.

In terms of process timeline, Staff are recommending that the Public Participation Meeting be scheduled when

a complete application is received which is enabled by planning policy. The current process is to introduce the application at a Council Advisory Committee meeting with a recommendation that Council direct staff to schedule a Public Participation Meeting; adding an additional month to the overall review process.

Staff continue to make their best efforts to reach affected residents using the most appropriate means, however newspapers are no longer an effective means to share information about planning applications. The proposed amendments reflect an overall goal to both improve transparency of process as well as to reduce redtape and barriers to development.

Staff recommend

**That Council approve the revised Policy Statement G62 Public Participation Policy (Planning).**

Interim CAO Kevin Matheson





## **Town of Kentville Policy Statement G62 Public Participation Policy (Planning)**

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### **Purpose**

The purpose of this policy is to establish a consistent, transparent, and inclusive framework for public participation in planning processes within the Town. It reflects the Town's commitment to meaningful community engagement in decisions that shape the physical, social, and economic development of our community.

This policy aims to:

- Promote early and ongoing dialogue between the Town and its residents, property owners, and various stakeholders;
- Ensure that public input is considered in planning decisions in accordance with applicable legislation and best practices;
- Foster trust and accountability by providing clear opportunities for the public to participate in matters such as land use planning, policy development, and development applications;
- Support informed decision-making by encouraging diverse perspectives and local knowledge.

### **Definitions**

"Planning Documents" means any municipal planning instrument prepared, adopted, or amended by the Town pursuant to applicable legislation, including but not limited to the Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw, secondary plans, development agreements, and any amendments thereto.

## **Scope**

This policy applies to all statutory and non-statutory planning matters within the jurisdiction of the Town, including but not limited to:

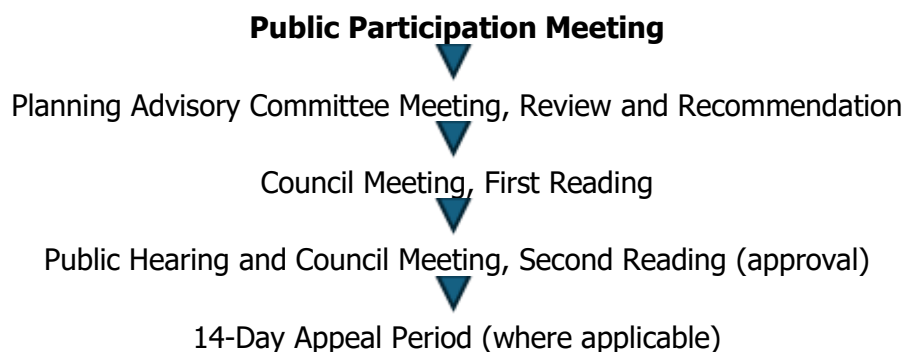
- Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw reviews and amendments;
- Secondary planning processes, such as community plans or neighbourhood studies;
- Development agreements.

The policy is intended to guide Council, planning staff, committees, consultants, and applicants in designing and implementing public engagement activities. It is also intended to inform members of the public about how and when they can participate in planning decisions that affect their community.

This policy complements legislative requirements under the Municipal Government Act and other applicable regulations, and may be adapted to suit the scale, complexity, and potential impact of each planning initiative.

## **Procedures**

For any new Municipal Planning Strategy and concurrent Land Use Bylaw approvals, or amendment thereto; or any new Subdivision Bylaw, or amendment thereto; or new development agreement, or amendment thereto; a Public Participation Meeting shall be held as part of the review and approval process:



The purpose of the Public Participation Meeting shall be to provide an opportunity for the public to comment on, make suggestions to, discuss and receive information with respect to the proposed adoption or amendment to a planning document.

Information respecting the Planning Documents shall be made available to the general public on the Town website. This information may include staff reports, drafts of the proposed amendment (s) and the submissions made by the applicant.

## **Town of Kentville, Policy G62: Public Participation Policy**

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The date, time, and location for the Public Participation Meeting and a description of the proposed amendments to the Planning Documents shall be advertised appropriately at least fourteen (14) days prior to the meeting on the Town website and may include additional communications through newspaper, radio, social media, general mailout, and/or newsletter.

The Public Participation Meeting shall be open to all members of the public and may include a staff presentation, open house or workshop style gathering. Residents shall be given the opportunity to ask staff questions and to make a presentation of no more than 5 minutes. Written correspondence received before the scheduled Public Participation Meeting will also be included in the initial report to the Planning Advisory Committee.

### **Additional Documents**

### **Policy Revision History**

Date Created:	May 28, 2012
Revision:	October 1, 2024. Consulting with adjacent municipalities.
Revision:	Proposed Amendments – June 9, 2025 re: advertising requirements, purpose, scope, definition, deletion of section for adjacent municipalities





## **Town of Kentville Policy Statement G62 Public Participation Policy (Planning)**

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### **1.0 Purpose**

### **2.0 Definitions**

"Planning document(s)"

- A municipal planning strategy and a land use bylaw to carry out the municipal planning strategy;
- An amendment to a municipal planning strategy and land use bylaw; amendment to carry out the municipal planning strategy amendment, and
- A subdivision bylaw and an amendment to it

### **3.0 Scope**

### **4.0 Procedures**

For any new Municipal Planning Strategy and concurrent Land Use Bylaw approvals, or amendment thereto; or any new Subdivision Bylaw, or amendment thereto, one Public Participation Meeting shall be held (before placing the first notice for a public hearing). The date and time for the meeting and a description of the proposed planning document shall be advertised in the local newspaper once a week for two consecutive weeks, the first ad to appear at least fourteen (14) clear days prior to the meeting.

When a Public Participation Program is required, Council shall notify the Municipality of the County of Kings of the public meeting and send a copy of the Planner's report to their Council. If a Public Participation Program has a site-specific focus and is within 150 m of a shared boundary, then Council shall request feedback from the County of the Municipality of Kings Council.

A notice of the meeting will be posted at the Town Hall on or before the date of the first newspaper advertisement of the meeting.

The meeting shall be open to all members of the public and may include a staff presentation, open house or workshop style gathering and shall allow the public to ask staff or Councilors, if present, questions and to make a presentation to staff of no more than 10 minutes.

## **Town of Kentville, Policy G62: Public Participation Policy**

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The purpose of the public participation meeting shall be to provide an opportunity for the public to comment on, make suggestions to, discuss and receive information with respect to the adoption or amendment to a planning document.

Information respecting the proposed amendments will be made available to the general public at the Town Hall. This information will include such things as; staff reports, drafts of the proposed amendment ((s) and the submissions made by the applicant.

### **5.0 Additional Documents**

### **6.0 Policy Revision History**

Date Created:	May 28, 2012
Revisions:	January 2017. Reformatted.
Revision:	October 1, 2024. Consulting with adjacent municipalities.



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Kevin Matheson  
Interim CAO  
354 Main Street  
Kentville, NS  
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[cao@kentville.ca](mailto:cao@kentville.ca)

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Date June 3, 2025

RE: Governance and Funding for Valley Waste and Kings Transit

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This is an informational update for Town Council on potential changes to Inter-Municipal Service Agreements (IMSAs)

In 2022 an interim Intermunicipal service agreement (IMSA) with a two-year term was entered into by the participating municipalities.

In the summer of 2024, the municipalities extended the agreement by one year to June 30, 2025, and the District of Digby joined as a party to the agreement.

Both the Kings Transit Authority (KTA), and Valley Region Solid Waste-Resource Management Authority (Valley Waste) are parties to the interim IMSA. The pre-existing corporate structures for KTA and Valley Waste remain in place but have delegated their authorities to the interim IMSA Board.

A Chief Administrative Officer (CAO) Committee consisting of nine CAOs in the service area for Valley Waste and Kings Transit was established in the Fall of 2024 to consider options for ownership, governance and voting, and net cost sharing.

An Intermunicipal Service Agreement to establish Valley Regional Services was drafted by the Solicitor for the Town of Wolfville, Charles Thompson. This proposed agreement would replace the existing pilot agreement which expires on June 30, 2025. The existing Valley Waste and KTA agreements were also reviewed and significantly amended so that all three agreements work together to establish authority for effective governance, operations, and funding for the delivery of solid



waste-resource management, and transit services to the parties.

The CAO Committee has met several times in recent months, and we are very close to reaching agreement on the new agreements and structures. There are still a few transitional issues to be resolved, and we are hopeful that they can be addressed at our June 5<sup>th</sup> meeting. If so, I will be sharing further detailed information prior to the CAC meeting on June 9<sup>th</sup>.

It is hoped that a joint Council meeting of the municipal units can be scheduled to receive a full presentation later in June and that individual Special Council sessions can be held to approve the agreements.

## Recommendation for the Amendment of the Land Use Bylaw Regarding the Rezoning (Map Amendment) of PID 55467070

Staff Report TOK202545

Meeting Date: June 9, 2025  
Department: Planning and Development  
Strategic Priority: Housing and Planning

### FOR RECOMMENDATION

### RECOMMENDATION

**THAT** Council Advisory Committee:

Recommends to Council to direct the Chief Administrative Officer to schedule a Public Participation Meeting to obtain feedback on the proposed amendment to the Land Use Bylaw to rezone 157 Main Street (PID 55467070) from the One and Two Unit Dwelling (R2) Zone to the Medium Density Residential (R3) Zone to facilitate the development of a new 8-unit multi-unit building.

### DISCUSSION

#### Subject Property

Dr. Mubarek Alrafidi has applied to rezone 157 Main Street (PID 55467070) from the One- & Two-Unit Dwelling (R2) zone to a Medium Density Residential (R3) zone to develop an 8-unit apartment on the lot. Adjacent properties are zoned R2 and in the area to the east on Main Street feature larger Institution-zoned (I) properties (Figure 1). A large portion of the property falls within either the floodway overlay or has slopes >25%. The development concept focuses on the remaining developable lands nearest to Main Street.

#### Development Proposal

This rezoning was requested to allow the proposed 8-unit apartment to be constructed on the property. The One and Two Unit Residential (R2) zone only allows single-unit detached or two-unit dwellings. The Medium Density Residential (R3) zone allows dwellings up to 6 units as of right and up to 8 units by site plan approval. Rezoning the property will provide a

path forward for the proposed development.

In the Town of Kentville, the property owner is responsible for the cost of running the required services. If development occurs, these services must be installed. The proposal meets all the requirements for the medium-density residential zone. The proposal is consistent with existing uses in the area. In addition, this rezoning aligns with the Council's vision to increase residential development.



Figure 1: Area Context Map

## POLICY ANALYSIS

### Municipal Planning Strategy

Section 15.9.2 of the Municipal Planning Strategy states that the proposed rezoning will allow the property to be developed for more intensive use.

*A rezoning or map amendment involves the rezoning of a particular property to another zone; usually in order to allow the property to develop to a more intensive use. This type*



of amendment may substantially alter the type of development and uses which may be permitted on that site. Because this type of amendment may involve a specific property and include a detailed development proposal, there is an opportunity for Council to assess the land use impacts of the proposed development as part of the rezoning application.

Council will, therefore, undertake a detailed evaluation of the proposed development prior to making a decision concerning a rezoning application. This detailed assessment will require that the applicant submit a conceptual development plan and details with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria that is specifically designed to assess rezoning applications.

Policy IM-7 provides a set of three conditions under which a rezoning application can be considered (in addition to it not being specifically prohibited in the Plan):

### 15.9.2.1 Rezoning Application Requirements

**Policy IM-7** *It shall be the intention of Council* to consider amendments to the map of the Land Use By-law when the proposed zoning change is not specifically prohibited within this Plan and at least one of the following three conditions is true:

- a) the proposed zone is enabled by this Plan for use within the same designation.
- b) a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use By-law preparation process, resulting in a property being zoned inconsistent with stated policies in this Plan; or
- c) the land to be rezoned is adjacent to a designation that permits the proposed use.

The proposed rezoning, from One and Two Unit Residential (R2) zone to Medium Density Residential (R3) zone, satisfies Policy IM-7 (a) in that they are both with the Residential designation. The proposed zoning change is also not specifically prohibited in the MPS. This allows the proposed map amendment to be considered.

### 15.9.2.2 Evaluative Criteria for Rezoning's

Note that the evaluative criteria for review of rezoning applications were reduced to three during amendments made to the planning documents in October 2025.

**Policy IM-8** *It shall be the intention of Council* when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

- a) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations;
- b) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP) and
- c) all existing buildings are in compliance with the proposed zone requirements.

Item (b) does not apply in this case as the property is located outside of the SWPP area. Item (c) also does not apply as the existing buildings will be demolished to accommodate the proposed new building.

Item (a) speaks to conforming with the intent of the MPS as well as other Town bylaws and regulations which will be further discussed below.

Section 3.2.2 Housing/Residential states that:

*The housing objectives of this Strategy strive to facilitate a mix of quality housing types which reflect the diversified needs, income levels, ages and lifestyles of Town residents. A further objective of this strategy is to achieve a greater proportion of the regional housing market within the Town. The policies will address issues such as affordability, quality design, alternative housing needs and density in all residential areas while maintaining the character of existing residential neighborhoods within the town.*

The proposed rezoning is to facilitate increased density and alternative housing needs.

Policy GD-4 (c) supports compact development as being a means to create efficient additional density with existing infrastructure:

**Policy GD-4** *It shall be the intention of Council* to ensure that growth and development within the Town is efficient and cost effective by:

- a) Limiting development in un-serviced areas of the Town;
- b) Concentrating new development in adequately serviced and properly planned areas; and
- c) Encouraging and facilitating infill development on underutilized and existing undersized lots within the built up area of Town.

Residential Section 5.1 states in the preamble that:

*This Strategy's goal, in terms of housing and residential neighborhoods, is to promote and accommodate an array of dwellings with different prices, locations, and tenure.*

The residential objectives of the MPS reflect a tension between protecting the character of existing residential neighbourhoods with the need for growth. The proposed rezoning would have minimal impact on the existing neighbourhood, where it is primarily abutted by a single residential property as well as a cemetery, and is fronted by a major collector road.

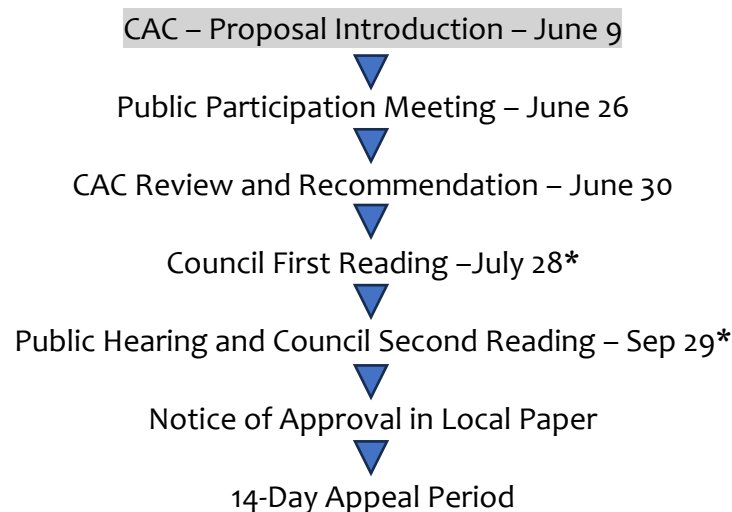
**Policy IM-9** *It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.*

Rezoning from R-2 to R-3 represents a moderate increase in density (permitting buildings of up to 8-units) and a more efficient use of existing Town infrastructure. There are precedents of similar rezoning applications across town and as R-3 development abutting lower density residential zones would be required to proceed through a site plan approval application, there are means of addressing and mitigating land use conflicts.

## Land Use Bylaw

The Subject Property meets the minimum lot area and frontage requirements for the R3 zone. The proposed 8-unit apartment building is a permitted use within this zone, subject to Site Plan Approval. Upon receipt of a complete Site Plan Approval application, a comprehensive review of the proposed development will be conducted to ensure full compliance with the Town's LUB.

## Next Steps



\*anticipated dates; final dates set by Council



Planning staff will continue to review the application by Dr. Mubarek Alrafidi to rezone 157 Main Street. Staff are recommending that a public participation meeting (PPM) be held as the next step in the planning application process. Comments from the public as part of the PPM will be included in the next staff report to CAC.

## **Legislative Authority**

Municipal Government Act (MGA) - Section 210

Town of Kentville Municipal Planning Strategy (MPS) - Policies IM-7; IM-8; IM-9

Respectfully submitted,

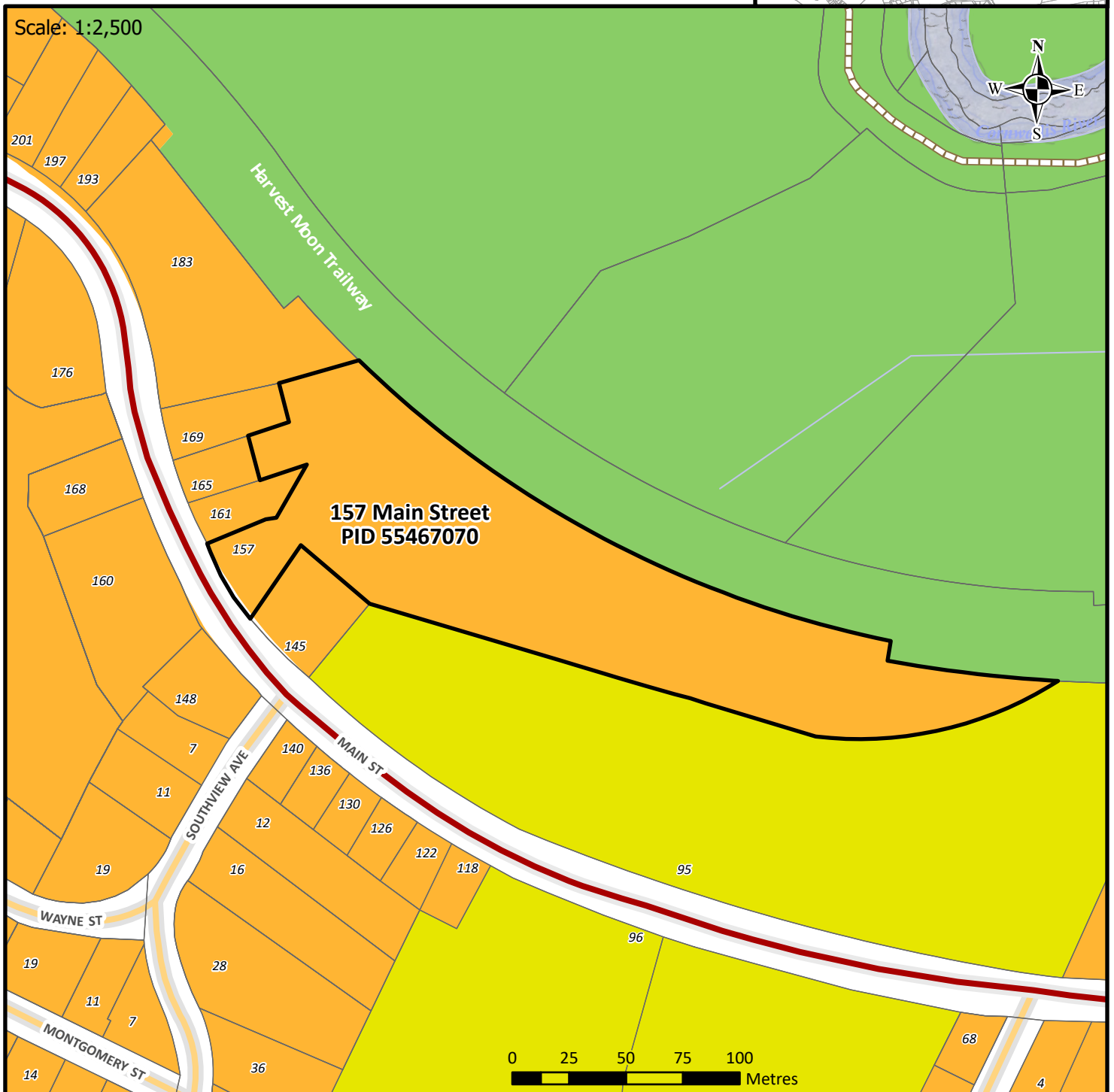
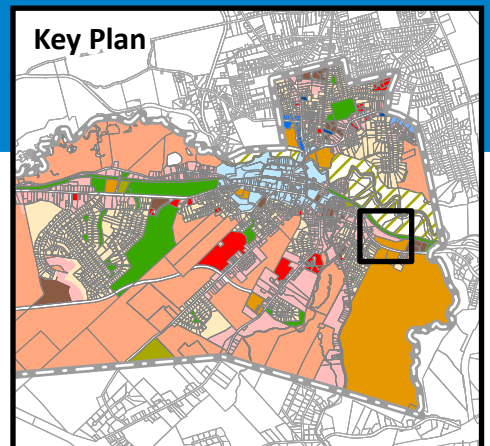
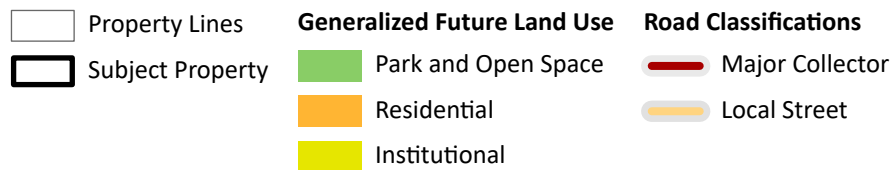
Darren Shupe, Director of Planning and Development  
Town of Kentville

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## **Attachments:**


1. **Generalized Future Land Use Map**
2. **Zoning Map**
3. **Area Context Map**

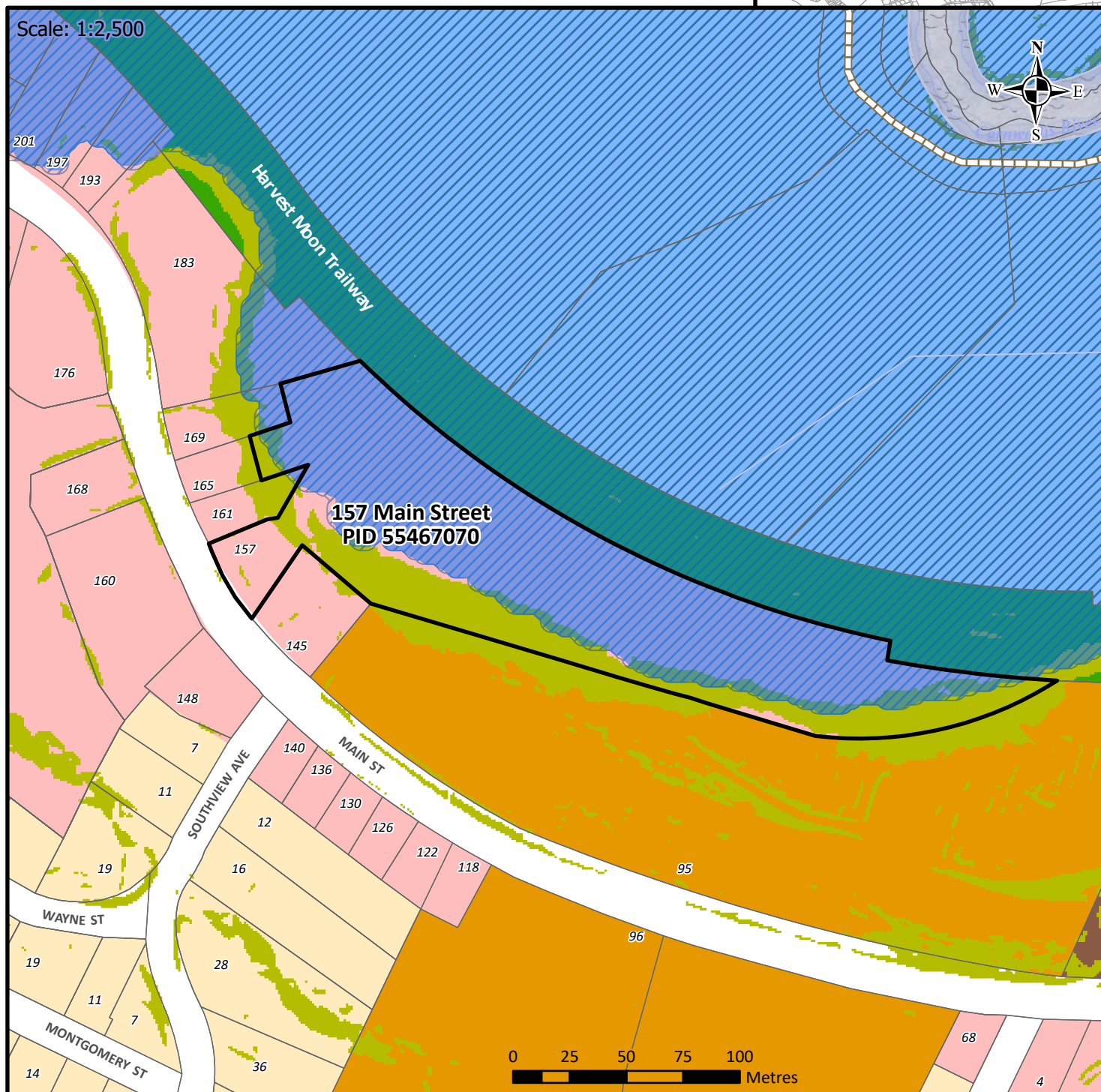
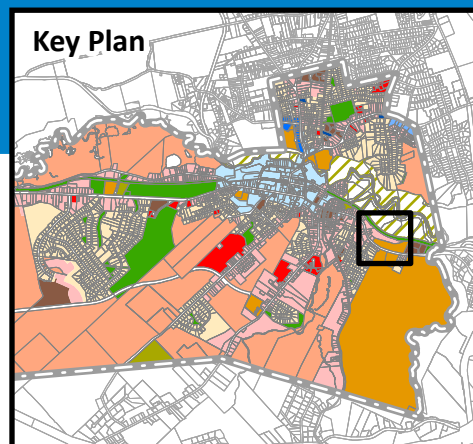
# 157 Main Street, Kentville PID 55467070



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

# 157 Main Street, Kentville PID 55467070

 R1 - Single Unit Dwelling Residential	 FW - Floodway Overlay
 R2 - One and Two Unit Dwelling Residential	 FF - Floodway Fringe Overlay
 R4 - High Density Residential	 Slope >25%
 O1 - Conservation	 Subject Property
 I - Institutional	 Property Lines
 P - Park and Open Space	

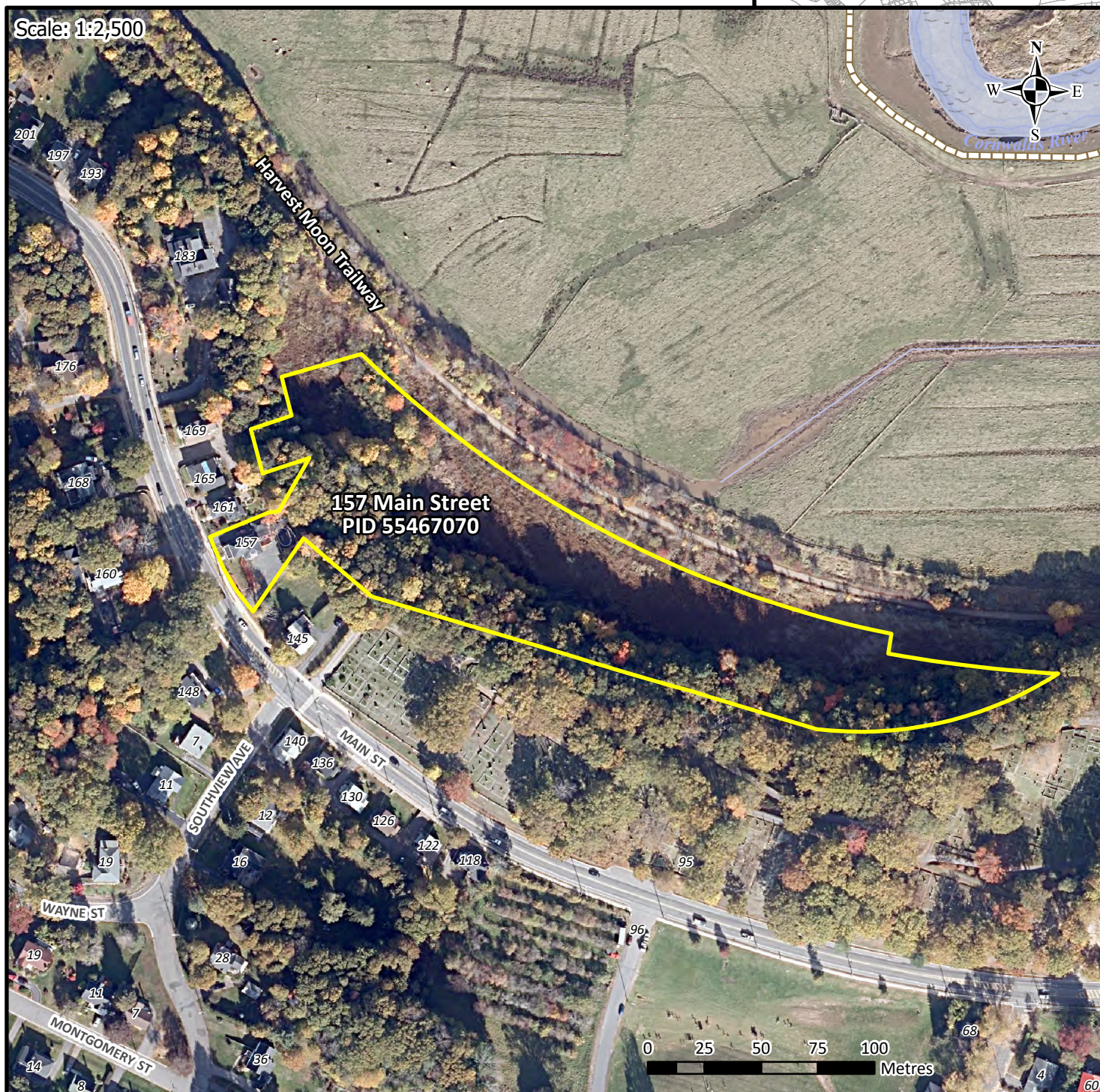
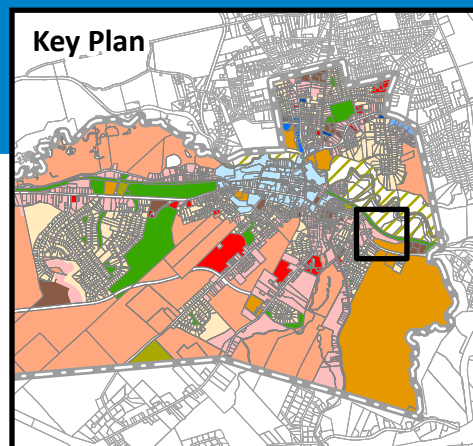


This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document 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



**157 Main Street, Kentville**  
**PID 55467070**

 Subject Property



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**FW: CANADA DAY JULY 1ST Correspondence**

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**From** Mayor Zebian <azebian@kentville.ca>

**Date** Thu 6/5/2025 8:10 AM

**To** Jennifer West <jwest@kentville.ca>



Andrew Zebian  
Mayor

m: 902-599-7326

e: azebian@kentville.ca | w: www.kentville.ca



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-----Original Message-----

**From:** Bunny Bennett <charob@eastlink.ca>

**Sent:** Wednesday, June 4, 2025 9:06 PM

**To:** Council and Mayor <councilandmayor@kentville.ca>

**Subject:** CANADA DAY JULY 1ST

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

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I have not heard any discussion around town or on your website regarding a Canada Day celebration in our shire town! Surrounding communities celebrate our country but we don't! Why don't we do something in Centre Square? Many other things are celebrated but not Canada Day!! Free cake, music, face capainting, free flags (probably available at Kody Blois' office), a couple of bouncy things for kids.

People enjoy going to Centre Square to celebrate so why not for Canada Day???

Can this topic be added to the agenda under Correspondence if not too late?

Bunny Bennett  
12 Condon Avenue  
(902) 678-3558

Sent from my iPad