

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

July 14, 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 Advisory Committee meeting minutes, June 9, 2025
  - (b) Special Council Advisory Committee meeting minutes, June 9, 2025
- 4. PRESENTATIONS**
  - (a) None
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance Department Report
  - (b) Planning and Development Department Report
  - (c) Parks and Recreation Director's Report
    1. Hemlock Woolly Adelgid Update
  - (d) Police Chief's Report
  - (e) Engineering and Public Works Report
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) First Reading: Proposed LUB Amendments - General Commercial (C1) Zone (to allow the Development Officer the discretion to waive amenity requirements of a project if it is within a 400 m route to a public open space; and remove parking requirements for residential units)
  - (b) First Reading: Rezoning Application - 157 Main Street (to allow the town 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)
- 7. NEW BUSINESS**
  - (a) Kentville Business Park Taxation
  - (b) Proposed: Policy Statement G83 Council and Committees
  - (c) Repeal: Policy Statement G74 and G76 Covid19 Policies
- 8. CORRESPONDENCE**
  - (a) Cyril White – Tax Rates
- 9. PUBLIC COMMENTS**
- 10. IN CAMERA**
  - (a) None
- 11. ADJOURNMENT**

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TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: June 9, 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 Cathy Maxwell
- 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
- Alisha Christie, Strategic Operations Coordinator
- Jennifer West, Recording Secretary

*Council Advisory Committee Meeting Minutes – June 9, 2025*

*Pending Approval*

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# DRAFT

## PRESENTATIONS

Annapolis Valley Regional Library – Julia Merritt  
Alcoholics Anonymous – Mark Wicker

## REGRETS

None

## DECLARATIONS OF CONFLICT OF INTEREST

None

### 2. APPROVAL OF THE AGENDA

Removal: 6.a Student Bursary Policy

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

**That the agenda for the Council Advisory Committee meeting of June 9, 2025 be approved.**

#### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, May 12, 2025.

It was moved

**That the minutes from the Council Advisory Committee meeting held on May 12, 2025 be approved.**

#### MOTION CARRIED BY CONSENSUS

### 4. PRESENTATIONS

#### (a) Annapolis Valley Regional Library

Julia Merritt from the Annapolis Valley Regional Library gave a presentation about library operations and events, and the funding model. She reported regional increases in program registration and reading minutes, and increased library card ownership.

*Report available for more information*

Discussion

- Question whether the NSFM has made a formal declaration that library funding is a priority issue for NSFM.

#### (b) Alcoholics Anonymous

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*Pending Approval*

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Mark Wicker gave a presentation regarding Alcoholics Anonymous - how the organization works and supports recovery, and where residents can go to get help. This fellowship program is anonymous, not secret.

*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 May 31, 2025, with highlights including preparing the 2024 audit and 2025-2026 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 May with highlights including development of the Planning Advisory Committee, meetings of the Heritage Committee, commercial zone change, launch of an economic development dashboard, and the federal consultation for the new cell tower in the downtown.

*See report for more information.*

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

Director Craig Langille presented the Parks and Recreation department report for May with highlights including securing a grant for community and culture, the opening of the pool as scheduled to allow lessons, aquafit and parent and tot classes. Environment Day was successful last weekend at Oakdene Park.

*See report for more information.*

#### **(1) Community Outreach Framework**

Roxy Peterson presented the framework for community outreach in the town, particularly to equity deserving groups in Kentville.

*See report for more information.*

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

Police Chief Marty Smith gave his report with highlights including appreciation to the outgoing Community Crisis Navigator Ashley Ettinger who left the organization, seizures of prohibited materials and some training opportunities.

*See report for more information.*

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*Pending Approval*

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## Discussion

- Concerns about scheduling summer events and officers' vacations.
- Concerns about changing the mandate of the Community Crisis Navigator role during this transition to a new staff person.
- Questions about homelessness support in the downtown core.

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

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

Director Dave Bell presented the Public Works report for May 2025, with highlights including the active transportation sidewalk replacement project in the downtown, the growth renewal and infrastructure development program and stormwater management projects.

*See report for more information.*

## Discussion

- Concerns about odours from the sanitary sewer facility.

## **(f) Administration**

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

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

*See report for more information.*

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

### **(a) This item was removed from the agenda**

## **7. NEW BUSINESS**

### **(a) Biodiversity Strategy**

Deputy Clerk Jennifer West gave a presentation of the town's draft Biodiversity Strategy that would see land and habitat conservation integrated more strategically into all departments and the community.

*See report for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

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

**MOTION CARRIED**

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*Pending Approval*

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*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(b) Revised Public Participation Policy**

Director Darren Shupe presented the revised Public Participation Policy for Planning applications, with a focus on improving communication with residents.

*See report for more information.*

Discussion

- Concerns about removing newspaper announcements, which are largely subscribed by senior residents.
- Concerns about time lengths for residents to speak at public meetings.
- Suggestion that announcements be posted on the digital sign at the arena.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

**That Council approve Policy Statement G82 Meetings and Procedures Policy as presented.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(c) Update on Valley Waste and Kings Transit Governance and Funding**

Interim CAO Kevin Matheson gave an update on the governance of intermunicipal service agreements with neighbouring municipalities for Valley Waste and Kings Transit. He shared that there is a need to update the service agreement for these groups, to be approved by a joint Council meeting of member municipalities in the coming week.

*See report for more information.*

**(d) Rezoning Application for 157 Main Street**

Director Darren Shupe introduced the planning application to rezoning the parcel of land at 157 Main Street from R2 to R3 to facilitate an 8-unit apartment building.

*See report for more information.*

Discussion

*Council Advisory Committee Meeting Minutes – June 9, 2025*

*Pending Approval*

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- Concerns about the restrictions in the MPS and LUB for the usable land compared to the total land at this site.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

**That Council 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.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **8. CORRESPONDENCE**

- (a) None

## **9. PUBLIC COMMENTS**

None.

## **10. IN CAMERA**

In camera occurred before the meeting at 5:30pm.

## **11. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 8:48pm.**

## **MOTION CARRIED**

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Minutes Approved by CAO and Town Clerk Chris McNeill

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TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE MEETING  
Meeting Minutes: June 9, 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 5:30 p.m.

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

**1. PRESENT**

**Council:**

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

**2. IN CAMERA**

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

**That Council move into a closed session to discuss matters relating to legal matters.**

*Council Advisory Committee Meeting Minutes – June 9, 2025*

*Pending Approval*

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## **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Baker, Crowell, Hamilton, Savage and Zebian*

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

**That Council move back to open session.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

### **3. ADJOURNMENT**

There being no further business to discuss,  
**Council adjourned at 5:56pm.**

## **MOTION CARRIED**

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Minutes Approved by CAO and Town Clerk Chris McNeill





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

**Operations**

- The audited consolidated year-end results for March 31, 2025 will be shared with Audit Committee and Council in late July. Kent & Duffett's field work continued throughout June and will conclude in July this year.
- Engineering and Public Works, in collaboration with Finance, have made significant progress on 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.
- The transfer of Police Service staff to the Nova Scotia Public Service Superannuation Plan (NSPSP) is expected to occur this summer. Finance and IT staff are working closely with NSPSP representatives to complete data collection, sharing and reporting requirements within the target implementation timelines.

**Financial**

- The Town of Kentville General Operating Fund budget for 2025-2026 was approved by Council on June 30, 2025.
- The 2025-2026 ratified operating fund budget has been uploaded into the financial system. While financial accounting for Quarter 1 (Q1) is still underway, preliminary Statement of Operations results and analysis are provided in Appendix A.
- The unaudited March Statement of Operations indicates a surplus of approximately \$198,000 which will be transferred to operating reserves in 2025. Any remaining audit adjustments are expected to be minimal and will form part of the ongoing year-end review and accounting process. In June 2025, Council allocated \$115,000 of this surplus as part of the 2025-2026 budget.
- Year to date July 7, 2025 capital expenditures are \$ 684,924 or 5.7 % of the total 2025-2026 capital budget. At this stage, projects are expected to begin and be completed within 2025-2026. See Appendix B - 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 June 30, 2025, 4.5% (45% less than the prior month) remained outstanding. 2024-2025 tax receivable represents 0.7 % of 2024-2025 taxes levied.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 315,258	\$ 90,192	\$ 13,672

Respectfully submitted,

Wanda Matthews, CPA, CA  
Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date May 31, 2025

## Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 16.6 % of **expenditure** budget used and 39.3 % of **revenue** budget recorded creating an overall surplus of \$ 4,301,120.

Overall budget utilization of revenue is significantly influenced by timing factors such as the bi-annual property tax billing cycle and the annual receipt of grant funding. On the expense side, utilization is affected by the timing of billings from external partners (often quarterly or annually), the progress of specific funded projects, seasonal variations in recreation and facility programming, and road transportation costs, which are typically concentrated in the fall and winter months. These timing differences affect the percentage of the budget expended. As the fiscal year advances, expectations may shift, and any significant budget variances will be addressed through forecast reporting.

Explanations of significant changes in revenue or expenditure rates between the current and prior year are provided below.

## Revenue

- Interim **taxes** are based on the 2024 - 2025 property tax rate and the 2025 – 2026 property assessment value making the revenue rate 50% of budget.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall.
- **Conditional and unconditional transfers** – Variances compared to the prior year are largely due to the timing of grant and provincial funding, as well as the filling of a previously vacant, funded specialized police position in 2025.

## Expenditures

- **Debt charges** occur based on a defined payment schedule.
- **Administration-** timing of system annual fees and insurance premiums in 2026 varies from the prior year.
- **Protective Services**
  - Vacancy levels are minimal this year compared to the prior year.
  - Insurance premium recorded earlier this year as compared to the previous year.
- **Transportation services** expenses reflect insurance premiums recorded earlier than the previous year offset by outstanding internal allocations; spending in other areas is consistent with the prior year.

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

**Expenditures Continued:**

- **Planning and Zoning** are fully staffed this year, whereas there were vacancies in these positions at the same time last year.
- **Other Community Development** timing of the transfer to Kentville Business Community varied year over year.
- **Parks and Recreation**
  - Arena repairs exceeded prior year's spending. In addition, insurance premiums were recorded earlier this year.
  - Pending reallocations between the arena and parks and playgrounds budgets will align overall spending with both the prior year and the approved budget.

# Town of Kentville Operating Fund

## Statement of Operations

APPENDIX A

For the Period Ended May 31, 2025

Revenue	Annual Budget	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>				
<b>Tax (including Industrial Park)</b>				
Assessable property	12,902,655	6,450,890	50.0%	50.0%
Resource	77,661	38,831	50.0%	50.0%
Economic development	141,758	63,917	45.1%	46.2%
	13,122,074	6,553,638	49.9%	50.0%
<b>Area rates and frontages</b>				
Area rates	765,598	398,429	52.0%	49.1%
Special assessments	2,000	0	0.0%	0.0%
	767,598	398,429	51.9%	49.0%
<b>Based on revenue</b>				
Business property	32,670	32,670	100.0%	100.0%
<b>Other</b>				
Deed Transfer Fee	600,000	210,930		
<b>TOTAL TAXATION</b>	<b>14,522,342</b>	<b>7,195,667</b>	<b>49.5%</b>	<b>50.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>				
Federal and agencies	390,774	0	0.0%	0.0%
Provincial and agencies	178,590	0	0.0%	0.0%
	<b>569,364</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>				
Provincial government	130,557	0	0.0%	0.0%
Local government	98,253	0	0.0%	24.3%
	<b>228,810</b>	<b>0</b>	<b>0.0%</b>	<b>10.0%</b>
<b>SALES OF SERVICES</b>				
Agencies	<b>1,270,630</b>	<b>190,745</b>	<b>15.0%</b>	<b>13.7%</b>
<b>OTHER REVENUE-OWN SOURCES</b>				
Fines, fees, permits	46,700	9,712	20.8%	23.1%
Rentals	402,633	18,290	4.5%	7.9%
Interest	200,000	26,114	13.1%	20.0%
Return on investments	660,000	0	0.0%	0.0%
Other	41,400	6,950	16.8%	13.9%
	<b>1,350,733</b>	<b>61,067</b>	<b>4.5%</b>	<b>6.4%</b>
<b>UNCONDITIONAL TRANSFERS</b>	450,128	10,075	2.2%	<b>2.8%</b>
<b>CONDITIONAL TRANSFERS</b>	183,094	3,603	2.0%	<b>0.0%</b>
<b>FINANCING AND TRANSFERS</b>				
From reserves	407,030	0	0.0%	0.0%
<b>TOTAL REVENUE</b>	<b>18,982,131</b>	<b>7,461,158</b>	<b>39.3%</b>	<b>39.6%</b>
Revenue budget to forecast variance (value)	-			
Revenue budget to forecast variance (%)	0.00%			

# Town of Kentville Operating Fund

APPENDIX A

## Statement of Operations

For the Period Ended May 31, 2025

Expenditures	Annual Budget	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
<b>GENERAL ADMINISTRATION</b>				
Legislative	297,422	46,449	15.6%	14.3%
General administration	2,083,100	443,819	21.3%	15.0%
	<b>2,380,522</b>	<b>490,267</b>	<b>20.6%</b>	<b>14.9%</b>
<b>PROTECTIVE SERVICES</b>				
Police- core program	3,412,349	654,695	19.2%	14.2%
Police-sales of service	193,656	24,181	12.5%	13.9%
Law enforcement	148,279	21,705	14.6%	13.6%
Fire fighting	1,052,596	60,588	5.8%	5.9%
Protective service- debt charge	2,120	0	0.0%	0.0%
Emergency measures and other	212,205	4,649	2.2%	3.1%
	<b>5,021,205</b>	<b>765,818</b>	<b>15.3%</b>	<b>12.0%</b>
<b>TRANSPORTATION SERVICES</b>				
Common services	1,482,448	348,275	23.5%	13.9%
Road transportation	957,800	55,092	5.8%	10.1%
Public transit	437,251	161,028	36.8%	37.1%
Transportation- debt charge	62,411	0	0.0%	0.0%
Other	100,000	0	0.0%	17.7%
	<b>3,039,910</b>	<b>564,395</b>	<b>18.6%</b>	<b>15.7%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
Solid waste collection and recycling	<b>826,739</b>	<b>269,648</b>	<b>32.6%</b>	<b>29.0%</b>
<b>PUBLIC HEALTH</b>				
Public health and housing	-	0	0.0%	#DIV/0!
<b>ENVIRONMENTAL DEVELOPMENT</b>				
Planning and zoning	411,848	81,824	19.9%	6.1%
Other community development	497,856	63,416	12.7%	25.0%
	<b>909,704</b>	<b>145,240</b>	<b>16.0%</b>	<b>17.0%</b>
<b>RECREATION AND CULTURAL</b>				
Recreation-Administration	759,376	160,768	21.2%	18.5%
-Programmes (net)	125,505	18,939	15.1%	-9.9%
-Facilities and Trees	1,037,345	156,264	15.1%	13.5%
-Debt charge	44,645	0	0.0%	0.0%
Cultural	141,184	27,522	19.5%	19.1%
	<b>2,108,055</b>	<b>363,493</b>	<b>17.2%</b>	<b>14.1%</b>
<b>EDUCATION</b>	<b>2,324,456</b>	<b>350,246</b>	<b>15.1%</b>	<b>14.3%</b>
<b>FINANCING AND TRANSFERS</b>				
Debt charge- principal	874,040	0	0.0%	0.0%
Transfers to allowances and reserves	1,497,300	210,930	14.1%	0.0%
	<b>2,371,340</b>	<b>210,930</b>	<b>8.9%</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURE</b>	<b>18,981,931</b>	<b>3,160,038</b>	<b>16.6%</b>	<b>13.2%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 200</b>	<b>\$ 4,301,120</b>		
Expenditure budget to forecast variance (value)	-			
Expenditure budget to forecast variance (%)	0.00%			



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2025-2026  
YTD July 7, 2025**

<b>PROJECT BY DEPARTMENT/AREA</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>% Expended</b>
Active Transportation	611,000	204,519	33.5%
General Administration	101,500	-	-
Protective Services	186,400	25,158	13.5%
Transportation <sup>Note 1</sup>	4,394,850	48,163	1.1%
Expansion- Donald Hiltz Connector	5,500,000	7,590	0.1%
Planning and Development	78,000	-	-
Parks and Recreation <sup>Note 2</sup>	1,128,250	399,495	35.4%
<b>Total</b>	<b>\$ 12,000,000</b>	<b>\$ 684,924</b>	<b>5.7%</b>

Note 1	comprised of:			
	Equipment	496,000	-	-
	Buildings	136,000	-	-
	Streets & Lights	1,157,000	46,293	4.0%
	Sidewalks	1,552,850	-	-
	Flood Mitigation	665,000	-	-
	Storm Sewer	388,000	1,869	0.5%
		<u>4,394,850</u>	<u>48,163</u>	<u>1.1%</u>
Note 2	comprised of:			
	Green Spaces	25,000	-	-
	Parks & Playgrounds	125,650	13,844	11.0%
	Sport Facilities	906,600	355,532	39.2%
	Buildings and Equipment	71,000	30,119	42.4%
		<u>1,128,250</u>	<u>399,495</u>	<u>35.4%</u>



# **Town of Kentville**

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

### **Planning & Development**

#### **July 2025**

#### **Looking Forward**

With the addition of a Development Officer position and direction on the in-house plan review, staff are looking to develop a workplan for Council review in September. We anticipate integrating the Planning Advisory Committee into the plan review process to provide an additional focused lens and support through the public process.

#### **Month in Review**

##### **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 June 12<sup>th</sup> to develop an initial list of heritage properties. Next meeting is scheduled for September.

##### **Development Applications**

- **Development Permits:** Twenty development permits were issued in the month of June with a total estimated construction value of \$10,585,931.87.
- **Subdivision Applications:** No subdivision applications were received in June.
- **Site Plan Approval Applications:** No site plan approval applications were received in June.

## **Planning Applications**

### **New**

No new planning applications were received in June.

### **Ongoing**

- 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.
- 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. Staff have provided comments to the applicant for consideration prior to finalizing their site plan.

- 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 approved the proposed amendments to allow residential conversions of up to four units at their June 30, 2025 meeting. The appeal period for this decision ends on July 18<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 was held on June 17<sup>th</sup> and feedback was considered in the staff report attached to this package.
- 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.

Staff Report

Page 2



## **Community and Economic Development**

- The Visitor Information Centre has now opened and includes all new staff this year, including a full-time manager and part-time assistant.
- Staff supported the delivery of the Devil's Half Acre, Pride, and Prom events.

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

June 2025

<b>Permit #:</b>	<b>4451</b>	<b>Permit Date:</b>	6/4/2025
<b>Value of Construction:</b>	\$450,000.00	<b>Fee:</b>	\$292.80
Single Unit Dwelling on Existing Foundation			

<b>Permit #:</b>	<b>4445</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$55,000.00	<b>Fee:</b>	\$40.79
Reconstruct front entry way (135 ft2 on existing foundation)			

<b>Permit #:</b>	<b>4449</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$31.09
Rear Deck (14' x 18')			

<b>Permit #:</b>	<b>4450</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$5,000.00	<b>Fee:</b>	\$50.00
Above Ground Swimming Pool (18' round)			

<b>Permit #:</b>	<b>4452</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$1,500.00	<b>Fee:</b>	\$21.76
Rear Deck Addition (40 ft2) for Pool Enclosure			

<b>Permit #:</b>	<b>4454</b>	<b>Permit Date:</b>	6/11/2025
<b>Value of Construction:</b>	\$112,805.57	<b>Fee:</b>	\$50.00
Installation of 193 Rooftop Solar Panels			

<b>Permit #:</b>	<b>4456</b>	<b>Permit Date:</b>	6/13/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$37.60
Installation of a new and larger patio door			

<b>Permit #:</b>	<b>4460</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$8,300.00	<b>Fee:</b>	\$30.00
Demolition of garage and slab due to fire			

<b>Permit #:</b>	<b>4434</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$50.00
Above Ground Swimming Pool (12' x 24')			

<b>Permit #:</b>	<b>4441</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$31.66
Rear Deck Addition (265 ft2) for Pool Enclosure			

<b>Permit #:</b>	<b>4458</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$40,326.30	<b>Fee:</b>	\$50.00
Installation of 28 Rooftop Solar Panels			

<b>Permit #:</b>	<b>4464</b>	<b>Permit Date:</b>	6/20/2025
<b>Value of Construction:</b>	\$9,000.00	<b>Fee:</b>	\$0.00
Garden Shed (160 ft2)			

<b>Permit #:</b>	<b>4408</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4409</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4410</b>	<b>Permit Date:</b>	6/25/2025
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<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4411</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4412</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4413</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4465</b>	<b>Permit Date:</b>	6/27/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$28.80
Replacement of Rear Deck (10' x 20')			

## Activity Report

	June 2025		June 2024	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
<b>Number of Permits</b>	20	56	12	60
<b>Total Building Value</b>	\$10,585,931.87	\$26,374,402.21	\$21,188,277.60	\$35,030,327.60
<b>Permit Revenue</b>	\$3,993.90	\$19,111.51	\$14,770.34	\$23,147.45



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of June 2025  
Department of Parks and Recreation  
Presented on July 14<sup>th</sup>, 2025**

**Administration and Operations**

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- Grants secured for 2025-2026 fiscal year (April-June) - \$62,592
  - New grants secured for the month of May:
    - \$25,000 – Active Communities Fund – Province of NS
      - Free skates and swims, UP program, After School Programs, Equipment Loan Facilitator
    - \$1,500 – Chicken Farmers of NS – Caribbean Fest
    - \$8,792 – Canada Summer Jobs – Federal Government
      - Re-evaluated and adjusted from \$6,594
      - \$2,198 each towards the following four summer positions:
        - (2) Outreach Specialists
        - Outdoor Education Facilitator
        - Active Transportation Facilitator
- Staff member attended the Canadian Park Symposium in Saskatoon in June

**Facilities and Operations**

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- Outdoor Pool opened July 8
  - Free swim scheduled for July 12 – replacing July 1 free swim
- Increase in vandalism in our park spaces and downtown planters
  - Additional resources and increased costs will occur due to the damage
- Walter Wood Interpretative Board official unveiling occurred on July 3<sup>rd</sup>. We would like to extend a thank you to the family of Walter Wood and Kentville Historical Society
- Capital Update:
  - 14 projects scheduled in total
    - (6) complete
    - (3) in process
    - (4) not started
    - (1) cancelled

## Programs and Operations

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June is Rec Month – there were 1,436 participants that attended sessions in June is Rec Month activities

- Programs ranged from weekly lunchtime and afterschool bike clubs at KCA to pop up plays and Bike Scavenger Hunt

Ball Hockey is back utilizing the arena this summer

### *Events that occurred 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.
  - 67 people attended the Ravine site and 149 at Oakdene Park
- Annapolis Valley Pet Expo – Centennial Arena – June 14
- 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>.

### *Upcoming Events in July:*

- Canada Day Event
  - Canada Day cake, bouncy castles, (2) bbq stations, splashpad, and a Kentville Wildcat victory with free access to the public
- 18U AAA National Eliminations at Memorial Park – July 11-13
- Kentville Marlins Swim Club swim meet – July 26

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

## Hemlock Conservation Project Report

Meeting Date: July 14<sup>th</sup>, 2025  
Department: Parks and Recreation

### RECOMMENDATION

This report is provided for informational purposes only; no recommendation is made at this time.

### SUMMARY

This report provides Council with a mid-project update on the Eastern Hemlock Tree Conservation project currently underway in the Kentville Ravine Trail and Gorge Parks. Additionally, it includes information on safety and procedures to ensure Council has information to answer public inquiries as they arise.

### PROJECT UPDATE

Phase	Status
<b>Phase 1</b> Tree measuring, tagging and data collection.	Gorge - Complete Ravine - Complete
<b>Phase 2</b> Pesticide conservation treatments	Gorge – Complete Ravine – In-progress
<b>Phase 3</b> After treatment, project site visits	Gorge – In-progress Ravine – Not yet started
<b>Phase 4</b> Project planning for next year	Gorge – In-progress Ravine – In-progress

### SAFETY

The top priority throughout all phases is staff and volunteer safety. Staff have completed all required pesticide use and storage practices and have implemented additional measures to enhance safety on-site, during transportation, and while in storage.

Safety processes have been reviewed and circulated to the internal Occupational Health and Safety review, as well as adhering to all provincial recommendations and federal Acts affecting the Hemlock Conservation Project. Staff have completed Hemlock pesticide treatment training through the Medway Community Forest Cooperative and have proof of completed pesticide certification available on-site and within storage areas. Pesticide applications will be completed by staff only. No volunteers are invited to apply pesticides.

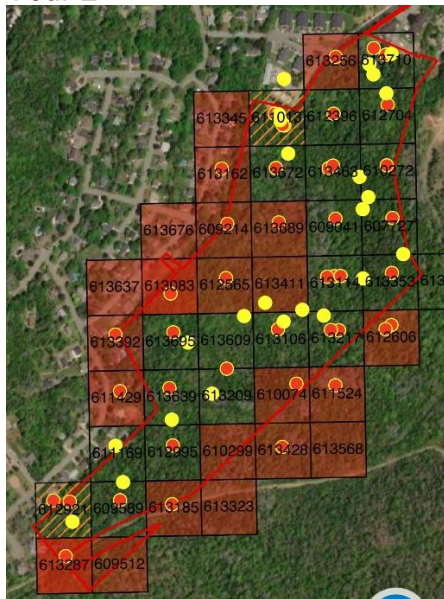


Staff update public signage in the park daily to reflect when pesticide treatments have been completed and when it will be safe to reenter the park.

Pesticide treatment within this project involves both tree injections and basal bark spray. At this time, the Town of Kentville is only conducting basal bark spray. All work is undertaken by health and safety requirements as recommended by the Province of Nova Scotia. This includes wearing the required personal protective equipment (PPE), such as chemical-resistant gloves and protective eyewear, as described on the Material Safety Data Sheet (MSDS) for the respective pesticide. All work must be conducted in long sleeves, long pants, socks and shoes, to ensure legal compliance with the product label. All pesticide usage is conducted under the supervision of a certified pesticide applicator.

Furthermore, due to pesticide product label restrictions for basal bark spray, only 1.9 L can be used per hectare per year, or approximately 1638 cm/ha/yr. Health and safety practices are consistent with other provincial hemlock stand treatments.

## Gorge Park Data Collection and Pesticide Regulation Map Year 2



## Ravine Trail Data Collection and Pesticide Regulation Map Year 2



## Pesticides used for treatments include:

*Note that both pesticides are regulated by the Nova Scotia Provincial Government and approved for use as Hemlock Woolly Adelgid treatments.*

## **Basil Bark Pesticide**

### **Xytect F2**

#### **Workplace Hazardous Materials Information System (WHMIS) Symbol**



Signal word: WARNING

Hazard statements: May be harmful if swallowed or absorbed through the skin.

Mildly irritating to the eyes and skin.

Can decompose at high temperatures, releasing toxic gases.

Highly toxic to bees, birds and aquatic invertebrates.

Keep out of waterways.

**Mitigations:** The Product is stored in a temperature-regulated area and in secondary containment. Staff wear all required safety gear and adhere to all safety regulations. Pesticide is not applied near flowering plants or within 7 meters of a waterway. Only 1.9 L of Xytect can be used per hectare per year in the park, or approximately 1638 cm/ha/yr. The Occupational Health and Safety Committee has reviewed pesticide storage, procedures and operations plans.

#### **Example of Basil Bark Tree treatment with Xytect:**



## Waterway Injection Pesticide

### IMA-Jet 10

#### Workplace Hazardous Materials Information System (WHMIS) Symbol

ACTIVE INGREDIENT:  
IMIDACLOPRID..... 5%  
REGISTRATION NO. 31375 PEST CONTROL PRODUCTS ACT  
Net Contents: See Individual Container

COMMERCIAL - RESTRICTED  
READ THE LABEL BEFORE USING  
KEEP OUT OF REACH OF CHILDREN  
WARNING - POISON



EYE IRRITANT  
POTENTIAL SKIN SENSITIZER

Manufactured by: Arborjet Inc., 99 Blueberry Hill Road, Woburn, MA 01801, Phone: 781-935-9070

Signal word: TOXICITY

Hazard statements: Eye irritant and a potential skin sensitizer.

**Mitigations:** The Product is stored in a temperature-regulated area and in secondary containment. Staff wear all required safety gear and adhere to all safety regulations. The product is injected into the trees, not exposing the surrounding waterway and plants to the product. The Occupational Health and Safety Committee has reviewed pesticide storage, procedures and operations plans.

#### Example of Tree Injection with IMA-jet:



## MOVING FORWARD

The Eastern Hemlock Conservation Project is critical in protecting existing Hemlock Stands against the invasive Hemlock Woolly Adelgid (HWA). The Town of Kentville is two years into a multi-year cycle to ensure conservation efforts are completed. Staff are currently developing a 10-year project operational plan for conservation planning.

The 10-year project operation plan will include a budget cycle, scope of work, as well as a clear outline of how many trees will be treated in each park per year, which will be reflected in the annual budgets presented to Council. Staff have learned a great deal over the past two years of treatments and look forward to applying these lessons to increase project efficiency moving forward.

Staff are currently collaborating with the Invasive Species Centre of Canada, as well as provincial Department of Environmental and Climate Change staff and field experts, including the Medway Community Forest Cooperative, to develop a pathway for success in addressing HWA within the Town of Kentville parks.

Furthermore, staff continue to grow relationships with neighbouring municipalities to identify opportunities for joint project funding applications and conservation efforts.

Staff attending regular working groups to maintain up to date on processes, pesticide regulations and new developments on future bio-control opportunities. Regular working groups include:

- The Maritime Hemlock Woolly Adelgid Working Group
- NS Municipal Staff HWA Working Group
- Invasive Species Canada trainings
- Annual Medway Community Forest Co-op pesticide application training



# June 2025



ADMINISTRATION	2024	2025
SOT's	56	42
Foot Patrol	179	192.5
Criminal Code Charges	30	22
Calls for Service	316	398

## HIGHLIGHTS/INITIATIVES:

- KPS Youth Program grant application approved (Civil Forfeiture)
- Cadet/Cst Manny Reehal started his on the job training
- Bryce Dauphinee started as our new CCN

## PATROL:

- Busy month with almost 400 calls.
- 66 calls involving Provincial Statutes i.e. Trespassing, liquor, 911 Act, mental health related
- 5 impaired driving charges
- Devil's Half Acre-No reported issues

## TRAINING:

- Second day of Use of Force training with taser, OC and high-risk traffic stops
- PROS End User training

## CES:

- Liaise with Orchard Court Shannex participated in lockdown drill
- Attended Spring Fling at KCA
- Discussed lockdown and hold and secure policies with KCA
- Design booklets for fraud talk. Anti-fraud presentation at Support Services Group
- First day for New CCN Bryce Dauphinee. Orientation and setup
- Visiting tent locations with CCN checking wellbeing of Kentville's unhoused population
- Assisted shift with overflow of calls

# June 2025



## CCN:

- Very busy first week reconnecting with a lot of the local organizations that KPS works with
- 3 referrals
- 9 calls attended and assisted with KPS members
- 16 client interactions
- Assisted CES with Scam presentation

## INVESTIGATIVE SECTIONS:

### GIS

- 7 active investigations
- Executed 4 Search warrants
- Missing Person file with assistance from Valley Search and Rescue–successfully located
- Major investigations–Fraud over \$5,000 resulting in 9 charges and Arson file
- Executed CDSA warrant with SCEU
- Assisting with Use of Force Training–Instructor

### SCEU

- 7 active investigations
- 6 Warrants executed
  - 1.2kg cocaine, 16,000 cash, firearm with ammunition and other drug paraphernalia seized
  - warrant executed for sex assault, seized evidence relating, and firearms with ammunition
  - Sex assault on trail in canning– search warrant completed seized shirt, mask, and gloves used
  - CDSA search warrant. 140grams cocaine, \$1500 cash
- approx. \$134,000 street value in cocaine seized in search warrants this month in Kings County

### CISNS

- Outlaw Motorcycle Gang présentation
- Surveillance
- Assisted SCEU with Search Warrants
- Assisted with Devil's Half Acre
- Admin work

### BY-LAW

- 47 parking Tickets
- 6 warnings
- 14 smoking By-Law charges
- Assisted KPS with 9 calls
- 2 Municipal By-Law investigations



## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

July 14, 2025

#### Programs and Operations

- **Kentville Water Commission:** Operationally, there were no issues with the water utility. I am pleased to report that all 7 of our well pumps are now operational. We had a pump failure back in the Spring of 2025 and our long time well driller and pump replacement contractor has finally retired. Summer water consumption has increased even more than normal for this time of year due mostly to irrigation and private and Town pool operations. Public Works has repaired a number of watermain and water service breaks throughout the utility which has contributed to some of the extra water use.
- **Sanitary Sewer Area Service:** We continue to upgrade our sewage lift stations. We have 13 stations throughout Town and have pump and control panel upgrades scheduled for this year through our Capital Investment Program.

#### Projects

- **Downtown AT Project:** The Sidewalk contractor will resume work the week of July 21<sup>st</sup> to replace the curb & sidewalk on the north side of Webster Street from Aberdeen to Bridge streets.
- **GRID – Main Street Storm, Sidewalk & Paving Project:** The Growth and Renewal for Infrastructure Development (GRID) project which includes the much need replacement of the large storm sewer on Main Street between Aberdeen and Prospect is scheduled to begin in the next few weeks. This will then result in new curb and sidewalk in this same area. A second Provincial trunk paving program will then fund the complete repaving of this same area with additional paving of Main Street to Southview Avenue as well as Webster Street where the new curb & sidewalk is being replaced through AT. These programs are all 50% funded through the Province.

- **Mitchell Brook Culvert:** The design for the replacement of the end-of-life “culvert system” under Park Street is now complete we now have approval to construct from both NS Environment & Fisheries. Tenders are being released this week for the replacement of the critical piece of infrastructure.  
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, 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 we have entered the drier, weather season, Public Works has switched our attention to storm sewer maintenance and repairs with such in-house items as ditching the south side of the he 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
- June 9<sup>th</sup> CAC Meeting
- June 19<sup>th</sup> Regional Sewer Committee
- June 24<sup>th</sup> Operation Budget Meeting
- June 25<sup>th</sup> NS Environment Meeting for Wellfield Permit Renewal

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



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

Staff Report TOK202534 - Update

Meeting Date: July 14, 2025  
Department: Planning and Development

*FOR RECOMMENDATION*

### RECOMMENDATION

**THAT** Council give First Reading to amendments to the Land Use Bylaw for the General Commercial (C1) zone which would:

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

### Public Participation Review

A public participation meeting was held on June 17, 2025 at 5pm in Council Chambers. Notification of the meeting was advertised in the June 2, 2025 and June 9, 2025 editions of the Chronicle Herald as well as on the Town website on May 28, 2025.

Members of Council who were in attendance asked questions regarding the degree to which National Building Code (NBC) requirements for accessible parking and building design may trump the intent of the proposed changes to the Land Use Bylaw. Staff have corresponded with Building Officials to determine if there are valid concerns.

With respect to unit ratios (number of barrier-free units per total number of units in building) the following table referenced:

**Table 3.8.2.1.  
Forming part of Sentence 3.8.2.1.(7)**

Number of units in building	Minimum number of units conforming to Article 3.8.2.26.
0 to 24	0
25 to 45	1
Greater than 45	1 plus 1 unit for each additional 20 units or part thereof

Recommendations Regarding Amenity and Parking Requirements in the C1 Zone  
July 14, 2025, Staff Report TOK202534-Full Report

Generally speaking, the addition of residential units in existing buildings in the General Commercial (C1) Zone would yield less than 25 units/lot. New developments may be of a larger scale and would be required to create barrier-free units according to the NBC regulations.

Regarding 'accessible' parking, the following section of the National Building Code is referenced:

**3.8.2.5. Exterior Barrier-Free Paths of Travel to Building Entrances and Exterior Passenger-Loading Zones**

- 4) Where on-site parking is provided, parking stalls for use by persons with a disability shall be provided in accordance with one of the following:
- a) as designated by Table 3.8.2.5.,
  - b) one parking stall shall be provided for each viewing position required in *assembly occupancies* in Sentence 3.8.2.3.(3), or
  - c) one parking stall shall be provided for each *barrier-free* residential suite.

**Table 3.8.2.5.  
Designated Parking Stalls  
Forming Part of Sentence 3.8.2.5.(4)**

Number of Parking Stalls	Number of Designated Stalls Required for Persons with Disability
1–10	1
11–35	2
36–50	3
51–99	4
100 and greater	5 plus 1 for every 50 additional spaces provided

The Land Use Bylaw determines when parking is required, and National Building Code regulations applied to all required parking areas. In Article 3.8.2.5(4) above, barrier-free parking stalls are required when a certain threshold of units are provided (first triggered at 25 units as per Table 3.8.2.1) or falls within the cohort of 'Number of Parking Stalls' as per Table 3.8.2.5.

## Written Correspondence

Written comments were received from Julie Ogilvie, Executive Director of the Kentville Business Community (KBC), on June 18, 2025. KBC's position on the two proposed amendments are as follows:

### *1. Parking Requirements*

*While the KBC strongly supports adding residential spaces on the second floor of commercial properties, the KBC does not support the elimination of parking requirements for new residential developments in the downtown at this time.*

*Rationale:*

Recommendations Regarding Amenity and Parking Requirements in the C1 Zone  
July 14, 2025, Staff Report TOK202534-Full Report

- *Kentville is a rural town, and most residents and visitors rely on personal vehicles. Unlike larger urban centres, public transit and active transportation infrastructure are not robust enough to offset demand for parking.*
- *Eliminating parking minimums would shift the burden onto the Town, requiring already-scarce public parking to serve both residents and customers.*
- *This could have a negative impact on businesses whose customers depend on convenient parking access—particularly important as many are destination-based and compete with big-box alternatives with ample free parking.*

*KBC's Position: Developers should continue to provide on-site parking wherever possible for upper-level residential units. As Kentville evolves, we support exploring long-term parking solutions, such as shared parking strategies, municipal parking structures, or incentivized alternatives—but these must be in place before reducing parking requirements.*

## *2. Amenity Space Requirements*

*The KBC board is in support of the proposed amendment that would allow the Development Officer discretion to waive amenity requirements if a project is located within 400 metres of a public open space.*

## **ENABLING POLICY FOR LUB TEXT AMENDMENTS**

This section was inadvertently left out of the April 14, 2025 initiation report. Policy IM-6 enables Council to consider text amendments to the Land Use Bylaw which have a wider range of application than a single site or development.

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

## **DISCUSSION OF PUBLIC INPUT**

Based on the feedback received at the Public Participation Meeting regarding amenity spaces requirements, staff would suggest that a general level of concurrence exists regarding amending amenity space requirements to consider public open space within a 400m path of a proposed development.

Recommendations Regarding Amenity and Parking Requirements in the C1 Zone  
July 14, 2025, Staff Report TOK202534-Full Report

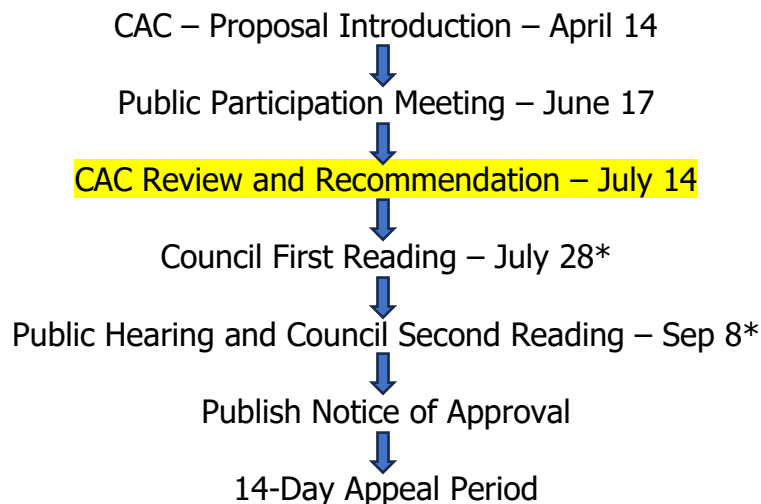
With regards to amendments to the parking requirements there is less consensus on the implications of the proposed change. While staff maintain their recommendation to removing parking requirements, having better data on downtown parking is a reasonable option to consider, and this option has been added to the list below.

#### Options for C1 Parking Requirements:

1. Status Quo Requirements (.5 parking spaces/unit)
2. No parking requirements for developments consisting of up to 8 units
3. Reducing residential parking requirements in the C1 zone
4. Removing residential parking requirements in the C1 zone.
5. Deferring Parking Discussion Pending Completion of Parking Study

It is worth noting that a decision on amenity and parking requirements may be made independently. Should the Council Advisory Committee decide upon a recommendation for a parking study, grants and potential partnerships should be considered to offset potential costs.

#### Next Steps



\*anticipated dates; final dates set by Council

## APRIL 14, 2025 INTRODUCTORY REPORT TO CAC

### BACKGROUND

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

A staff report was provided to the Council Advisory Committee in the fall of 2023 which reviewed a selection of other municipal units and concluded that "providing amenity space is a human-centric approach to housing and allows our housing to align with the social determinants of health by providing for social and environmental connection." Section 5.7 on amenity space in the Municipal Planning Strategy (MPS) provides some directions in the preamble:

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

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

### **Amenity Spaces in Historic Downtowns**

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

#### **Considerations:**

- **Flexibility** is key. Rigid amenity space standards (e.g., minimum square footage per unit) may not be practical or necessary.

Recommendations Regarding Amenity and Parking Requirements in the C1 Zone  
July 14, 2025, Staff Report TOK202534-Full Report

- **Public realm investments** (like parks, plazas, and parklets) can substitute for on-site private amenities in many cases.
- **Shared amenities** within buildings (like rooftop patios, community rooms, or fitness spaces) can work better than large private outdoor areas.
- **Cultural and social amenities** like public art, heritage features, and accessible seating can serve a dual purpose of amenity + placemaking.

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

## **Parking Requirements in Historic Downtowns**

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

### **Challenges:**

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

### **Policy Shifts:**

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

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

## **Summary**

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

- **Amenity space** policies that support vibrant, shared experiences.

- **Parking policies** that acknowledge and support non-car-oriented lifestyles.

## DISCUSSION

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

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

Options:

Amenity Space:

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

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

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

Recommendations Regarding Amenity and Parking Requirements in the C1 Zone  
July 14, 2025, Staff Report TOK202534-Full Report



Options:

Parking:

6. Status Quo Requirements
  7. No parking requirements for developments consisting of up to 8 units
  8. Reducing residential parking requirements in the C1 zone
  9. Removing residential parking requirements in the C1 zone.
- 

Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

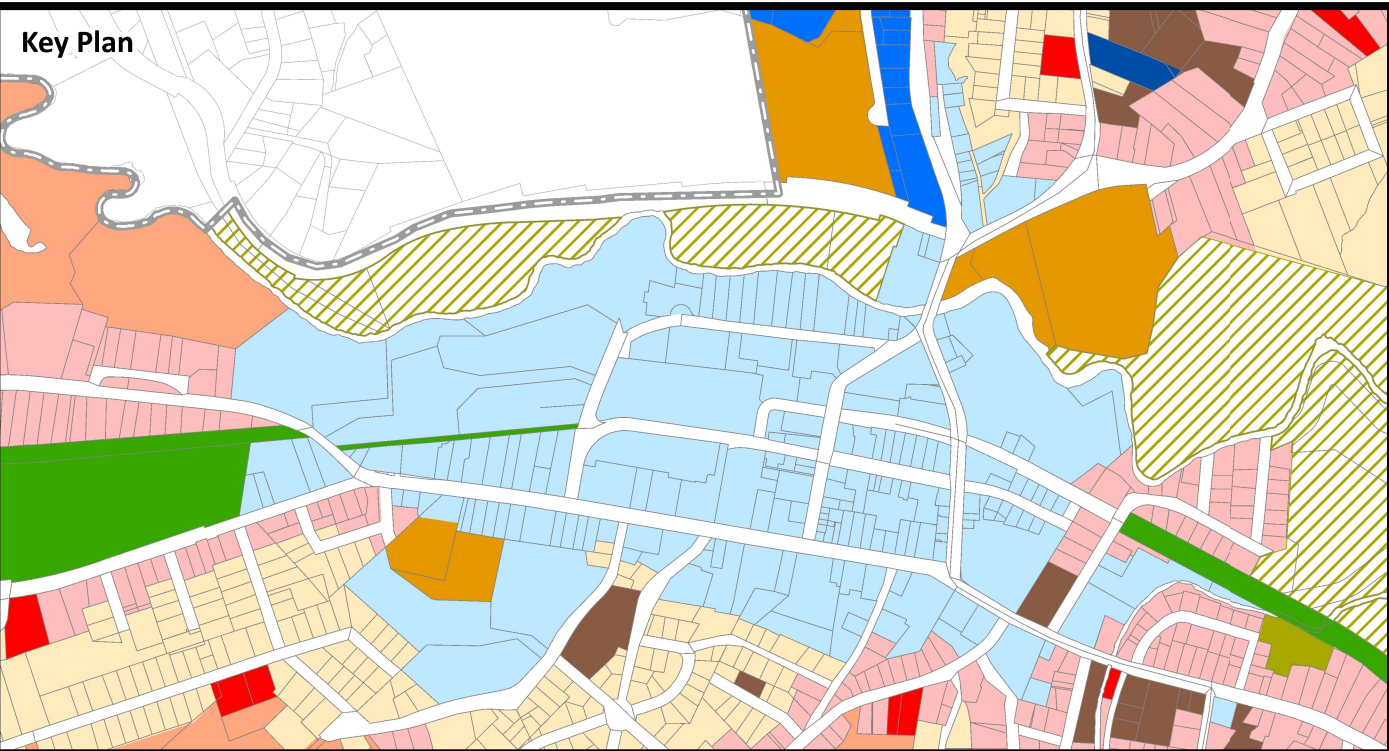
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**Attachments:**

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



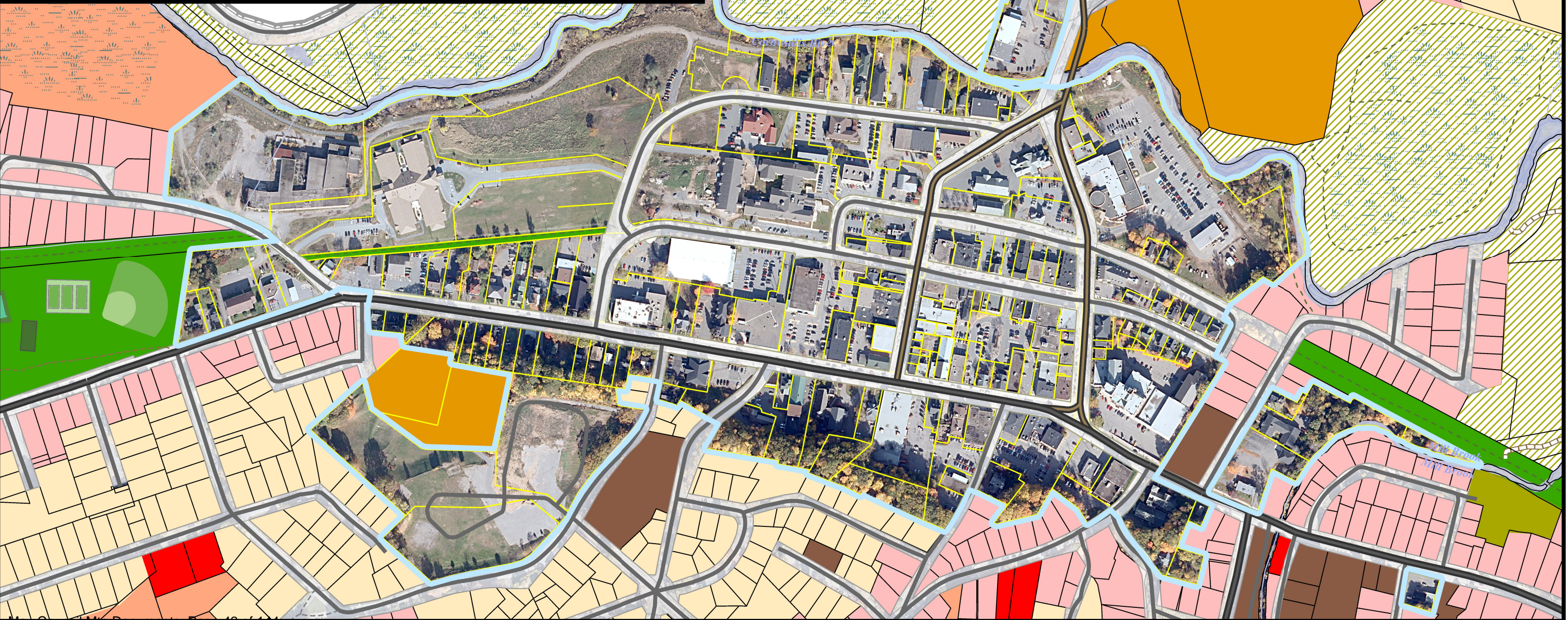
Key Plan



# General Commercial (C1) Zone Downtown Core, Kentville

General Commercial (C1) Zone Boundary  
Property Lines

0 25 50 75 100 Metres





## Attachment 2: Proposed Amendments – Land Use Bylaw

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

- a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Indoor or Outdoor Amenity Space in accordance with the following requirements: Bachelor and One Bedroom 200 ft<sup>2</sup> per unit 18.58 m<sup>2</sup> per unit Two bedroom Three or more bedrooms 225 ft<sup>2</sup> per unit 20.90 m<sup>2</sup> per unit 255 ft<sup>2</sup> per unit 23.69 m<sup>2</sup> per unit
- b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other
- c) Useable outdoor recreation amenity space shall be located in the side or rear yards and the recreation space must be usable space, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.
- d) Amenity space shall be waived for all residential conversions.
- e) Notwithstanding Section 4.1.3(a), amenity requirements in the General Commercial (C1) Zone may be waived if the subject property is within a 400 m route to a public park or open space.

### 4.2 Parking and Loading

#### 4.2.1 General Requirements

- a) For every building or structure to be erected or enlarged, or for which application for a development permit involving a change of use is made, off-street parking having unobstructed access to a public street shall be provided and maintained in accordance with Table 4.2;
- b) Notwithstanding Section 4.2.1(a) minimum parking requirements shall be waived in the General Commercial (C1) Zone for all new development. ~~excluding any residential component. In this instance, only the minimum off-street vehicular parking spaces for the residential component of the development shall be required;~~
- c) All off-street parking shall be provided on the same lot as the use of building for which it is required;
- d) Notwithstanding Section 4.2.1(c), in any Commercial/Industrial zone, off-street parking for Commercial purposes may be located on a different lot than the use or building in question provided that the parking area is not located more than 300 ft (91.44 m) away from the subject building, and the land owner provides written notice of a shared parking arrangement to the Development Officer; and
- e) Minimum off-street parking requirements shall not apply to any use which was established before the effective date of this By-law.

**Table 4.2**      *Parking Requirements*

Land Use	Parking Requirement
<i>Residential Land Use</i>	
Dwelling Units (<4 dwelling units)	1 parking space per dwelling unit
Multi-Unit Dwellings (>4 dwelling units)	1.25 parking spaces per dwelling unit
Multi-Unit Dwellings in the (C1) Zone	0.5 per dwelling unit
Home Based Business	1 space in addition to the space required by the dwelling unit
Bed and Breakfast	1 space per rental units in addition to the space required by the dwelling unit.

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

~~Table 4.5 Commercial General (C1) Zone Parking Requirements~~

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

## Attachment 3: Comparative Municipal Units

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

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

Staff Report TOK202545 - Update

Meeting Date: July 14, 2025  
Department: Planning and Development

### *FOR RECOMMENDATION*

### RECOMMENDATION

**THAT** Council Advisory Committee:

Recommends to Council to give First Reading to the proposed map 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) and direct the Chief Administrative Officer to schedule a Public Hearing.

### Public Participation Review

A public participation meeting was held on July 10, 2025 at 5pm in Council Chambers. Notification of the meeting was advertised in the June 27, 2025 edition of the Chronicle Herald as well as on the Town website on July 8, 2025. 10 people were in attendance for the meeting.

A longer critique was delivered by Tim Hughes, a neighbouring resident at 161 Main Street. His comments were also provided in written form and are attached to this report. Staff acknowledges the error Mr. Hughes presented in describing the location of the subject property in the text portion of the June 9, 2025 introductory staff report to the Council Advisory Committee, and would note that the map location is accurate. The final report will correct the text description of the subject property location.

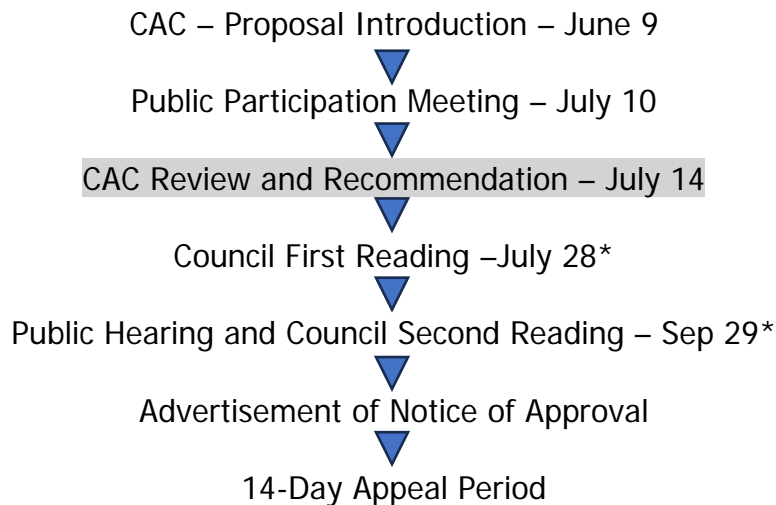
Additional questions and comments are described generally as follows:

- Positive response was provided to the design concept

Recommendation for Land Use Bylaw Amendments  
July 10, 2025, Staff Report TOK202545 - Update

- A question was received on the proposed development area as a percentage of the full property. Staff estimated 10%, upon further calculation, the amount is approximately 6.6% (~14,000 square feet of a ~4.9 acre property).
- A question was received regarding the proposed trail access and concerns about it being used by the public. Staff would look at detailed design aspects, should the rezoning be approved, during the site plan approval application review.
- A question was received regarding overflow parking at the proposed development. Staff would look at detailed design aspects, such as parking, during the site plan approval application review. Mr. Hughes indicated that few people attempt to use Main Street for on-street parking due to the traffic conditions, and would tend to use Southview Avenue as a safe alternative.

## Next Steps



\*Anticipated dates; final dates set by Council

## Attachments

1. Written Comments from Tim Hughes
2. Public Participation Meeting Staff Presentation
3. June 9, 2025 Introductory Report to CAC

**Comments to Public Participation Meeting of July 10, 2025 regarding the Recommendation for the Amendment of the Land Use Bylaw Regarding the Rezoning (Map Amendment) of PID 55467070.**

There is an error in the report that requires clarification. At the top of page 5, it is stated:

“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.”

Rather than what is stated, the property at 157 lies between 161 and 145. That’s between two single residential properties, and not the cemetery. Although the property does share a boundary with the cemetery, the portion identified for redevelopment does not abut the cemetery.

As the resident and property owner at 161 Main St, I speak against the Rezoning from R2 to R3.

My comments are relative to:

Section 3.2.2 Housing/Residential as quoted in the report that states:

“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.”

To that point, I believe that rezoning to allow for construction of a building such as an 8 unit multi-unit building will alter the character of the existing neighborhood. Having been a resident of both single and multi-unit dwellings, and currently residing between a single dwelling and a multi-unit dwelling, I say with confidence that they are decidedly different in their impact on the character of a neighbourhood. Not that one is better than the other, but they are indeed different. Of note in this time of housing needs, removing single dwelling buildings from the market reduces the chance for individual homeownership, while forcing residents into rental properties, which also reduces the opportunity for individuals acquiring equity and instead concentrating the wealth of a community into fewer hands. ( Landlords don’t supply housing, they ransom it.)



The existing neighbourhood consists mostly of single dwellings and multi-dwellings on the scale of single dwelling buildings, many of which are historic, and provide a certain visual aesthetic that greets people as they enter Kentville along its Main Street. For the most part, residents assume the responsibility and do their best to maintain their properties to be a picturesque welcome to the town of Kentville. I suspect a larger multi unit building would detract from the scale and aesthetic of the neighbourhood, and not in a positive way.

As noted in the report the properties in this neighbourhood are fronted by a major collector road. As mentioned, that comes with the opportunity to create a welcoming display, and also exposes residences to many of the unpleasanties of living on a busy street. The traffic noise is accepted as coming with the territory. But also it is not uncommon to be the target of slurs, insults, and objects thrown from passing vehicles and pedestrians. And the exposure does increase the risk and frequency of property vandalism. Having a relatively private back yard provides a welcome respite from that exposure, and can counter the challenges of the less positive aspects of being publicly facing. To accommodate a multi-unit building on the proposed site would require a dimension that would most certainly impose on the privacy and enjoyment of backyard spaces in the adjoining properties. Thus negatively altering the character of the existing neighbourhood.

On a more subjective note, I suspect being a landlord is challenging. Living next door to rented units, I've witnessed and experienced a range of behaviours of landlords and tenants. Suffice to say, that a property owner who does their best to maintain their holdings, and establish a good rapport with neighbours and tenants makes a good neighbor. And the opposite is also true. The property in question has remained vacant, neglected, and unkempt under its current owner. That does not instill confidence that the ongoing maintenance required of a larger, more populated dwelling would be managed in a manner enhancing the ambiance of the neighbourhood.

As a bit of an aside, there can be costs borne by existing residents in areas of development that are not accounted for in policy, planning, and execution. Some costs are obvious, such as how changes in topography and land use affect downstream floodwaters. Some less so. Such as the plaster walls in my century old home which sustained large cracks requiring repair during the excavation and construction of what is now the Miners Landing property. Frankly, I don't know how we fully capture all that may be lost and gained in the existing structures, environment, and ambiance of a community as we proceed with development. I'm pleased we are at least trying.

I ask the Council to give due consideration to the possible negative effects on the existing neighbourhood that an R3 designation will allow, and reject the recommendation to rezone the property at 157 Main St.

Respectfully submitted,





# **Application for Rezoning 157 Main Street (PID 55467070)**

July 10, 2025



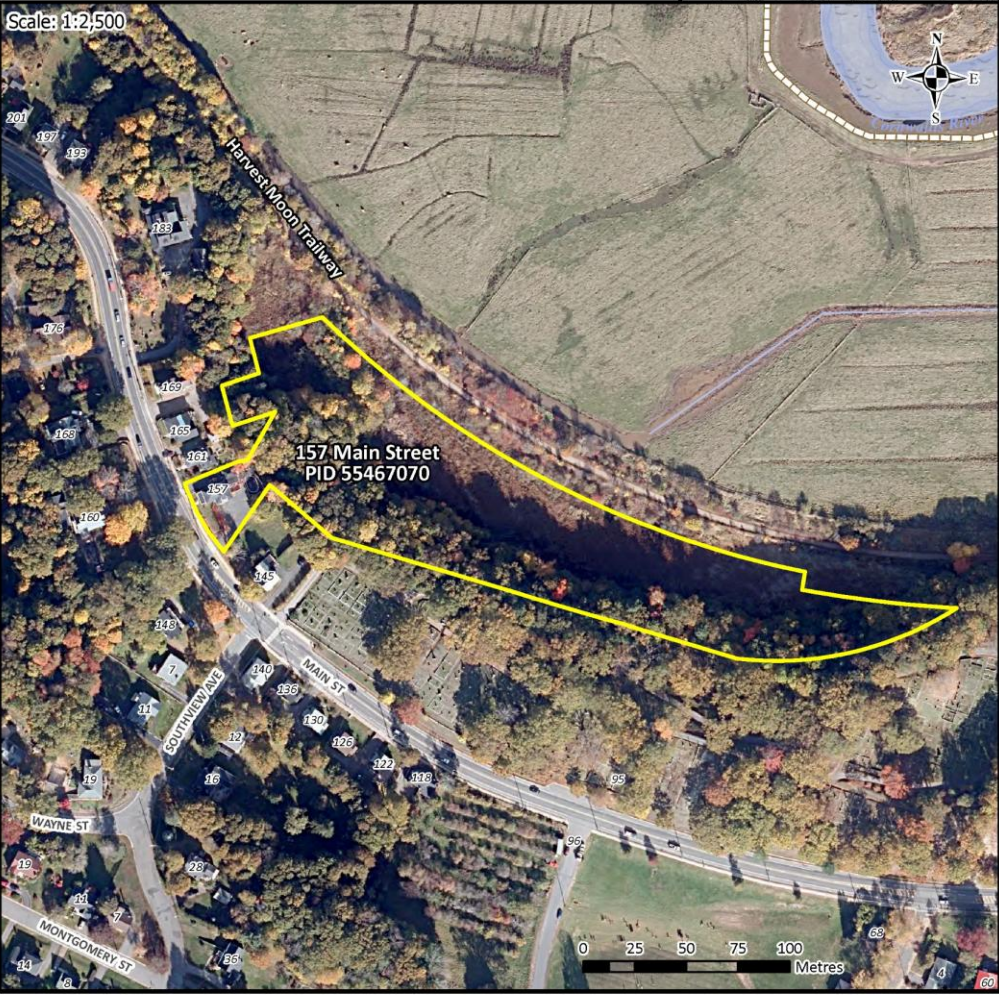
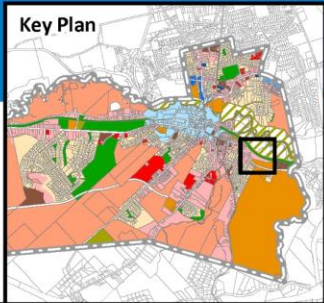
# Application for Rezoning - 157 Main Street



- Complete application received on May 13, 2025
- Rezone from One-and-Two Unit Dwelling (R2) to Medium Density Residential(R3)
- To facilitate the development of an 8-unit apartment building

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

 Subject Property



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 inquires 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.





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# Application for Rezoning - 157 Main Street

## Policy – Rezoning Requirements



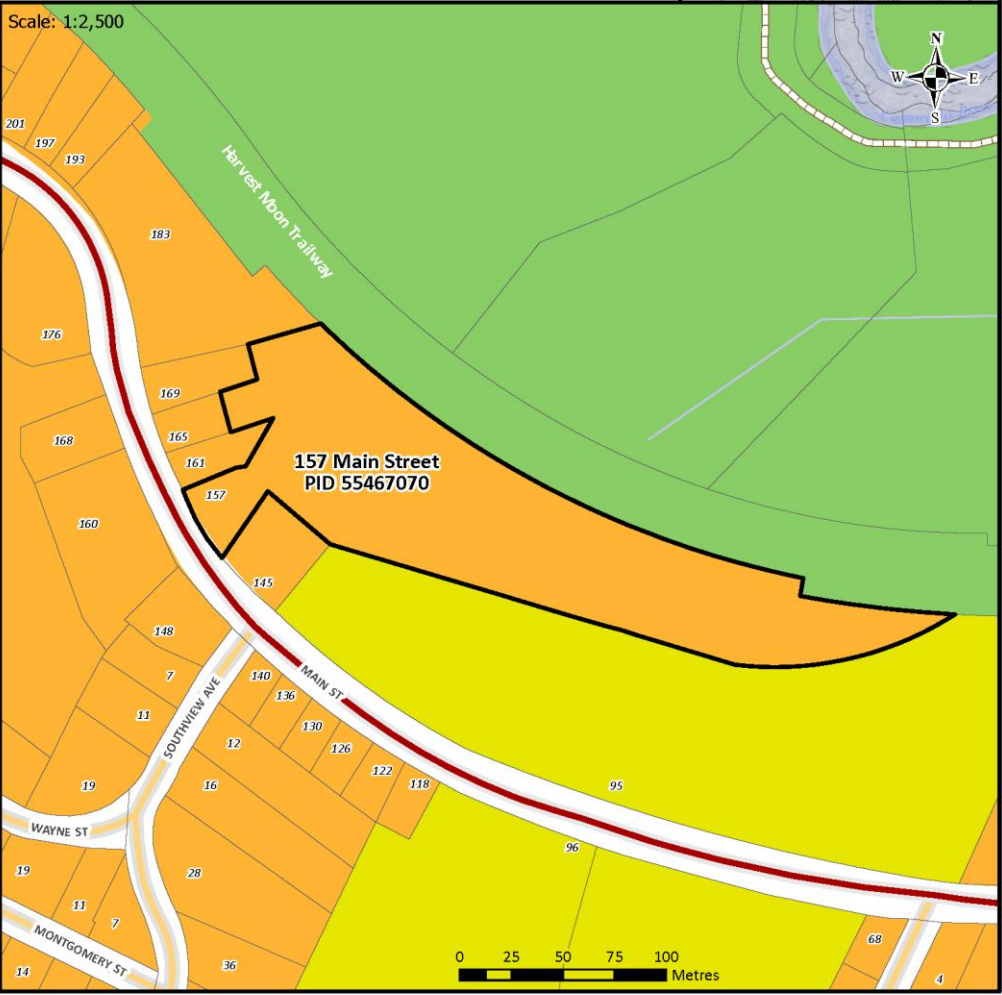
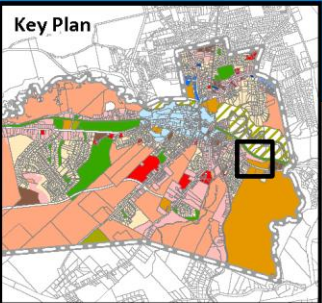
### ***Policy IM-7***

***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.

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

- |  |  |   |
|--|--|---|
|  Property Lines   | <b>Generalized Future Land Use</b>   | <b>Road Classifications</b>   |
|  Subject Property |  Park and Open Space |  Major Collector |
|  |  Residential         |  Local Street    |
|  |  Institutional       |   |



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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.

# Application for Rezoning - 157 Main Street

## Policy – Evaluative Criteria



### ***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.

# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



### MPS – Chapter 5 Residential – 5.1 Objectives and Goals

*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.*



# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



### 3.2.2 Housing/Residential

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.

Key elements: alternative housing needs and density

# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



- 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.

# Application for Rezoning - 157 Main Street

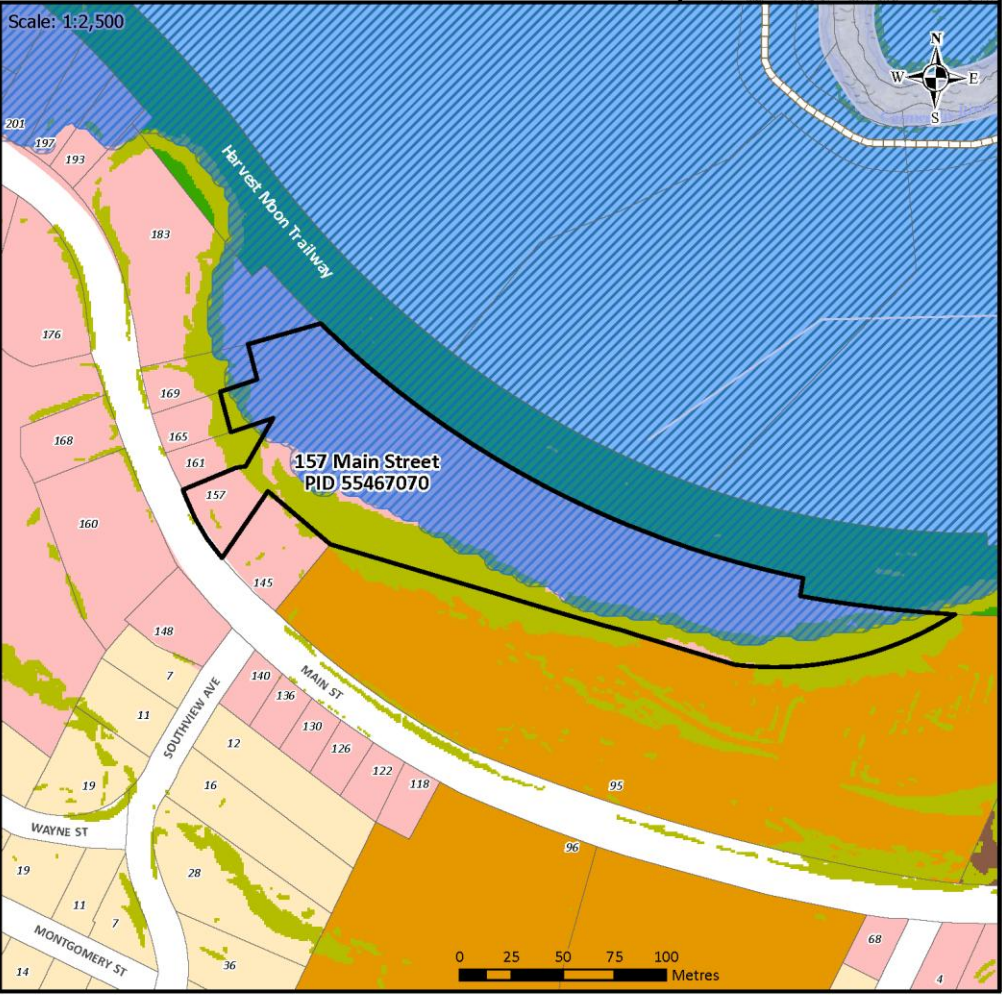
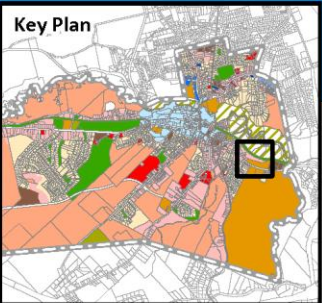
## Policy – Evaluative Criteria



***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.

**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.  
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# Application for Rezoning - 157 Main Street

## 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.



# Application for Rezoning - 157 Main Street

Kentville

## 15.9.2

### Rezoning's

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.

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Consultant:



MKM DESIGN STUDIO  
157, WENTWORTH DR.  
HALIFAX, NS, B3M0P5  
90-49-1881  
info@mkmarch.com  
<https://www.mkmarch.com/>

Project Revisions:

Issue:	BUILDING
Date:	PERMIT APP.
Drawn by:	10/16/23
Checked by:	Author Checker

Client Name: Mubarak Alrafidi D1 Alrafidi Investments Ltd

Project Name:

157 MAIN ST. KENTVILLE

Address:

157 MAIN ST. KENTVILLE

Project No.:

MKM\_17

SCALE:

DRAWING TITLE:

3d rendering 01

DRAWING NO.:

1002





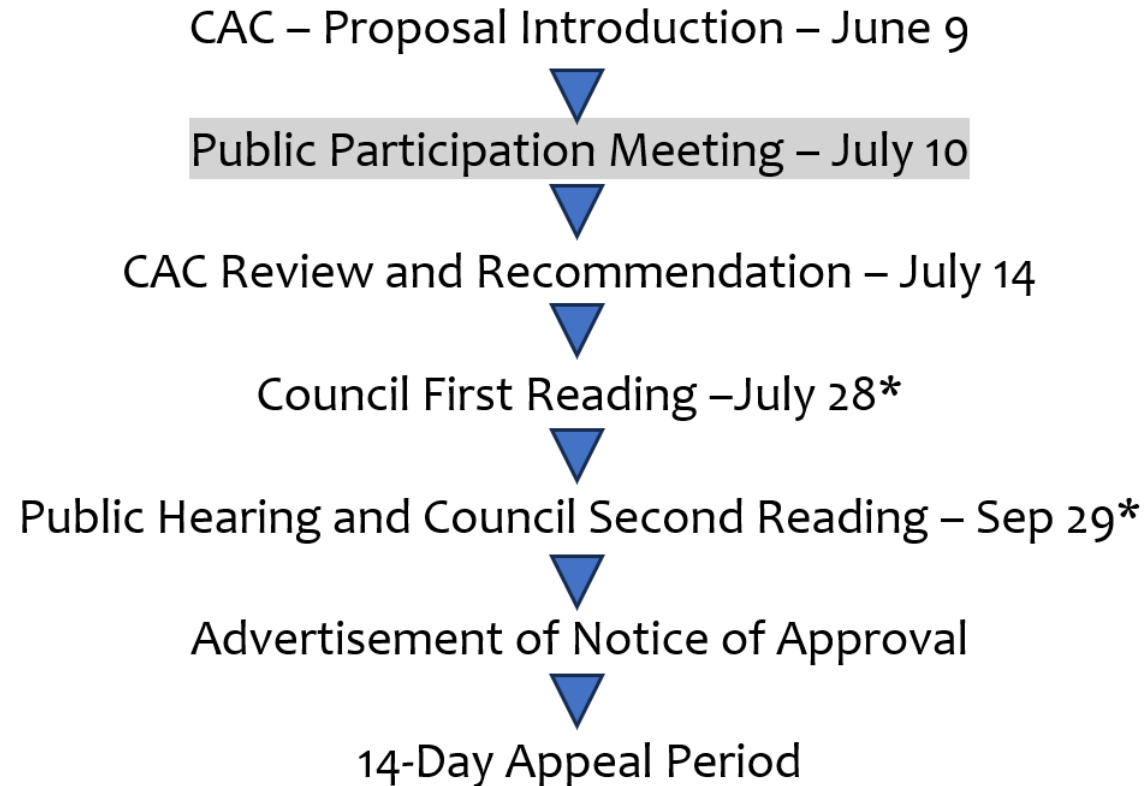


# Application for Rezoning - 157 Main Street

## Next Steps



### Next Steps



## JUNE 9, 2025 INTRODUCTORY REPORT TO CAC

### 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.

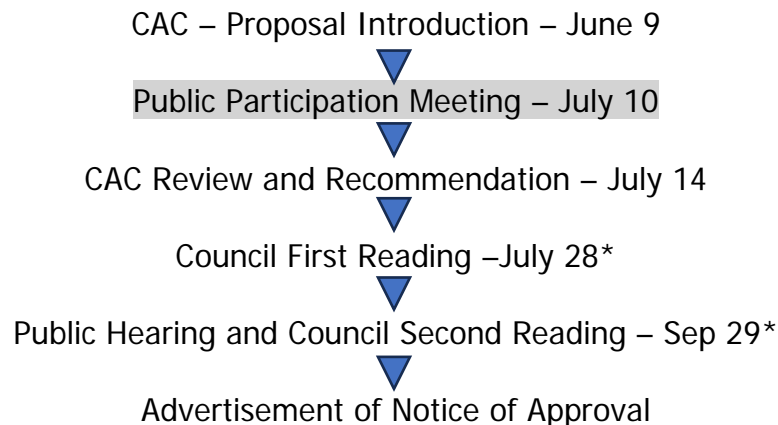
**Policy IM-9** *It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.*

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



Recommendation for Land Use Bylaw Amendments  
July 10, 2025, Staff Report TOK202545 - Update



## 14-Day Appeal Period

\*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:**

- 4. Generalized Future Land Use Map**
- 5. Zoning Map**
- 6. Area Context Map**

157 Main Street, Kentville  
PID 55467070

- Property Lines

Subject Property
- Generalized Future Land Use

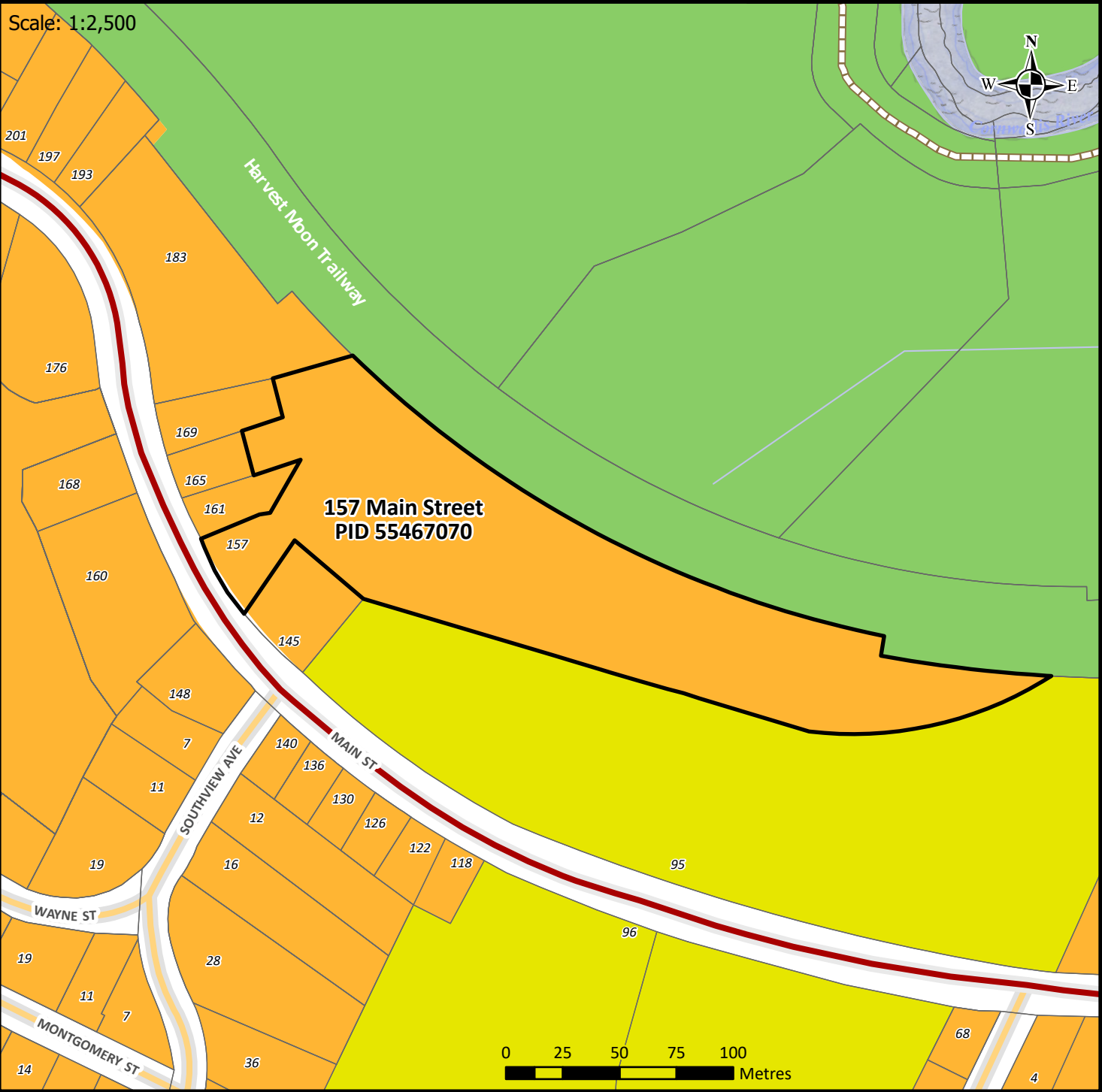
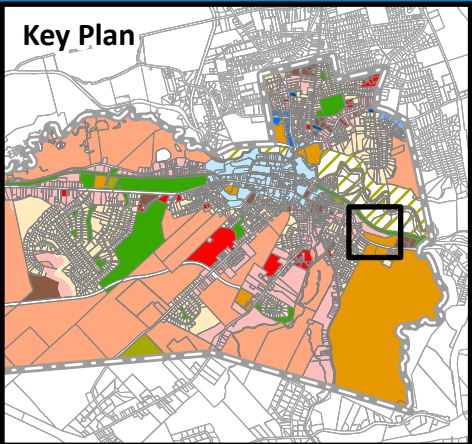
Park and Open Space

Residential

Institutional
- Road Classifications












Major Collector

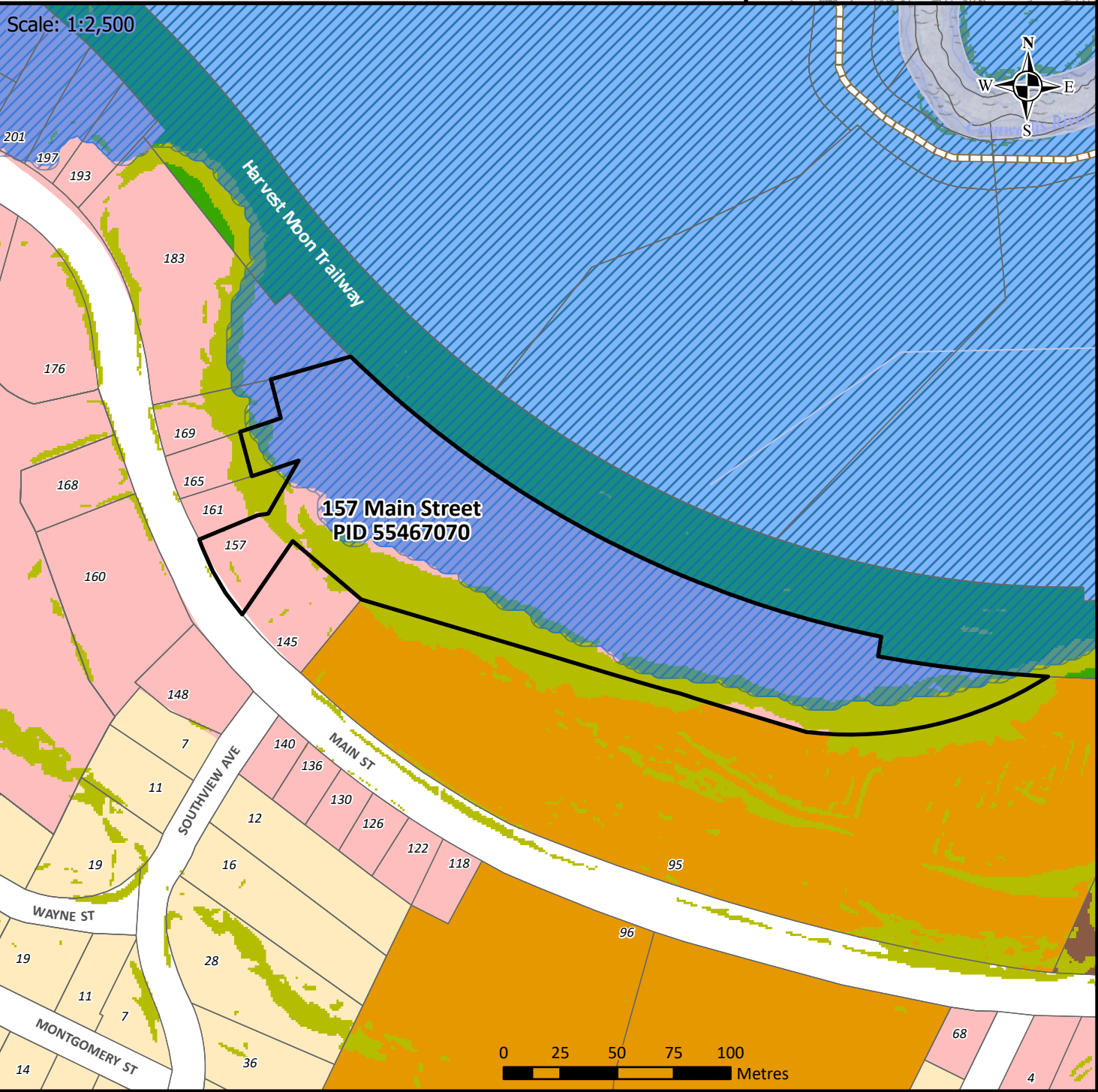
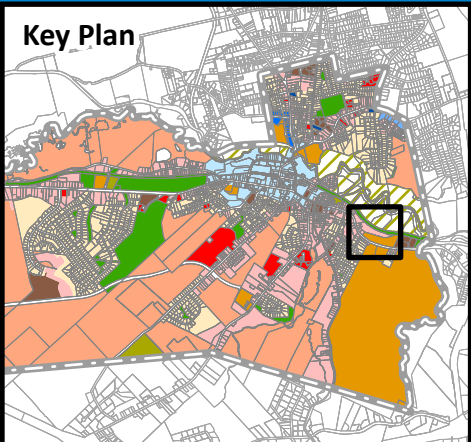
Local Street





**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                    |  |

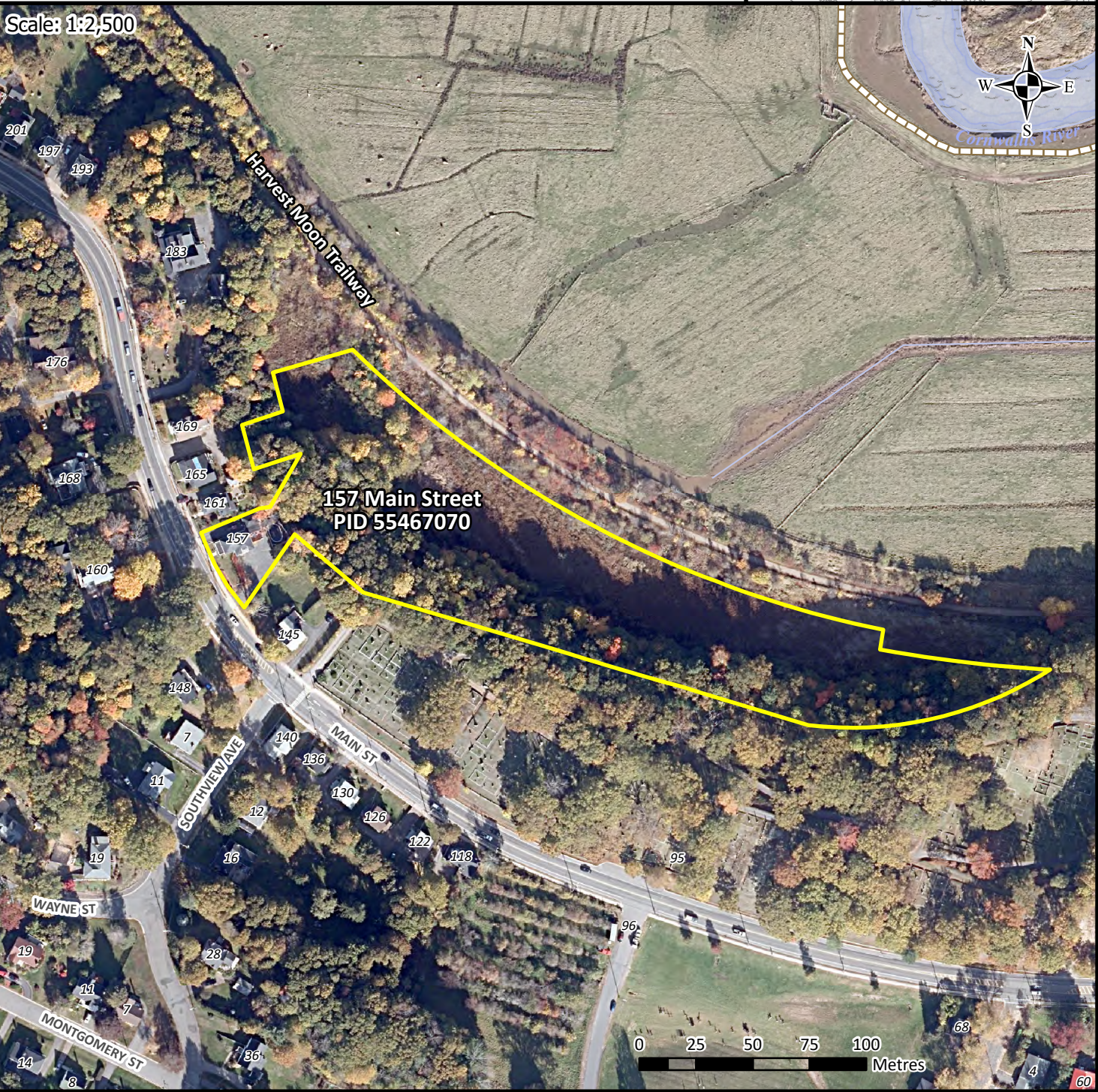
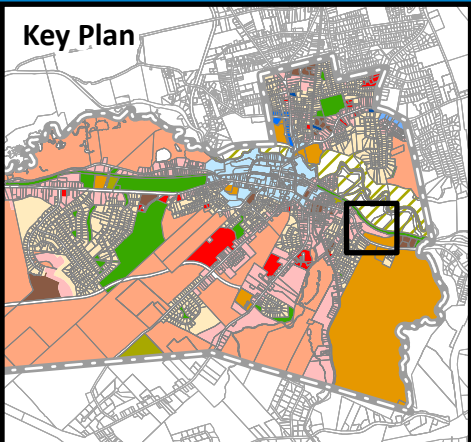


This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.  
Property Source: Nova Scotia Property Records Database (NSPRD). Components of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia B5S 1A5.



157 Main Street, Kentville  
PID 55467070

 Subject Property



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). Components of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia B5B 1C6.



**Title: Repeal of an Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park**

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

## **RECOMMENDATION**

**That Council authorize the mayor to submit a request to MLA John Lohr to have provincial legislation introduced that would see the 1983 Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park, being Chapter 76 of the Acts of 1983. repealed.**

## **SUMMARY**

Currently, properties that are located within the Kentville Business Park are taxed at a commercial tax rate equivalent to the commercial tax rate that exists within Municipality of the County of Kings. This rate is currently set at \$2.287 before area rates and levies.

It is felt that the purpose and role of this initial lower tax rate for the Kentville Business Park has now run its course and therefore going forward, the Town should consider repealing the current special legislation so that businesses located within this area would pay the same commercial tax rate as other commercial businesses within town boundaries.

If approved by Council, a request would be submitted to our local MLA to introduce legislation in the House of Assembly in the fall so that the changes could be implemented for the next fiscal year on April 1, 2026.

## **LEGISLATION**

Chapter 76 of the Acts of 1983 states:

“Notwithstanding the Assessment Act or any other enactment, the real property tax rate and the business occupancy tax rate to be levied by the Town of Kentville in each year beginning in the year 1984 on or respecting properties located in the Industrial Park in the west end of the Town of Kentville and administered by the Annapolis Valley Industrial Commission, or serviced by streets and other municipal services from within the Annapolis Valley Regional Industrial Park, shall not exceed the lesser of the rate levied in that year respecting commercial properties by

the Municipality of the County of Kings and the ordinary commercial rate levied in that year by the Town of Kentville."

## **BACKGROUND**

It is believed that when the Kentville Business Park was initially started under the name of Kentville Industrial Park, that Council felt that it needed to offer a financial incentive to attract businesses to this new commercial and industrial development area. In order to offer a level playing field for similar businesses in the area, it requested that the province enact legislation to allow the Town to provide a tax incentive for those businesses setting up in the new Industrial Park. This practice has over the past four decades led to the Park being almost fully occupied.

Now consideration should be given to creating an even playing field for all Kentville businesses by removing the special tax reduction legislation. In addition, we are now seeing businesses moving into the Kentville Business Park that are not Industrial in nature such as offices which may be the result of a lower tax rate and where they may not rely on walk-in traffic for a majority of their business transactions.

## **IMPACT ON STRATEGIC PRIORITIES**

Town of Kentville has significant financial pressures that will require large investments in infrastructure over the next several years and decade. These include stormwater management, asphalt renewal, replacement of large recreational facilities, and other town strategic priorities. Without additional revenue sources to help pay for these investments, current residents and business will have to pay the full cost of these projects.

## **IMPORTANT DATES OR BENCHMARKS**

In order to have this change implemented on April 1, 2026, a request must be sent to MLA John Lohr immediately so that legislation can be drafted prior to the legislature sitting this fall. If the request does not get approved until the fall, there is no chance that this change could be approved until the next sitting in the spring. If this were to occur, the taxation changes would then be delayed until 2027-2028.

## POLICY IMPLICATIONS

When policies are put in place, they are done so to ensure that there is clarity in fairness and process for residents and businesses in the administration of Town operations. For the past 41 years, certain Kentville businesses have received a significant financial benefit that has not been available to other Kentville business for no reason other than the Town trying to incentivize more businesses to a certain geographic area of Kentville. Based on today's technology, road networks, and vehicle use, this allurements should no longer be necessary. Therefore, it is proposed that the taxation rules for all businesses in Kentville be changed so that every business pays the same rate, regardless of geographic location. While current businesses in the Kentville Business Park may argue that their taxes are being unfairly increased by a large amount (44%), the more intuitive argument is that they have been saving tens of thousands and in some cases hundreds of thousands of dollars in costs over the past upwards of 40 years, and now the tax rates are being applied evenly to every business and so they are now paying their equal share and will no longer be subsidized by other businesses and residential tax rates.

For example, a large business within the park with an assessed value of \$4.6 million would see its property tax amount increase from approximately \$105,000 to \$152,000 before area rates and levies; a difference of \$47,000.

For example, an office-based business within the park with an assessed value of \$670,000 would see its property tax amount increase from approximately \$15,300 to \$22,100 before area rates and levies; a difference of \$6,800.

The elimination of municipal tax incentives introduces a non-quantifiable risk of business loss within the business park. Factors that may influence a business's decision to leave include more competitive tax rates and incentives in other jurisdictions, changes to the local municipal tax structure, aging infrastructure, ease of relocation, workforce mobility, and the strength of ties to community resources.

## BUDGET IMPLICATIONS

Based on 2025-2026 assessment values for commercial properties within the Kentville Business Park of \$45,648,400, a change to Kentville's commercial market tax rate of \$3.2962 per \$100 of assessed value for all properties that are currently receiving this tax break would generate potential additional revenue of \$460,684 per year.

## COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, and the provincial legislature repeal this legislation, then staff will send a letter to each assessment account holder prior to April 1, 2026, to give them advance notice that this change is taking place in the 2026-2027 fiscal year.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer



**Title: Policy G84 - Council and Committees of Council**

**Meeting Date: July 14, 2025**

**Department: Administration**

## **RECOMMENDATION**

**That Council request staff to proceed with the finalization of Policy G84 - Council and Committees of Council, including new terms of reference for all boards and committees.**

## **SUMMARY**

There are presently at least six (6) different policies in place that relate to the establishment or operation of council or committees of the Town of Kentville. Some of the policies contain provisions which are contrary to others.

Staff have reviewed the policies and are recommending that one new omnibus policy be brought forward to replace the six policies and that more detailed terms of reference be prepared for each board or committee.

If approved by Council, staff will prepare the revised terms of reference this summer and bring back the revised policy with new terms of reference to Council Advisory Committee in September for final review and recommendation to Council for approval.

## **LEGISLATION**

Section 23(1) of the *Municipal Government Act* states that the council may make policies:

- (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them;
- (b) regulating its own proceedings and preserving order at meetings of the council;
- (c) providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.

(5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.

(6) A committee member who is not a council member may be

(a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and (b) reimbursed for expenses incurred as a committee member.

(7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

## **BACKGROUND**

Over the past number of years, various policies respecting meeting procedures, committee makeup, and processes for meetings and committees have been adopted. These changes are now believed to be cumbersome and confusing and there is an opportunity to clarify processes, committees, and appointments for council, staff, and the public to make understanding and implementation easier.

## **IMPACT ON STRATEGIC PRIORITIES**

If Town of Kentville wishes to strengthen its community and organizations, it first must look inward and clarify and simplify its own operations and processes so it can better respond to community needs. One part of this is to work towards simple regulations and policies. A more effective and efficient local government needs to be a strategic priority of the town, which will allow more time to be focused on strategic priorities and less time on internal processes and numerous policies and their ensuing processes.

## **IMPORTANT DATES OR BENCHMARKS**

To effect changes to this policy, staff are requesting council's direction now to move forward and prepare the required documents for September's Council Advisory Committee. If support is granted in July, work will begin immediately to

ensure the required documents are ready for September. Otherwise, the work and approvals required will be delayed until late fall.

Upon approval of the proposed changes, training and education will need to take place with each committee in the fall to explain the new policy, terms of references, and future processes to be followed. Additionally, council will need to establish a nominating committee to oversee and recommend all future committee appointments.

## **POLICY IMPLICATIONS**

Clear and effective policies allow for better decision making, saving time and resources, and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that the combining of six policies into one will allow the Town to simplify its processes and reduce time spend on policy processes, leaving more time to focus on priorities.

## **BUDGET IMPLICATIONS**

There are no financial implications with the proposed changes.

## **COMMUNICATION IMPLICATIONS**

Should this recommendation be adopted, staff will arrange to provide an education and update session at all committees and boards to share each new terms of reference and processes going forward, including future nomination procedures.

Staff will also prepare a master list of committees and appointment expiry dates to allow for advertising to begin immediately after Council in September for all boards and committees where applicable.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer

# TOWN OF KENTVILLE POLICY STATEMENT G84

## COUNCIL AND COMMITTEES OF COUNCIL



### 1. POLICY PURPOSE

The purpose of this policy is to provide clear roles and responsibilities related to the appointment of persons to committees, internally and externally, and to provide specific directions for the actions of the work of committee members and staff.

### 2. POLICY GOAL

The goal of this policy is to provide clarity on the role of each member of the committee, their duties and responsibilities to participate fairly and without bias, to participate in good faith always with the best interest of the community at the forefront, and to be a positive and respectful participant at meetings and in the public.

### 3. DEFINITIONS

- a. "Council" means council of the Town of Kentville.
- b. "Elected Official" means a person elected to council under the Municipal Elections Act and who continues to so act and has not been removed by law.
- c. "Employee" means a person duly appointed by the Chief Administrative Officer to carry out a legal function of the Town, and is financially compensated, but does not include an elected official or officer of the municipality.
- d. "Member" means a person duly appointed by council and continues to meet the minimum requirements of the appointment and has not been removed from the committee.
- e. "Officer" means a person duly appointed to an arms-length role with the Town including a municipal solicitor, municipal auditor, or similar position.
- f. "Town" shall mean Town of Kentville.

### 4. LEGISLATION

Section 23(2) of the Municipal Government Act states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 24 of the Municipal Government Act states that

- (1) The council may establish standing, special and advisory committees.

- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
  - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and
  - (b) reimbursed for expenses incurred as a committee member.
- (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

Section 23(2) of the Municipal Government Act states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 44 of the Police Act states that

- (1) Every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.
- (2) Where a municipal police department is established pursuant to Section 36, the board consists of five or seven members.
- (3) A five-member board appointed pursuant to subsection (2) consists of
  - (a) two members of council appointed by resolution of the council;
  - (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.
- (4) A seven-member board appointed pursuant to subsection (1) consists of
  - (a) three members of council appointed by resolution of the council;
  - (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.
- (6) The chief officer and the chief administrative officer of the municipality must receive notice of the meetings of the board and are entitled to attend such meetings but not to vote.
- (7) A member of a board may be dismissed by

- (a) the Minister, if the Minister appointed the member; or
- (b) resolution of municipal council, if the council appointed the member.

## **5. APPOINTMENTS TO COMMITTEES AND REMOVAL FROM COMMITTEES**

- a. All appointments to committees under the authority and legal jurisdiction of the Town shall be made by council, based on a recommendation from the nominating committee. Similarly, all persons recommended to be removed from committees, or removed from Chairperson or Vice Chairperson position, must be made based on a recommendation from the nominating committee and approved by council, including replacements thereof.
- b. Elected Officials and Members appointed to Committees shall be eligible for appointment for up to two consecutive two year terms; after which they must have at least a two-year break before being eligible for re-appointment.
- c. Elected Officials shall be required to rotate between committees every two years so that no Elected Official serves on the same committee for more than two consecutive years; after which they will be eligible for re-appointment after a minimum two-year break.
- d. No employee shall be appointed as a voting member of any committee, but may attend as a staff resource person, subject to approval of the Chief Administrative Officer.
- e. No officers of the town shall be appointed to any committee for which they are contracted or engaged to provide the same or similar services.

## **6. APPOINTMENT AS CHAIRPERSON AND VICE CHAIRPERSON**

Nominating committee shall designate persons to be the Chairperson or Vice Chairperson of each committee, and in the absence of such appointments, the committee shall make such appoints at their first duly called meeting after such appointment or appointments take effect. Subject to the Police Act, the Municipal Board of Police Commissions for the Town shall select their chairperson, and if none is selected, then council shall make the appointment. No appointments as Chairperson or Vice Chairperson shall be for more than two years at a time.

## **7. CONFLICT OF INTEREST**

Pursuant to the Municipal Conflict of Interest Act, no elected official shall be appointed to any internal or external committee for which they know, or should have known, they the member would at all or most parts of the time during such committee meetings or work of the committee, be in a conflict of interest based on the criteria set out on the Municipal Conflict of Interest Act.

## **8. ADVERTISEMENT FOR COMMITTEE POSITION VACANCIES**

All vacancies on committees that are authorized to be appointed by council, shall be advertised publicly for a minimum of two weeks in various methods, as determined



by the Chief Administrative Officer, including positions where persons are interested and eligible for re-appointment.

#### **9. REGULAR MEETINGS OF COUNCIL AND COUNCIL ADVISORY COMMITTEE**

Notwithstanding the conditions set out in Meeting Postponements, each month, a regular meeting of council advisory committee shall take place on the second Monday beginning at 4:00 p.m., and a regular council meeting shall take place on the fourth Monday of each month, at 4:00 p.m., excepting the council meeting in December which shall be held on the third Monday. Should any of these meetings fall on an observed holiday, or because of a deemed emergency by the mayor, then the meeting shall be held on the following day, or next appropriate day to do so as authorized by the mayor.

#### **10. MEETING POSTPONEMENTS**

No regular meetings of council shall take during the month of August in each year, but special meetings may be called according to legislation.

#### **11. REMUNERATION**

- a. Elected officials appointed to committees shall not receive any additional remuneration but are entitled to claim meeting expenses according to the Town's policy for such.
- b. Members appointed to committees shall receive remuneration of \$300 per year as an honorarium plus eligible meeting and training expenses subject to approval of the Chief Administrative Officer, with the honorarium paid in December of each year. Members appointed during a year shall receive the prorated portion of the honorarium for that particular year.

#### **12. RULES OF ORDER**

Council shall at all times follow Robert's Rules of Order, 12th Edition, for the conduct of its meetings, including committee meetings.

#### **13. CODE OF CONDUCT**

All elected officials and members of committees shall be subject to the Town's Code of Conduct Policy in effect at that time.

#### **14. REPEAL**

- a. Policy G1A, Police Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- b. Policy G1B, Kentville Water Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- c. Policy G6, Non Council Honorariums, approved on the 17th day of January 2017, is hereby repealed.

- d. Policy G45, Cancellation of Regular Council and Council Advisory Committee Meetings, approved on the 17th day of January 2017, is hereby repealed.
- e. Policy G57, Committees of Council, approved on the 30th day of September, 2019, and the 27th day of January 2020, is hereby repealed.
- f. Policy G70, Council Meetings Policy including Annexes A, B, C, and D, approved on the 24th day of June 2019, is hereby repealed.

Seven Day Notice of Policy:        July 14, 2025

Council Approval:

In Effect:

This is to certify that Policy 84, Council and Committees of Council was approved by town council on the        th day of        , 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## **TOWN OF KENTVILLE POLICY STATEMENT G1A POLICE COMMISSION BOARD MEMBERS**

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### **1.0 PURPOSE**

### **2.0 DEFINITIONS**

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

### **3.0 SCOPE**

The Kentville Board of Police Commissioners, under the Nova Scotia Police Act, is given the responsibility to fill vacancies on the Police Board (with a determined ratio of citizen to Council members), and further, must hold an election for a Chairperson and Vice Chairperson of that Board.

### **4.0 PROCEDURES**

The Kentville Board of Police Commissioners, through a motion of Town Council, is given the authority to recruit and select its own citizen members to fill vacancies on that Board, with the appointment of those citizen members to be ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: April 26, 2010  
January 2017, Reformatted

  
CAO Mark Phillips



## **TOWN OF KENTVILLE POLICY STATEMENT G1B KENTVILLE WATER COMMISSION BOARD MEMBERS**

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### **1.0 PURPOSE**

### **2.0 DEFINITIONS**

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

### **3.0 SCOPE**

The Kentville Water Commission takes its direction from the Water Utilities Act, with its regulation and adjudication overseen by the Nova Scotia Utility and Review Board.

### **4.0 PROCEDURES**

The Water Commission consists of the Mayor as Chairman, 2 appointed councilors, a representative from the County of Kings, a representative from the Kentville Volunteer Fire Department and a citizen appointee. Members, through a motion of Town Council, are given the authority to recruit and select citizen members to fill vacancies on the Board, with the appointment of these citizens to be formally ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: September 30, 2013  
January 2017, Reformatted

CAO Mark Phillips



## **TOWN OF KENTVILLE POLICY STATEMENT G6 NON COUNCIL HONORARIUMS**

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### **1.0 PURPOSE**

To provide a procedure for calculating annual honoraria and expenses for non-council members appointed to town committees, boards, and commissions, as well as appointments to outside agencies and authorities on behalf of the town.

### **2.0 DEFINITIONS**

As of April 1st, 1999, the legislation contained in the Municipal Government Act provides citizen appointees to be paid annual honorarium with no meeting pay.

### **3.0 SCOPE**

### **4.0 PROCEDURES**

Annual honorariums for non-council members should be based on the previous year's record of meetings, and in accordance with any current policy or by-law.

Where some committees, boards, commissions, and outside agencies and authorities, meet more often than others, the honorarium established should be different, depending on the frequency of meetings.

Since ad hoc committees are usually established to deal with an issue for a specific period of time, no annual honorarium will be paid to members of ad hoc committees. However, expenses will be paid in accordance with the town's expense policy.

Annual honoraria will be reviewed prior to April 1st of each year.

Annual honoraria will be paid twice a year, with the first payment made on or about October 1st and the final payment on or about March 31st. The final payment will allow for any deductions for unexcused meetings, as outlined in the Meeting Attendance Policy.

### **5.0 ASSOCIATED DOCUMENTS**

Schedule A: Non Council Honorariums



## 6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999  
Note: Legislative Honorarium Policy (1985) is repealed.  
January 2017. Reformatted.



CAO Mark Phillips

**SCHEDULE A: NON COUNCIL HONORARIUMS**

Monthly Meetings	\$400 per year
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Bi – Monthly Meetings	\$200 per year
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Quarterly Meetings	\$200 per year
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Non Council expenses for accommodations, meals and travel will be consistent with Town of Kentville Policy G4 – Travel, Meals and Miscellaneous Expenses.



## **TOWN OF KENTVILLE POLICY STATEMENT G45 CANCELLATION OF REGULAR COUNCIL AND COUNCIL ADVISORY COMMITTEE MEETINGS**

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### **1.0 PURPOSE**

The purpose of this policy is to provide an opportunity for members of Kentville Town Council and the Administrative staff to enjoy a summer and Christmas break.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

### **4.0 PROCEDURES**

It shall be the policy of the Town of Kentville that the regular meeting of Council during the month of December, and the regular meetings of Council Advisory Committee and Town Council during the month of August, shall be cancelled, unless Council business otherwise requires that these meetings be held.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created:	November 30, 2009
Revisions:	June 29, 2011
	January 2017. Reformatted.

CAO Mark Phillips



## **TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL**

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### **1.0 PURPOSE**

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

### **2.0 DEFINITIONS**

- 2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

### **3.0 SCOPE**

- 3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:
- 3.1.1 defining the key areas of responsibility and the duties of each committee;
  - 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
  - 3.1.3 other terms of reference as required.
- 3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

### **4.0 PROCEDURES**

- 4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.
- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.



4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

#### 4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

#### 4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

#### 4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

#### 4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.
- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

#### 4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

4.8.3 Regularly review and revise Council priorities.

4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.

4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.

4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.

4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.

4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the administrator.

4.8.9 Administration and Meetings

4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:

(a) Acquisition, sale, lease and security of municipal property;



- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

#### 4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council.

#### 4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

#### 4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

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

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

4.10.2.4

#### 4.10.3 Administration and Meeting

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

4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

#### 4.11 Council hereby establishes the **Kentville Inclusion and Access Advisory Committee**, as a standing Committee of Council.

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

- 4.11.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be elected and appointed annually by the committee. In addition to these committee members, a staff Recording Secretary may be appointed as a non-voting member of the committee.
- 4.11.3 Term: The committee will advise Council in the implementation, evaluation and revision of its Accessibility Plan. Membership will be for a two-year term. The advisory committee meets six times per year or more as needed.
- 4.12 Council hereby establishes the **Kentville Heritage Committee**, as a standing Committee of Council.
  - 4.12.1 The Heritage Committee has a mandate to create and administer a Town Heritage Bylaw.
  - 4.12.2 Membership: The committee will consist of five (5) voting members. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee.
  - 4.12.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.
  - 4.12.4 During the development of the bylaw, the committee shall meet at least 6 times annually. After the bylaw is created the committee shall meet at least 4 times annually to ensure the bylaw is being implemented effectively.
- 4.13 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:
  - 4.13.1.1 be determined as issues dictate;

- 4.13.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.13.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.13.1.4 report and submit recommendations to Council Advisory Committee.

4.14 Commissions and Exceptions

**4.14.1 Kentville Water Commission**

- 4.14.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
  - 4.14.1.1.1 Approval of the Capital budget;
  - 4.14.1.1.2 Approval of the Operational budget;
  - 4.14.1.1.3 Review and promulgation of the Annual Report; and
  - 4.14.1.1.4 Review of Water Commission Operations with provincial regulations.
- 4.14.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

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

- 4.14.2.1 The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.
- 4.14.2.2 Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

#### **4.14.3 Investment Advisory Committee**

- 4.14.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.14.3.2 Membership: The Investment Committee consists of two ( 2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.



- 4.14.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.14.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Schedule A – Non-Council Honorariums
- 5.2 Policy G16 Code of Conduct
- 5.3 Policy G70 Meeting Policy
- 5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy
- 5.5 Policy G4 Travel Meals and Miscellaneous Expenses

## **6.0 POLICY REVISION HISTORY**

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019

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Chief Administrative Officer, Dan Troke

## **SCHEDULE A – NON-COUNCIL HONORARIUMS**

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

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

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



## **TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY**

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### **1.0 PURPOSE**

The purpose of this policy is to provide direction to municipal staff and council members on conducting council and council committee meetings. Meetings of other municipal bodies, such as boards, commissions, or committees whose membership includes persons other than members of council are not directly referenced by this policy.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

3.1 This policy applies to all of the Town of Kentville meetings. The procedures used to conduct council business are drawn from three sources:

- 3.1.1 provincial statutes specifically the Municipal Government Act (MGA);
- 3.1.2 parliamentary procedures which are commonly accepted rules for conducting meetings; and
- 3.1.3 procedural policies and bylaws enacted by the council.

3.2 This policy draws on the information contained in the MGA as it pertains to legal requirements that the council must fulfill in conducting its council and council committee meetings to include:

- 3.2.1 The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
- 3.2.2 As well, guidelines for preparing agendas, minutes and procedural bylaws are explained.
- 3.2.3 The appendices include resources such as sample agendas, minutes, and motion forms.

### **4.0 PROCEDURES**

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4.1 Responsibilities: Every Council member is responsible:

- 4.1.1 to consider the well-being and interests of the town of Kentville;
- 4.1.2 to contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities;
- 4.1.3 to participate in Council meetings, CAC meetings, committee meetings and meetings of other bodies to which the member is appointed; and
- 4.1.4 to carry out other duties assigned by the Council.

4.2 Duty to Respect Confidentiality: A Council member or former Council member must, unless specifically authorized otherwise by Council:

- 4.2.1 keep in confidence any record held in confidence by the Town of Kentville, until the record is released to the public as lawfully authorized or required; and
- 4.2.2 keep in confidence information considered in any part of a closed Council, CAC or committee meeting, until the Council, or committee discusses the information at a meeting that is open to the public or releases the information to the public.

4.3 Parliamentary Procedures: The Town of Kentville Council adopts the Robert's Rules of Order for conducting meetings.

4.4 Chair or Presiding Officer: The mayor of the Town of Kentville shall preside at all Town of Kentville council meetings. During the temporary absence of the mayor, the deputy mayor shall preside and, if neither is present, the council may appoint a person to preside from among the council members present. The Chair is responsible for:

- 4.4.1 providing leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Town;
- 4.4.2 communicating information to the Council;
- 4.4.3 providing, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- 4.4.4 reflecting the will of Council and to carry out other duties on behalf of the Council;

- 4.4.5 preserving order at meetings;
- 4.4.6 enforcing any rules of procedure council have adopted;
- 4.4.7 deciding all questions of order;
- 4.4.8 stating and putting to vote all motions; and
- 4.4.9 expelling and excluding any person, including a council member, who is disrupting the proceedings of the council.

4.5 Deputy Mayor: The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.

4.6 Meeting Attendance: The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of council and assigned committees.

- 4.6.1 When the mayor, deputy mayor, or councillor who, without leave of the council, is absent from three (3) consecutive regular meetings of the council, the councillor shall thereby vacate the office, and the office shall be declared vacant by the council. Municipal Elections Act 18(6)
- 4.6.2 When the mayor, deputy mayor, councillor or citizen appointee misses more than three (3) council or committee meetings in a year, (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. MGA Part 1 Section 23(1)d.(v).
- 4.6.3 Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions on a monthly basis.

4.7 Regrets: When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the council or committee meeting chair in a timely manner and acknowledgement of receipt of absence notice. The member may carbon copy the CAO on matters of council or the Deputy Chair of a committee. Failure to follow procedure may result in the member being absent without leave and subject to further action.

- 4.8 Meeting Conduct: All council meetings and meetings of committees appointed by council are open to the public. In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting. Notice of regular council meetings is not required.
- 4.9 The council may meet without notice if the mayor determines that there is an emergency. The clerk shall call a meeting of the council when required to do so by the mayor giving at least two days public notice of the meeting.
- 4.10 A meeting of the council is not an illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy or a notice of meeting.
- 4.11 The Town of Kentville meetings are live-streamed using Facebook (FB) Live Streaming facility. There is no option for audience participation in the meeting, but audience may leave FB messages. Citizens do not require a FB account to watch the meetings. The recorded video is available on the Town of Kentville website.
- 4.12 The Town of Kentville meetings may be conducted by electronic means such as telephone or internet conferencing. The following conditions must be met:
- 4.12.1 provide notice to the public of the meeting including how the meeting will be conducted;
  - 4.12.2 the facilities must enable the public to hear all meeting participants at the place specified in the notice and the administrator must be present at that place; and
  - 4.12.3 the facilities must permit all participants to communicate adequately with each other during the meeting.
- 4.13 A member of council may participate by electronic means to a regular meeting of council, or if the meeting is not a regular meeting of Council and notice is given to the public of a meeting, if:
- 4.13.1 The member has made a request to Council based on planned unavailability;
  - 4.13.2 The member of council is out of Town due to work or family commitments;
  - 4.13.3 There is inclement weather and business cannot be postponed;



4.13.4 The member is not on extended vacation or unexcused leave of absence; and

4.13.5 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

4.13.5.1 a technology problem prevents participation; and

4.13.5.2 communication is lost and cannot be reconnected.

4.14 Closed Meetings: All council meetings and meetings of committees appointed by council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matters relating to:

4.14.1 acquisition, sale, lease and security of municipal property;

4.14.2 setting a minimum price to be accepted by the municipality at a tax sale;

4.14.3 personnel matters;

4.14.4 labour relations;

4.14.5 contract negotiations;

4.14.6 litigation or potential litigation;

4.14.7 legal advice eligible for solicitor-client privilege; and

4.14.8 public security.

4.15 The MGA restricts the ability of council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.

4.16 A councillor of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.

4.17 Meeting Schedule: Normally the Town of Kentville council will adopt an annual meeting calendar at the November Council Meeting. The calendar will be posted on-line at the Town website. Meetings will be advertised via social media, local newspaper and other media available to the Town Communication Team.

- 4.17.1 The Town of Kentville council normally conducts the Council Advisory Committee (CAC) Meeting on the second Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the second Tuesday.
- 4.17.2 The Town of Kentville council normally conducts the Council Meeting on the last Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the last Tuesday.
- 4.17.3 The Town of Kentville council does not hold meetings during the month of August, to permit a summer break. The Council Meeting in December is cancelled in observance of the Christmas Holiday.
- 4.18 Voting: all questions arising at a council meeting shall be decided by a majority of votes. Robert's Rules of Order Section 38.
  - 4.18.1 The administrative matter votes may be called through either a show of hands or by indicating "yea" or "nay", or by ballot system.
  - 4.18.2 The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
    - 4.18.2.1 to sell or lease property referred at less than market value.
    - 4.18.2.2 to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
      - 4.18.2.2.1 first holds a public hearing respecting the withdrawal; and
      - 4.18.2.2.2 advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
  - 4.18.3 A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots, the members write their vote. The votes are collected, and counted, blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.

- 4.18.4 A member of the council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
- 4.18.5 In the event of a tie in a vote on a question, the question is determined in the negative.
- 4.18.6 The Recording Secretary records, the individual vote of each participant which is listed in the meeting minutes.
- 4.18.7 The Chair shall vote on all matters before council.
- 4.19 Quorum: The majority of the maximum number (seven (7)) of persons that may be elected to the council is a quorum for every meeting of the council. The Quorum for the Town of Kentville Council is four (4).
  - 4.19.1 Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
  - 4.19.2 The Town of Kentville council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.
  - 4.19.3 If the number of council members is reduced below three, due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- 4.20 Conflict of Interest: A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
  - 4.20.1 Pecuniary (monetary) Interest – direct financial benefit as the result of a decision of council;
  - 4.20.2 Indirect pecuniary interest - an organization that a member of council invests in, works for, governs or is otherwise involved in benefits financially from a decision of council;
  - 4.20.3 Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
  - 4.20.4 Intent to obtain interest - making a decision which will benefit a member of council in the future.

4.21 At the beginning of every meeting, the chair shall query the members of council, "Are there any Conflict of Interest Issues we should be aware of before the meeting commences?" Members of Council should:

4.21.1 Disclose the interest immediately;

4.21.2 Withdraw from the meeting:

4.21.2.1 Public meeting: leave the table; and

4.21.2.2 Private meeting: leave the room.

4.21.3 Do not participate in consideration, debate and do not vote;

4.21.4 Do not try to influence the decision in any way; and

4.21.5 If the member of council is not present at a meeting, but has an interest in a topic discussed, it must disclosed it at the next meeting.

4.22 Agendas: The meeting's agenda is a list of items for consideration done during the meeting. The agenda contributes to effective meetings as members consider matters in an orderly and expedient manner. The agenda shall be provided to all members of council five (5) days prior to the scheduled meeting. The draft agenda shall be posted to the Town of Kentville website with the meeting package by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided at Annex A - Meeting Agenda.

4.23 Committee Recommendations: As required, recommendations from council Standing Committee, shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form from Council Report Policy. The Chair (if a councillor) shall make the presentation to CAC under new business. If the committee chair is not a member of council the representative council member shall make the presentation. The report shall include the committee name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.24 Councillor Recommendations: As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form as per the Council Report Policy.

- 4.25 Information to Council: There are times when the RFD form is not appropriate to relay information to council, in which case the councillor should use the Annex D memorandum form, with their details and signature. The memo should outline all the necessary information for council and should be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.
- 4.26 Meeting Minutes: Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. The recording of minutes is the duty of the administrator. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided at Annex B - Meeting Minutes.
- 4.27 In-Camera meeting minutes: Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.
- 4.28 Public Presentations: The public shall be provided with an opportunity to ask questions, make requests, and/or present information to Council for consideration. To promote the opportunity for such public presentations:
- 4.28.1 Any persons wishing to make a presentation at a meeting of Council or CAC, shall request to be included on the meeting agenda through the Executive Assistant;
    - 4.28.1.1 All presenter shall provide all electronic presentations and written documentation relating to the issue to the Executive Assistant, five (5) days prior to the meeting; and
    - 4.28.1.2 The presenter shall be allocated 10 minutes for the presentation, followed by questions and discussion from Council.
  - 4.28.2 Council shall allow a 10 minute comment period prior to the adjournment of the Council meeting, for citizen input.
  - 4.28.3 Council has the right to restrict the number of presentations at each meeting, to ensure regular business may be conducted;

4.28.4 Council has the right to restrict the number of presentations on a particular issue, although it may waive this right if new information is being proposed; and

4.28.5 Council has the right to refuse a presentation, should the subject of the presentation be outside the purview of municipal government.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Municipal Government Act
- 5.2 Robert's Rules of Order
- 5.3 Municipal Elections Act
- 5.4 Municipal Conflict of Interest Act
- 5.5 Policy Statement G69 Council Report
- 5.6 Policy Statement G57 Committees of Council
- 5.7 Appendix A - Meeting Agenda
- 5.8 Appendix B – Meeting Minutes
- 5.9 Appendix C – Motions
- 5.10 Appendix D – Memorandum

## **6.0 POLICY REVISION HISTORY**

Date Created: July 30, 2018  
Revisions: February 25, 2019  
June 24, 2019



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Chief Administrative Officer, Mark Phillips



## **COUNCIL ADVISORY COMMITTEE**

### **Month X<sup>th</sup>, 2018**

## **AGENDA**

**6:00 p.m.**

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

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF THE MINUTES**

**(a)**

**4. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

- (1) Director's Report**
- (2) 2016/17 Budget Projections**

**(b) Planning and Development**

- (1) Director's Report**
- (2) Community Economic Development Coordinator's Report**

**(c) Parks and Recreation**

- (1) Director's Report**

**(d) Police**

- (1) Chief's Report**

**(e) Engineering and Public Works**

- (1) Director's Report**
- (2) Sanitary Sewer Budgets**

**(f) Administration**

- (1) Communications Report**
- (2) Chief Administrative Officer's Report**

**5. PRESENTATIONS**

**(a)**

**(b)**

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

2018-07-31 3:17 PM1

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(a)

**7. CORRESPONDENCE**

(a)

(b)

(c)

**8. NEW BUSINESS**

(a)

(b)

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**11. ADJOURNMENT**

DRAFT

## KENTVILLE TOWN COUNCIL

### April 30<sup>th</sup>, 2018

## AGENDA

7:00 p.m.

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

**2. APPROVAL OF THE AGENDA**

- (a) Dashboard and Action Items

**3. PRESENTATION**

- (a)

**4. APPROVAL OF THE MINUTES**

- (a)

**5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

- (a)

- (b)

**6. RECOMMENDATIONS AND REPORTS**

- (a) Council Advisory Committee – **Councillor \_\_\_\_**

- (1)

- (2)

- (b) Councillor's Reports

- (1) Councillor Andrew

- a. Kings Transit Authority

- (2) Councillor Savage

- a. Investment (Perpetual Fund)

- b. Kings Regional Sewer Committee

- c. Coalition of Canadian Municipalities Against Racism & Discrimination

- (3) Councillor Bolland

- a. ECO Kings Action Team

- b. Valley Waste Resource Management Authority

- (4) Councillor Maxwell

- a. Annapolis Valley Trails Coalition

- (5) Deputy Mayor Pulsifer

- a. Annapolis Valley Regional Library

- b. Kings Point-to-Point

- c. Friends of the Library
- (6) Councillor Gerrard
  - a. KCA/PTA
  - b. Board of Police Commissioners
  - c. Joint Fire Services Committee

- (c) Mayor's Report
  - (1)

## **7. CORRESPONDENCE**

- (a)

## **8. NEW BUSINESS**

- (a)

## **9. PUBLIC COMMENTS**

## **10. IN CAMERA**

## **11. ADJOURNMENT**

# TOWN OF KENTVILLE POLICY STATEMENT G70

## COUNCIL MEETINGS POLICY

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### ANNEX B – Meeting Minutes

1. **Meeting Minutes:** Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions.
2. The minutes of all meetings should:
  - a. focus on the key points and decisions, not on every word spoken, unless verbatim minutes are required for legal reasons;
  - b. focus on the business at hand and exclude any extracurricular exchange of information or hearsay;
  - c. focus on the group as a whole, not on individual opinions. Comments should not be attributed to any individual;
  - d. be objective and free of offensive or inappropriate language, subjective interpretations of mood or the tone in which comments were made;
  - e. be written in past tense as this is an historical record;
  - f. be consistent throughout all departments, sharing the same general look and style, and complying with content and format standards;
  - g. reflect the professionalism of the Town, by being free of typographical, grammatical or technical errors;
  - h. be readable - clearly laid out, visually appealing and easy to read, with concise, point-form summaries, when applicable;
  - i. flow logically (relate to the approved agenda) even if the meeting itself had been fragmented and confusing;
3. The minutes of each Town meeting must contain:
  - a. a header on each page with the meeting name, date, and status of the minutes (i.e. draft or approved);
  - b. a footer on each page with the page number and other notations, as applicable;
  - c. in addition to new business, the name of the meeting and of those members present (include late arrival or early departure times), the date and time of the meeting, the presiding chairperson, any changes to the agenda, any changes to the previous minutes, public comments and the time of adjournment;
  - d. the name of the recording secretary, and if different, also the name of the transcribing secretary;
  - e. a supplementary list of names of those members present in the audience (if required);
  - f. a brief introduction (where applicable) to each agenda item, to provide background information and/or to outline the key points;

- g. (where applicable) Points from Discussion, to support the full scope of debate and to capture the thought process that led to decisions. (Varying points should be included, with repetition avoided);
  - h. declarations noting any conflict of interest of any participant, along with the time that member left and later returned to the meeting. (To indicate no discussion nor vote on the issue in conflict);
  - i. any direction given or action to be taken;
  - j. motions, resolutions and decisions with unanimous consent, as per the following standards;
  - k. the motions are written clearly, highlight them by using features (font), and include enough content to allow them to “stand alone” from the minutes; and
  - l. the following information for nominations and elections - names of nominees, method of vote (i.e. secret ballot, show of hands, etc.), results of the count, and a declaration of the elected individual. (A motion to destroy the ballots would be in order if voting took place by secret ballot.
4. **Recording Decisions:** The minutes contain all resolutions of the council showing decisions made at a meeting, not recording individual opinions. Minutes should not include detailed discussions, such as who said what. Minutes reflect the attendance of a delegation, indicating the name of the representative, applicable organization, and a short description of the public issue the delegation brought forward.
5. Resolutions, including those processing and adopting bylaws, reflect the decisions made by Council. Council considers all matters by way of motion, and council decides all matters by voting. A majority of the votes decides each question; however, legislation requires unanimous approval to certain items such as consent to provide three readings to a bylaw at a single meeting. Procedure bylaws may increase the requirements to more than a majority. The following additional information is provided:
- a. meeting participants should prepare and distribute lengthy or complex motions in advance. (for correct wording and to allow for prepared discussion and possible amendments);
  - b. formal resolutions should be clearly written, with the “resolved clause” having enough content to “stand alone,” without the inclusion of all the “whereas clauses”. Ensure the motion is worded correctly and is not a negative motion;
  - c. ask the chairperson to restate the motion if it is ambiguous;
  - d. record substantive (contentious) amendments separately, it is not necessary to record housekeeping or friendly (non-controversial) amendments separately, as the final wording of the motion is all that is necessary. Record both the fate of the amendment and the main motion;
  - e. record the fate of motions (i.e. approved, amended, defeated, tabled, etc.);
  - f. record individual votes in the minutes, when requested. (Authority - Policy G7-Recorded Votes).
6. **Recording Names:** Legislation requires the administrator to record the names of council and council committee members present at the meeting. Aside from the legislative requirement, recording the names of members present proves the existence of a quorum. Another reason is for purpose of calculating the remuneration of council members if meeting attendance is the basis of council's remuneration. Identifying members not in attendance confirms the absence of



their name was not an oversight. Using members' full names rather than the surname only, at least for purposes of attendance, clearly identifies participants for historical purposes.

7. **Approving of Minutes:** The administrator shall ensure council approves previous minutes at the next regular council meeting. Approval of the Minutes relates to the accuracy of their content, not the approval of the decisions previously made.

8. **Correcting the Minutes:** Revise the draft minutes, as many times as necessary until satisfied they are error free. Make no further revisions to the minutes after presenting them to council for approval. The motion to approve the minutes where there are no errors or omissions is: "Moved by Councillor \_\_\_\_ that the minutes of the regular/special meeting held on (date) be approved." Despite best efforts, council may discover errors or omissions during the approval process. Council authorizes corrections to the minutes by way of motion. For example: "Moved by Councillor \_\_\_\_ that the minutes of the previous meeting be corrected as follows: ..."

9. Correct minor errors by striking out the error, writing in the correction and having the presiding officer and administrator initial the change. If the municipality retains electronic copies of the minutes, consider distinctively noting the amendments – use strikeout font to delete text, different colour to add new text, or use the comment feature to detail the changes. If a substantial change to the minutes is required, note the revision in an appendix to the corrected minutes. Reference the appended correction at the point of inaccuracy, in writing, initialed by the administrator and the presiding officer. After noting corrections to the minutes, council approves the minutes by way of motion, such as: "Moved by Councillor \_\_\_\_ that the minutes of the (type of) meeting held (date) be approved as corrected."

10. **Retention and Storage of Minutes:** In accordance with Part 2 – Administration, Section 34(2) of the Municipal Government Act, minutes (and supporting documentation) of all Town meetings must be archived indefinitely and carefully preserved in a secure and safe environment (i.e. Town vault) as follows:

- a. Printed copies of the agenda, minutes and supporting documents for the meeting, must be stored in the Town's vault, in a binder specifically for that purpose and filed chronologically, following approval of the minutes;
- b. Electronic copies of the agenda, minutes and supporting documents for the meeting must also be coded with logical code names and saved in appropriate folders on the network drive;
- c. Electronic copies of the agenda and minutes are posted on the Town's webpage; and
- d. The audio recording of the meeting must be coded and archived in an electronic file. Audio records of council meetings must be kept for 2 years, while records of all other meetings may be deleted after 6 months, following approval of the minutes.

11. **Closed Meeting Minutes:** Minutes must be kept of all council meetings, including closed meetings held. There are no generally adopted procedures for recording closed meeting minutes. Town of Kentville closed meeting minutes will follow the same standards as minutes of regular meetings of council. It is important to note that minutes of in camera meetings have evidentiary value and should never be destroyed.

12. **Public Disclosure:** The Town of Kentville is also required to produce a public record which states: council met in a closed meeting, the reason for the meeting, the date the meeting

was held and no other information. The creation of the public record does not excuse the municipality from producing minutes of in camera meetings.

13. **Disclosure of Closed Meeting Minutes:** Minutes from a closed meeting are protected from disclosure for ten years at which point the minutes become public. Background information, such as staff reports, become public:

- a. after a decision has been implemented; or
- b. if five years have passed since the decision has been made or considered (unless this information is protected from disclosure under Part XX of the MGA).

# **TOWN OF KENTVILLE POLICY STATEMENT G70**

## **COUNCIL MEETINGS POLICY**

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### **ANNEX C – Motions**

#### **General Procedures for Motions**

1. The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue; a resolution is a motion that Council has voted on. Council may use a formal or informal process in their meetings.
2. In a formal setting, a motion introduces an item of business. Town of Kentville Council meetings procedures require seconders for motions. If a motion is lengthy it should be submitted in a written format. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point. It is customary for each member, other than the mover, to speak only once to each motion. Members vote on the motion following full discussion of the matter. This process leads to amendments to main motions and sometimes amendments to amendments.
3. The informal process permits discussion in advance of introducing the motion. The presiding officer states the issue, which members of council debate until they develop a consensus or a majority view emerges. A member proposes a motion addressing the matter. Members vote on the motion before proceeding to the next item of business.

#### **Proposing a Motion**

4. The Town of Kentville Council procedures require a seconder to bring a motion before council. The presiding officer is entitled to propose a motion without relinquishing the chair. If no member seconds the motion, the motion fails. Council will not vote on the question. The minutes contain the motion with the notation it was lost for want of a seconder.

#### **Negative Motions**

5. Common thought prohibits the use of “negative motions” or motions to take no action. The presiding officer shall ask for rephrasing a negative motion to make it read in a positive manner.

#### **Types of Motions**

6. The types of motions which may be encountered during a typical council or committee meeting may be sorted into four classifications:
  - a. Main motion – reflects the initial proposed decision or action;
  - b. Subsidiary motion – facilitates or modifies the main motion;
  - c. Incidental motion – a motion not related to the main motion; and
  - d. Privileged motion – a motion which takes immediate priority.

## **Main Motion**

7. A main motion is a proposed course of action to be taken by council or a committee. The first motion proposed regarding a matter is the main motion. Members debate the motion, and may amend the motion during the discussion. There are a limited number of instances where unanimous consent is required to adopt a main motion. Examples of main motions include:

- a. “that the minutes of the meeting held [date] be approved as circulated”; or
- b. “that Council agrees to provide a grant in the amount of [amount] to [organization].”

8. Main motions may be subdivided into Incidental Main Motions, or motions which relate to previous or future business or actions. Incidental main motions are treated as main motions, even though they may appear otherwise. Common examples of incidental main motions include:

- a. accepting or adopting a report;
- b. adjourning at a future specified time; or
- c. rescinding a previous decision.

## **Motion to Reconsider**

9. A motion to reconsider is a main motion enabling council to revisit a resolution previously decided. Most rules indicate this motion typically may arise during the current meeting and further, the mover is limited to someone who previously voted with the majority. Council cannot entertain a motion to reconsider if the municipality has already acted on the original resolution.

10. The effect of passing a motion to reconsider is to resume debate on the original motion as though council had not disposed of it. The presiding officer reintroduces the resolution referred to and the council resumes debate on the motion. Potential outcomes from this debate are rescinding the original motion, amending it, or leaving it unchanged.

11. The motion to reconsider is debatable only if the original resolution was debatable.

## **Motion to Adjourn**

12. The meeting ends by passing a motion to adjourn, which may be either a main motion or a privileged motion depending on circumstances. If council concludes all business included on the agenda, the motion to adjourn is a main motion. On the other hand, the majority of council wants to terminate debate on a particular matter, the motion to adjourn holds privileged status as it interrupts the debate on that issue, but not while someone is speaking. Include the date, time, and location of the next meeting in this resolution unless a regular schedule or an earlier resolution addresses those items.

## **Subsidiary Motion**

13. Subsidiary motions are a means to appropriately dispose of a main motion. Subsidiary motions enable the original motion to be amended or clarified, postponed, or referred to a committee or other party for further consideration. Subsidiary motions take priority over main motions, and must be dealt with before the main motion is decided. Roberts Rules of Order recognizes seven subsidiary motions. In order of precedence, the first having the highest rank, these are:

- a. **Lay on the Table:** This motion, if passed, results in the suspension of considering the main motion and any unresolved subsidiary motions to allow the meeting to consider other, more urgent business. It is not in order to table until some specified date or time. In that case, use a motion to postpone. This motion is not debatable.
- b. **The Previous Question:** This motion, if passed, closes debate and disallows any further amendments to the main motion and any pending subsidiary motions. If passed, members subsequently vote on the subsidiary motions, and then the main motion. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- c. **Limit or Extend Limits of Debate:** This motion, if passed, alters the municipality's rules or practices regarding the amount of time the meeting will permit to debate a particular item. If a municipality has a procedural bylaw limiting debate on an individual matter, members may move a motion to extend the limits of debate if they feel the matter has not been thoroughly discussed. Alternatively, in situations where municipalities do not have rules addressing this item, and members feel there has been enough discussion enabling members to make an informed choice, a member may move to limit further debate on the matter. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- d. **Postpone to a Certain Time:** The motion to postpone to a certain time delays consideration of the main motion and any pending subsidiary motions. The motion to postpone indicates if the matter is being postponed to later in the current meeting or to a specific date or event, such as the acquisition of additional information. If there is no intent to actually revisit the item, voting on the question and defeating it provides more clarity.
- e. **Commit or Refer:** The motion to commit or refer a matter results in delegating the main motion and any pending subsidiary motions to a committee for further research and consideration. The motion to commit or refer typically identifies which committee is responsible to further consider the matter and it may include a time by which the committee reports back to council. The meeting may set out the committee's mandate, which may be limited to developing options and recommendations, or the committee may be provided authority to take action. The committee may be a standing committee, or the meeting may create a special or ad hoc committee for this purpose. A standing committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis. Budget and finance committees generally are standing committees. An ad hoc or special committee is a committee formed for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective. Most committees, other than the standing committees, are ad hoc type or special committees

- f. **Amend:** The intent of a motion to amend is to alter or clarify the main motion; however the amendment cannot alter the intent of the original motion. For example, a main motion proposing the purchase of wooden benches for a facility may be altered by clarifying they are to be oak benches. An amendment to install new flooring in the facility rather than purchase benches would conflict with the main motion. A motion may be amended at any time before members vote on it. A motion to amend can also be amended and therefore, there may be a maximum of three questions before the meeting at one time:
    - i. the main motion,
    - ii. an amendment to the main motion, and
    - iii. an amendment to the amendment.
  - g. Amendments may:
    - i. strike or remove parts of the main motion or resolution
    - ii. add information to the main motion or resolution; or
    - iii. delete and replace text or numbers.
  - h. A motion to amend may also be a main motion. This situation arises if the objective is to amend a resolution, whether that motion was previously decided at the current meeting, or at a previous meeting.
14. **Postpone Indefinitely:** The intent of a motion to postpone indefinitely is not to postpone, but to reject the main motion without risking a direct vote on the matter. This strategy may be employed by opponents to the motion who are unsure if there is sufficient support to defeat the motion.

### **Incidental Motions**

15. Incidental motions are motions or questions developing out of a main motion. These questions impact the main motion, and therefore they take priority and must be dealt with before voting on the main motion. Typical incidental motions may involve the following, in no order of priority:
- a. questions of order or appeal;
  - b. suspension of the rules;
  - c. objections to considering the main motion; or
  - d. division of the question.

### **Questions of Order or Appeal**

16. Occasionally, a person, a motion, or a remark is out of order and does not follow acceptable practices or rules of procedure. The presiding officer, or another member, may direct the meeting's attention to the infraction. The presiding officer is responsible to return the meeting to the correct course.
17. In some situations, the presiding officer may have doubts as to the ruling, and before deciding on the matter, they may request advice from a person with more expertise, usually the solicitor. If the presiding officer still has doubts, they may submit the question to the meeting. The statement and question might be structured as follows:



“Councillor Bravo has raised a point of order that the amendment currently before the meeting is not relevant to the motion. I am in doubt, and the question is put to the meeting. The question is, ‘Is the amendment germane to the resolution?’” For clarity, the presiding officer may restate the amendment. If members vote in favour of the presiding officer’s question, debate respecting the amendment resumes. If the majority of members vote against the question, debate respecting the main motion resumes.

18. A member may appeal a decision of the presiding officer if the member feels the ruling is incorrect. Members will vote on a motion such as, “the [council] sustains the decision of the presiding officer, namely [provide details].”

### **Suspension of the Rules**

19. A motion to suspend the rules is in order if the meeting wants to do something that cannot be done without contravening its procedural rules. A prerequisite will be the existence of formal procedures. A motion to suspend the rules may enable a business item to be discussed earlier than proposed in the agenda or allowing members to speak more than once to a motion. Moving into a committee of the whole to discuss a particular item is an example of a suspension of the rules.

20. Rather than a formal motion, a member or the presiding officer may ask for general consent to suspend the rules. Upon receiving or initiating the request, the presiding officer asks if there are any objections. If there are none, the presiding officer would direct the meeting to proceed as if the rules had been suspended by a formal vote.

### **Objection to Considering the Main Motion**

21. If a member wishes to prevent the consideration of a main motion, the member may interrupt another speaker to determine if the question should be considered. The motion must be made before there is any debate on the question or before a subsidiary motion is offered. The object of the motion is to avoid consideration of questions which may be irrelevant, unproductive, or contentious; it is not intended to cut off debate. The motion objecting to considering a question may be useful if, for example, there are repeated attempts to have council reconsider resolutions or policies.

### **Division of the Question**

22. At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer or a member may suggest splitting the motion into two or more motions. After the main motion is split, each divided motion should be complete on its own.

### **Privileged Motions**

23. Privileged motions do not relate to a pending question; however, their nature demands immediate attention and therefore they take priority to any other matter. Privileged motions are

not debatable, and generally are not subject to any subsidiary motion. Privileged motions include fixing a time to adjourn, or taking a recess.

### **Voting on a Motion**

24. When the discussion has been sufficient and all those who wish to speak have been encouraged to do so, the presiding officer may ask the administrator to read the motion before asking for a vote. This step ensures all members are fully aware of the motion before them, particularly if there has been significant debate on the question. A simple majority vote of members present decides a matter. There are some exceptional situations the following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:

- a. to sell or lease property referred at less than market value;
- b. to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
  - i. first holds a public hearing respecting the withdrawal; and
  - ii. advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.



Date

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Councillor  
Name

RE: Topic

---

354 Main Street  
Kentville, NS  
B4N 1K6

Submitted to council for consideration or information.

902-599-xxxx (C)  
name@kentville.ca

---

Name, Councillor  
Town of Kentville

**Title: Repeal of Policy G74 - COVID-19 Workplace Safety and Policy G76 – COVID-19 Safety Policy for Council**

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

## **RECOMMENDATION**

**That Council repeal Policy G74 - COVID-19 Workplace Safety and Policy G76 - COVID-19 Safety Policy for Council**

## **SUMMARY**

Council adopted two COVID-19 policies in November 2021 related to workplace safety and council safety. With COVID-19 being well over and vaccines and other preventative health care treatments in place, these policies are no longer needed and should be repealed.

## **LEGISLATION**

Section 47 of the *Municipal Government Act* states that:

- (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.
- (2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.
- (3) The council may exercise by by-law any of the duties and powers that it may exercise by resolution or policy.
- (4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.
- (5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

Section 47 of the *Municipal Government Act* states that:

- (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
- (2) The council may adopt different policies for different areas of the municipality.
- (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

## **BACKGROUND**

COVID-19 struck Nova Scotia with unprecedented awareness or comprehensive pre-planning in March 2020. After the full impact was felt and communities were set to re-start partial or full public facing operations in 2021, all governments implemented policies to protect staff and the public. Kentville adopted numerous policies including Policy G74 and Policy G76.

## **IMPACT ON STRATEGIC PRIORITIES**

The repeal of these policies does not impact current or future operations of the Town or its staffing, nor does it impact any staffing, projects, or policies of the organization.

## **IMPORTANT DATES OR BENCHMARKS**

If Council approves the repeal of these two policies, they will be removed from our website and policy book and stored for a period of at least six years before destruction occurs. No further action will be required during this timeframe.

## **POLICY IMPLICATIONS**

These current policies are not reflective of today's workplace and having them in place does not improve the workplace or Town operations. Therefore, they are deemed redundant and should be repealed like other policies that are no longer required.

## **BUDGET IMPLICATIONS**

There are no financial implications with the proposed changes.

## **COMMUNICATION IMPLICATIONS**

Should this recommendation be adopted, staff will notify all staff through regular communications methods that they have been repealed and are no longer in effect.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer

# TOWN OF KENTVILLE POLICY STATEMENT G74

## COVID-19 WORKPLACE SAFETY



### 1.0 PURPOSE

- 1.1 The Town of Kentville (the "Town") is committed to providing a work environment that keeps employees and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of employees with respect to COVID-19 workplace safety.

### 2.0 SCOPE

- 2.1 This Policy applies to all Town employees and volunteers.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic, and will be revised or repealed at the discretion of the Chief Administrative Officer, in consultation with the provincial public health officer.

### 3.0 PROCEDURES

- 3.1 The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises. This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

#### 3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

- 3.3 The Town requires that all Town employees:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose,



mouth and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If an employee wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all employees, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town requires that all Town volunteers:

3.5.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.5.2 undergo COVID-19 rapid testing as follows:

3.5.2.1 For volunteers on work placement terms with the Town, undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.5.2.2 For volunteers on Town Committees, undergo COVID-19 rapid testing prior to attendance at any in-person Committee meetings as arranged by the Town

3.5.2.3 For any other volunteers, COVID-19 rapid testing requirements will be determined by the Chief Administrative Officer based on the specific circumstances of the volunteer role.

3.6 If a volunteer wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all volunteers, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.7 The Town recognizes that it has a duty to accommodate to the point of undue hardship any employee or volunteer that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all employees and volunteers follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.8 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all employees and volunteers be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if an employee or volunteer is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion.

**3.9 Compliance**

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the employee follow alternative measures or, where there is no other option that the Town considers feasible, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, the pandemic ends or the Town ends the leave.

**3.10 Confidentiality**

Any information that an employee provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

**4.0 POLICY REVISION HISTORY**

Date Created: November 3, 2021



Chief Administrative Officer, Dan Troke



# TOWN OF KENTVILLE POLICY STATEMENT G76

## COVID-19 SAFETY POLICY FOR COUNCIL



### 1.0 PURPOSE

- 1.1 The Town of Kentville (the "Town") is committed to providing a work environment that keeps members of Council and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of Council members with respect to COVID-19 workplace safety.

### 2.0 SCOPE

- 2.1 This Policy applies to all members of Town Council.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic.

### 3.0 PROCEDURES

- 3.1 This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

#### 3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

#### 3.3 The Town requires that members of Council:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between members of Council and/or staff and/or members of the public. The mask must cover nose, mouth

and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If member of Council wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all members of Council, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town recognizes that it has a duty to accommodate to the point of undue hardship any member of Council that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all members of Council follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.6 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all members of Council be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if a member of Council is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation.

**3.7 Compliance**

If a member of Council does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the member follow alternative measures.

**3.8 Confidentiality**

Any information that a member provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from members personnel files, kept secure at all times and destroyed when no longer needed.



**4.0 POLICY REVISION HISTORY**

Date Created: November 29, 2021



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Chief Administrative Officer, Dan Troke





July 1, 2025

Mayor Andrew Zebian  
Councillor and Deputy Mayor Deborah Crowell  
Kentville Town Councillors  
Cathy Maxwell  
Katherine Savage  
Samantha Hamilton  
John Andrew  
Rob Baker

Dear Mayor Zebian and Council

Special Council Meeting for June 24, 2025

Thank you to Mayor Zebian Deputy Mayor Crowell and Councillor Maxwell for your good common-sense remarks concerning a proposed increase in Commercial and Residential Taxes Rate. Any tax increase will have a negative effect on the future of the Town of Kentville and must not become a negotiation game. Property value assessments have increased over the past number of years allowing for increases in revenue. A tax increase of any nature is unnecessary, unwarranted and unjustified. Without these rates increasing it has been suggested that perhaps services may have to be reduced? Within your meeting time you have already discussed ways of reducing expenses. I know there are reduction options that can be exhausting to deal with and may not be pleasing to all. For the town's future reducing expenses is very possible. I personally believe that Kentville can move forward in a positive direction without a taxes increase of any kind. Thank you for reading this correspondence and I request that Mayor Zebian read this letter to the listening audience at the July 2025 CAC Meeting and the July 2025 Town Council meeting.

Respectfully submitted



Cyril White

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: June 9, 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 Cathy Maxwell
- 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
- Alisha Christie, Strategic Operations Coordinator
- Jennifer West, Recording Secretary

# DRAFT

## **PRESENTATIONS**

Annapolis Valley Regional Library – Julia Merritt  
Alcoholics Anonymous – Mark Wicker

## **REGRETS**

None

## **DECLARATIONS OF CONFLICT OF INTEREST**

None

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

Removal: 6.a Student Bursary Policy

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

**That the agenda for the Council Advisory Committee meeting of June 9, 2025 be approved.**

#### **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, May 12, 2025.

It was moved

**That the minutes from the Council Advisory Committee meeting held on May 12, 2025 be approved.**

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

### **4. PRESENTATIONS**

#### **(a) Annapolis Valley Regional Library**

Julia Merritt from the Annapolis Valley Regional Library gave a presentation about library operations and events, and the funding model. She reported regional increases in program registration and reading minutes, and increased library card ownership.

*Report available for more information*

Discussion

- Question whether the NSFM has made a formal declaration that library funding is a priority issue for NSFM.

#### **(b) Alcoholics Anonymous**

# DRAFT

Mark Wicker gave a presentation regarding Alcoholics Anonymous - how the organization works and supports recovery, and where residents can go to get help. This fellowship program is anonymous, not secret.

*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 May 31, 2025, with highlights including preparing the 2024 audit and 2025-2026 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 May with highlights including development of the Planning Advisory Committee, meetings of the Heritage Committee, commercial zone change, launch of an economic development dashboard, and the federal consultation for the new cell tower in the downtown.

*See report for more information.*

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

Director Craig Langille presented the Parks and Recreation department report for May with highlights including securing a grant for community and culture, the opening of the pool as scheduled to allow lessons, aquafit and parent and tot classes. Environment Day was successful last weekend at Oakdene Park.

*See report for more information.*

#### **(1) Community Outreach Framework**

Roxy Peterson presented the framework for community outreach in the town, particularly to equity deserving groups in Kentville.

*See report for more information.*

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

Police Chief Marty Smith gave his report with highlights including appreciation to the outgoing Community Crisis Navigator Ashley Ettinger who left the organization, seizures of prohibited materials and some training opportunities.

*See report for more information.*

# DRAFT

## Discussion

- Concerns about scheduling summer events and officers' vacations.
- Concerns about changing the mandate of the Community Crisis Navigator role during this transition to a new staff person.
- Questions about homelessness support in the downtown core.

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

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

Director Dave Bell presented the Public Works report for May 2025, with highlights including the active transportation sidewalk replacement project in the downtown, the growth renewal and infrastructure development program and stormwater management projects.

*See report for more information.*

## Discussion

- Concerns about odours from the sanitary sewer facility.

## **(f) Administration**

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

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

*See report for more information.*

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

### **(a) This item was removed from the agenda**

## **7. NEW BUSINESS**

### **(a) Biodiversity Strategy**

Deputy Clerk Jennifer West gave a presentation of the town's draft Biodiversity Strategy that would see land and habitat conservation integrated more strategically into all departments and the community.

*See report for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

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

**MOTION CARRIED**



# DRAFT

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(b) Revised Public Participation Policy**

Director Darren Shupe presented the revised Public Participation Policy for Planning applications, with a focus on improving communication with residents.

*See report for more information.*

Discussion

- Concerns about removing newspaper announcements, which are largely subscribed by senior residents.
- Concerns about time lengths for residents to speak at public meetings.
- Suggestion that announcements be posted on the digital sign at the arena.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

**That Council approve Policy Statement G82 Meetings and Procedures Policy as presented.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(c) Update on Valley Waste and Kings Transit Governance and Funding**

Interim CAO Kevin Matheson gave an update on the governance of intermunicipal service agreements with neighbouring municipalities for Valley Waste and Kings Transit. He shared that there is a need to update the service agreement for these groups, to be approved by a joint Council meeting of member municipalities in the coming week.

*See report for more information.*

**(d) Rezoning Application for 157 Main Street**

Director Darren Shupe introduced the planning application to rezoning the parcel of land at 157 Main Street from R2 to R3 to facilitate an 8-unit apartment building.

*See report for more information.*

Discussion

# DRAFT

- Concerns about the restrictions in the MPS and LUB for the usable land compared to the total land at this site.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend  
to the June 30 2025 meeting of Council,

**That Council 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.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **8. CORRESPONDENCE**

- (a) None

## **9. PUBLIC COMMENTS**

None.

## **10. IN CAMERA**

In camera occurred before the meeting at 5:30pm.

## **11. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 8:48pm.**

## **MOTION CARRIED**

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Minutes Approved by CAO and Town Clerk Chris McNeill

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE MEETING  
Meeting Minutes: June 9, 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 5:30 p.m.

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 were present:

**1. PRESENT**

**Council:**

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

**2. IN CAMERA**

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

**That Council move into a closed session to discuss matters relating to legal matters.**

# DRAFT

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Baker, Crowell, Hamilton, Savage and Zebian*

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

**That Council move back to open session.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

### **3. ADJOURNMENT**

There being no further business to discuss,  
**Council adjourned at 5:56pm.**

## **MOTION CARRIED**

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Minutes Approved by CAO and Town Clerk Chris McNeill



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

**Operations**

- The audited consolidated year-end results for March 31, 2025 will be shared with Audit Committee and Council in late July. Kent & Duffett's field work continued throughout June and will conclude in July this year.
- Engineering and Public Works, in collaboration with Finance, have made significant progress on 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.
- The transfer of Police Service staff to the Nova Scotia Public Service Superannuation Plan (NSPSP) is expected to occur this summer. Finance and IT staff are working closely with NSPSP representatives to complete data collection, sharing and reporting requirements within the target implementation timelines.

**Financial**

- The Town of Kentville General Operating Fund budget for 2025-2026 was approved by Council on June 30, 2025.
- The 2025-2026 ratified operating fund budget has been uploaded into the financial system. While financial accounting for Quarter 1 (Q1) is still underway, preliminary Statement of Operations results and analysis are provided in Appendix A.
- The unaudited March Statement of Operations indicates a surplus of approximately \$198,000 which will be transferred to operating reserves in 2025. Any remaining audit adjustments are expected to be minimal and will form part of the ongoing year-end review and accounting process. In June 2025, Council allocated \$115,000 of this surplus as part of the 2025-2026 budget.
- Year to date July 7, 2025 capital expenditures are \$ 684,924 or 5.7 % of the total 2025-2026 capital budget. At this stage, projects are expected to begin and be completed within 2025-2026. See Appendix B - 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 June 30, 2025, 4.5% (45% less than the prior month) remained outstanding. 2024-2025 tax receivable represents 0.7 % of 2024-2025 taxes levied.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 315,258	\$ 90,192	\$ 13,672

Respectfully submitted,

Wanda Matthews, CPA, CA  
Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date May 31, 2025

## Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 16.6 % of **expenditure** budget used and 39.3 % of **revenue** budget recorded creating an overall surplus of \$ 4,301,120.

Overall budget utilization of revenue is significantly influenced by timing factors such as the bi-annual property tax billing cycle and the annual receipt of grant funding. On the expense side, utilization is affected by the timing of billings from external partners (often quarterly or annually), the progress of specific funded projects, seasonal variations in recreation and facility programming, and road transportation costs, which are typically concentrated in the fall and winter months. These timing differences affect the percentage of the budget expended. As the fiscal year advances, expectations may shift, and any significant budget variances will be addressed through forecast reporting.

Explanations of significant changes in revenue or expenditure rates between the current and prior year are provided below.

## Revenue

- Interim **taxes** are based on the 2024 - 2025 property tax rate and the 2025 – 2026 property assessment value making the revenue rate 50% of budget.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall.
- **Conditional and unconditional transfers** – Variances compared to the prior year are largely due to the timing of grant and provincial funding, as well as the filling of a previously vacant, funded specialized police position in 2025.

## Expenditures

- **Debt charges** occur based on a defined payment schedule.
- **Administration-** timing of system annual fees and insurance premiums in 2026 varies from the prior year.
- **Protective Services**
  - Vacancy levels are minimal this year compared to the prior year.
  - Insurance premium recorded earlier this year as compared to the previous year.
- **Transportation services** expenses reflect insurance premiums recorded earlier than the previous year offset by outstanding internal allocations; spending in other areas is consistent with the prior year.

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

**Expenditures Continued:**

- **Planning and Zoning** are fully staffed this year, whereas there were vacancies in these positions at the same time last year.
- **Other Community Development** timing of the transfer to Kentville Business Community varied year over year.
- **Parks and Recreation**
  - Arena repairs exceeded prior year's spending. In addition, insurance premiums were recorded earlier this year.
  - Pending reallocations between the arena and parks and playgrounds budgets will align overall spending with both the prior year and the approved budget.



# Town of Kentville Operating Fund

## Statement of Operations

For the Period Ended May 31, 2025

APPENDIX A

Revenue	Annual Budget	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>				
<b>Tax (including Industrial Park)</b>				
Assessable property	12,902,655	6,450,890	50.0%	50.0%
Resource	77,661	38,831	50.0%	50.0%
Economic development	141,758	63,917	45.1%	46.2%
	13,122,074	6,553,638	49.9%	50.0%
<b>Area rates and frontages</b>				
Area rates	765,598	398,429	52.0%	49.1%
Special assessments	2,000	0	0.0%	0.0%
	767,598	398,429	51.9%	49.0%
<b>Based on revenue</b>				
Business property	32,670	32,670	100.0%	100.0%
<b>Other</b>				
Deed Transfer Fee	600,000	210,930		
<b>TOTAL TAXATION</b>	<b>14,522,342</b>	<b>7,195,667</b>	<b>49.5%</b>	<b>50.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>				
Federal and agencies	390,774	0	0.0%	0.0%
Provincial and agencies	178,590	0	0.0%	0.0%
	<b>569,364</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>				
Provincial government	130,557	0	0.0%	0.0%
Local government	98,253	0	0.0%	24.3%
	<b>228,810</b>	<b>0</b>	<b>0.0%</b>	<b>10.0%</b>
<b>SALES OF SERVICES</b>				
Agencies	<b>1,270,630</b>	<b>190,745</b>	<b>15.0%</b>	<b>13.7%</b>
<b>OTHER REVENUE-OWN SOURCES</b>				
Fines, fees, permits	46,700	9,712	20.8%	23.1%
Rentals	402,633	18,290	4.5%	7.9%
Interest	200,000	26,114	13.1%	20.0%
Return on investments	660,000	0	0.0%	0.0%
Other	41,400	6,950	16.8%	13.9%
	<b>1,350,733</b>	<b>61,067</b>	<b>4.5%</b>	<b>6.4%</b>
<b>UNCONDITIONAL TRANSFERS</b>	450,128	10,075	2.2%	<b>2.8%</b>
<b>CONDITIONAL TRANSFERS</b>	183,094	3,603	2.0%	<b>0.0%</b>
<b>FINANCING AND TRANSFERS</b>				
From reserves	407,030	0	0.0%	0.0%
<b>TOTAL REVENUE</b>	<b>18,982,131</b>	<b>7,461,158</b>	<b>39.3%</b>	<b>39.6%</b>
Revenue budget to forecast variance (value)	-			
Revenue budget to forecast variance (%)	0.00%			

# Town of Kentville Operating Fund

APPENDIX A

## Statement of Operations

For the Period Ended May 31, 2025

Expenditures	Annual Budget	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
<b>GENERAL ADMINISTRATION</b>				
Legislative	297,422	46,449	15.6%	14.3%
General administration	2,083,100	443,819	21.3%	15.0%
	<b>2,380,522</b>	<b>490,267</b>	<b>20.6%</b>	<b>14.9%</b>
<b>PROTECTIVE SERVICES</b>				
Police- core program	3,412,349	654,695	19.2%	14.2%
Police-sales of service	193,656	24,181	12.5%	13.9%
Law enforcement	148,279	21,705	14.6%	13.6%
Fire fighting	1,052,596	60,588	5.8%	5.9%
Protective service- debt charge	2,120	0	0.0%	0.0%
Emergency measures and other	212,205	4,649	2.2%	3.1%
	<b>5,021,205</b>	<b>765,818</b>	<b>15.3%</b>	<b>12.0%</b>
<b>TRANSPORTATION SERVICES</b>				
Common services	1,482,448	348,275	23.5%	13.9%
Road transportation	957,800	55,092	5.8%	10.1%
Public transit	437,251	161,028	36.8%	37.1%
Transportation- debt charge	62,411	0	0.0%	0.0%
Other	100,000	0	0.0%	17.7%
	<b>3,039,910</b>	<b>564,395</b>	<b>18.6%</b>	<b>15.7%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
Solid waste collection and recycling	<b>826,739</b>	<b>269,648</b>	<b>32.6%</b>	<b>29.0%</b>
<b>PUBLIC HEALTH</b>				
Public health and housing	-	0	0.0%	#DIV/0!
<b>ENVIRONMENTAL DEVELOPMENT</b>				
Planning and zoning	411,848	81,824	19.9%	6.1%
Other community development	497,856	63,416	12.7%	25.0%
	<b>909,704</b>	<b>145,240</b>	<b>16.0%</b>	<b>17.0%</b>
<b>RECREATION AND CULTURAL</b>				
Recreation-Administration	759,376	160,768	21.2%	18.5%
-Programmes (net)	125,505	18,939	15.1%	-9.9%
-Facilities and Trees	1,037,345	156,264	15.1%	13.5%
-Debt charge	44,645	0	0.0%	0.0%
Cultural	141,184	27,522	19.5%	19.1%
	<b>2,108,055</b>	<b>363,493</b>	<b>17.2%</b>	<b>14.1%</b>
<b>EDUCATION</b>	<b>2,324,456</b>	<b>350,246</b>	<b>15.1%</b>	<b>14.3%</b>
<b>FINANCING AND TRANSFERS</b>				
Debt charge- principal	874,040	0	0.0%	0.0%
Transfers to allowances and reserves	1,497,300	210,930	14.1%	0.0%
	<b>2,371,340</b>	<b>210,930</b>	<b>8.9%</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURE</b>	<b>18,981,931</b>	<b>3,160,038</b>	<b>16.6%</b>	<b>13.2%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 200</b>	<b>\$ 4,301,120</b>		
Expenditure budget to forecast variance (value)	-			
Expenditure budget to forecast variance (%)	0.00%			



**TOWN OF KENTVILLE**  
**CAPITAL INVESTMENT PLAN**  
**2025-2026**  
**YTD July 7, 2025**

<b>PROJECT BY DEPARTMENT/AREA</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>% Expended</b>
Active Transportation	611,000	204,519	33.5%
General Administration	101,500	-	-
Protective Services	186,400	25,158	13.5%
Transportation <sup>Note 1</sup>	4,394,850	48,163	1.1%
Expansion- Donald Hiltz Connector	5,500,000	7,590	0.1%
Planning and Development	78,000	-	-
Parks and Recreation <sup>Note 2</sup>	1,128,250	399,495	35.4%
<b>Total</b>	<b>\$ 12,000,000</b>	<b>\$ 684,924</b>	<b>5.7%</b>

Note 1	comprised of:			
	Equipment	496,000	-	-
	Buildings	136,000	-	-
	Streets & Lights	1,157,000	46,293	4.0%
	Sidewalks	1,552,850	-	-
	Flood Mitigation	665,000	-	-
	Storm Sewer	388,000	1,869	0.5%
		<u>4,394,850</u>	<u>48,163</u>	<u>1.1%</u>
Note 2	comprised of:			
	Green Spaces	25,000	-	-
	Parks & Playgrounds	125,650	13,844	11.0%
	Sport Facilities	906,600	355,532	39.2%
	Buildings and Equipment	71,000	30,119	42.4%
		<u>1,128,250</u>	<u>399,495</u>	<u>35.4%</u>



# **Town of Kentville**

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

### **Planning & Development**

#### **July 2025**

#### **Looking Forward**

With the addition of a Development Officer position and direction on the in-house plan review, staff are looking to develop a workplan for Council review in September. We anticipate integrating the Planning Advisory Committee into the plan review process to provide an additional focused lens and support through the public process.

#### **Month in Review**

##### **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 June 12<sup>th</sup> to develop an initial list of heritage properties. Next meeting is scheduled for September.

##### **Development Applications**

- **Development Permits:** Twenty development permits were issued in the month of June with a total estimated construction value of \$10,585,931.87.
- **Subdivision Applications:** No subdivision applications were received in June.
- **Site Plan Approval Applications:** No site plan approval applications were received in June.

## **Planning Applications**

### **New**

No new planning applications were received in June.

### **Ongoing**

- 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.
- 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. Staff have provided comments to the applicant for consideration prior to finalizing their site plan.

- 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 approved the proposed amendments to allow residential conversions of up to four units at their June 30, 2025 meeting. The appeal period for this decision ends on July 18<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 was held on June 17<sup>th</sup> and feedback was considered in the staff report attached to this package.
- 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 has now opened and includes all new staff this year, including a full-time manager and part-time assistant.
- Staff supported the delivery of the Devil's Half Acre, Pride, and Prom events.

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

June 2025

<b>Permit #:</b>	<b>4451</b>	<b>Permit Date:</b>	6/4/2025
<b>Value of Construction:</b>	\$450,000.00	<b>Fee:</b>	\$292.80
Single Unit Dwelling on Existing Foundation			

<b>Permit #:</b>	<b>4445</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$55,000.00	<b>Fee:</b>	\$40.79
Reconstruct front entry way (135 ft2 on existing foundation)			

<b>Permit #:</b>	<b>4449</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$31.09
Rear Deck (14' x 18')			

<b>Permit #:</b>	<b>4450</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$5,000.00	<b>Fee:</b>	\$50.00
Above Ground Swimming Pool (18' round)			

<b>Permit #:</b>	<b>4452</b>	<b>Permit Date:</b>	6/5/2025
<b>Value of Construction:</b>	\$1,500.00	<b>Fee:</b>	\$21.76
Rear Deck Addition (40 ft2) for Pool Enclosure			

<b>Permit #:</b>	<b>4454</b>	<b>Permit Date:</b>	6/11/2025
<b>Value of Construction:</b>	\$112,805.57	<b>Fee:</b>	\$50.00
Installation of 193 Rooftop Solar Panels			

<b>Permit #:</b>	<b>4456</b>	<b>Permit Date:</b>	6/13/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$37.60
Installation of a new and larger patio door			



<b>Permit #:</b>	<b>4460</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$8,300.00	<b>Fee:</b>	\$30.00
Demolition of garage and slab due to fire			

<b>Permit #:</b>	<b>4434</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$50.00
Above Ground Swimming Pool (12' x 24')			

<b>Permit #:</b>	<b>4441</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$31.66
Rear Deck Addition (265 ft2) for Pool Enclosure			

<b>Permit #:</b>	<b>4458</b>	<b>Permit Date:</b>	6/19/2025
<b>Value of Construction:</b>	\$40,326.30	<b>Fee:</b>	\$50.00
Installation of 28 Rooftop Solar Panels			

<b>Permit #:</b>	<b>4464</b>	<b>Permit Date:</b>	6/20/2025
<b>Value of Construction:</b>	\$9,000.00	<b>Fee:</b>	\$0.00
Garden Shed (160 ft2)			

<b>Permit #:</b>	<b>4408</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4409</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4410</b>	<b>Permit Date:</b>	6/25/2025
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<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4411</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4412</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4413</b>	<b>Permit Date:</b>	6/25/2025
<b>Value of Construction:</b>	\$1,500,000.00	<b>Fee:</b>	\$426.40
8-Unit Apartment Building			

<b>Permit #:</b>	<b>4465</b>	<b>Permit Date:</b>	6/27/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$28.80
Replacement of Rear Deck (10' x 20')			

## Activity Report

	June 2025		June 2024	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
<b>Number of Permits</b>	20	56	12	60
<b>Total Building Value</b>	\$10,585,931.87	\$26,374,402.21	\$21,188,277.60	\$35,030,327.60
<b>Permit Revenue</b>	\$3,993.90	\$19,111.51	\$14,770.34	\$23,147.45



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of June 2025**  
**Department of Parks and Recreation**  
**Presented on July 14<sup>th</sup>, 2025**

**Administration and Operations**

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- Grants secured for 2025-2026 fiscal year (April-June) - \$62,592
  - New grants secured for the month of May:
    - \$25,000 – Active Communities Fund – Province of NS
      - Free skates and swims, UP program, After School Programs, Equipment Loan Facilitator
    - \$1,500 – Chicken Farmers of NS – Caribbean Fest
    - \$8,792 – Canada Summer Jobs – Federal Government
      - Re-evaluated and adjusted from \$6,594
      - \$2,198 each towards the following four summer positions:
        - (2) Outreach Specialists
        - Outdoor Education Facilitator
        - Active Transportation Facilitator
- Staff member attended the Canadian Park Symposium in Saskatoon in June

**Facilities and Operations**

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- Outdoor Pool opened July 8
  - Free swim scheduled for July 12 – replacing July 1 free swim
- Increase in vandalism in our park spaces and downtown planters
  - Additional resources and increased costs will occur due to the damage
- Walter Wood Interpretative Board official unveiling occurred on July 3<sup>rd</sup>. We would like to extend a thank you to the family of Walter Wood and Kentville Historical Society
- Capital Update:
  - 14 projects scheduled in total
    - (6) complete
    - (3) in process
    - (4) not started
    - (1) cancelled

## **Programs and Operations**

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June is Rec Month – there were 1,436 participants that attended sessions in June is Rec Month activities

- Programs ranged from weekly lunchtime and afterschool bike clubs at KCA to pop up plays and Bike Scavenger Hunt

Ball Hockey is back utilizing the arena this summer

### *Events that occurred 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.
  - 67 people attended the Ravine site and 149 at Oakdene Park
- Annapolis Valley Pet Expo – Centennial Arena – June 14
- 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>.

### *Upcoming Events in July:*

- Canada Day Event
  - Canada Day cake, bouncy castles, (2) bbq stations, splashpad, and a Kentville Wildcat victory with free access to the public
- 18U AAA National Eliminations at Memorial Park – July 11-13
- Kentville Marlins Swim Club swim meet – July 26

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

## Hemlock Conservation Project Report

Meeting Date: July 14<sup>th</sup>, 2025  
Department: Parks and Recreation

### RECOMMENDATION

This report is provided for informational purposes only; no recommendation is made at this time.

### SUMMARY

This report provides Council with a mid-project update on the Eastern Hemlock Tree Conservation project currently underway in the Kentville Ravine Trail and Gorge Parks. Additionally, it includes information on safety and procedures to ensure Council has information to answer public inquiries as they arise.

### PROJECT UPDATE

Phase	Status
<b>Phase 1</b> Tree measuring, tagging and data collection.	Gorge - Complete Ravine - Complete
<b>Phase 2</b> Pesticide conservation treatments	Gorge – Complete Ravine – In-progress
<b>Phase 3</b> After treatment, project site visits	Gorge – In-progress Ravine – Not yet started
<b>Phase 4</b> Project planning for next year	Gorge – In-progress Ravine – In-progress

### SAFETY

The top priority throughout all phases is staff and volunteer safety. Staff have completed all required pesticide use and storage practices and have implemented additional measures to enhance safety on-site, during transportation, and while in storage.

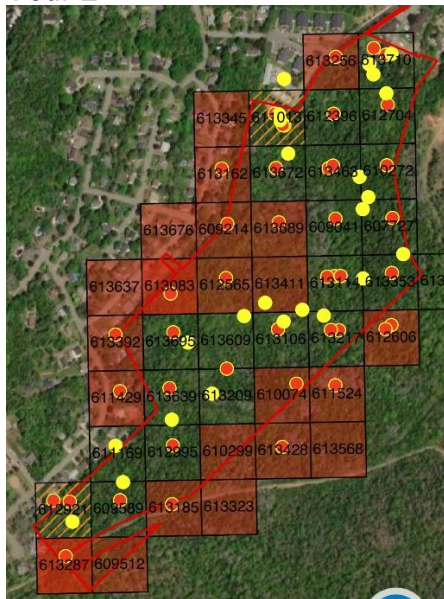
Safety processes have been reviewed and circulated to the internal Occupational Health and Safety review, as well as adhering to all provincial recommendations and federal Acts affecting the Hemlock Conservation Project. Staff have completed Hemlock pesticide treatment training through the Medway Community Forest Cooperative and have proof of completed pesticide certification available on-site and within storage areas. Pesticide applications will be completed by staff only. No volunteers are invited to apply pesticides.

Staff update public signage in the park daily to reflect when pesticide treatments have been completed and when it will be safe to reenter the park.

Pesticide treatment within this project involves both tree injections and basal bark spray. At this time, the Town of Kentville is only conducting basal bark spray. All work is undertaken by health and safety requirements as recommended by the Province of Nova Scotia. This includes wearing the required personal protective equipment (PPE), such as chemical-resistant gloves and protective eyewear, as described on the Material Safety Data Sheet (MSDS) for the respective pesticide. All work must be conducted in long sleeves, long pants, socks and shoes, to ensure legal compliance with the product label. All pesticide usage is conducted under the supervision of a certified pesticide applicator.

Furthermore, due to pesticide product label restrictions for basal bark spray, only 1.9 L can be used per hectare per year, or approximately 1638 cm/ha/yr. Health and safety practices are consistent with other provincial hemlock stand treatments.

## Gorge Park Data Collection and Pesticide Regulation Map Year 2



## Ravine Trail Data Collection and Pesticide Regulation Map Year 2



## Pesticides used for treatments include:

Hemlock Conservation Project Update, July 14, 2025, TOK202401, Administration



*Note that both pesticides are regulated by the Nova Scotia Provincial Government and approved for use as Hemlock Woolly Adelgid treatments.*

## **Basil Bark Pesticide**

### **Xytect F2**

#### **Workplace Hazardous Materials Information System (WHMIS) Symbol**



Signal word: WARNING

Hazard statements: May be harmful if swallowed or absorbed through the skin.

Mildly irritating to the eyes and skin.

Can decompose at high temperatures, releasing toxic gases.

Highly toxic to bees, birds and aquatic invertebrates.

Keep out of waterways.

**Mitigations:** The Product is stored in a temperature-regulated area and in secondary containment. Staff wear all required safety gear and adhere to all safety regulations. Pesticide is not applied near flowering plants or within 7 meters of a waterway. Only 1.9 L of Xytect can be used per hectare per year in the park, or approximately 1638 cm/ha/yr. The Occupational Health and Safety Committee has reviewed pesticide storage, procedures and operations plans.

#### **Example of Basil Bark Tree treatment with Xytect:**



## Waterway Injection Pesticide

### IMA-Jet 10

#### Workplace Hazardous Materials Information System (WHMIS) Symbol

ACTIVE INGREDIENT:  
IMIDACLOPRID..... 5%  
REGISTRATION NO. 31375 PEST CONTROL PRODUCTS ACT  
Net Contents: See Individual Container

**COMMERCIAL - RESTRICTED**  
**READ THE LABEL BEFORE USING**  
**KEEP OUT OF REACH OF CHILDREN**  
**WARNING - POISON**



**EYE IRRITANT**  
**POTENTIAL SKIN SENSITIZER**

Manufactured by: Arborjet Inc., 99 Blueberry Hill Road, Woburn, MA 01801, Phone: 781-935-9070

Signal word: TOXICITY

Hazard statements: Eye irritant and a potential skin sensitizer.

**Mitigations:** The Product is stored in a temperature-regulated area and in secondary containment. Staff wear all required safety gear and adhere to all safety regulations. The product is injected into the trees, not exposing the surrounding waterway and plants to the product. The Occupational Health and Safety Committee has reviewed pesticide storage, procedures and operations plans.

#### Example of Tree Injection with IMA-jet:



## MOVING FORWARD

The Eastern Hemlock Conservation Project is critical in protecting existing Hemlock Stands against the invasive Hemlock Woolly Adelgid (HWA). The Town of Kentville is two years into a multi-year cycle to ensure conservation efforts are completed. Staff are currently developing a 10-year project operational plan for conservation planning.

The 10-year project operation plan will include a budget cycle, scope of work, as well as a clear outline of how many trees will be treated in each park per year, which will be reflected in the annual budgets presented to Council. Staff have learned a great deal over the past two years of treatments and look forward to applying these lessons to increase project efficiency moving forward.

Staff are currently collaborating with the Invasive Species Centre of Canada, as well as provincial Department of Environmental and Climate Change staff and field experts, including the Medway Community Forest Cooperative, to develop a pathway for success in addressing HWA within the Town of Kentville parks.

Furthermore, staff continue to grow relationships with neighbouring municipalities to identify opportunities for joint project funding applications and conservation efforts.

Staff attending regular working groups to maintain up to date on processes, pesticide regulations and new developments on future bio-control opportunities. Regular working groups include:

- The Maritime Hemlock Woolly Adelgid Working Group
- NS Municipal Staff HWA Working Group
- Invasive Species Canada trainings
- Annual Medway Community Forest Co-op pesticide application training

# May 2025



ADMINISTRATION	2024	2025
SOT's	52	33
Foot Patrol	140	170
Criminal Code Charges	30	42
Calls for Service	336	347

## HIGHLIGHTS/INITIATIVES:

- Attended McDonald's in support of Mc Happy Days
- Staff BBQ at KPS
- All members attended Chrysalis House for presentation
- Victim Services attended KPS and provided information on what services they offer.

## PATROL:

- Busy month with over 340 calls.
- Apple Blossom Festival-No Major Concerns - Assistance from HRP Traffic Section and Patrol, Annapolis Royal Police Service and Bridgewater Police Service
- Completed 36 checkpoints
- 6 Impaired related charges
- Issued 33 Summary Offence Tickets

## TRAINING:

- 8 members from KPS attended the TEMA Conference in Halifax for their monthly wellness initiative
- Continued with out annual Use of Force training in May SBOR/NUFF/Legal Articulation/VNR and Reality Based Training
- Completed annual Carbine qualification at Camp Aldershot
- 2 members attended Major Case Management Team Lead Course held in Debert

# May 2025



## **CES:**

- Police Week Programs
  - NKEC Safe Grad BBQ fundraiser
  - Coffee with a Cop at TAN
  - Reading with Students at KCA
  - 2 Safety Senior Talks
- Grant Application for Youth Program
- CCN Hiring Committee
- Hosted 4 meetings with Victim Services for KPS Staff

## **CCN:**

- Position vacant until June 23rd, 2025.
- Hiring process completed in May and Bryce Dauphinee will start full-time in the position later in June.

## **INVESTIGATIVE SECTIONS:**

### **GIS**

- 11 active investigations
- Executed 3 search warrants
- Shift conducted a traffic stop that resulted in a vehicle being seized. Prohibited firearm and ammo located in the vehicle and 2 people charged.
- Assisting with Use of Force Training-Instructor
- Completed Major Case Management Course

### **SCEU**

- Completed 3-week Internet Child Exploitation Course

### **CISNS**

- Completed Major Case Management Course
- Assisted SCEU/CISNS with CDSA/Firearm search warrant which resulted in seizure of cocaine, pills, firearms shells and a large sum of money. 2 people charged
- Completed Search Warrant Course

### **BY-LAW**

- 44 parking Tickets
- 39 warnings
- 7 smoking By-Law charges
- Assisted KPS with 9 calls
- 4 Municipal By-Law investigations



## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

July 14, 2025

#### Programs and Operations

- **Kentville Water Commission:** Operationally, there were no issues with the water utility. I am pleased to report that all 7 of our well pumps are now operational. We had a pump failure back in the Spring of 2025 and our long time well driller and pump replacement contractor has finally retired. Summer water consumption has increased even more than normal for this time of year due mostly to irrigation and private and Town pool operations. Public Works has repaired a number of watermain and water service breaks throughout the utility which has contributed to some of the extra water use.
- **Sanitary Sewer Area Service:** We continue to upgrade our sewage lift stations. We have 13 stations throughout Town and have pump and control panel upgrades scheduled for this year through our Capital Investment Program.

#### Projects

- **Downtown AT Project:** The Sidewalk contractor will resume work the week of July 21<sup>st</sup> to replace the curb & sidewalk on the north side of Webster Street from Aberdeen to Bridge streets.
- **GRID – Main Street Storm, Sidewalk & Paving Project:** The Growth and Renewal for Infrastructure Development (GRID) project which includes the much need replacement of the large storm sewer on Main Street between Aberdeen and Prospect is scheduled to begin in the next few weeks. This will then result in new curb and sidewalk in this same area. A second Provincial trunk paving program will then fund the complete repaving of this same area with additional paving of Main Street to Southview Avenue as well as Webster Street where the new curb & sidewalk is being replaced through AT. These programs are all 50% funded through the Province.

- **Mitchell Brook Culvert:** The design for the replacement of the end-of-life “culvert system” under Park Street is now complete we now have approval to construct from both NS Environment & Fisheries. Tenders are being released this week for the replacement of the critical piece of infrastructure.  
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, 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 we have entered the drier, weather season, Public Works has switched our attention to storm sewer maintenance and repairs with such in-house items as ditching the south side of the he 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
- June 9<sup>th</sup> CAC Meeting
- June 19<sup>th</sup> Regional Sewer Committee
- June 24<sup>th</sup> Operation Budget Meeting
- June 25<sup>th</sup> NS Environment Meeting for Wellfield Permit Renewal

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



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

Staff Report TOK202534 - Update

Meeting Date: July 14, 2025  
Department: Planning and Development

*FOR RECOMMENDATION*

### RECOMMENDATION

**THAT** Council give First Reading to amendments to the Land Use Bylaw for the General Commercial (C1) zone which would:

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

### Public Participation Review

A public participation meeting was held on June 17, 2025 at 5pm in Council Chambers. Notification of the meeting was advertised in the June 2, 2025 and June 9, 2025 editions of the Chronicle Herald as well as on the Town website on May 28, 2025.

Members of Council who were in attendance asked questions regarding the degree to which National Building Code (NBC) requirements for accessible parking and building design may trump the intent of the proposed changes to the Land Use Bylaw. Staff have corresponded with Building Officials to determine if there are valid concerns.

With respect to unit ratios (number of barrier-free units per total number of units in building) the following table referenced:

**Table 3.8.2.1.  
Forming part of Sentence 3.8.2.1.(7)**

Number of units in building	Minimum number of units conforming to Article 3.8.2.26.
0 to 24	0
25 to 45	1
Greater than 45	1 plus 1 unit for each additional 20 units or part thereof

Generally speaking, the addition of residential units in existing buildings in the General Commercial (C1) Zone would yield less than 25 units/lot. New developments may be of a larger scale and would be required to create barrier-free units according to the NBC regulations.

Regarding 'accessible' parking, the following section of the National Building Code is referenced:

**3.8.2.5. Exterior Barrier-Free Paths of Travel to Building Entrances and Exterior Passenger-Loading Zones**

- 4) Where on-site parking is provided, parking stalls for use by persons with a disability shall be provided in accordance with one of the following:
- a) as designated by Table 3.8.2.5.,
  - b) one parking stall shall be provided for each viewing position required in *assembly occupancies* in Sentence 3.8.2.3.(3), or
  - c) one parking stall shall be provided for each *barrier-free* residential suite.

**Table 3.8.2.5.  
Designated Parking Stalls  
Forming Part of Sentence 3.8.2.5.(4)**

Number of Parking Stalls	Number of Designated Stalls Required for Persons with Disability
1–10	1
11–35	2
36–50	3
51–99	4
100 and greater	5 plus 1 for every 50 additional spaces provided

The Land Use Bylaw determines when parking is required, and National Building Code regulations applied to all required parking areas. In Article 3.8.2.5(4) above, barrier-free parking stalls are required when a certain threshold of units are provided (first triggered at 25 units as per Table 3.8.2.1) or falls within the cohort of 'Number of Parking Stalls' as per Table 3.8.2.5.

## Written Correspondence

Written comments were received from Julie Ogilvie, Executive Director of the Kentville Business Community (KBC), on June 18, 2025. KBC's position on the two proposed amendments are as follows:

### *1. Parking Requirements*

*While the KBC strongly supports adding residential spaces on the second floor of commercial properties, the KBC does not support the elimination of parking requirements for new residential developments in the downtown at this time.*

*Rationale:*

- *Kentville is a rural town, and most residents and visitors rely on personal vehicles. Unlike larger urban centres, public transit and active transportation infrastructure are not robust enough to offset demand for parking.*
- *Eliminating parking minimums would shift the burden onto the Town, requiring already-scarce public parking to serve both residents and customers.*
- *This could have a negative impact on businesses whose customers depend on convenient parking access—particularly important as many are destination-based and compete with big-box alternatives with ample free parking.*

*KBC's Position: Developers should continue to provide on-site parking wherever possible for upper-level residential units. As Kentville evolves, we support exploring long-term parking solutions, such as shared parking strategies, municipal parking structures, or incentivized alternatives—but these must be in place before reducing parking requirements.*

## *2. Amenity Space Requirements*

*The KBC board is in support of the proposed amendment that would allow the Development Officer discretion to waive amenity requirements if a project is located within 400 metres of a public open space.*

## **ENABLING POLICY FOR LUB TEXT AMENDMENTS**

This section was inadvertently left out of the April 14, 2025 initiation report. Policy IM-6 enables Council to consider text amendments to the Land Use Bylaw which have a wider range of application than a single site or development.

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

## **DISCUSSION OF PUBLIC INPUT**

Based on the feedback received at the Public Participation Meeting regarding amenity spaces requirements, staff would suggest that a general level of concurrence exists regarding amending amenity space requirements to consider public open space within a 400m path of a proposed development.

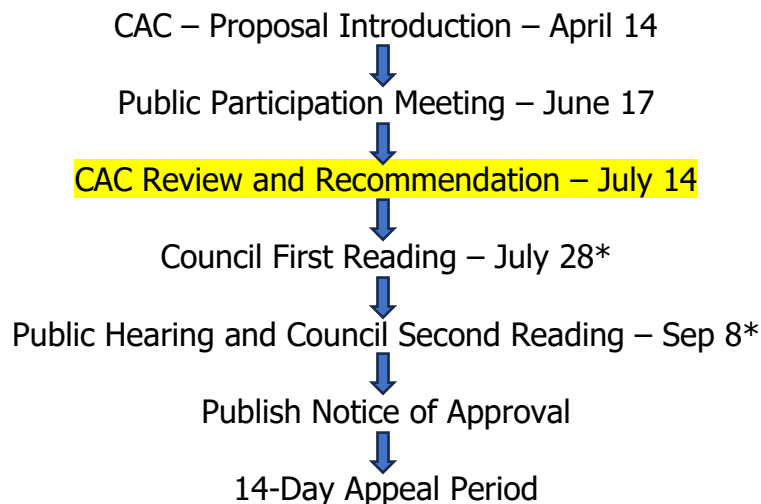
With regards to amendments to the parking requirements there is less consensus on the implications of the proposed change. While staff maintain their recommendation to removing parking requirements, having better data on downtown parking is a reasonable option to consider, and this option has been added to the list below.

#### Options for C1 Parking Requirements:

1. Status Quo Requirements (.5 parking spaces/unit)
2. No parking requirements for developments consisting of up to 8 units
3. Reducing residential parking requirements in the C1 zone
4. Removing residential parking requirements in the C1 zone.
5. Deferring Parking Discussion Pending Completion of Parking Study

It is worth noting that a decision on amenity and parking requirements may be made independently. Should the Council Advisory Committee decide upon a recommendation for a parking study, grants and potential partnerships should be considered to offset potential costs.

#### Next Steps



\*anticipated dates; final dates set by Council

## APRIL 14, 2025 INTRODUCTORY REPORT TO CAC

### BACKGROUND

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

A staff report was provided to the Council Advisory Committee in the fall of 2023 which reviewed a selection of other municipal units and concluded that "providing amenity space is a human-centric approach to housing and allows our housing to align with the social determinants of health by providing for social and environmental connection." Section 5.7 on amenity space in the Municipal Planning Strategy (MPS) provides some directions in the preamble:

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

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

### **Amenity Spaces in Historic Downtowns**

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

#### **Considerations:**

- **Flexibility** is key. Rigid amenity space standards (e.g., minimum square footage per unit) may not be practical or necessary.

- **Public realm investments** (like parks, plazas, and parklets) can substitute for on-site private amenities in many cases.
- **Shared amenities** within buildings (like rooftop patios, community rooms, or fitness spaces) can work better than large private outdoor areas.
- **Cultural and social amenities** like public art, heritage features, and accessible seating can serve a dual purpose of amenity + placemaking.

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

## **Parking Requirements in Historic Downtowns**

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

### **Challenges:**

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

### **Policy Shifts:**

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

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

## **Summary**

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

- **Amenity space** policies that support vibrant, shared experiences.

- **Parking policies** that acknowledge and support non-car-oriented lifestyles.

## DISCUSSION

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

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

Options:

Amenity Space:

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

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

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



Options:

Parking:

6. Status Quo Requirements
  7. No parking requirements for developments consisting of up to 8 units
  8. Reducing residential parking requirements in the C1 zone
  9. Removing residential parking requirements in the C1 zone.
- 

Respectfully submitted,

Darren Shupe, Director of Planning and Development  
Town of Kentville

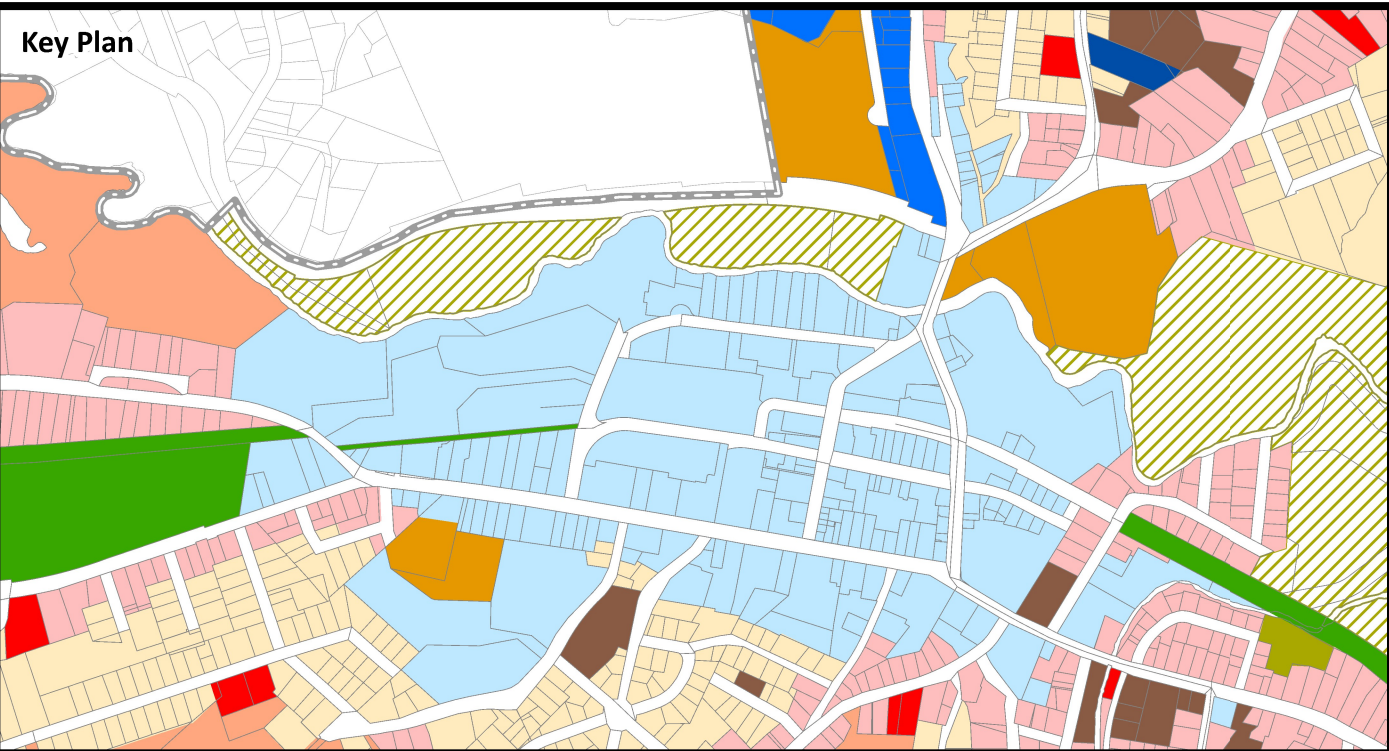
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**Attachments:**


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





Key Plan

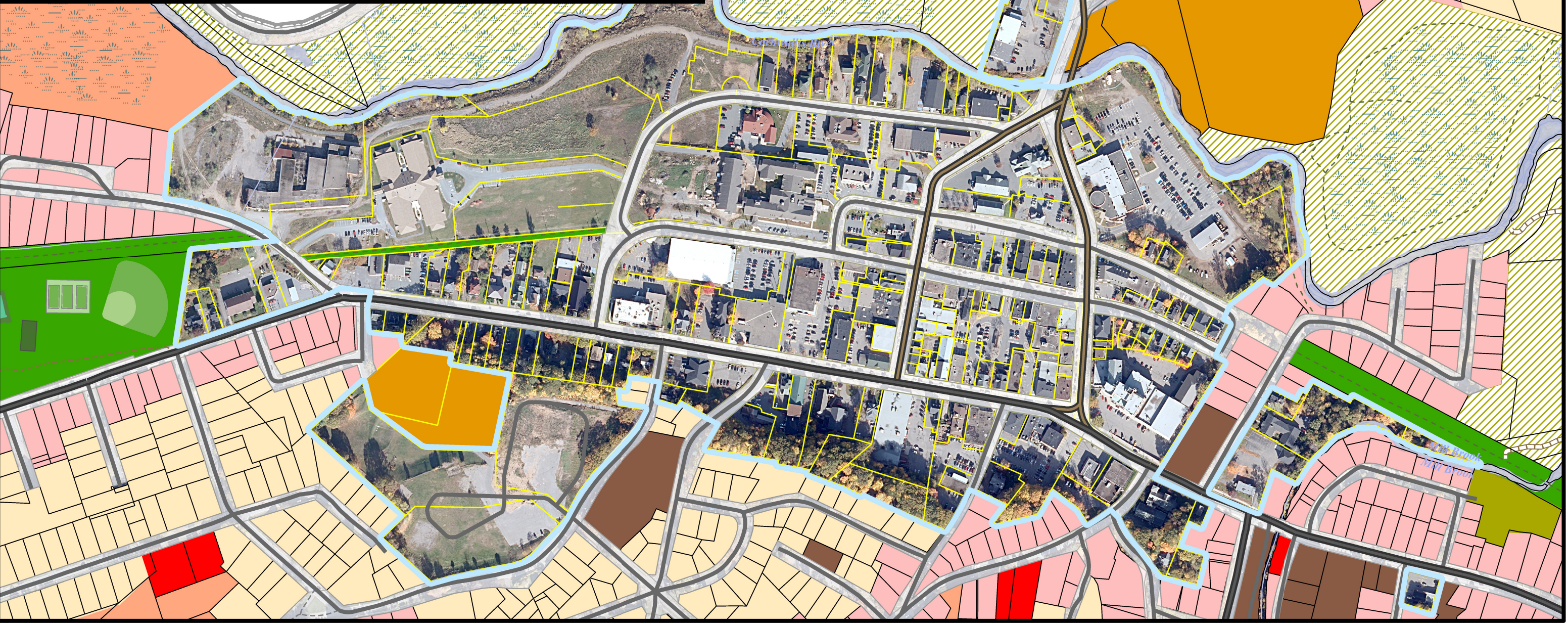


# General Commercial (C1) Zone Downtown Core, Kentville

 General Commercial (C1) Zone Boundary

 Property Lines

0 25 50 75 100  
 Metres





## Attachment 2: Proposed Amendments – Land Use Bylaw

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

- a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Indoor or Outdoor Amenity Space in accordance with the following requirements: Bachelor and One Bedroom 200 ft<sup>2</sup> per unit 18.58 m<sup>2</sup> per unit Two bedroom Three or more bedrooms 225 ft<sup>2</sup> per unit 20.90 m<sup>2</sup> per unit 255 ft<sup>2</sup> per unit 23.69 m<sup>2</sup> per unit
- b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other
- c) Useable outdoor recreation amenity space shall be located in the side or rear yards and the recreation space must be usable space, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.
- d) Amenity space shall be waived for all residential conversions.
- e) Notwithstanding Section 4.1.3(a), amenity requirements in the General Commercial (C1) Zone may be waived if the subject property is within a 400 m route to a public park or open space.

### 4.2 Parking and Loading

#### 4.2.1 General Requirements

- a) For every building or structure to be erected or enlarged, or for which application for a development permit involving a change of use is made, off-street parking having unobstructed access to a public street shall be provided and maintained in accordance with Table 4.2;
- b) Notwithstanding Section 4.2.1(a) minimum parking requirements shall be waived in the General Commercial (C1) Zone for all new development. ~~excluding any residential component. In this instance, only the minimum off-street vehicular parking spaces for the residential component of the development shall be required;~~
- c) All off-street parking shall be provided on the same lot as the use of building for which it is required;
- d) Notwithstanding Section 4.2.1(c), in any Commercial/Industrial zone, off-street parking for Commercial purposes may be located on a different lot than the use or building in question provided that the parking area is not located more than 300 ft (91.44 m) away from the subject building, and the land owner provides written notice of a shared parking arrangement to the Development Officer; and
- e) Minimum off-street parking requirements shall not apply to any use which was established before the effective date of this By-law.

**Table 4.2**      *Parking Requirements*

Land Use	Parking Requirement
<i>Residential Land Use</i>	
Dwelling Units (<4 dwelling units)	1 parking space per dwelling unit
Multi-Unit Dwellings (>4 dwelling units)	1.25 parking spaces per dwelling unit
Multi-Unit Dwellings in the (C1) Zone	0.5 per dwelling unit
Home Based Business	1 space in addition to the space required by the dwelling unit
Bed and Breakfast	1 space per rental units in addition to the space required by the dwelling unit.

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

~~Table 4.5 Commercial General (C1) Zone Parking Requirements~~

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

## Attachment 3: Comparative Municipal Units

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

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

Staff Report TOK202545 - Update

Meeting Date: July 14, 2025  
Department: Planning and Development

### *FOR RECOMMENDATION*

### RECOMMENDATION

**THAT** Council Advisory Committee:

Recommends to Council to give First Reading to the proposed map 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) and direct the Chief Administrative Officer to schedule a Public Hearing.

### Public Participation Review

A public participation meeting was held on July 10, 2025 at 5pm in Council Chambers. Notification of the meeting was advertised in the June 27, 2025 edition of the Chronicle Herald as well as on the Town website on July 8, 2025. 10 people were in attendance for the meeting.

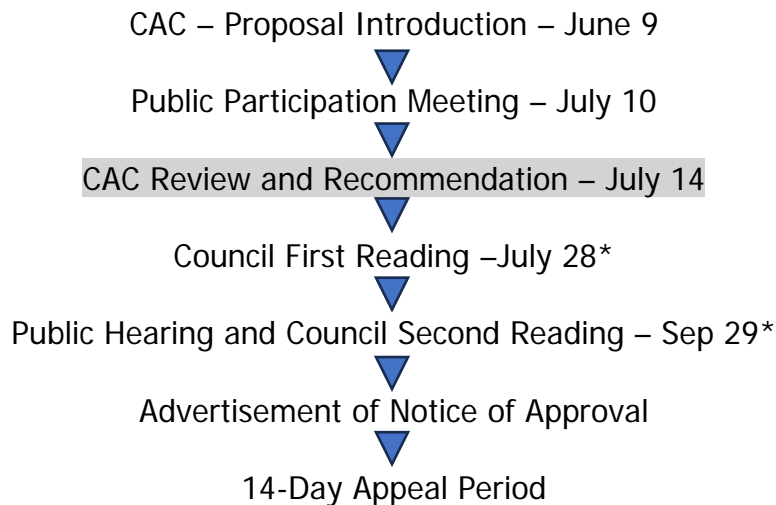
A longer critique was delivered by Tim Hughes, a neighbouring resident at 161 Main Street. His comments were also provided in written form and are attached to this report. Staff acknowledges the error Mr. Hughes presented in describing the location of the subject property in the text portion of the June 9, 2025 introductory staff report to the Council Advisory Committee, and would note that the map location is accurate. The final report will correct the text description of the subject property location.

Additional questions and comments are described generally as follows:

- Positive response was provided to the design concept

- A question was received on the proposed development area as a percentage of the full property. Staff estimated 10%, upon further calculation, the amount is approximately 6.6% (~14,000 square feet of a ~4.9 acre property).
- A question was received regarding the proposed trail access and concerns about it being used by the public. Staff would look at detailed design aspects, should the rezoning be approved, during the site plan approval application review.
- A question was received regarding overflow parking at the proposed development. Staff would look at detailed design aspects, such as parking, during the site plan approval application review. Mr. Hughes indicated that few people attempt to use Main Street for on-street parking due to the traffic conditions, and would tend to use Southview Avenue as a safe alternative.

## Next Steps



\*Anticipated dates; final dates set by Council

## Attachments

1. Written Comments from Tim Hughes
2. Public Participation Meeting Staff Presentation
3. June 9, 2025 Introductory Report to CAC



**Comments to Public Participation Meeting of July 10, 2025 regarding the Recommendation for the Amendment of the Land Use Bylaw Regarding the Rezoning (Map Amendment) of PID 55467070.**

There is an error in the report that requires clarification. At the top of page 5, it is stated:

“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.”

Rather than what is stated, the property at 157 lies between 161 and 145. That’s between two single residential properties, and not the cemetery. Although the property does share a boundary with the cemetery, the portion identified for redevelopment does not abut the cemetery.

As the resident and property owner at 161 Main St, I speak against the Rezoning from R2 to R3.

My comments are relative to:

Section 3.2.2 Housing/Residential as quoted in the report that states:

“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.”

To that point, I believe that rezoning to allow for construction of a building such as an 8 unit multi-unit building will alter the character of the existing neighborhood. Having been a resident of both single and multi-unit dwellings, and currently residing between a single dwelling and a multi-unit dwelling, I say with confidence that they are decidedly different in their impact on the character of a neighbourhood. Not that one is better than the other, but they are indeed different. Of note in this time of housing needs, removing single dwelling buildings from the market reduces the chance for individual homeownership, while forcing residents into rental properties, which also reduces the opportunity for individuals acquiring equity and instead concentrating the wealth of a community into fewer hands. ( Landlords don’t supply housing, they ransom it.)

The existing neighbourhood consists mostly of single dwellings and multi-dwellings on the scale of single dwelling buildings, many of which are historic, and provide a certain visual aesthetic that greets people as they enter Kentville along its Main Street. For the most part, residents assume the responsibility and do their best to maintain their properties to be a picturesque welcome to the town of Kentville. I suspect a larger multi unit building would detract from the scale and aesthetic of the neighbourhood, and not in a positive way.

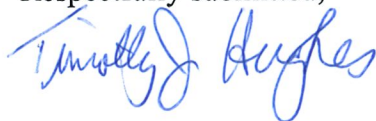
As noted in the report the properties in this neighbourhood are fronted by a major collector road. As mentioned, that comes with the opportunity to create a welcoming display, and also exposes residences to many of the unpleasanties of living on a busy street. The traffic noise is accepted as coming with the territory. But also it is not uncommon to be the target of slurs, insults, and objects thrown from passing vehicles and pedestrians. And the exposure does increase the risk and frequency of property vandalism. Having a relatively private back yard provides a welcome respite from that exposure, and can counter the challenges of the less positive aspects of being publicly facing. To accommodate a multi-unit building on the proposed site would require a dimension that would most certainly impose on the privacy and enjoyment of backyard spaces in the adjoining properties. Thus negatively altering the character of the existing neighbourhood.

On a more subjective note, I suspect being a landlord is challenging. Living next door to rented units, I've witnessed and experienced a range of behaviours of landlords and tenants. Suffice to say, that a property owner who does their best to maintain their holdings, and establish a good rapport with neighbours and tenants makes a good neighbor. And the opposite is also true. The property in question has remained vacant, neglected, and unkempt under its current owner. That does not instill confidence that the ongoing maintenance required of a larger, more populated dwelling would be managed in a manner enhancing the ambiance of the neighbourhood.

As a bit of an aside, there can be costs borne by existing residents in areas of development that are not accounted for in policy, planning, and execution. Some costs are obvious, such as how changes in topography and land use affect downstream floodwaters. Some less so. Such as the plaster walls in my century old home which sustained large cracks requiring repair during the excavation and construction of what is now the Miners Landing property. Frankly, I don't know how we fully capture all that may be lost and gained in the existing structures, environment, and ambiance of a community as we proceed with development. I'm pleased we are at least trying.

I ask the Council to give due consideration to the possible negative effects on the existing neighbourhood that an R3 designation will allow, and reject the recommendation to rezone the property at 157 Main St.

Respectfully submitted,



# **Application for Rezoning 157 Main Street (PID 55467070)**

July 10, 2025

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# Application for Rezoning - 157 Main Street

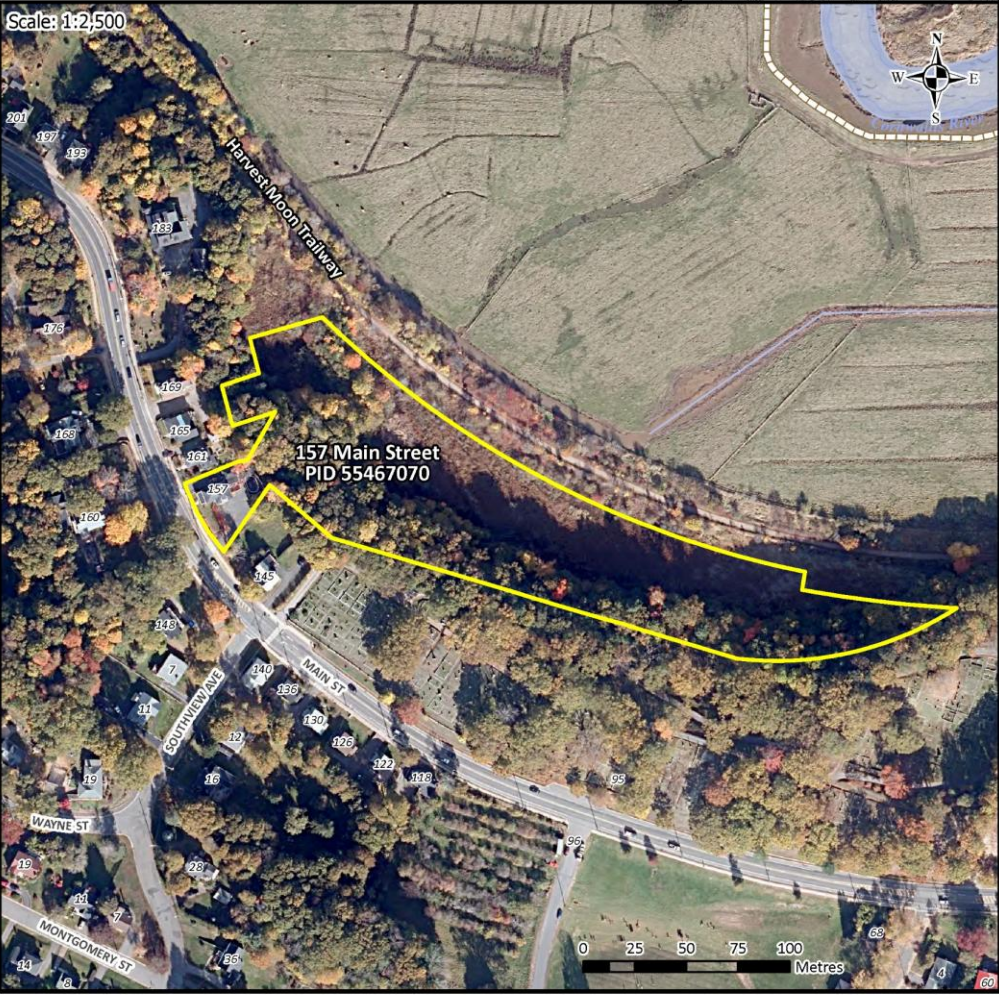
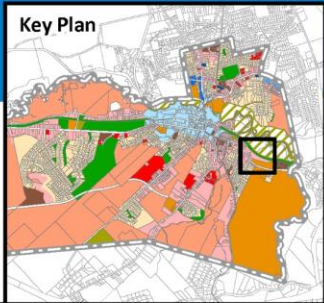


- Complete application received on May 13, 2025
- Rezone from One-and-Two Unit Dwelling (R2) to Medium Density Residential(R3)
- To facilitate the development of an 8-unit apartment building



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

 Subject Property



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# Application for Rezoning - 157 Main Street

## Policy – Rezoning Requirements





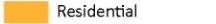
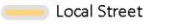



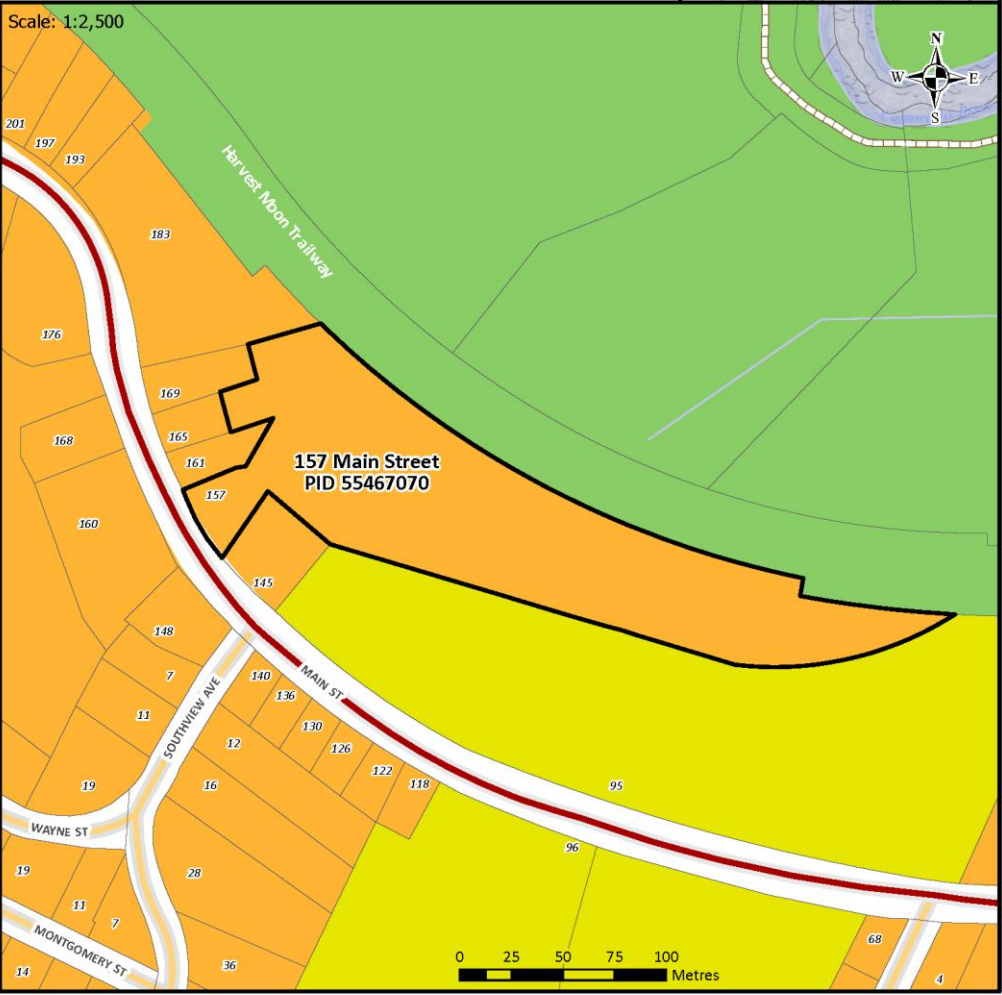
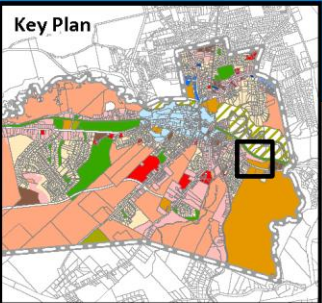
### ***Policy IM-7***

***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.

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

- |  |  |   |
|--|--|---|
|  Property Lines   | <b>Generalized Future Land Use</b>   | <b>Road Classifications</b>   |
|  Subject Property |  Park and Open Space |  Major Collector |
|  |  Residential         |  Local Street    |
|  |  Institutional       |   |



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# Application for Rezoning - 157 Main Street

## Policy – Evaluative Criteria



### ***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.

# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



MPS – Chapter 5 Residential – 5.1 Objectives and Goals

*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.*

# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



### 3.2.2 Housing/Residential

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.

Key elements: alternative housing needs and density

# Application for Rezoning - 157 Main Street

## Policy – Conformance with Strategy



- 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.



# Application for Rezoning - 157 Main Street

## Policy – Evaluative Criteria

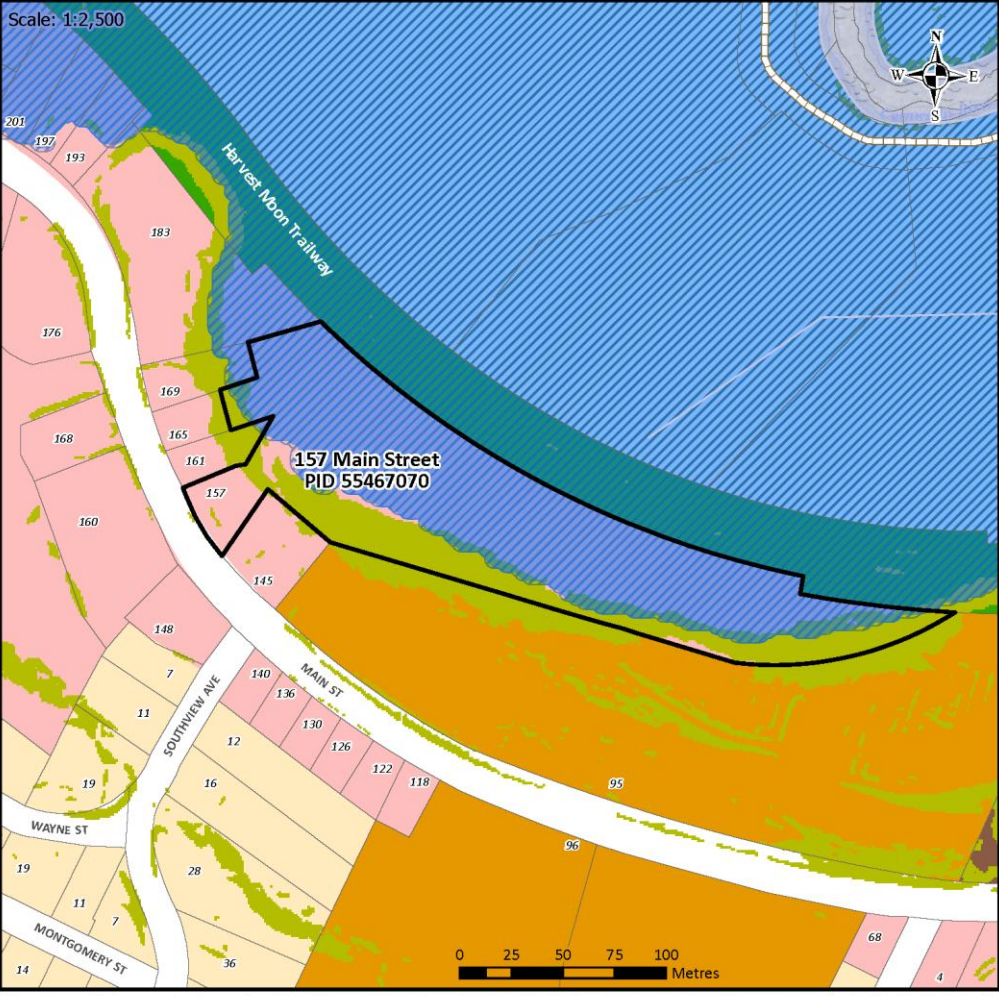
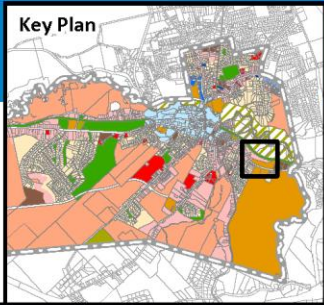
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***Policy IM-9***     ***It shall be the intention of Council,*** therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.

**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                    |                              |



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# **Application for Rezoning - 157 Main Street**

## **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.

# Application for Rezoning - 157 Main Street

Kentville

## 15.9.2

### Rezoning's

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.



D:\MKM architects\MKM\MKM\_17\_157 main street kentville.dwg PREVIEW MKM\_157 main street\_ KENTVILLE, DA 08 UNIT \_rev 10.rvt



Consultant:



MKM DESIGN STUDIO  
157, WENTWORTH DR.  
HALIFAX, NS, B3M0P5  
90-49-1881  
info@mkmarch.com  
<https://www.mkmarch.com/>

Project Revisions:

Issue:	BUILDING
Date:	PERMIT APP.
Drawn by:	10/16/23
Checked by:	Author Checker

Client Name: Mubarak Alrafidi D1 Alrafidi Investments Ltd

Project Name:

157 MAIN ST. KENTVILLE

Address:

157 MAIN ST. KENTVILLE

Project No.: MKM\_17

SCALE:

DRAWING TITLE:

3d rendering 01

DRAWING NO.:

1002

CAR PARKING	10
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Required Amenity space	8 unit x 23.69 sqm = 189.52 sqm
Provided Amenity space	Balconies = 59.84sqm outdoor seating area= 130sqm

Issue:	BUILDING
Date:	PERMIT APP.
Drawn by:	10/16/23
Checked by:	Author Checker

DRAWING NO.: 3100

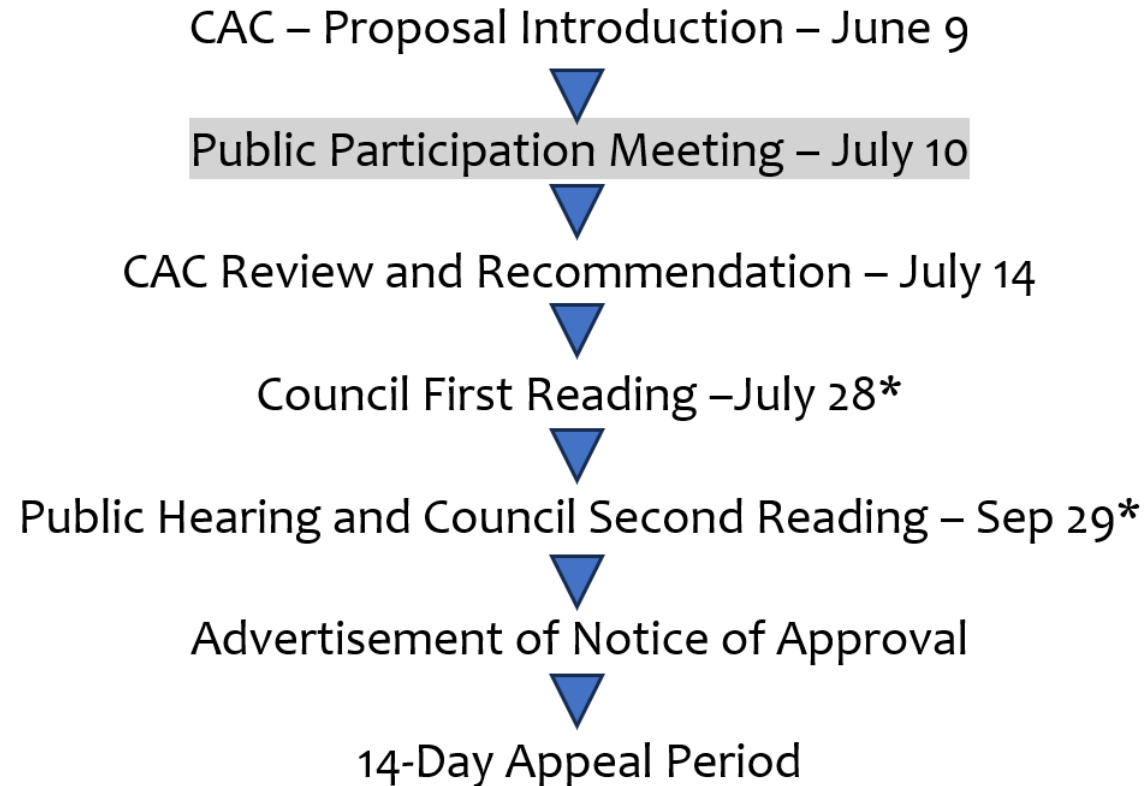


# Application for Rezoning - 157 Main Street

## Next Steps



### Next Steps



\*anticipated dates; final dates set by Council

## JUNE 9, 2025 INTRODUCTORY REPORT TO CAC

### 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.

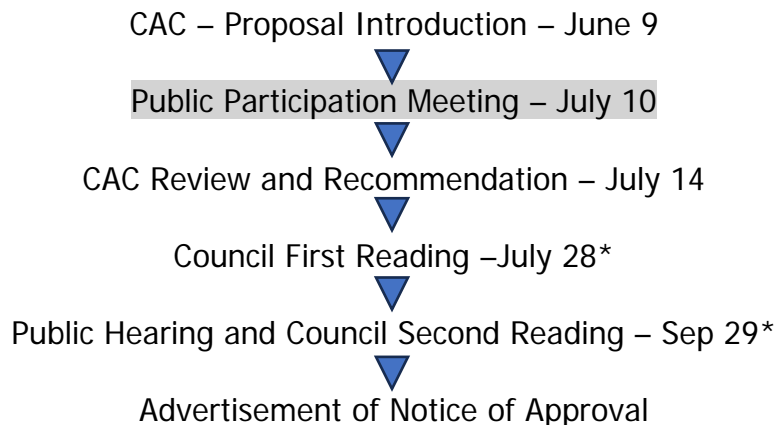
**Policy IM-9** *It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.*

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







## 14-Day Appeal Period

\*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:**

- 4. Generalized Future Land Use Map**
- 5. Zoning Map**
- 6. Area Context Map**

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

- Property Lines

Subject Property
- Generalized Future Land Use

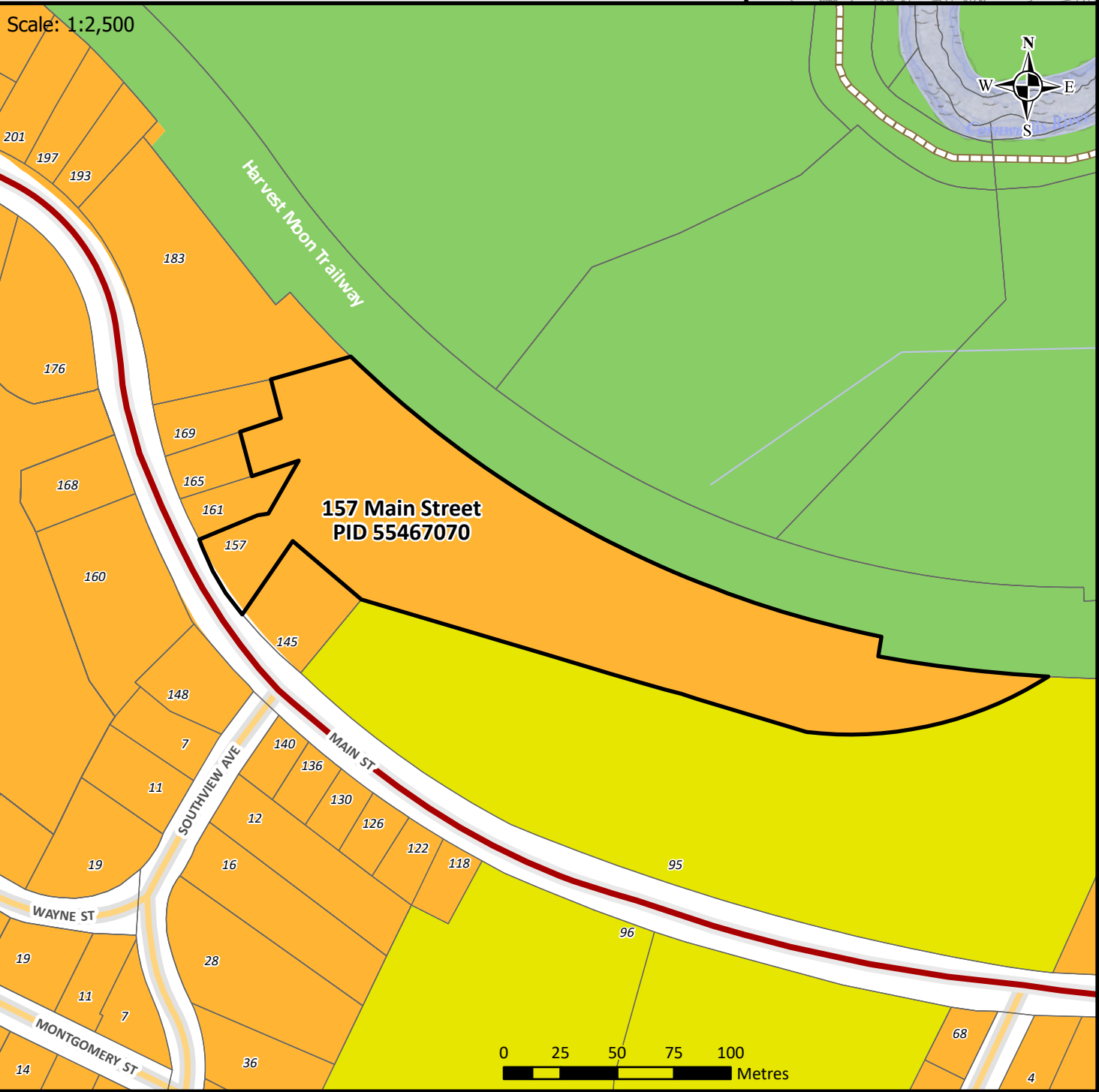
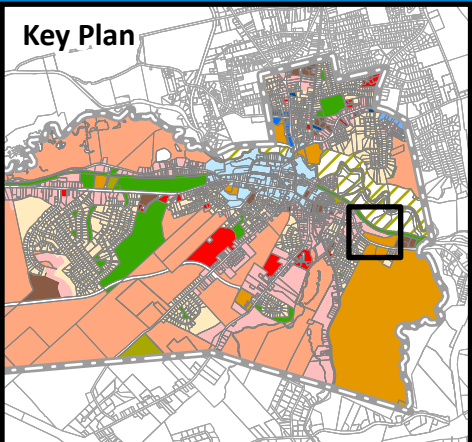
Park and Open Space

Residential

Institutional
- Road Classifications

Major Collector

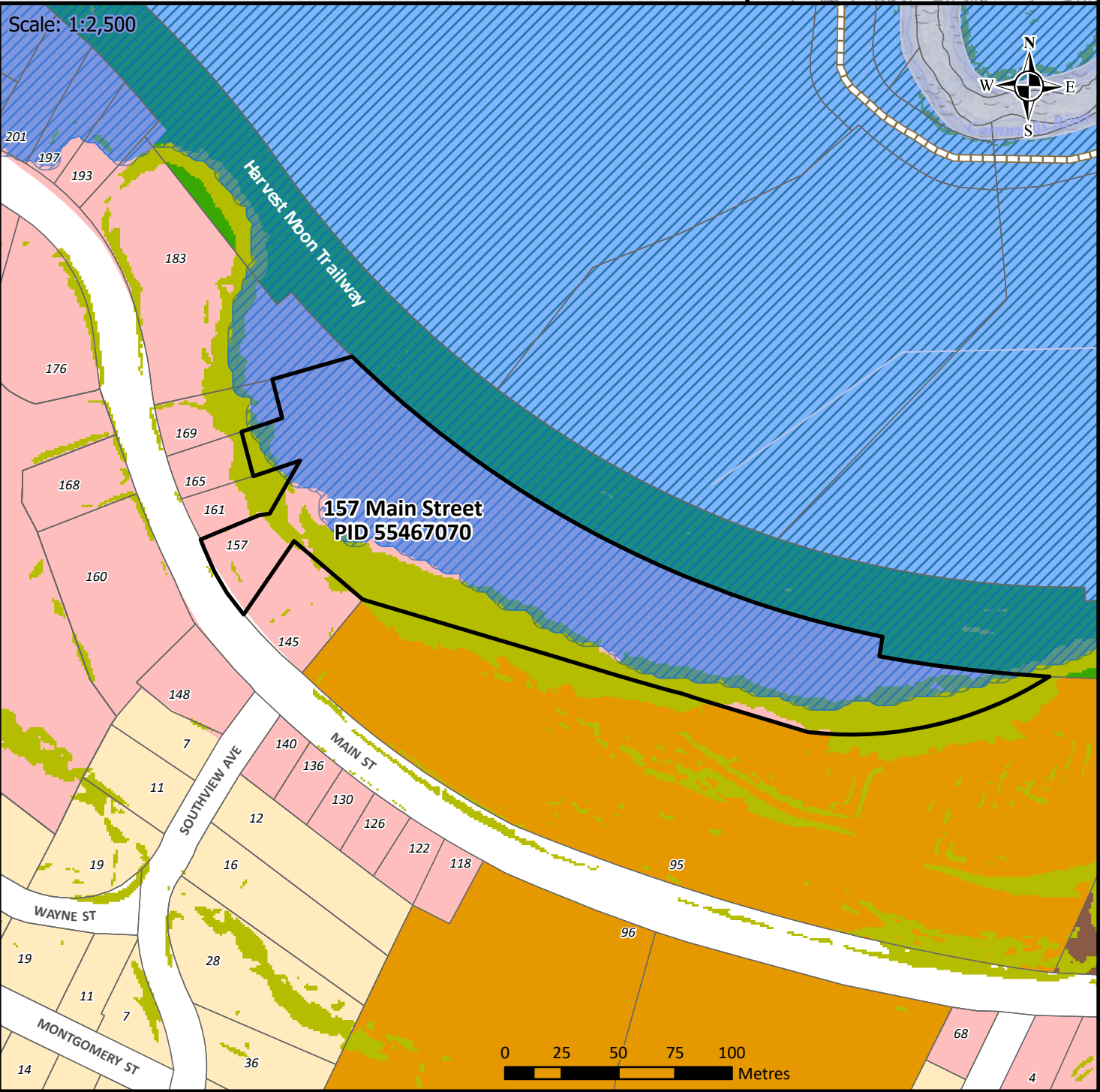
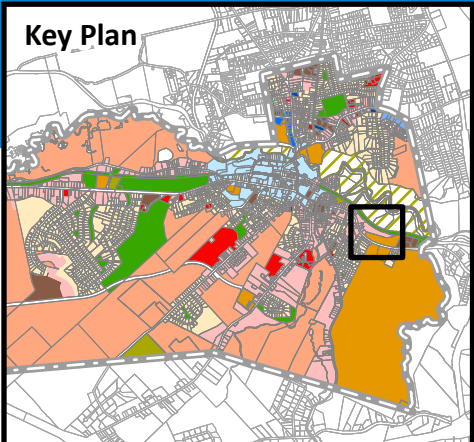
Local Street



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

- R1 - Single Unit Dwelling Residential
- R2 - One and Two Unit Dwelling Residential
- R4 - High Density Residential
- O1 - Conservation
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- Slope >25%
- Subject Property
- Property Lines

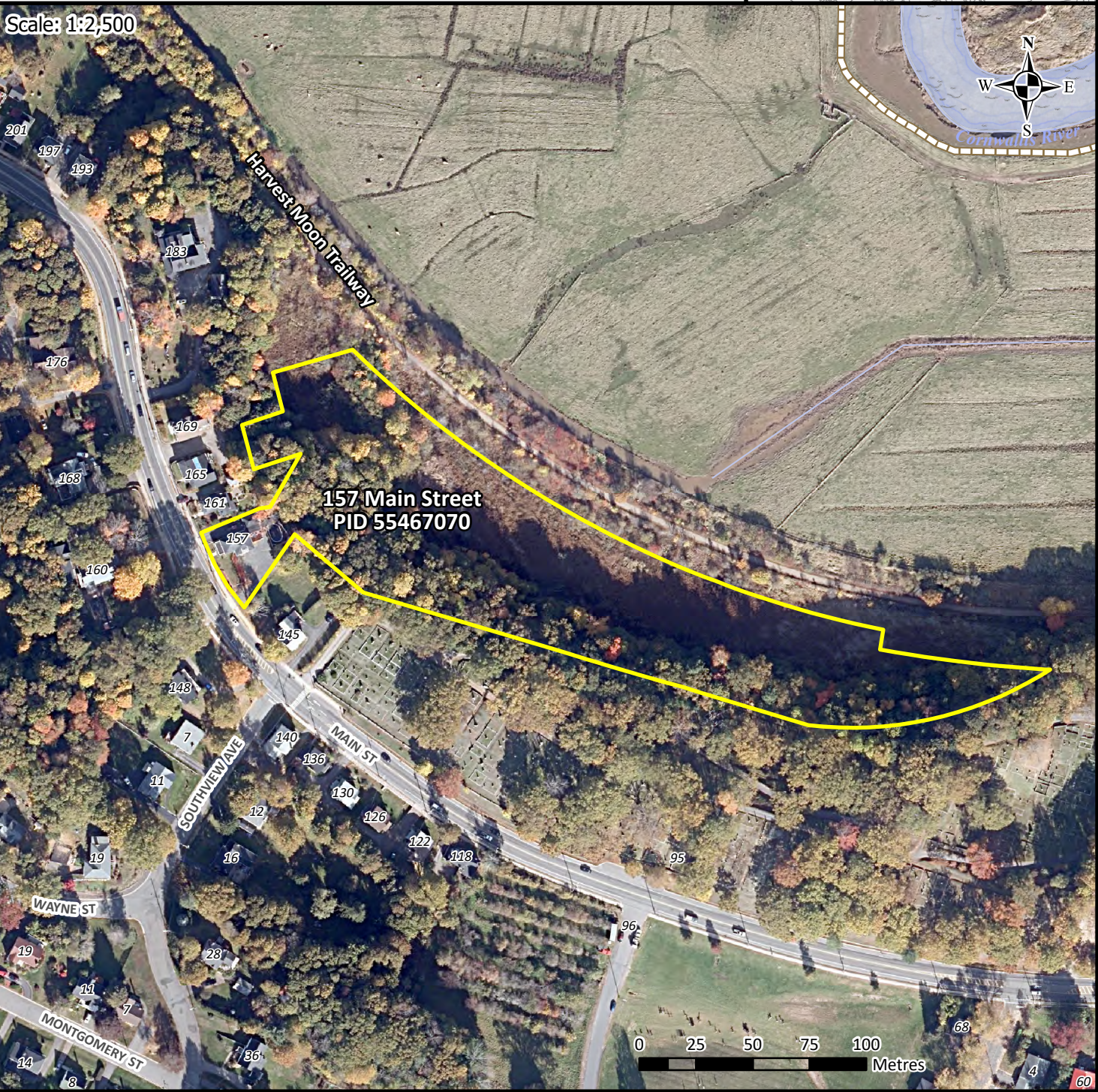
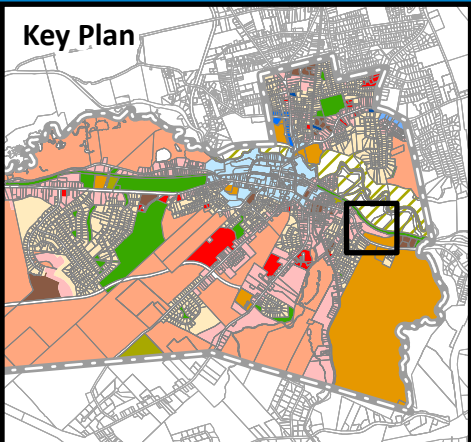


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157 Main Street, Kentville  
PID 55467070

 Subject Property



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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



**Title: Repeal of an Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park**

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

## **RECOMMENDATION**

**That Council authorize the mayor to submit a request to MLA John Lohr to have provincial legislation introduced that would see the 1983 Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park, being Chapter 76 of the Acts of 1983. repealed.**

## **SUMMARY**

Currently, properties that are located within the Kentville Business Park are taxed at a commercial tax rate equivalent to the commercial tax rate that exists within Municipality of the County of Kings. This rate is currently set at \$2.287 before area rates and levies.

It is felt that the purpose and role of this initial lower tax rate for the Kentville Business Park has now run its course and therefore going forward, the Town should consider repealing the current special legislation so that businesses located within this area would pay the same commercial tax rate as other commercial businesses within town boundaries.

If approved by Council, a request would be submitted to our local MLA to introduce legislation in the House of Assembly in the fall so that the changes could be implemented for the next fiscal year on April 1, 2026.

## **LEGISLATION**

Chapter 76 of the Acts of 1983 states:

“Notwithstanding the Assessment Act or any other enactment, the real property tax rate and the business occupancy tax rate to be levied by the Town of Kentville in each year beginning in the year 1984 on or respecting properties located in the Industrial Park in the west end of the Town of Kentville and administered by the Annapolis Valley Industrial Commission, or serviced by streets and other municipal services from within the Annapolis Valley Regional Industrial Park, shall not exceed the lesser of the rate levied in that year respecting commercial properties by

the Municipality of the County of Kings and the ordinary commercial rate levied in that year by the Town of Kentville."

## **BACKGROUND**

It is believed that when the Kentville Business Park was initially started under the name of Kentville Industrial Park, that Council felt that it needed to offer a financial incentive to attract businesses to this new commercial and industrial development area. In order to offer a level playing field for similar businesses in the area, it requested that the province enact legislation to allow the Town to provide a tax incentive for those businesses setting up in the new Industrial Park. This practice has over the past four decades led to the Park being almost fully occupied.

Now consideration should be given to creating an even playing field for all Kentville businesses by removing the special tax reduction legislation. In addition, we are now seeing businesses moving into the Kentville Business Park that are not Industrial in nature such as offices which may be the result of a lower tax rate and where they may not rely on walk-in traffic for a majority of their business transactions.

## **IMPACT ON STRATEGIC PRIORITIES**

Town of Kentville has significant financial pressures that will require large investments in infrastructure over the next several years and decade. These include stormwater management, asphalt renewal, replacement of large recreational facilities, and other town strategic priorities. Without additional revenue sources to help pay for these investments, current residents and business will have to pay the full cost of these projects.

## **IMPORTANT DATES OR BENCHMARKS**

In order to have this change implemented on April 1, 2026, a request must be sent to MLA John Lohr immediately so that legislation can be drafted prior to the legislature sitting this fall. If the request does not get approved until the fall, there is no chance that this change could be approved until the next sitting in the spring. If this were to occur, the taxation changes would then be delayed until 2027-2028.



## POLICY IMPLICATIONS

When policies are put in place, they are done so to ensure that there is clarity in fairness and process for residents and businesses in the administration of Town operations. For the past 41 years, certain Kentville businesses have received a significant financial benefit that has not been available to other Kentville business for no reason other than the Town trying to incentivize more businesses to a certain geographic area of Kentville. Based on today's technology, road networks, and vehicle use, this allurements should no longer be necessary. Therefore, it is proposed that the taxation rules for all businesses in Kentville be changed so that every business pays the same rate, regardless of geographic location. While current businesses in the Kentville Business Park may argue that their taxes are being unfairly increased by a large amount (44%), the more intuitive argument is that they have been saving tens of thousands and in some cases hundreds of thousands of dollars in costs over the past upwards of 40 years, and now the tax rates are being applied evenly to every business and so they are now paying their equal share and will no longer be subsidized by other businesses and residential tax rates.

For example, a large business within the park with an assessed value of \$4.6 million would see its property tax amount increase from approximately \$105,000 to \$152,000 before area rates and levies; a difference of \$47,000.

For example, an office-based business within the park with an assessed value of \$670,000 would see its property tax amount increase from approximately \$15,300 to \$22,100 before area rates and levies; a difference of \$6,800.

The elimination of municipal tax incentives introduces a non-quantifiable risk of business loss within the business park. Factors that may influence a business's decision to leave include more competitive tax rates and incentives in other jurisdictions, changes to the local municipal tax structure, aging infrastructure, ease of relocation, workforce mobility, and the strength of ties to community resources.

## BUDGET IMPLICATIONS

Based on 2025-2026 assessment values for commercial properties within the Kentville Business Park of \$45,648,400, a change to Kentville's commercial market tax rate of \$3.2962 per \$100 of assessed value for all properties that are currently receiving this tax break would generate potential additional revenue of \$460,684 per year.

## COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, and the provincial legislature repeal this legislation, then staff will send a letter to each assessment account holder prior to April 1, 2026, to give them advance notice that this change is taking place in the 2026-2027 fiscal year.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer

**Title: Policy G84 - Council and Committees of Council**

**Meeting Date: July 14, 2025**

**Department: Administration**

## **RECOMMENDATION**

**That Council request staff to proceed with the finalization of Policy G84 - Council and Committees of Council, including new terms of reference for all boards and committees.**

## **SUMMARY**

There are presently at least six (6) different policies in place that relate to the establishment or operation of council or committees of the Town of Kentville. Some of the policies contain provisions which are contrary to others.

Staff have reviewed the policies and are recommending that one new omnibus policy be brought forward to replace the six policies and that more detailed terms of reference be prepared for each board or committee.

If approved by Council, staff will prepare the revised terms of reference this summer and bring back the revised policy with new terms of reference to Council Advisory Committee in September for final review and recommendation to Council for approval.

## **LEGISLATION**

Section 23(1) of the *Municipal Government Act* states that the council may make policies:

- (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them;
- (b) regulating its own proceedings and preserving order at meetings of the council;
- (c) providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.

(5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.

(6) A committee member who is not a council member may be

(a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and (b) reimbursed for expenses incurred as a committee member.

(7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

## **BACKGROUND**

Over the past number of years, various policies respecting meeting procedures, committee makeup, and processes for meetings and committees have been adopted. These changes are now believed to be cumbersome and confusing and there is an opportunity to clarify processes, committees, and appointments for council, staff, and the public to make understanding and implementation easier.

## **IMPACT ON STRATEGIC PRIORITIES**

If Town of Kentville wishes to strengthen its community and organizations, it first must look inward and clarify and simplify its own operations and processes so it can better respond to community needs. One part of this is to work towards simple regulations and policies. A more effective and efficient local government needs to be a strategic priority of the town, which will allow more time to be focused on strategic priorities and less time on internal processes and numerous policies and their ensuing processes.

## **IMPORTANT DATES OR BENCHMARKS**

To effect changes to this policy, staff are requesting council's direction now to move forward and prepare the required documents for September's Council Advisory Committee. If support is granted in July, work will begin immediately to

ensure the required documents are ready for September. Otherwise, the work and approvals required will be delayed until late fall.

Upon approval of the proposed changes, training and education will need to take place with each committee in the fall to explain the new policy, terms of references, and future processes to be followed. Additionally, council will need to establish a nominating committee to oversee and recommend all future committee appointments.

## **POLICY IMPLICATIONS**

Clear and effective policies allow for better decision making, saving time and resources, and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that the combining of six policies into one will allow the Town to simplify its processes and reduce time spend on policy processes, leaving more time to focus on priorities.

## **BUDGET IMPLICATIONS**

There are no financial implications with the proposed changes.

## **COMMUNICATION IMPLICATIONS**

Should this recommendation be adopted, staff will arrange to provide an education and update session at all committees and boards to share each new terms of reference and processes going forward, including future nomination procedures.

Staff will also prepare a master list of committees and appointment expiry dates to allow for advertising to begin immediately after Council in September for all boards and committees where applicable.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer

# TOWN OF KENTVILLE POLICY STATEMENT G84

## COUNCIL AND COMMITTEES OF COUNCIL



### 1. POLICY PURPOSE

The purpose of this policy is to provide clear roles and responsibilities related to the appointment of persons to committees, internally and externally, and to provide specific directions for the actions of the work of committee members and staff.

### 2. POLICY GOAL

The goal of this policy is to provide clarity on the role of each member of the committee, their duties and responsibilities to participate fairly and without bias, to participate in good faith always with the best interest of the community at the forefront, and to be a positive and respectful participant at meetings and in the public.

### 3. DEFINITIONS

- a. "Council" means council of the Town of Kentville.
- b. "Elected Official" means a person elected to council under the Municipal Elections Act and who continues to so act and has not been removed by law.
- c. "Employee" means a person duly appointed by the Chief Administrative Officer to carry out a legal function of the Town, and is financially compensated, but does not include an elected official or officer of the municipality.
- d. "Member" means a person duly appointed by council and continues to meet the minimum requirements of the appointment and has not been removed from the committee.
- e. "Officer" means a person duly appointed to an arms-length role with the Town including a municipal solicitor, municipal auditor, or similar position.
- f. "Town" shall mean Town of Kentville.

### 4. LEGISLATION

Section 23(2) of the Municipal Government Act states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 24 of the Municipal Government Act states that

- (1) The council may establish standing, special and advisory committees.



- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
  - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and
  - (b) reimbursed for expenses incurred as a committee member.
- (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

Section 23(2) of the Municipal Government Act states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 44 of the Police Act states that

- (1) Every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.
- (2) Where a municipal police department is established pursuant to Section 36, the board consists of five or seven members.
- (3) A five-member board appointed pursuant to subsection (2) consists of
  - (a) two members of council appointed by resolution of the council;
  - (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.
- (4) A seven-member board appointed pursuant to subsection (1) consists of
  - (a) three members of council appointed by resolution of the council;
  - (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.
- (6) The chief officer and the chief administrative officer of the municipality must receive notice of the meetings of the board and are entitled to attend such meetings but not to vote.
- (7) A member of a board may be dismissed by

- (a) the Minister, if the Minister appointed the member; or
- (b) resolution of municipal council, if the council appointed the member.

## **5. APPOINTMENTS TO COMMITTEES AND REMOVAL FROM COMMITTEES**

- a. All appointments to committees under the authority and legal jurisdiction of the Town shall be made by council, based on a recommendation from the nominating committee. Similarly, all persons recommended to be removed from committees, or removed from Chairperson or Vice Chairperson position, must be made based on a recommendation from the nominating committee and approved by council, including replacements thereof.
- b. Elected Officials and Members appointed to Committees shall be eligible for appointment for up to two consecutive two year terms; after which they must have at least a two-year break before being eligible for re-appointment.
- c. Elected Officials shall be required to rotate between committees every two years so that no Elected Official serves on the same committee for more than two consecutive years; after which they will be eligible for re-appointment after a minimum two-year break.
- d. No employee shall be appointed as a voting member of any committee, but may attend as a staff resource person, subject to approval of the Chief Administrative Officer.
- e. No officers of the town shall be appointed to any committee for which they are contracted or engaged to provide the same or similar services.

## **6. APPOINTMENT AS CHAIRPERSON AND VICE CHAIRPERSON**

Nominating committee shall designate persons to be the Chairperson or Vice Chairperson of each committee, and in the absence of such appointments, the committee shall make such appoints at their first duly called meeting after such appointment or appointments take effect. Subject to the Police Act, the Municipal Board of Police Commissions for the Town shall select their chairperson, and if none is selected, then council shall make the appointment. No appointments as Chairperson or Vice Chairperson shall be for more than two years at a time.

## **7. CONFLICT OF INTEREST**

Pursuant to the Municipal Conflict of Interest Act, no elected official shall be appointed to any internal or external committee for which they know, or should have known, they the member would at all or most parts of the time during such committee meetings or work of the committee, be in a conflict of interest based on the criteria set out on the Municipal Conflict of Interest Act.

## **8. ADVERTISEMENT FOR COMMITTEE POSITION VACANCIES**

All vacancies on committees that are authorized to be appointed by council, shall be advertised publicly for a minimum of two weeks in various methods, as determined

by the Chief Administrative Officer, including positions where persons are interested and eligible for re-appointment.

**9. REGULAR MEETINGS OF COUNCIL AND COUNCIL ADVISORY COMMITTEE**

Notwithstanding the conditions set out in Meeting Postponements, each month, a regular meeting of council advisory committee shall take place on the second Monday beginning at 4:00 p.m., and a regular council meeting shall take place on the fourth Monday of each month, at 4:00 p.m., excepting the council meeting in December which shall be held on the third Monday. Should any of these meetings fall on an observed holiday, or because of a deemed emergency by the mayor, then the meeting shall be held on the following day, or next appropriate day to do so as authorized by the mayor.

**10. MEETING POSTPONEMENTS**

No regular meetings of council shall take during the month of August in each year, but special meetings may be called according to legislation.

**11. REMUNERATION**

- a. Elected officials appointed to committees shall not receive any additional remuneration but are entitled to claim meeting expenses according to the Town's policy for such.
- b. Members appointed to committees shall receive remuneration of \$300 per year as an honorarium plus eligible meeting and training expenses subject to approval of the Chief Administrative Officer, with the honorarium paid in December of each year. Members appointed during a year shall receive the prorated portion of the honorarium for that particular year.

**12. RULES OF ORDER**

Council shall at all times follow Robert's Rules of Order, 12th Edition, for the conduct of its meetings, including committee meetings.

**13. CODE OF CONDUCT**

All elected officials and members of committees shall be subject to the Town's Code of Conduct Policy in effect at that time.

**14. REPEAL**

- a. Policy G1A, Police Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- b. Policy G1B, Kentville Water Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- c. Policy G6, Non Council Honorariums, approved on the 17th day of January 2017, is hereby repealed.

- d. Policy G45, Cancellation of Regular Council and Council Advisory Committee Meetings, approved on the 17th day of January 2017, is hereby repealed.
- e. Policy G57, Committees of Council, approved on the 30th day of September, 2019, and the 27th day of January 2020, is hereby repealed.
- f. Policy G70, Council Meetings Policy including Annexes A, B, C, and D, approved on the 24th day of June 2019, is hereby repealed.

Seven Day Notice of Policy:        July 14, 2025

Council Approval:

In Effect:

This is to certify that Policy 84, Council and Committees of Council was approved by town council on the        th day of        , 2025

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Mayor

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Clerk



## **TOWN OF KENTVILLE POLICY STATEMENT G1A POLICE COMMISSION BOARD MEMBERS**

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### **1.0 PURPOSE**

### **2.0 DEFINITIONS**

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

### **3.0 SCOPE**

The Kentville Board of Police Commissioners, under the Nova Scotia Police Act, is given the responsibility to fill vacancies on the Police Board (with a determined ratio of citizen to Council members), and further, must hold an election for a Chairperson and Vice Chairperson of that Board.

### **4.0 PROCEDURES**

The Kentville Board of Police Commissioners, through a motion of Town Council, is given the authority to recruit and select its own citizen members to fill vacancies on that Board, with the appointment of those citizen members to be ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: April 26, 2010  
January 2017, Reformatted

  
CAO Mark Phillips



## **TOWN OF KENTVILLE POLICY STATEMENT G1B KENTVILLE WATER COMMISSION BOARD MEMBERS**

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### **1.0 PURPOSE**

### **2.0 DEFINITIONS**

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

### **3.0 SCOPE**

The Kentville Water Commission takes its direction from the Water Utilities Act, with its regulation and adjudication overseen by the Nova Scotia Utility and Review Board.

### **4.0 PROCEDURES**

The Water Commission consists of the Mayor as Chairman, 2 appointed councilors, a representative from the County of Kings, a representative from the Kentville Volunteer Fire Department and a citizen appointee. Members, through a motion of Town Council, are given the authority to recruit and select citizen members to fill vacancies on the Board, with the appointment of these citizens to be formally ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: September 30, 2013  
January 2017, Reformatted

CAO Mark Phillips





## **TOWN OF KENTVILLE POLICY STATEMENT G6 NON COUNCIL HONORARIUMS**

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### **1.0 PURPOSE**

To provide a procedure for calculating annual honoraria and expenses for non-council members appointed to town committees, boards, and commissions, as well as appointments to outside agencies and authorities on behalf of the town.

### **2.0 DEFINITIONS**

As of April 1st, 1999, the legislation contained in the Municipal Government Act provides citizen appointees to be paid annual honorarium with no meeting pay.

### **3.0 SCOPE**

### **4.0 PROCEDURES**

Annual honorariums for non-council members should be based on the previous year's record of meetings, and in accordance with any current policy or by-law.

Where some committees, boards, commissions, and outside agencies and authorities, meet more often than others, the honorarium established should be different, depending on the frequency of meetings.

Since ad hoc committees are usually established to deal with an issue for a specific period of time, no annual honorarium will be paid to members of ad hoc committees. However, expenses will be paid in accordance with the town's expense policy.

Annual honoraria will be reviewed prior to April 1st of each year.

Annual honoraria will be paid twice a year, with the first payment made on or about October 1st and the final payment on or about March 31st. The final payment will allow for any deductions for unexcused meetings, as outlined in the Meeting Attendance Policy.

### **5.0 ASSOCIATED DOCUMENTS**

Schedule A: Non Council Honorariums

## 6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999  
Note: Legislative Honorarium Policy (1985) is repealed.  
January 2017. Reformatted.

A handwritten signature in black ink, appearing to read 'M. Phillips', written over a horizontal line.

CAO Mark Phillips

**SCHEDULE A: NON COUNCIL HONORARIUMS**

Monthly Meetings	\$400 per year
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Bi – Monthly Meetings	\$200 per year
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Quarterly Meetings	\$200 per year
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Non Council expenses for accommodations, meals and travel will be consistent with Town of Kentville Policy G4 – Travel, Meals and Miscellaneous Expenses.



## **TOWN OF KENTVILLE POLICY STATEMENT G45 CANCELLATION OF REGULAR COUNCIL AND COUNCIL ADVISORY COMMITTEE MEETINGS**

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### **1.0 PURPOSE**

The purpose of this policy is to provide an opportunity for members of Kentville Town Council and the Administrative staff to enjoy a summer and Christmas break.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

### **4.0 PROCEDURES**

It shall be the policy of the Town of Kentville that the regular meeting of Council during the month of December, and the regular meetings of Council Advisory Committee and Town Council during the month of August, shall be cancelled, unless Council business otherwise requires that these meetings be held.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created:	November 30, 2009
Revisions:	June 29, 2011
	January 2017. Reformatted.

CAO Mark Phillips



## **TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL**

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### **1.0 PURPOSE**

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

### **2.0 DEFINITIONS**

- 2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

### **3.0 SCOPE**

- 3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:
- 3.1.1 defining the key areas of responsibility and the duties of each committee;
  - 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
  - 3.1.3 other terms of reference as required.
- 3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

### **4.0 PROCEDURES**

- 4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.
- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.



4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

#### 4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

#### 4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

#### 4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

#### 4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.
- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

#### 4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

4.8.3 Regularly review and revise Council priorities.

4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.

4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.

4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.

4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.

4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the administrator.

4.8.9 Administration and Meetings

4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:

(a) Acquisition, sale, lease and security of municipal property;

- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:



(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

#### 4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council.

#### 4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

#### 4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

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

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

4.10.2.4

#### 4.10.3 Administration and Meeting

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

4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

#### 4.11 Council hereby establishes the **Kentville Inclusion and Access Advisory Committee**, as a standing Committee of Council.

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

- 4.11.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be elected and appointed annually by the committee. In addition to these committee members, a staff Recording Secretary may be appointed as a non-voting member of the committee.
- 4.11.3 Term: The committee will advise Council in the implementation, evaluation and revision of its Accessibility Plan. Membership will be for a two-year term. The advisory committee meets six times per year or more as needed.
- 4.12 Council hereby establishes the **Kentville Heritage Committee**, as a standing Committee of Council.
  - 4.12.1 The Heritage Committee has a mandate to create and administer a Town Heritage Bylaw.
  - 4.12.2 Membership: The committee will consist of five (5) voting members. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee.
  - 4.12.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.
  - 4.12.4 During the development of the bylaw, the committee shall meet at least 6 times annually. After the bylaw is created the committee shall meet at least 4 times annually to ensure the bylaw is being implemented effectively.
- 4.13 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:
  - 4.13.1.1 be determined as issues dictate;

- 4.13.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.13.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.13.1.4 report and submit recommendations to Council Advisory Committee.

4.14 Commissions and Exceptions

**4.14.1 Kentville Water Commission**

- 4.14.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
  - 4.14.1.1.1 Approval of the Capital budget;
  - 4.14.1.1.2 Approval of the Operational budget;
  - 4.14.1.1.3 Review and promulgation of the Annual Report; and
  - 4.14.1.1.4 Review of Water Commission Operations with provincial regulations.
- 4.14.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

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

- 4.14.2.1 The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.
- 4.14.2.2 Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

#### **4.14.3 Investment Advisory Committee**

- 4.14.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.14.3.2 Membership: The Investment Committee consists of two ( 2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

- 4.14.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.14.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Schedule A – Non-Council Honorariums
- 5.2 Policy G16 Code of Conduct
- 5.3 Policy G70 Meeting Policy
- 5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy
- 5.5 Policy G4 Travel Meals and Miscellaneous Expenses

## **6.0 POLICY REVISION HISTORY**

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019

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Chief Administrative Officer, Dan Troke



**SCHEDULE A – NON-COUNCIL HONORARIUMS**

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

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

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



## **TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY**

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### **1.0 PURPOSE**

The purpose of this policy is to provide direction to municipal staff and council members on conducting council and council committee meetings. Meetings of other municipal bodies, such as boards, commissions, or committees whose membership includes persons other than members of council are not directly referenced by this policy.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

3.1 This policy applies to all of the Town of Kentville meetings. The procedures used to conduct council business are drawn from three sources:

- 3.1.1 provincial statutes specifically the Municipal Government Act (MGA);
- 3.1.2 parliamentary procedures which are commonly accepted rules for conducting meetings; and
- 3.1.3 procedural policies and bylaws enacted by the council.

3.2 This policy draws on the information contained in the MGA as it pertains to legal requirements that the council must fulfill in conducting its council and council committee meetings to include:

- 3.2.1 The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
- 3.2.2 As well, guidelines for preparing agendas, minutes and procedural bylaws are explained.
- 3.2.3 The appendices include resources such as sample agendas, minutes, and motion forms.

### **4.0 PROCEDURES**

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4.1 Responsibilities: Every Council member is responsible:

- 4.1.1 to consider the well-being and interests of the town of Kentville;
- 4.1.2 to contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities;
- 4.1.3 to participate in Council meetings, CAC meetings, committee meetings and meetings of other bodies to which the member is appointed; and
- 4.1.4 to carry out other duties assigned by the Council.

4.2 Duty to Respect Confidentiality: A Council member or former Council member must, unless specifically authorized otherwise by Council:

- 4.2.1 keep in confidence any record held in confidence by the Town of Kentville, until the record is released to the public as lawfully authorized or required; and
- 4.2.2 keep in confidence information considered in any part of a closed Council, CAC or committee meeting, until the Council, or committee discusses the information at a meeting that is open to the public or releases the information to the public.

4.3 Parliamentary Procedures: The Town of Kentville Council adopts the Robert's Rules of Order for conducting meetings.

4.4 Chair or Presiding Officer: The mayor of the Town of Kentville shall preside at all Town of Kentville council meetings. During the temporary absence of the mayor, the deputy mayor shall preside and, if neither is present, the council may appoint a person to preside from among the council members present. The Chair is responsible for:

- 4.4.1 providing leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Town;
- 4.4.2 communicating information to the Council;
- 4.4.3 providing, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- 4.4.4 reflecting the will of Council and to carry out other duties on behalf of the Council;

- 4.4.5 preserving order at meetings;
- 4.4.6 enforcing any rules of procedure council have adopted;
- 4.4.7 deciding all questions of order;
- 4.4.8 stating and putting to vote all motions; and
- 4.4.9 expelling and excluding any person, including a council member, who is disrupting the proceedings of the council.

4.5 Deputy Mayor: The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.

4.6 Meeting Attendance: The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of council and assigned committees.

- 4.6.1 When the mayor, deputy mayor, or councillor who, without leave of the council, is absent from three (3) consecutive regular meetings of the council, the councillor shall thereby vacate the office, and the office shall be declared vacant by the council. Municipal Elections Act 18(6)
- 4.6.2 When the mayor, deputy mayor, councillor or citizen appointee misses more than three (3) council or committee meetings in a year, (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. MGA Part 1 Section 23(1)d.(v).
- 4.6.3 Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions on a monthly basis.

4.7 Regrets: When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the council or committee meeting chair in a timely manner and acknowledgement of receipt of absence notice. The member may carbon copy the CAO on matters of council or the Deputy Chair of a committee. Failure to follow procedure may result in the member being absent without leave and subject to further action.

- 4.8 Meeting Conduct: All council meetings and meetings of committees appointed by council are open to the public. In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting. Notice of regular council meetings is not required.
- 4.9 The council may meet without notice if the mayor determines that there is an emergency. The clerk shall call a meeting of the council when required to do so by the mayor giving at least two days public notice of the meeting.
- 4.10 A meeting of the council is not an illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy or a notice of meeting.
- 4.11 The Town of Kentville meetings are live-streamed using Facebook (FB) Live Streaming facility. There is no option for audience participation in the meeting, but audience may leave FB messages. Citizens do not require a FB account to watch the meetings. The recorded video is available on the Town of Kentville website.
- 4.12 The Town of Kentville meetings may be conducted by electronic means such as telephone or internet conferencing. The following conditions must be met:
- 4.12.1 provide notice to the public of the meeting including how the meeting will be conducted;
  - 4.12.2 the facilities must enable the public to hear all meeting participants at the place specified in the notice and the administrator must be present at that place; and
  - 4.12.3 the facilities must permit all participants to communicate adequately with each other during the meeting.
- 4.13 A member of council may participate by electronic means to a regular meeting of council, or if the meeting is not a regular meeting of Council and notice is given to the public of a meeting, if:
- 4.13.1 The member has made a request to Council based on planned unavailability;
  - 4.13.2 The member of council is out of Town due to work or family commitments;
  - 4.13.3 There is inclement weather and business cannot be postponed;

4.13.4 The member is not on extended vacation or unexcused leave of absence; and

4.13.5 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

4.13.5.1 a technology problem prevents participation; and

4.13.5.2 communication is lost and cannot be reconnected.

4.14 Closed Meetings: All council meetings and meetings of committees appointed by council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matters relating to:

4.14.1 acquisition, sale, lease and security of municipal property;

4.14.2 setting a minimum price to be accepted by the municipality at a tax sale;

4.14.3 personnel matters;

4.14.4 labour relations;

4.14.5 contract negotiations;

4.14.6 litigation or potential litigation;

4.14.7 legal advice eligible for solicitor-client privilege; and

4.14.8 public security.

4.15 The MGA restricts the ability of council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.

4.16 A councillor of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.

4.17 Meeting Schedule: Normally the Town of Kentville council will adopt an annual meeting calendar at the November Council Meeting. The calendar will be posted on-line at the Town website. Meetings will be advertised via social media, local newspaper and other media available to the Town Communication Team.



- 4.17.1 The Town of Kentville council normally conducts the Council Advisory Committee (CAC) Meeting on the second Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the second Tuesday.
- 4.17.2 The Town of Kentville council normally conducts the Council Meeting on the last Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the last Tuesday.
- 4.17.3 The Town of Kentville council does not hold meetings during the month of August, to permit a summer break. The Council Meeting in December is cancelled in observance of the Christmas Holiday.
- 4.18 Voting: all questions arising at a council meeting shall be decided by a majority of votes. Robert's Rules of Order Section 38.
  - 4.18.1 The administrative matter votes may be called through either a show of hands or by indicating "yea" or "nay", or by ballot system.
  - 4.18.2 The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
    - 4.18.2.1 to sell or lease property referred at less than market value.
    - 4.18.2.2 to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
      - 4.18.2.2.1 first holds a public hearing respecting the withdrawal; and
      - 4.18.2.2.2 advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
  - 4.18.3 A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots, the members write their vote. The votes are collected, and counted, blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.

- 4.18.4 A member of the council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
- 4.18.5 In the event of a tie in a vote on a question, the question is determined in the negative.
- 4.18.6 The Recording Secretary records, the individual vote of each participant which is listed in the meeting minutes.
- 4.18.7 The Chair shall vote on all matters before council.
- 4.19 Quorum: The majority of the maximum number (seven (7)) of persons that may be elected to the council is a quorum for every meeting of the council. The Quorum for the Town of Kentville Council is four (4).
  - 4.19.1 Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
  - 4.19.2 The Town of Kentville council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.
  - 4.19.3 If the number of council members is reduced below three, due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- 4.20 Conflict of Interest: A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
  - 4.20.1 Pecuniary (monetary) Interest – direct financial benefit as the result of a decision of council;
  - 4.20.2 Indirect pecuniary interest - an organization that a member of council invests in, works for, governs or is otherwise involved in benefits financially from a decision of council;
  - 4.20.3 Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
  - 4.20.4 Intent to obtain interest - making a decision which will benefit a member of council in the future.

4.21 At the beginning of every meeting, the chair shall query the members of council, "Are there any Conflict of Interest Issues we should be aware of before the meeting commences?" Members of Council should:

4.21.1 Disclose the interest immediately;

4.21.2 Withdraw from the meeting:

4.21.2.1 Public meeting: leave the table; and

4.21.2.2 Private meeting: leave the room.

4.21.3 Do not participate in consideration, debate and do not vote;

4.21.4 Do not try to influence the decision in any way; and

4.21.5 If the member of council is not present at a meeting, but has an interest in a topic discussed, it must disclosed it at the next meeting.

4.22 Agendas: The meeting's agenda is a list of items for consideration done during the meeting. The agenda contributes to effective meetings as members consider matters in an orderly and expedient manner. The agenda shall be provided to all members of council five (5) days prior to the scheduled meeting. The draft agenda shall be posted to the Town of Kentville website with the meeting package by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided at Annex A - Meeting Agenda.

4.23 Committee Recommendations: As required, recommendations from council Standing Committee, shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form from Council Report Policy. The Chair (if a councillor) shall make the presentation to CAC under new business. If the committee chair is not a member of council the representative council member shall make the presentation. The report shall include the committee name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.24 Councillor Recommendations: As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form as per the Council Report Policy.

- 4.25 Information to Council: There are times when the RFD form is not appropriate to relay information to council, in which case the councillor should use the Annex D memorandum form, with their details and signature. The memo should outline all the necessary information for council and should be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.
- 4.26 Meeting Minutes: Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. The recording of minutes is the duty of the administrator. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided at Annex B - Meeting Minutes.
- 4.27 In-Camera meeting minutes: Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.
- 4.28 Public Presentations: The public shall be provided with an opportunity to ask questions, make requests, and/or present information to Council for consideration. To promote the opportunity for such public presentations:
- 4.28.1 Any persons wishing to make a presentation at a meeting of Council or CAC, shall request to be included on the meeting agenda through the Executive Assistant;
    - 4.28.1.1 All presenter shall provide all electronic presentations and written documentation relating to the issue to the Executive Assistant, five (5) days prior to the meeting; and
    - 4.28.1.2 The presenter shall be allocated 10 minutes for the presentation, followed by questions and discussion from Council.
  - 4.28.2 Council shall allow a 10 minute comment period prior to the adjournment of the Council meeting, for citizen input.
  - 4.28.3 Council has the right to restrict the number of presentations at each meeting, to ensure regular business may be conducted;

4.28.4 Council has the right to restrict the number of presentations on a particular issue, although it may waive this right if new information is being proposed; and

4.28.5 Council has the right to refuse a presentation, should the subject of the presentation be outside the purview of municipal government.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Municipal Government Act
- 5.2 Robert's Rules of Order
- 5.3 Municipal Elections Act
- 5.4 Municipal Conflict of Interest Act
- 5.5 Policy Statement G69 Council Report
- 5.6 Policy Statement G57 Committees of Council
- 5.7 Appendix A - Meeting Agenda
- 5.8 Appendix B – Meeting Minutes
- 5.9 Appendix C – Motions
- 5.10 Appendix D – Memorandum

## **6.0 POLICY REVISION HISTORY**

Date Created: July 30, 2018  
Revisions: February 25, 2019  
June 24, 2019



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Chief Administrative Officer, Mark Phillips

## **COUNCIL ADVISORY COMMITTEE**

### **Month X<sup>th</sup>, 2018**

## **AGENDA**

**6:00 p.m.**

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

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF THE MINUTES**

**(a)**

**4. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

- (1) Director's Report**
- (2) 2016/17 Budget Projections**

**(b) Planning and Development**

- (1) Director's Report**
- (2) Community Economic Development Coordinator's Report**

**(c) Parks and Recreation**

- (1) Director's Report**

**(d) Police**

- (1) Chief's Report**

**(e) Engineering and Public Works**

- (1) Director's Report**
- (2) Sanitary Sewer Budgets**

**(f) Administration**

- (1) Communications Report**
- (2) Chief Administrative Officer's Report**

**5. PRESENTATIONS**

**(a)**

**(b)**

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



---

(a)

**7. CORRESPONDENCE**

(a)

(b)

(c)

**8. NEW BUSINESS**

(a)

(b)

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**11. ADJOURNMENT**

DRAFT

## KENTVILLE TOWN COUNCIL

### April 30<sup>th</sup>, 2018

## AGENDA

7:00 p.m.

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

**2. APPROVAL OF THE AGENDA**

(a) Dashboard and Action Items

**3. PRESENTATION**

(a)

**4. APPROVAL OF THE MINUTES**

(a)

**5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

(a)

(b)

**6. RECOMMENDATIONS AND REPORTS**

(a) Council Advisory Committee – **Councillor \_\_\_\_**

(1)

(2)

(b) Councillor's Reports

(1) Councillor Andrew

a. Kings Transit Authority

(2) Councillor Savage

a. Investment (Perpetual Fund)

b. Kings Regional Sewer Committee

c. Coalition of Canadian Municipalities Against Racism & Discrimination

(3) Councillor Bolland

a. ECO Kings Action Team

b. Valley Waste Resource Management Authority

(4) Councillor Maxwell

a. Annapolis Valley Trails Coalition

(5) Deputy Mayor Pulsifer

a. Annapolis Valley Regional Library

b. Kings Point-to-Point

- c. Friends of the Library
- (6) Councillor Gerrard
  - a. KCA/PTA
  - b. Board of Police Commissioners
  - c. Joint Fire Services Committee

- (c) Mayor's Report
  - (1)

## **7. CORRESPONDENCE**

- (a)

## **8. NEW BUSINESS**

- (a)

## **9. PUBLIC COMMENTS**

## **10. IN CAMERA**

## **11. ADJOURNMENT**

# TOWN OF KENTVILLE POLICY STATEMENT G70

## COUNCIL MEETINGS POLICY

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### ANNEX B – Meeting Minutes

1. **Meeting Minutes:** Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions.
2. The minutes of all meetings should:
  - a. focus on the key points and decisions, not on every word spoken, unless verbatim minutes are required for legal reasons;
  - b. focus on the business at hand and exclude any extracurricular exchange of information or hearsay;
  - c. focus on the group as a whole, not on individual opinions. Comments should not be attributed to any individual;
  - d. be objective and free of offensive or inappropriate language, subjective interpretations of mood or the tone in which comments were made;
  - e. be written in past tense as this is an historical record;
  - f. be consistent throughout all departments, sharing the same general look and style, and complying with content and format standards;
  - g. reflect the professionalism of the Town, by being free of typographical, grammatical or technical errors;
  - h. be readable - clearly laid out, visually appealing and easy to read, with concise, point-form summaries, when applicable;
  - i. flow logically (relate to the approved agenda) even if the meeting itself had been fragmented and confusing;
3. The minutes of each Town meeting must contain:
  - a. a header on each page with the meeting name, date, and status of the minutes (i.e. draft or approved);
  - b. a footer on each page with the page number and other notations, as applicable;
  - c. in addition to new business, the name of the meeting and of those members present (include late arrival or early departure times), the date and time of the meeting, the presiding chairperson, any changes to the agenda, any changes to the previous minutes, public comments and the time of adjournment;
  - d. the name of the recording secretary, and if different, also the name of the transcribing secretary;
  - e. a supplementary list of names of those members present in the audience (if required);
  - f. a brief introduction (where applicable) to each agenda item, to provide background information and/or to outline the key points;

- g. (where applicable) Points from Discussion, to support the full scope of debate and to capture the thought process that led to decisions. (Varying points should be included, with repetition avoided);
  - h. declarations noting any conflict of interest of any participant, along with the time that member left and later returned to the meeting. (To indicate no discussion nor vote on the issue in conflict);
  - i. any direction given or action to be taken;
  - j. motions, resolutions and decisions with unanimous consent, as per the following standards;
  - k. the motions are written clearly, highlight them by using features (font), and include enough content to allow them to “stand alone” from the minutes; and
  - l. the following information for nominations and elections - names of nominees, method of vote (i.e. secret ballot, show of hands, etc.), results of the count, and a declaration of the elected individual. (A motion to destroy the ballots would be in order if voting took place by secret ballot.
4. **Recording Decisions:** The minutes contain all resolutions of the council showing decisions made at a meeting, not recording individual opinions. Minutes should not include detailed discussions, such as who said what. Minutes reflect the attendance of a delegation, indicating the name of the representative, applicable organization, and a short description of the public issue the delegation brought forward.
5. Resolutions, including those processing and adopting bylaws, reflect the decisions made by Council. Council considers all matters by way of motion, and council decides all matters by voting. A majority of the votes decides each question; however, legislation requires unanimous approval to certain items such as consent to provide three readings to a bylaw at a single meeting. Procedure bylaws may increase the requirements to more than a majority. The following additional information is provided:
- a. meeting participants should prepare and distribute lengthy or complex motions in advance. (for correct wording and to allow for prepared discussion and possible amendments);
  - b. formal resolutions should be clearly written, with the “resolved clause” having enough content to “stand alone,” without the inclusion of all the “whereas clauses”. Ensure the motion is worded correctly and is not a negative motion;
  - c. ask the chairperson to restate the motion if it is ambiguous;
  - d. record substantive (contentious) amendments separately, it is not necessary to record housekeeping or friendly (non-controversial) amendments separately, as the final wording of the motion is all that is necessary. Record both the fate of the amendment and the main motion;
  - e. record the fate of motions (i.e. approved, amended, defeated, tabled, etc.);
  - f. record individual votes in the minutes, when requested. (Authority - Policy G7-Recorded Votes).
6. **Recording Names:** Legislation requires the administrator to record the names of council and council committee members present at the meeting. Aside from the legislative requirement, recording the names of members present proves the existence of a quorum. Another reason is for purpose of calculating the remuneration of council members if meeting attendance is the basis of council's remuneration. Identifying members not in attendance confirms the absence of

their name was not an oversight. Using members' full names rather than the surname only, at least for purposes of attendance, clearly identifies participants for historical purposes.

7. **Approving of Minutes:** The administrator shall ensure council approves previous minutes at the next regular council meeting. Approval of the Minutes relates to the accuracy of their content, not the approval of the decisions previously made.

8. **Correcting the Minutes:** Revise the draft minutes, as many times as necessary until satisfied they are error free. Make no further revisions to the minutes after presenting them to council for approval. The motion to approve the minutes where there are no errors or omissions is: "Moved by Councillor \_\_\_\_ that the minutes of the regular/special meeting held on (date) be approved." Despite best efforts, council may discover errors or omissions during the approval process. Council authorizes corrections to the minutes by way of motion. For example: "Moved by Councillor \_\_\_\_ that the minutes of the previous meeting be corrected as follows: ..."

9. Correct minor errors by striking out the error, writing in the correction and having the presiding officer and administrator initial the change. If the municipality retains electronic copies of the minutes, consider distinctively noting the amendments – use strikeout font to delete text, different colour to add new text, or use the comment feature to detail the changes. If a substantial change to the minutes is required, note the revision in an appendix to the corrected minutes. Reference the appended correction at the point of inaccuracy, in writing, initialed by the administrator and the presiding officer. After noting corrections to the minutes, council approves the minutes by way of motion, such as: "Moved by Councillor \_\_\_\_ that the minutes of the (type of) meeting held (date) be approved as corrected."

10. **Retention and Storage of Minutes:** In accordance with Part 2 – Administration, Section 34(2) of the Municipal Government Act, minutes (and supporting documentation) of all Town meetings must be archived indefinitely and carefully preserved in a secure and safe environment (i.e. Town vault) as follows:

- a. Printed copies of the agenda, minutes and supporting documents for the meeting, must be stored in the Town's vault, in a binder specifically for that purpose and filed chronologically, following approval of the minutes;
- b. Electronic copies of the agenda, minutes and supporting documents for the meeting must also be coded with logical code names and saved in appropriate folders on the network drive;
- c. Electronic copies of the agenda and minutes are posted on the Town's webpage; and
- d. The audio recording of the meeting must be coded and archived in an electronic file. Audio records of council meetings must be kept for 2 years, while records of all other meetings may be deleted after 6 months, following approval of the minutes.

11. **Closed Meeting Minutes:** Minutes must be kept of all council meetings, including closed meetings held. There are no generally adopted procedures for recording closed meeting minutes. Town of Kentville closed meeting minutes will follow the same standards as minutes of regular meetings of council. It is important to note that minutes of in camera meetings have evidentiary value and should never be destroyed.

12. **Public Disclosure:** The Town of Kentville is also required to produce a public record which states: council met in a closed meeting, the reason for the meeting, the date the meeting



was held and no other information. The creation of the public record does not excuse the municipality from producing minutes of in camera meetings.

13. **Disclosure of Closed Meeting Minutes:** Minutes from a closed meeting are protected from disclosure for ten years at which point the minutes become public. Background information, such as staff reports, become public:

- a. after a decision has been implemented; or
- b. if five years have passed since the decision has been made or considered (unless this information is protected from disclosure under Part XX of the MGA).

# **TOWN OF KENTVILLE POLICY STATEMENT G70**

## **COUNCIL MEETINGS POLICY**

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### **ANNEX C – Motions**

#### **General Procedures for Motions**

1. The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue; a resolution is a motion that Council has voted on. Council may use a formal or informal process in their meetings.
2. In a formal setting, a motion introduces an item of business. Town of Kentville Council meetings procedures require seconders for motions. If a motion is lengthy it should be submitted in a written format. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point. It is customary for each member, other than the mover, to speak only once to each motion. Members vote on the motion following full discussion of the matter. This process leads to amendments to main motions and sometimes amendments to amendments.
3. The informal process permits discussion in advance of introducing the motion. The presiding officer states the issue, which members of council debate until they develop a consensus or a majority view emerges. A member proposes a motion addressing the matter. Members vote on the motion before proceeding to the next item of business.

#### **Proposing a Motion**

4. The Town of Kentville Council procedures require a seconder to bring a motion before council. The presiding officer is entitled to propose a motion without relinquishing the chair. If no member seconds the motion, the motion fails. Council will not vote on the question. The minutes contain the motion with the notation it was lost for want of a seconder.

#### **Negative Motions**

5. Common thought prohibits the use of “negative motions” or motions to take no action. The presiding officer shall ask for rephrasing a negative motion to make it read in a positive manner.

#### **Types of Motions**

6. The types of motions which may be encountered during a typical council or committee meeting may be sorted into four classifications:
  - a. Main motion – reflects the initial proposed decision or action;
  - b. Subsidiary motion – facilitates or modifies the main motion;
  - c. Incidental motion – a motion not related to the main motion; and
  - d. Privileged motion – a motion which takes immediate priority.

## **Main Motion**

7. A main motion is a proposed course of action to be taken by council or a committee. The first motion proposed regarding a matter is the main motion. Members debate the motion, and may amend the motion during the discussion. There are a limited number of instances where unanimous consent is required to adopt a main motion. Examples of main motions include:

- a. “that the minutes of the meeting held [date] be approved as circulated”; or
- b. “that Council agrees to provide a grant in the amount of [amount] to [organization].”

8. Main motions may be subdivided into Incidental Main Motions, or motions which relate to previous or future business or actions. Incidental main motions are treated as main motions, even though they may appear otherwise. Common examples of incidental main motions include:

- a. accepting or adopting a report;
- b. adjourning at a future specified time; or
- c. rescinding a previous decision.

## **Motion to Reconsider**

9. A motion to reconsider is a main motion enabling council to revisit a resolution previously decided. Most rules indicate this motion typically may arise during the current meeting and further, the mover is limited to someone who previously voted with the majority. Council cannot entertain a motion to reconsider if the municipality has already acted on the original resolution.

10. The effect of passing a motion to reconsider is to resume debate on the original motion as though council had not disposed of it. The presiding officer reintroduces the resolution referred to and the council resumes debate on the motion. Potential outcomes from this debate are rescinding the original motion, amending it, or leaving it unchanged.

11. The motion to reconsider is debatable only if the original resolution was debatable.

## **Motion to Adjourn**

12. The meeting ends by passing a motion to adjourn, which may be either a main motion or a privileged motion depending on circumstances. If council concludes all business included on the agenda, the motion to adjourn is a main motion. On the other hand, the majority of council wants to terminate debate on a particular matter, the motion to adjourn holds privileged status as it interrupts the debate on that issue, but not while someone is speaking. Include the date, time, and location of the next meeting in this resolution unless a regular schedule or an earlier resolution addresses those items.

## **Subsidiary Motion**

13. Subsidiary motions are a means to appropriately dispose of a main motion. Subsidiary motions enable the original motion to be amended or clarified, postponed, or referred to a committee or other party for further consideration. Subsidiary motions take priority over main motions, and must be dealt with before the main motion is decided. Roberts Rules of Order recognizes seven subsidiary motions. In order of precedence, the first having the highest rank, these are:

- a. **Lay on the Table:** This motion, if passed, results in the suspension of considering the main motion and any unresolved subsidiary motions to allow the meeting to consider other, more urgent business. It is not in order to table until some specified date or time. In that case, use a motion to postpone. This motion is not debatable.
- b. **The Previous Question:** This motion, if passed, closes debate and disallows any further amendments to the main motion and any pending subsidiary motions. If passed, members subsequently vote on the subsidiary motions, and then the main motion. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- c. **Limit or Extend Limits of Debate:** This motion, if passed, alters the municipality's rules or practices regarding the amount of time the meeting will permit to debate a particular item. If a municipality has a procedural bylaw limiting debate on an individual matter, members may move a motion to extend the limits of debate if they feel the matter has not been thoroughly discussed. Alternatively, in situations where municipalities do not have rules addressing this item, and members feel there has been enough discussion enabling members to make an informed choice, a member may move to limit further debate on the matter. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- d. **Postpone to a Certain Time:** The motion to postpone to a certain time delays consideration of the main motion and any pending subsidiary motions. The motion to postpone indicates if the matter is being postponed to later in the current meeting or to a specific date or event, such as the acquisition of additional information. If there is no intent to actually revisit the item, voting on the question and defeating it provides more clarity.
- e. **Commit or Refer:** The motion to commit or refer a matter results in delegating the main motion and any pending subsidiary motions to a committee for further research and consideration. The motion to commit or refer typically identifies which committee is responsible to further consider the matter and it may include a time by which the committee reports back to council. The meeting may set out the committee's mandate, which may be limited to developing options and recommendations, or the committee may be provided authority to take action. The committee may be a standing committee, or the meeting may create a special or ad hoc committee for this purpose. A standing committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis. Budget and finance committees generally are standing committees. An ad hoc or special committee is a committee formed for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective. Most committees, other than the standing committees, are ad hoc type or special committees

- f. **Amend:** The intent of a motion to amend is to alter or clarify the main motion; however the amendment cannot alter the intent of the original motion. For example, a main motion proposing the purchase of wooden benches for a facility may be altered by clarifying they are to be oak benches. An amendment to install new flooring in the facility rather than purchase benches would conflict with the main motion. A motion may be amended at any time before members vote on it. A motion to amend can also be amended and therefore, there may be a maximum of three questions before the meeting at one time:
    - i. the main motion,
    - ii. an amendment to the main motion, and
    - iii. an amendment to the amendment.
  - g. Amendments may:
    - i. strike or remove parts of the main motion or resolution
    - ii. add information to the main motion or resolution; or
    - iii. delete and replace text or numbers.
  - h. A motion to amend may also be a main motion. This situation arises if the objective is to amend a resolution, whether that motion was previously decided at the current meeting, or at a previous meeting.
14. **Postpone Indefinitely:** The intent of a motion to postpone indefinitely is not to postpone, but to reject the main motion without risking a direct vote on the matter. This strategy may be employed by opponents to the motion who are unsure if there is sufficient support to defeat the motion.

### **Incidental Motions**

15. Incidental motions are motions or questions developing out of a main motion. These questions impact the main motion, and therefore they take priority and must be dealt with before voting on the main motion. Typical incidental motions may involve the following, in no order of priority:
- a. questions of order or appeal;
  - b. suspension of the rules;
  - c. objections to considering the main motion; or
  - d. division of the question.

### **Questions of Order or Appeal**

16. Occasionally, a person, a motion, or a remark is out of order and does not follow acceptable practices or rules of procedure. The presiding officer, or another member, may direct the meeting's attention to the infraction. The presiding officer is responsible to return the meeting to the correct course.
17. In some situations, the presiding officer may have doubts as to the ruling, and before deciding on the matter, they may request advice from a person with more expertise, usually the solicitor. If the presiding officer still has doubts, they may submit the question to the meeting. The statement and question might be structured as follows:

“Councillor Bravo has raised a point of order that the amendment currently before the meeting is not relevant to the motion. I am in doubt, and the question is put to the meeting. The question is, ‘Is the amendment germane to the resolution?’” For clarity, the presiding officer may restate the amendment. If members vote in favour of the presiding officer’s question, debate respecting the amendment resumes. If the majority of members vote against the question, debate respecting the main motion resumes.

18. A member may appeal a decision of the presiding officer if the member feels the ruling is incorrect. Members will vote on a motion such as, “the [council] sustains the decision of the presiding officer, namely [provide details].”

### **Suspension of the Rules**

19. A motion to suspend the rules is in order if the meeting wants to do something that cannot be done without contravening its procedural rules. A prerequisite will be the existence of formal procedures. A motion to suspend the rules may enable a business item to be discussed earlier than proposed in the agenda or allowing members to speak more than once to a motion. Moving into a committee of the whole to discuss a particular item is an example of a suspension of the rules.

20. Rather than a formal motion, a member or the presiding officer may ask for general consent to suspend the rules. Upon receiving or initiating the request, the presiding officer asks if there are any objections. If there are none, the presiding officer would direct the meeting to proceed as if the rules had been suspended by a formal vote.

### **Objection to Considering the Main Motion**

21. If a member wishes to prevent the consideration of a main motion, the member may interrupt another speaker to determine if the question should be considered. The motion must be made before there is any debate on the question or before a subsidiary motion is offered. The object of the motion is to avoid consideration of questions which may be irrelevant, unproductive, or contentious; it is not intended to cut off debate. The motion objecting to considering a question may be useful if, for example, there are repeated attempts to have council reconsider resolutions or policies.

### **Division of the Question**

22. At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer or a member may suggest splitting the motion into two or more motions. After the main motion is split, each divided motion should be complete on its own.

### **Privileged Motions**

23. Privileged motions do not relate to a pending question; however, their nature demands immediate attention and therefore they take priority to any other matter. Privileged motions are



not debatable, and generally are not subject to any subsidiary motion. Privileged motions include fixing a time to adjourn, or taking a recess.

### **Voting on a Motion**

24. When the discussion has been sufficient and all those who wish to speak have been encouraged to do so, the presiding officer may ask the administrator to read the motion before asking for a vote. This step ensures all members are fully aware of the motion before them, particularly if there has been significant debate on the question. A simple majority vote of members present decides a matter. There are some exceptional situations the following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:

- a. to sell or lease property referred at less than market value;
- b. to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
  - i. first holds a public hearing respecting the withdrawal; and
  - ii. advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.



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Councillor  
Name

354 Main Street  
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B4N 1K6

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name@kentville.ca

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Date

RE: Topic

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Submitted to council for consideration or information.

Name, Councillor  
Town of Kentville

**Title: Repeal of Policy G74 - COVID-19 Workplace Safety and Policy G76 – COVID-19 Safety Policy for Council**

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

## **RECOMMENDATION**

**That Council repeal Policy G74 - COVID-19 Workplace Safety and Policy G76 - COVID-19 Safety Policy for Council**

## **SUMMARY**

Council adopted two COVID-19 policies in November 2021 related to workplace safety and council safety. With COVID-19 being well over and vaccines and other preventative health care treatments in place, these policies are no longer needed and should be repealed.

## **LEGISLATION**

Section 47 of the *Municipal Government Act* states that:

- (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.
- (2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.
- (3) The council may exercise by by-law any of the duties and powers that it may exercise by resolution or policy.
- (4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.
- (5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

Section 47 of the *Municipal Government Act* states that:

- (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
- (2) The council may adopt different policies for different areas of the municipality.
- (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

## **BACKGROUND**

COVID-19 struck Nova Scotia with unprecedented awareness or comprehensive pre-planning in March 2020. After the full impact was felt and communities were set to re-start partial or full public facing operations in 2021, all governments implemented policies to protect staff and the public. Kentville adopted numerous policies including Policy G74 and Policy G76.

## **IMPACT ON STRATEGIC PRIORITIES**

The repeal of these policies does not impact current or future operations of the Town or its staffing, nor does it impact any staffing, projects, or policies of the organization.

## **IMPORTANT DATES OR BENCHMARKS**

If Council approves the repeal of these two policies, they will be removed from our website and policy book and stored for a period of at least six years before destruction occurs. No further action will be required during this timeframe.

## **POLICY IMPLICATIONS**

These current policies are not reflective of today's workplace and having them in place does not improve the workplace or Town operations. Therefore, they are deemed redundant and should be repealed like other policies that are no longer required.

## **BUDGET IMPLICATIONS**

There are no financial implications with the proposed changes.

## **COMMUNICATION IMPLICATIONS**

Should this recommendation be adopted, staff will notify all staff through regular communications methods that they have been repealed and are no longer in effect.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer

# TOWN OF KENTVILLE POLICY STATEMENT G74

## COVID-19 WORKPLACE SAFETY



### 1.0 PURPOSE

- 1.1 The Town of Kentville (the "Town") is committed to providing a work environment that keeps employees and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of employees with respect to COVID-19 workplace safety.

### 2.0 SCOPE

- 2.1 This Policy applies to all Town employees and volunteers.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic, and will be revised or repealed at the discretion of the Chief Administrative Officer, in consultation with the provincial public health officer.

### 3.0 PROCEDURES

- 3.1 The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises. This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

#### 3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

- 3.3 The Town requires that all Town employees:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose,

mouth and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If an employee wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all employees, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town requires that all Town volunteers:

3.5.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.5.2 undergo COVID-19 rapid testing as follows:

3.5.2.1 For volunteers on work placement terms with the Town, undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.5.2.2 For volunteers on Town Committees, undergo COVID-19 rapid testing prior to attendance at any in-person Committee meetings as arranged by the Town

3.5.2.3 For any other volunteers, COVID-19 rapid testing requirements will be determined by the Chief Administrative Officer based on the specific circumstances of the volunteer role.

3.6 If a volunteer wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all volunteers, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.



## **Town of Kentville, Policy G74 COVID-19 Workplace Safety Policy**

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3.7 The Town recognizes that it has a duty to accommodate to the point of undue hardship any employee or volunteer that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all employees and volunteers follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.8 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all employees and volunteers be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if an employee or volunteer is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion.

### **3.9 Compliance**

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the employee follow alternative measures or, where there is no other option that the Town considers feasible, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, the pandemic ends or the Town ends the leave.

### **3.10 Confidentiality**

Any information that an employee provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

## **4.0 POLICY REVISION HISTORY**

Date Created: November 3, 2021



Chief Administrative Officer, Dan Troke



# TOWN OF KENTVILLE POLICY STATEMENT G76

## COVID-19 SAFETY POLICY FOR COUNCIL



### 1.0 PURPOSE

- 1.1 The Town of Kentville (the "Town") is committed to providing a work environment that keeps members of Council and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of Council members with respect to COVID-19 workplace safety.

### 2.0 SCOPE

- 2.1 This Policy applies to all members of Town Council.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic.

### 3.0 PROCEDURES

- 3.1 This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

#### 3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

#### 3.3 The Town requires that members of Council:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between members of Council and/or staff and/or members of the public. The mask must cover nose, mouth

and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If member of Council wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all members of Council, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town recognizes that it has a duty to accommodate to the point of undue hardship any member of Council that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all members of Council follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.6 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all members of Council be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if a member of Council is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation.

**3.7 Compliance**

If a member of Council does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the member follow alternative measures.

**3.8 Confidentiality**

Any information that a member provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from members personnel files, kept secure at all times and destroyed when no longer needed.

**4.0 POLICY REVISION HISTORY**

Date Created: November 29, 2021



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Chief Administrative Officer, Dan Troke





July 1, 2025

Mayor Andrew Zebian  
Councillor and Deputy Mayor Deborah Crowell  
Kentville Town Councillors  
Cathy Maxwell  
Katherine Savage  
Samantha Hamilton  
John Andrew  
Rob Baker

Dear Mayor Zebian and Council

Special Council Meeting for June 24, 2025

Thank you to Mayor Zebian Deputy Mayor Crowell and Councillor Maxwell for your good common-sense remarks concerning a proposed increase in Commercial and Residential Taxes Rate. Any tax increase will have a negative effect on the future of the Town of Kentville and must not become a negotiation game. Property value assessments have increased over the past number of years allowing for increases in revenue. A tax increase of any nature is unnecessary, unwarranted and unjustified. Without these rates increasing it has been suggested that perhaps services may have to be reduced? Within your meeting time you have already discussed ways of reducing expenses. I know there are reduction options that can be exhausting to deal with and may not be pleasing to all. For the town's future reducing expenses is very possible. I personally believe that Kentville can move forward in a positive direction without a taxes increase of any kind. Thank you for reading this correspondence and I request that Mayor Zebian read this letter to the listening audience at the July 2025 CAC Meeting and the July 2025 Town Council meeting.

Respectfully submitted



Cyril White