

Town of Kentville Council Meeting

September 29, 2025, 5:00 pm, Kentville Town Hall

5:00 pm

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. IN-CAMERA

(a) Code of Conduct Complaints Proceeding to the Investigation Stage (2)

RECESS

6:00 pm

4. APPROVAL OF MINUTES

(a) July 2025 Council Meeting Minutes

(b) September Public Hearing Minutes - DRAFT

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee

- 1. Valley Regional Solid Waste-Resource Management Authority-Guarantee**
- 2. Proposed Amendments to the Land Use By-Law and Subdivision By-Law Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot Frontage Standards**
- 3. Policy 100 Council and Committee of Council Report**
 - (a) Policy 100 Council and Committee of Council**
- 4. Terms of Reference for Committees Report**
 - (a) Finance and Audit Committee**
 - (b) Bursary Committee**
 - (c) Inclusion, Diversity, Equity and Accessibility (IDEA) Committee**
 - (d) Investment Committee**
 - (e) Planning Advisory Committee**
 - (f) Water Commission**
- 5. By-law 200 – Board of Police Commissioners**
- 6. Council support for Local Leadership for Climate Adaptation (LLCA)**
- 7. Council support for Grow Renewal and Infrastructure Development (GRID)**

(b) Council Reports

- 1. Councillor John Andrew**
- 2. Councillor Rob Baker**
- 3. Deputy Mayor Debra Crowell**
- 4. Councillor Samantha Hamilton**
- 5. Councillor Cathy Maxwell**
- 6. Councillor Cate Savage**
- 7. Mayor's Report**

6. OLD BUSINESS

- (a) Second Reading, Land Use Bylaw Amendment – General Commercial (C1) Zone**
- (b) Second Reading, Rezoning Application – 157 Main Street**
- (c) Arena Dehumidifier Report**

7. NEW BUSINESS

- (a) Proclamation – Disability Employment Awareness Month**
- (b) Sanitary Sewer Operating Budget 2025-2026**
- (c) Request for Tax Reduction due to Fire**
- (d) Town Capital Budget -Temporary Borrowing**
- (e) Kings REMO Regional Emergency Management Advisory Committee Report**
- (f) Investment Advisory Services Contract Extension**

8. PUBLIC COMMENTS

9. CORRESPONDENCE

- (a) Correspondence - Sherwin Pagtakhan - Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**
- (b) Correspondence – Nicole Ross – Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**
- (c) Correspondence – Alicia Noreiga – Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**
- (d) Correspondence – Rachel Creasor – Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**
- (e) Correspondence - Akande Saheed - Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**
- (f) Correspondence – Holly Rogers - Response to merging of the Equity and Belonging Committee with the Inclusion and Access Advisory Committee**

10. IN-CAMERA

- (a) Land - Trail Easement**
- (b) Lease of Municipal Property**
- (c) Sale of Municipal Property**

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: July 28, 2025

Town Hall, 354 Main Street, Kentville Nova Scotia

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

1. CALL TO ORDER AND ROLL CALL

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

Staff in attendance included Chief Administrative Officer Chris McNeill and Deputy Clerk Jennifer West.

REGRETS

The chair gave a land acknowledgement.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Change: move 7.b and 7.c to 4.a and 4.b

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

That the agenda of July 28, 2025 be approved.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Council Meeting Minutes, July 28, 2025

Pending Approval

Page 1

DRAFT

3. APPROVAL OF THE MINUTES

(a) Council meeting held on June 30, 2025

It was moved that the minutes of the Council meeting on June 30, 2025 be approved.

MOTION CARRIED

4. SPECIAL PRESENTATION

Audit Committee Chair Andrew Zebian gave a presentation on the draft audited financial statement for 2024-2025. Director Wanda Matthews provided highlights to the statement of operations and financial position for the Town and the Kentville Water Commission.

(a) Audit Committee Recommendations

Audit Committee Chair Andrew Zebian reviewed the recommendations of the audit committee and the auditor.

Report available for more information.

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

That Council adopt the 2024-2025 consolidated financial statements including the non-consolidated Water Commission statement for 2024-2025.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

**That Council appoint the following citizen voting members to sit on the 2025-2026 Audit Committee for a two-year term
Mr. Mike MacLean and Mr. David Ritcey**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

DRAFT

(b) Appointment of the Auditor

Audit Committee Chair Andrew Zebian reviewed the recommendations of the audit committee for appointment of an auditor for 2025-2026.

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

That Council appoint the firm of Kent and Duffett chartered professional accountants to provide audit services for the year 2025-2026.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee

(1) Land Use Bylaw Amendments – General Commercial (C1) Zone

At the July 14, 2025 meeting of Council Advisory Committee, Director Darren Shupe reviewed the process for amending language in the land use bylaw around parking spaces in the downtown core, and the purpose and opportunity for this amendment.

Report available for more information.

It was moved by Councillor Cate Savage and Councillor John Andrew

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.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Rezoning Application – 157 Main Street

At the July 14, 2025 meeting of Council Advisory Committee, Director Darren Shupe reviewed the process for amending the zoning of a property in the land use bylaw, and the purpose and opportunity for this amendment.

Report available for more information.

DRAFT

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council give First Reading to the Land Use Bylaw amendments regarding the Rezoning Application for 157 Main Street (PID 55467070).

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Kentville Business Park Taxation Rate

At the July 14, 2025 meeting of Council Advisory Committee, Mayor Andrew Zebian reviewed the development of the Kentville Business Park and the lower tax rate for these properties, and the proposal to bring rates in line with other commercial properties.

Report available for more information.

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

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.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Repeal of Policy Statement G75 and G76 (Covid-19 Policies)

At the July 14, 2025 meeting of Council Advisory Committee, Mayor Andrew Zebian described the need for these policies around the pandemic of 2020, and that these policies are now obsolete.

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council repeal Policy Statement G74 – “COVID-19 Workplace Safety” and Policy Statement G76 – “ COVID-19 Safety Policy for Council”.

DRAFT

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor John Andrew

Report submitted.

Report available for more information.

(2) Councillor Rob Baker

Report submitted.

Report available for more information.

(3) Deputy Mayor Debra Crowell

Report submitted.

Report available for more information.

(4) Councillor Samantha Hamilton

Report submitted.

Report available for more information.

(5) Councillor Cathy Maxwell

Report submitted.

Report available for more information.

(6) Councillor Cate Savage

Report submitted.

Report available for more information.

(c) Mayor Andrew Zebian

Report submitted.

DRAFT

Report available for more information.

6. BUSINESS ARISING FROM THE MINUTES

(a) Telecommunication Tower Proposal for 314 Main Street

Mayor Andrew Zebian reviewed the process of the Federal Government selecting a site and conducting public engagement for a telecommunication tower in the Town of Kentville.

Report available for more information

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

That Council issue a Statement of Non-Concurrence regarding the proposed telecommunications tower at 314 Main Street (PID 55527691), based on the following:

- **The proposed location tower is closer than three times the tower height from a property line which conflicts with Policy GD-16(b) of the Municipal Planning Strategy.**
- **The proposed location is within the General Commercial (C1) zone where towers are strongly discouraged under Section 4.1.29 of the Land Use Bylaw.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. NEW BUSINESS

(a) Construction Update for the GRID and paving projects

Director Dave Bell gave an outline for the upcoming changes on Main Street relating to infrastructure renewal, sidewalks, pavement, and temporary clock removal, beginning July 29.

Report available for more information

It was moved by Councillor Cathy Maxwell and Councillor Rob Baker

That Council direct the CAO to negotiate a monthly lease with Dexter Construction Company Ltd for the use of the Town owned vacant land at 374-376 Main Street to be used as construction "lay down" area for the storage construction materials in 2025 and return it to as good or better condition at the end of the construction project.

DRAFT

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Moved to beginning of agenda

(c) Moved to beginning of agenda

8. CORRESPONDENCE

(a) None

9. PUBLIC COMMENTS

(a) None

10. IN CAMERA

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

That Council move into a closed session at 6:50 p.m. to discuss matters relating to contract negotiations and code of conduct.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council move back into open session at 8:07 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

It was moved

That the July 28, 2025 meeting of Council adjourn at 8:07 p.m.

MOTION CARRIED

DRAFT

Approved by CAO Chris McNeill



TOWN OF KENTVILLE

COUNCIL PUBLIC HEARING

Draft Meeting Minutes: September 8, 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 5:00 p.m. and gave a summary of the two applications being heard:

- A. Proposed Amendments to the Land Use Bylaw Regarding Amenity Space and Parking Requirements in the General Commercial (C1) Zone
- B. Application for Rezoning at 157 Main Street (PID 55467070)

Chief Administrative Officer (CAO) Chris McNeill 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:

- Chris McNeill, Chief Administrative Officer
- Darren Shupe, Director of Planning and Development
- Alisha Christie, Recording Secretary
- Dave Bell, Director of Public Works
- Ben Croll, Development Officer

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

None

Council Public Hearing – September 8, 2025

Draft Minutes

Page 1

2. PRESENTATION OF ITEM A – Proposed Amendments to the Land Use Bylaw Regarding Amenity Space and Parking Requirements in the General Commercial (C1) Zone

Staff made a presentation on the proposed amendments.

There were several questions following the presentation:

Councillor Baker – Is there an all-encompassing strategy for the C1 Zone? If so, it may address parking and the vision around car use.

Staff – There is no specific strategy for the downtown area. There is some language in the Municipal Planning Strategy but the policies could receive greater consideration during the plan review process.

Councillor Savage – Can developers still put in parking even if the requirement is no longer there?

Staff – Yes, the ability to provide parking is at the developer's discretion.

Kait Bowser – What does "flexibility" mean?

Staff – Flexibility in the context of the report refers to giving developers greater ability to determine the appropriate provisions for their prospective tenants, whether parking or amenity space. Having a flexible approach may allow for different types of developments to be contemplated.

There were no additional questions or written submissions.

3. PRESENTATION OF ITEM A – Proposed Rezoning of 157 Main Street (PID 55467070)

Staff made a presentation on the proposed amendments. There was no presentation from the proponent. There were no questions or written submissions.

4. ADJOURNMENT

There being no further business to discuss,
Council Public Hearing adjourned at 5:27pm.

MOTION CARRIED

Title: Valley Region Solid Waste-Resource Management Authority- Guarantee Resolution

Meeting Date: September 8, 2025
Department: FINANCE

RECOMMENDATION

That Council approve the guarantee resolution for Valley Region Solid Waste-Resource Management related to the 2025-26 fiscal year capital budget.

SUMMARY

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) has approved a borrowing resolution that requires a guarantee resolution from each of its municipal partners.

BACKGROUND

The Temporary Borrowing Resolution (TBR) aligns with Council's previously approved Valley Waste capital budget from March, totaling \$4,665,000 including proposed debt funding of \$1,465,000. Valley Waste borrowing resolutions require a guarantee resolution from each of its municipal partners at a specified percentage based on population, and uniform assessment. The Town of Kentville's estimated percentage is 8.10%

The Valley Waste temporary borrowing resolution (TBR) is in the amount of \$1,465,000. The Town's share is \$118,603.

BUDGET IMPLICATIONS

There are no budget implications beyond the previously approved 2025-26 capital budget for this municipal partner.

RECOMMENDATION

That Council approve the attached guarantee resolution for Valley Region Solid Waste-Resource Management related to the 2025-26 fiscal year.

Respectfully Submitted,

Wanda Matthews, Director of Finance
Town of Kentville.

ATTACHMENTS :

Municipal Partner Guarantee Resolution and Budget Information

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF**

Guarantee Share Amount: \$ _____ Purpose: _____

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of _____ Dollars (\$ _____) for purpose of _____;

WHEREAS the Authority has requested the Council of the _____, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the _____ does hereby approve the borrowing of the aggregate principal amount of _____ Dollars (\$ _____) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of _____ Dollars (\$ _____) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ held on the _____ day of _____, 2025.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 2025.

Clerk

Valley Region Solid Waste-Resource Management Authority
Capital Budget
Budget 2025-2026

Item Description	Funding Source Projection & Budget	Budget 2025-2026
Cat 924K Loader - Solid Tires	Debenture	400,000
Cat 906 Loader - Solid Tires, Grapple - C&D Pile	Debenture	200,000
Generator - Tailer Mounted 60kw 3 Phase	Capital Reserves	100,000
Generator Hookups Each Site	Capital Reserves	50,000
EMC Transfer Station Expansion	Infrastructure Reserve	2,600,000
C&D Pad & Metal Pad Expansion/Relocation	Infrastructure Reserve	450,000
HHW Container Replacement	Debenture	60,000
HHW Pre Fab Structure	Debenture	250,000
Press Upgrade	Debenture	120,000
Tunnel Door	Debenture	85,000
Warehouse	Debenture	350,000
Total Annual Capital Requested		\$ 4,665,000
Debenture Subtotal		\$ 1,465,000

Municipal Unit	% Allocation	Party Guarantee
Municipality of Kings	58.28%	853,802
Town of Kentville	8.10%	118,603
Town of Wolfville	7.19%	105,363
Town of Berwick	2.71%	39,739
Town of Middleton	1.90%	27,890
Town of Annapolis Royal	0.84%	12,347
Municipality of Annapolis	20.98%	307,328
Total	100.00%	1,465,071

Proposed Amendments to the Land Use and Subdivision By-laws Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot Frontage Standards

Staff Report TOK202549

Meeting Date: September 29, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

FOR RECOMMENDATION

RECOMMENDATION

THAT Council:

give First Reading and schedule a Public Hearing for proposed amendments to the Land Use By-law (LUB) and Subdivision By-law (SB) to:

1. Establish phased subdivision approval provisions, **including distinctions between local and collector streets;**
2. Regulate limited-access street systems (cul-de-sacs, temporary turnarounds, **looped streets**);
3. Revise lot frontage requirements in the Medium Density Residential (R3) and High Density Residential (R4) zones;
4. Establish connectivity incentives linked to density bonusing;
5. **Introduce collector street provisions requiring Town Engineer review where thresholds are exceeded;**
6. Address legacy streets that exceed current standards; and
7. **Require the reservation of corridors for future street connections, administered jointly by the Development Officer and Traffic Authority.**

Background

Staff have initiated a review of subdivision and land use regulations to ensure development aligns with infrastructure capacity, street safety, and long-term growth management.

We expect subdivision activity to increase, particularly for larger developments with a mix of densities, and the Town's current regulations do not adequately address phasing, connectivity, emergency access, or evolving housing needs.

The CAC staff report introduced amendments focused on cul-de-sac length, unit thresholds, and phased subdivision approvals. Clarifications to the amendments have been provided to reflect the discussion at CAC, to include broader considerations such as the regulation of looped and existing overextended streets, the differentiation between local and collector streets, and the requirements for future street connections.

Discussion

Phasing, Emergency Access, and Growth Management as Central Principles

Phased subdivision approvals and emergency access standards are two tools that help to ensure that development proceeds safely and in step with infrastructure. Together, they guide how streets are laid out, how many units may be served at each stage, and how risks are mitigated when single-access streets are proposed.

Differentiating between local and collector streets is essential, as collector streets carry higher traffic volumes and serve as neighbourhood spines. To protect public safety and maintain long-term network efficiency, stricter thresholds and referral requirements to the Town Engineer and Traffic Authority are introduced. Their oversight ensures that street alignments, emergency access, and servicing capacity are reviewed against higher performance standards than those applied to local streets.

In addition to safety and servicing standards, growth management must remain a central consideration. Well-phased development helps align new housing with available infrastructure, fiscal capacity, and community amenities. By integrating growth management into subdivision approvals, the Town can balance development pressures with the ability to deliver services in a sustainable and timely manner. This approach ensures that new neighbourhoods not only meet immediate demand but also contribute to a resilient and well-connected urban structure over the long term.

The amendments have been organized into five areas to provide Council with a clear framework that links each policy change to its purpose, the street types affected, and the authority responsible for implementation. This structure helps make complex technical standards transparent and framed in a way that supports informed decision-making. Each section focuses on a core policy theme.

Area 1 – Street Connectivity & Temporary Terminations

Connectivity is central to subdivision design in Kentville. Temporary turnarounds and single-access systems should be managed to ensure long-term connections are preserved.

Amendment Focus:

- Regulation of limited-access street systems (cul-de-sacs, looped streets, temporary turnarounds).
- Requirement for future street connection corridors.
- Phasing provisions to ensure extensions occur in sequence.

Street Types Affected:

- Primarily local streets, but also collector streets where temporary terminations occur.

Relevant Authority:

- Development Officer (DO): Determines when temporary turnarounds are acceptable.
- Traffic Authority: Confirms location and alignment of reserved corridors
- Town Engineer: Reviews temporary turnaround criteria on collector streets.

Area 2 – Maximum Lengths & Dwelling Unit Thresholds

Length and unit limits help ensure that single-access streets remain safe and serviceable at all stages of subdivision phasing.

Amendment Focus:

- Local Streets:
 - Max 100 m permanent cul-de-sac to a maximum of 60 units. Connectivity incentives allow for up to 70 units up to 150 m with a walkway link; 90 units up to 200 m with an all-weather emergency connection.
 - Temporary turnaround cap: 60 units / 150 m; extendable to 120 units / 300 m with emergency access.
- Collector Streets:
 - Additional criterium — referral to Town Engineer if exceeding 150 m or 60 units.
 - Additional collector length may only be considered where:
 - A future street connection corridor is reserved and secured on the subdivision plan by way of right-of-way or registered easement in the favour of the Town of Kentville;
 - A permanent all-weather emergency connection is provided to the satisfaction of the Town Engineer; and
 - The Traffic Authority confirms that intersection spacing, alignment, and traffic operations meet safety standards.
 - Additional collector street length is hard-capped at four hundred and fifty (450) metres in length or one hundred and eighty (180) dwelling units with a temporary turnaround until a permanent street connection is provided.

Street Types Affected:

- Both local and collector streets.

Relevant Authority:

- DO: Applies thresholds during approvals.
- Town Engineer: Confirms where thresholds are exceeded and reviews emergency access.
- Traffic Authority: Confirms spacing, alignment, and traffic flow for collector extensions.

Area 3 – Emergency Access Requirements

Emergency access is a core principle of the amendments, helping to ensure that no subdivision phase leaves residents or services dependent on a single constrained route.

Amendment Focus:

- New Emergency Access – General Provisions in the SB.
- Requirement for all-weather emergency connections to extend permanent cul-de-sacs up to 200 m.
- Phased approval conditioned on maintaining emergency access in each stage beyond the first 60 units/150 m.

Street Types Affected:

- Both local and collector.

Relevant Authority:

- DO: Ensures emergency access conditions are applied.
- Town Engineer: Certifies all-weather connections.
- Traffic Authority: Verifies access alignments.

Area 4 – Legacy / Existing Overextended Streets

Several older Kentville streets exceed the current standard for length. These “legacy streets” require special treatment to prevent compounding risks through rezoning or infill development.

Amendment Focus:

- Define “Existing Overextended Street.”
- Permits up to 80 units and up to 120 units through the provision of an all-weather emergency connection.

Street Types Affected:

- Existing local and collector streets built prior to current and proposed standards.

Relevant Authority:

- DO: Applies regulations.
- Council: Retains discretion in rezoning cases.
- Town Engineer: Advises on servicing capacity.

Area 5 – Lot Frontage Standards (Land Use By-law)

Lot frontage requirements influence subdivision density, streetscape, and servicing costs. Adjustments in the R3 and R4 zones support more compact, affordable housing forms while preserving safety and efficiency.

Amendment Focus:

Medium Density Residential (R3) Zone

- Multi-unit Dwelling (three to four units): 15.24 m (50 ft)
- Multi-unit Dwelling (five to eight units): 15.24 m (50 ft)

High Density Residential (R4) Zone

- Multi-unit Dwelling (three to four units): 15.24 m (50 ft)
- Multi-unit Dwelling (five+ units): 15.24 m (50 ft)

Street Types Affected:

- Applies town-wide where R3 and R4 zones exist.

Relevant Authority:

- DO: Applies at subdivision approval and development permit review.

Proposed Amendments

Land Use By-law (LUB):

- Add definitions: limited-access street system, looped street, flag lot (amended), permanent cul-de-sac, temporary turnaround, collector street, existing overextended street, all-weather emergency connection, future street connection corridor, and local street.
- Revise lot frontage standards in R3 and R4.
- Add density bonusing criteria tied to connectivity.
- Add cross-reference to SB requiring collector street phasing review.

Subdivision By-law (SB):

- Add Phased Development – General Provisions.
- Add Emergency Access – General Provisions.
- Add definitions: limited-access street system, looped street, flag lot (amended), permanent cul-de-sac, temporary turnaround, collector street, existing overextended street, all-weather emergency connection, future street connection corridor, and local street.
- Add future street connection corridor requirements (DO + Traffic Authority).
- Add connectivity incentives tied to cul-de-sac extensions, walkways, and emergency connections.
- Add provisions for Existing Overextended Streets.

Next Steps



Appendices

Appendix A – Revised LUB Text Amendments

Appendix B – Revised SB Text Amendments

Appendix C – Revised Limited-Access Street System Map and Table

Appendix D – CAC Presentation – September 8, 2025

APPENDIX A – New LUB Text Amendments

Add the following definitions to Section 2 – Definitions:

- **Limited-Access Street System** means a street or street network that provides only one point of vehicular access to the surrounding public street network, including cul-de-sacs, looped streets, and temporary turnarounds.
- **Looped Street** means a local street that extends from a single stem and continues in a circular alignment, rejoining the stem, thereby providing internal circulation but only one point of external access.
- **Flag Lot** means a lot with a narrow strip of land providing access to a public street and a wider portion of land located behind other lots, where the access strip is intended solely to provide legal and physical access.
- **Permanent Cul-de-Sac** means a street permanently terminated by a bulb with no further extension intended.
- **Temporary Turnaround** means a turnaround provided at the end of a street that is intended for future extension as shown on the approved tentative or final subdivision plan.
- **Collector Street** means a street identified as a collector (major or minor) as described in the Municipal Planning Strategy Policy T-3 and indicated on the MPS Transportation Map.
- **Existing Overextended Street** means a street constructed prior to the adoption of these amendments that exceeds the maximum permitted length or dwelling unit thresholds for limited-access street systems.
- **All-Weather Emergency Connection** means a secondary means of access designed to accommodate emergency and service vehicles, as well as local residents, in the case of emergency, year-round, constructed to standards acceptable to the Town Engineer.

- **Future Street Connection Corridor** means a reserved right-of-way in favour of the Town of Kentville shown on a subdivision plan to provide for the future extension of a street to an existing road network, as required by the Development Officer in consultation with the Traffic Authority.
- **Local street** means a street identified as a local street as described in the Municipal Planning Strategy Policy T-3 and indicated on the MPS Transportation Map.

1. General Provisions (New Section)

Section 4.1.33 Streets

- a) **Temporary Turnarounds** – Where a subdivision plan identifies a street intended for future extension, development on lots abutting a temporary turnaround shall only be permitted where the turnaround has been constructed in accordance with Section 8.8 of the Subdivision By-law and is designed to provide complete connectivity.
- b) **Permanent Cul-de-Sacs** – Development shall not be permitted on lots abutting a permanent cul-de-sac that exceeds:
 - 100 m (328 ft) in length;
 - 150 m (492 ft) in length where a multi-use pathway connects the cul-de-sac head to another public street; or
 - 200 m (656 ft) in length where an all-weather emergency connection of at least 4.6 m (15 ft) in width connects to another public street.

No permanent cul-de-sac shall serve more than 60 dwelling units.

- c) **Collector Streets** – Where a collector street terminates in a limited-access street system. Development on abutting lots shall only be permitted where the street does not exceed 100 m (328 ft) or 80 dwelling units served. Additional connectivity may be considered by the Development Officer and Town Engineer if the following is provided:
 - i. A future street connection corridor is reserved on the subdivision plan;
 - ii. An all-weather emergency connection is provided to the satisfaction of the Town Engineer; and

iii. *The Traffic Authority confirms that alignment, intersection spacing, and traffic operations are adequate.*

d) **Existing Overextended Streets** – *Where an existing overextended street serves more than sixty (60) dwelling units or exceeds one hundred and fifty (150) metres in length, the maximum number of units permitted shall be eighty (80). This cap may be increased to one hundred and twenty (120) dwelling units where the developer provides a secondary all-weather emergency connection designed to accommodate fire apparatus, to the satisfaction of the Town Engineer. If full connectivity is provided through an approved tentative plan of subdivision, then no unit cap is no longer applicable.*

e) **Future Street Connection Corridors** – *Where a subdivision plan identifies a future street connection corridor, development on abutting lots shall respect the reserved alignment and no permanent structure shall obstruct the corridor.*

Intent:

- Embeds connectivity, length, and unit thresholds into land use controls, complementing the Subdivision By-law.
- Differentiates local vs. collector streets to align with their functional roles.
- Uses land use tools to reinforce subdivision design standards.
- Provides clarity for development officers when reviewing development permit and subdivision applications.
- Provides regulation for existing overextended streets.

2. Minimum Lot Frontage (Amended Sections 5.4.4 and 5.5.3)

Section 5.4.4 – Medium Density Residential (R3) Zone

- Multi-unit Dwelling (three to four units): 15.24 m (50 ft)
- Multi-unit Dwelling (five to eight units): 15.24 m (50 ft)

Section 5.5.3 – High Density Residential (R4) Zone

- Multi-unit Dwelling (three to four units): 15.24 m (50 ft)
- Multi-unit Dwelling (five+ units): 15.24 m (50 ft)

Intent:

- Reduces 100 ft frontage standard in medium/high-density zones.
- Aligns with SPIs and supports infill.
- Maintains lot area minimums to balance scale and form.

APPENDIX B - New SB Text Amendments

Add the following definitions to Section 2 – Definitions:

- ***Permanent Cul-de-Sac*** means a street permanently terminated by a bulb or turnaround with no further extension intended.
- ***Temporary Turnaround*** means a turnaround provided at the end of a street that is intended for future extension as shown on the approved tentative plan of subdivision.
- ***Existing Overextended Street*** means a street constructed prior to the adoption of these amendments that exceeds the maximum permitted length or dwelling unit thresholds established for limited-access street systems.
- ***All-Weather Emergency Connection*** means a secondary means of access designed to accommodate emergency and service vehicles, as well as local residents, year-round, constructed to standards acceptable to the Town Engineer.
- ***Future Street Connection Corridor*** means a reserved right-of-way shown on a subdivision plan to provide for the future extension of a street to adjoining lands, required jointly by the Development Officer and the Traffic Authority.
- ***Collector Street*** means a street identified as a collector street as described in the Municipal Planning Strategy Policy T-3 and indicated on the MPS Transportation Map.
- ***Local Street*** means a street identified as a local street as described in the Municipal Planning Strategy Policy T-3 and indicated on the MPS Transportation Map.
- ***Subdivision Agreement*** means an agreement entered into pursuant to the Municipal Government Act between the developer and the Town of Kentville, including provisions for phasing where applicable.

- **Limited-Access Street System** means a street or street network that provides only one point of vehicular access to the surrounding public street network, including cul-de-sacs, looped streets, and temporary turnarounds.
- **Looped Street** means a local street that extends from a single stem and continues in a circular alignment, rejoining the stem, thereby providing internal circulation but only one point of external access.

1. Phased Subdivision Approvals - Proposed Text – (New Section)

Section 8.21 Phased Subdivision Approvals

- a) Subdivision final approvals may be granted in phases where full build-out, including lots, streets, and infrastructure, is intended, based on the approved Tentative Plan of Subdivision.
- b) Where full street connectivity cannot be achieved within a single phase, any temporary street termination on a **local street** shall not:
 - i. serve more than sixty (60) dwelling units; or
 - ii. exceed one hundred and fifty (150) metres in length.
- c) Where full street connectivity cannot be achieved within a single phase, any temporary street termination on a **collector street** shall not:
 - i. serve more than sixty (60) dwelling units; or
 - ii. exceed one hundred and fifty (150) metres in length, except where additional criteria are satisfied to the approval of the Development Officer, Town Engineer, and Traffic Authority, including:
 - 1. reservation of a future street connection corridor on the subdivision plan by way of right-of-way or registered easement in the favour of the Town of Kentville;
 - 2. provision of an all-weather emergency connection; and
 - 3. written confirmation from the Traffic Authority that intersection spacing, alignment, and traffic operations are adequate.

d) Notwithstanding Section 8.21(b–c), a temporary street termination may serve more than the thresholds above, provided that the developer supplies a secondary means of emergency access. Such access shall be in the form of either:

- a public street; or*
- an all-weather emergency connection designed to accommodate fire apparatus, to the satisfaction of the Town Engineer.*
 - i. Where such access is provided on a **local** street, no temporary street termination shall:*
 - 1. serve more than one hundred and twenty (120) dwelling units; or*
 - 2. exceed three hundred (300) metres in length.*
 - ii. Where a temporary turnaround on a **collector street** exceeds three hundred (300) metres in length or one hundred and twenty (120) units, additional review and approval by the Town Engineer and Traffic Authority shall be required, with provisions for future connection or emergency access.*

In considering such extensions, the following criteria shall apply:

- 1. The Development Officer shall be satisfied that:*
 - a. A future road connection corridor is reserved and secured on the subdivision plan reserved and secured on the subdivision plan by way of right-of-way or registered easement in the favour of the Town of Kentville;*
- 2. The Town Engineer shall be satisfied that:*
 - a. an all-weather emergency connection capable of accommodating fire apparatus is constructed to municipal standards;*
 - b. municipal services are designed to accommodate the extended phase and are capable of connection to future roads; and*
 - c. the design of the temporary turnaround conforms to a standard acceptable by the Town Engineer.*

3. The Traffic Authority shall be satisfied that:

- a. interim traffic volumes can be safely accommodated without unacceptable impacts to traffic operations or neighbourhood safety; and*
- b. sight distances, turning movements, and traffic control measures are appropriate for the extended configuration.*
- e) In no case shall a temporary turnaround on a collector street exceed four hundred and fifty (450) metres in length or serve more than one hundred and eighty (180) dwelling units. Any proposal beyond these limits shall require full permanent road connectivity to the satisfaction of the Town.*
- f) The amount of securities shall be sufficient to cover the estimated cost of removing the temporary turnaround and completing the permanent street extension and maintenance, as determined by the Town Engineer.*
- g) Upon completion and acceptance of each phase, securities shall be released in proportion to the estimated cost of that phase relative to the total subdivision, less a 10% holdback retained for the duration of the maintenance period.*
- h) Where a temporary turnaround is proposed, the future street corridor must be shown on the final subdivision plan and noted in the approval conditions.*

Intent:

- Sets numeric thresholds for local and collector streets when full connectivity cannot be provided.
 - Requires securities to protect the Town and guarantee future connections.
 - Introduces oversight by the Town Engineer and Traffic Authority for collector streets.
 - Mandates clear identification of future connections on plans.
-

2. Permanent Cul-de-sacs and Temporary Turnarounds - Proposed Text – (Amended Section)

Permanent Cul-de-sacs (Section 8.8)

- a) Permanent cul-de-sacs shall not exceed 100 m, or 150 m where a walkway at the cul-de-sac head connects to another public street, or 200 m where an all-weather emergency connection connects to another public street.*
- b) Dwelling unit limits for permanent cul-de-sacs shall be as follows:*
 - i. A maximum of sixty (60) dwelling units where the length of the cul-de-sac is one hundred (100) metres or less;*
 - ii. A maximum of seventy (70) dwelling units where the length of the cul-de-sac is greater than one hundred (100) metres but does not exceed one hundred and fifty (150) metres, provided that a public walkway connection is established to the satisfaction of the Town;*
 - iii. A maximum of ninety (90) dwelling units where the length of the cul-de-sac is greater than one hundred and fifty (150) metres but does not exceed two hundred (200) metres, provided that an all-weather emergency connection capable of accommodating fire apparatus is constructed to the satisfaction of the Town Engineer.*
- c) A permanent cul-de-sac serving more than the unit caps above shall not be permitted unless a second public street connection is provided.*

Section 8.23 Temporary Turnarounds (New Section)

- a) Temporary turnarounds shall be required where a street is planned for future extension in order to provide complete connectivity, as shown on the approved Tentative Plan of Subdivision.*
- b) Temporary turnarounds shall be constructed to a standard acceptable to the Town Engineer and shall permit safe turnaround of emergency and service vehicles.*
- c) Where an emergency access gate is required, a protocol for use shall be established by the Town in consultation with emergency service providers.*

Intent:

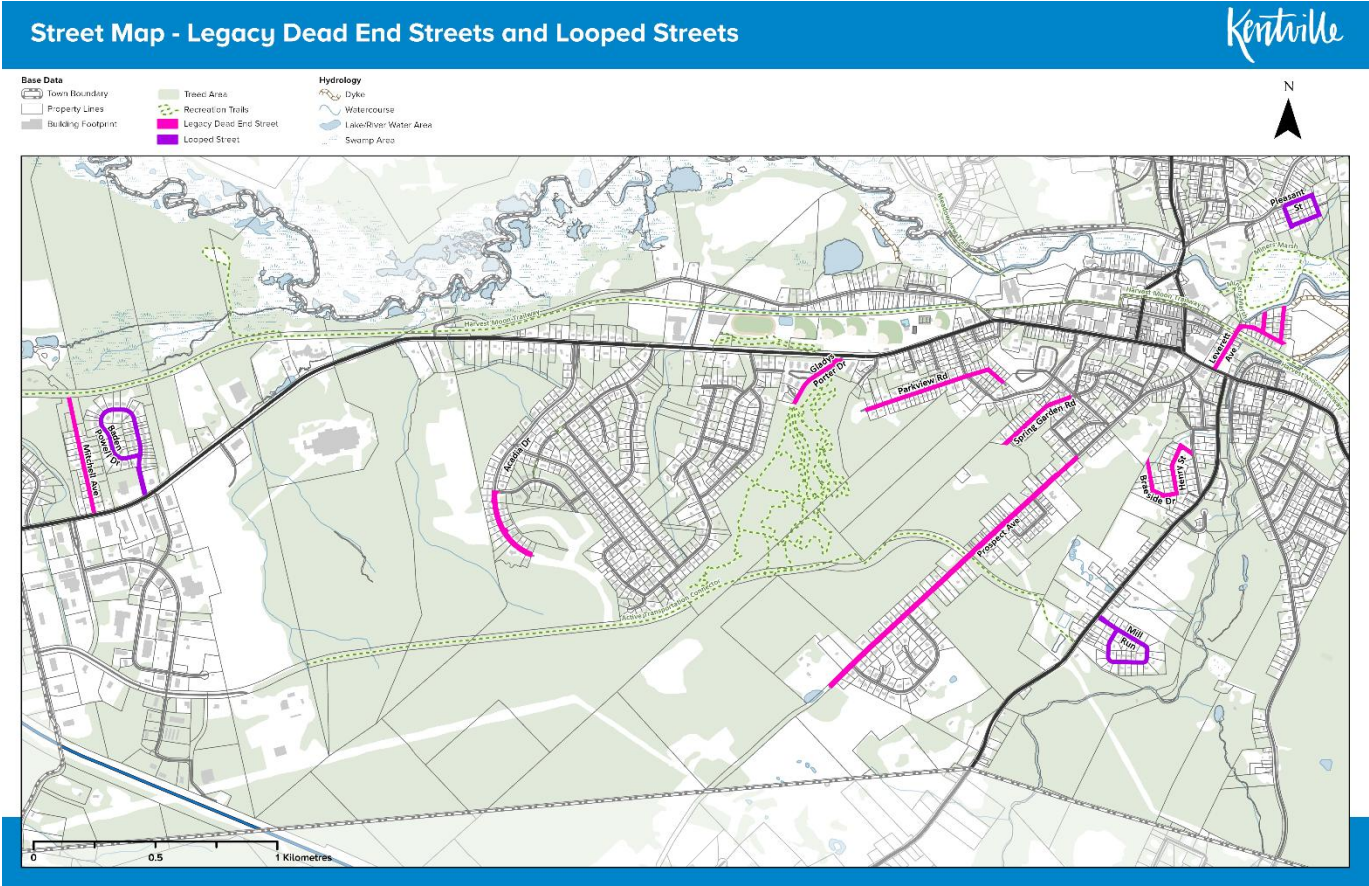
- Ensures temporary turnarounds and cul-de-sacs are built to engineering standards.
- Applies tiered thresholds with incentives (walkway, emergency access).
- Differentiates temporary turnaround criteria between local and collector streets.
- Caps permanent cul-de-sacs at 60 units unless connectivity is improved.
- Introduces emergency access gate protocol requirement.

3. Addition to Municipal Road Specifications (New Section)**Section 2.15**

An All-Weather Emergency Connection provides a secondary access route intended for use by fire, police, ambulance, and other emergency vehicles, as well as local residents, in the event the primary street access is obstructed. Such connections shall:

- 1. Be constructed of an all-weather surface (e.g., compacted gravel, asphalt millings, concrete, or pavement) capable of supporting the imposed loads of fire and service apparatus;*
- 2. Have a minimum clear width of 6.0 metres (20 ft), exclusive of shoulders, and a vertical clearance of not less than 4.6 metres (15 ft);*
- 3. Provide a continuous, unobstructed path from the subdivision to a public street;*
- 4. Be designed to accommodate turning radii of emergency vehicles;*
- 5. Remain free of barriers such as fences, gates, or landscaping unless such barriers are approved breakaway, lockbox, or electronically controlled gates acceptable to the Town Engineer; and*
- 6. Be maintained in a condition that provides year-round accessibility, including during snow, ice, or other adverse weather conditions.*

APPENDIX C:



Legacy Dead End Streets

Road Name	Length (ft)	Length (m)	Number of Units
Spring Garden Road	1,173	357	18
Parkview Road	1,441	439	44
Henry/Braeside Drive	1,594	486	24
Gladys Porter Dr (<i>Kadray Court/Blanchard Fraser Place</i>)	939	286	60
Parkview Road/Comeau Avenue	567	173	15
Prospect Avenue (Overlook to End)	4,471	1,363	134
Leverett Avenue/Klondyke Street/Chestnut Place	1,741	531	62
Mitchell Avenue	2,003	611	22
Acadia Drive	1,075	328	22

Looped Streets

Road Name	Length (ft)	Length (m)	Number of Units
Mill Run	2,090	637	37
Baden Powell Drive	2,504	763	78
Burke Subdivision (<i>Colonial Ave/Fairview St/Hillside Ave/Pleasant St</i>)	1,625	495	23

Proposed Amendments to the Land Use and Subdivision Bylaws

September 8, 2025



Overview



Background and Context – Why changes are needed and what prompted the review



Public Participation Meeting



LUB Amendment – Medium Density (R3) and High Density (R4) Zone minimum lot frontage requirements



Subdivision Amendments – Phased development, permanent cul-de-sac length/unit limits, temporary street configuration, emergency access standards



Implications for Development – Benefits, challenges, and impacts



Next Steps

Background

- Current Provisions – Existing Land Use Bylaw and Subdivision Bylaw have outdated, restrictive requirements or are silent on areas related to larger, phased developments. Staff are bringing forward several timely amendments which will support responsible development ahead of the plan review process
- Housing Constraints – Current R3/R4 frontage requirements limit density and infill potential
- Safety Concerns – No clear standards for cul-de-sac capacity, temporary turning areas, or emergency access for new or existing streets
- Phased Development – No language to consider connectivity, servicing capacity, safety, financial protections for the Town
- MPS Policy Objective – "to facilitate efficient growth and development of the town"

Public Participation Meeting

- Held on August 21, 2025

- Key Questions:

Q: Do the amendments reduce or extend cul-de-sac regulations?

A: Both a maximum length and unit cap would now apply, whichever is stricter.

Q: What if a property on an existing cul-de-sac is rezoned?

A: Unit caps still apply, even with rezoning. Applies to ADUs as well.

Q: Who has access to emergency access gates?

A: Likely a master key system for all emergency providers, protocol to be established.

LUB Amendment – R3/R4 Lot Frontage



Purpose of Lot Frontage Requirements

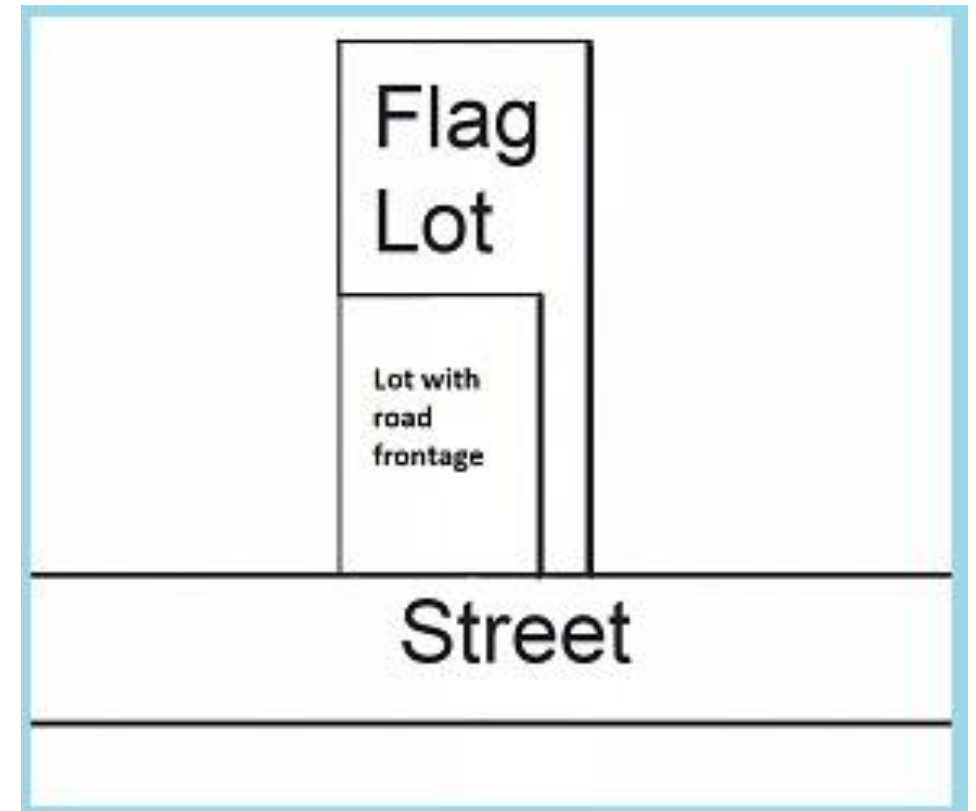
- Neighbourhood Design and Character – To shape the rhythm of the street by influencing spacing between driveways and overall streetscape.
- Access and Connectivity – To ensure that every lot has safe and reliable access to a public street for vehicles, pedestrians, and servicing.
- Emergency Services – To provide adequate width for fire trucks, ambulances, and utility vehicles to reach the property efficiently.
- Infrastructure and Servicing – To allow sufficient space for utilities, drainage, and snow storage while supporting efficient municipal maintenance.

LUB Amendment – R3/R4 Lot Frontage



Rationale for Lot Frontage Amendments

- Reduced Frontage – to allow more flexible design
 - R3: 50' (from 60' for 3-4 units; from 100' for 5-8 units)
 - R4: 50' (from 60' for 3-4 units; from 100' for 5+ units)
- Flag Lot Utilization - Enables more practical use of flag lots in higher-density zones, unlocking development on deep or irregular parcels currently constrained by frontage requirements



LUB Amendment – R3/R4 Lot Frontage



Urban Design Benefits – Encourages compact, pedestrian-friendly neighbourhoods

Alignment with Housing Goals – Supports more medium/high-density housing options

Infill Flexibility – Supports infill development while ensuring safe access and adequate servicing

Financial Flexibility - In addition to lowering direct land and servicing costs, reduced frontage requirements provide developers with financing flexibility by lowering upfront capital needs, improving loan viability, and enabling more flexible phasing and cash flow management.

Subdivision – Cul-de-Sac Provisions



Purpose of Cul-de-Sac Length Requirements



Emergency Access and Egress - To ensure fire, ambulance, and police services can reach properties efficiently and provide a **safe secondary exit route** for residents and responders in emergencies.



Traffic Management - To limit the number of homes served by a single cul-de-sac to avoid congestion.



Connectivity & Walkability – To encourage neighbourhood layouts with multiple connections, reducing isolation and promoting active transportation.



Infrastructure Efficiency - To manage the cost and maintenance of roads, snow clearing, and utility servicing by avoiding overly long cul-de-sacs.

Subdivision – Cul-de-Sac Provisions

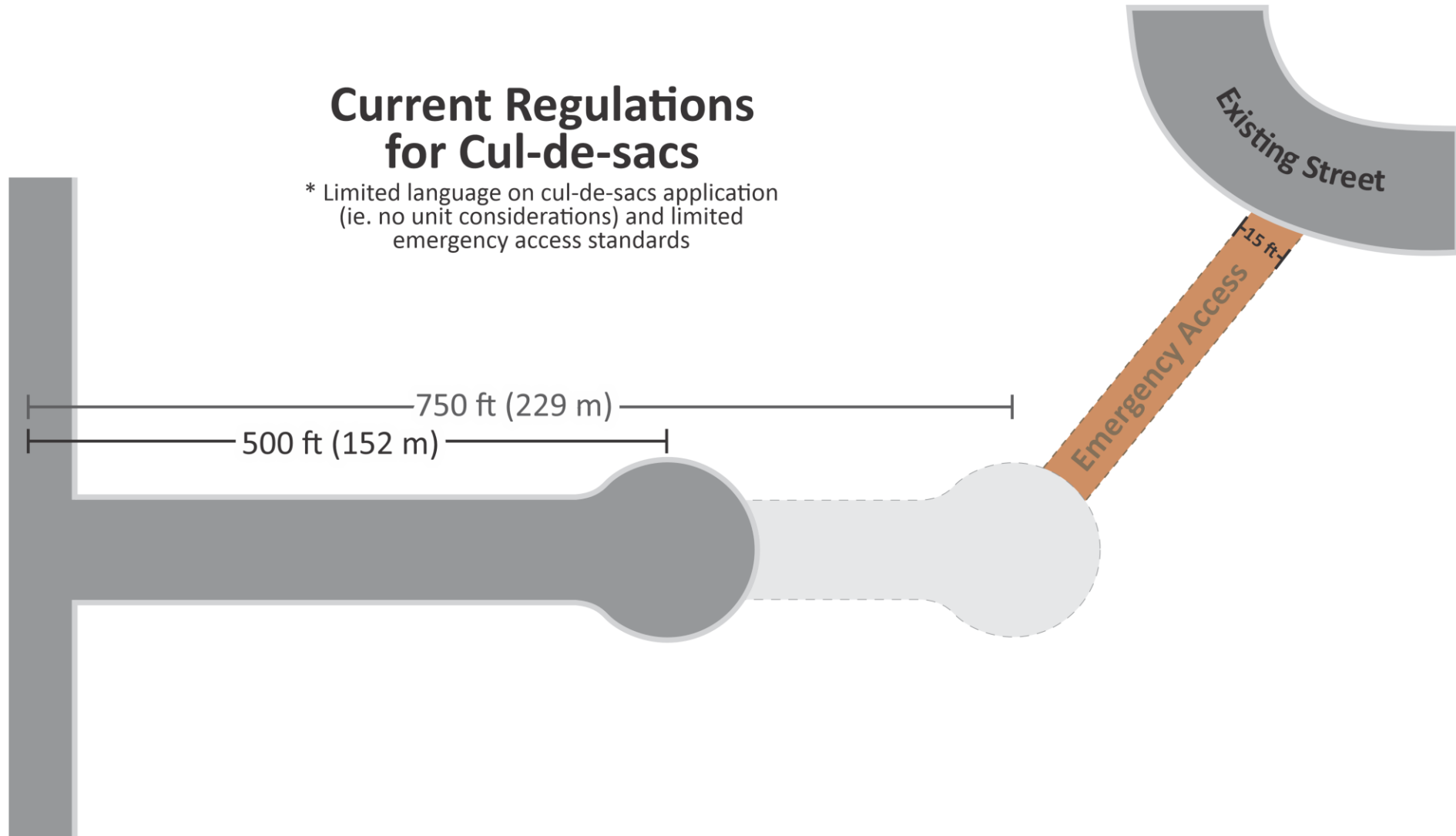


- **Distance vs. Unit-Based Standards** - Current limits are measured in road length (500' from nearest intersection (750' with emergency exit)), which does not reflect how many homes are served.

A unit-based limit (e.g., 40-80 units) provides a clearer measure of population and service demand, aligning more closely with emergency response and infrastructure impacts.

- Unit-Based Limit – proposing a maximum of 60 dwelling units on single-access streets
- Counting All Units – Includes principal dwellings, secondary suites/ADUs
- Encouraging Connectivity – Promotes earlier provision of secondary access routes

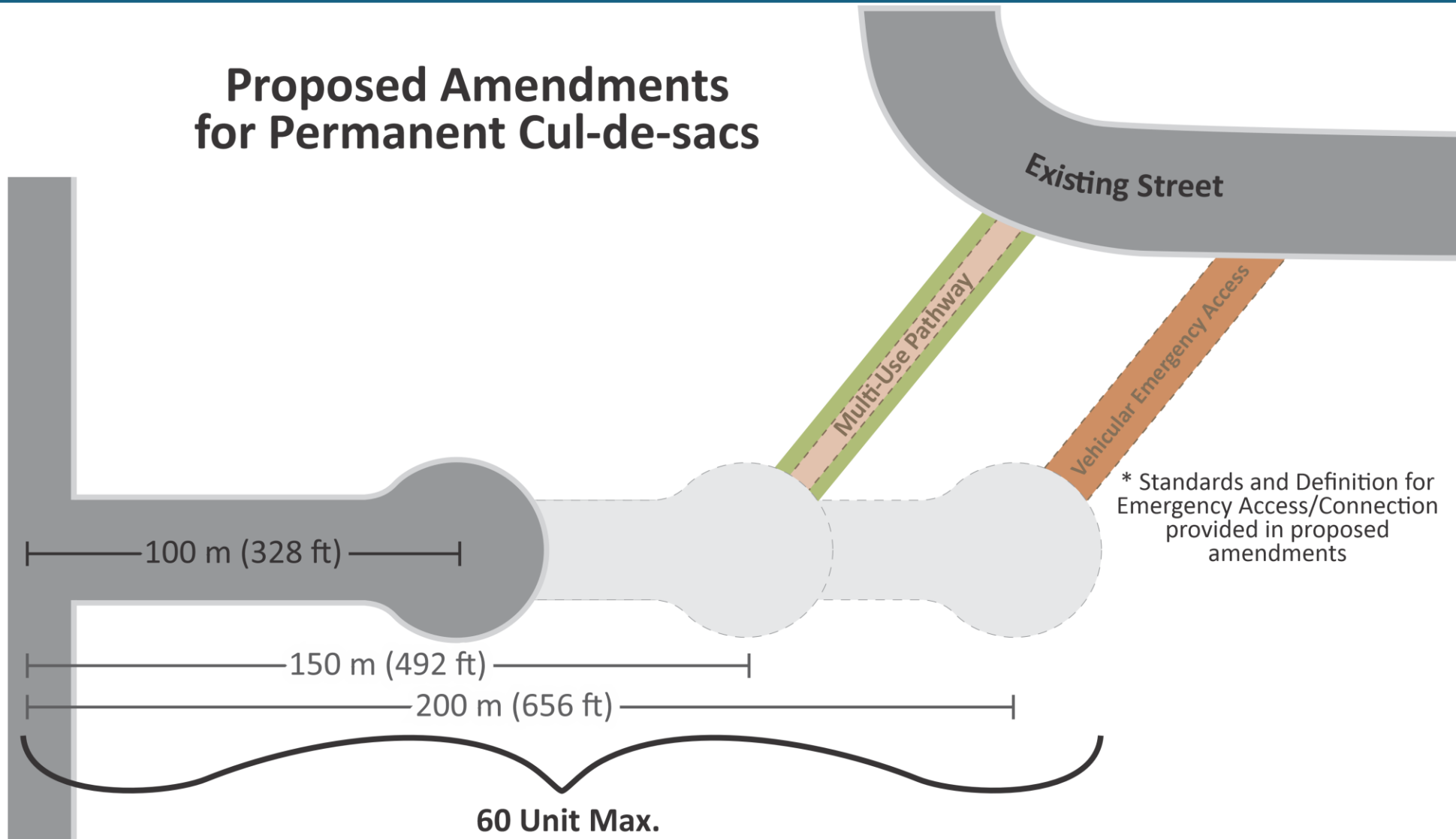
Subdivision – Cul-de-sac Length



Proposed Permanent Cul-de-sac Provisions

- Default maximum length 100 m (328 ft)
- Up to 150 m (492 ft) with multi-use pathway connection to another street
- Up to 200 m (656 ft) with all-weather emergency connection to another street
- Up to a maximum of 60 units

Subdivision – Cul-de-Sac Length



Existing Overextended Street

“Existing Overextended Street” means a public street that has been previously constructed or approved with a length or dwelling unit count that exceeds the maximum standards established in this By-law for cul-de-sacs or temporary road terminations, and which does not provide secondary access or full connectivity to the surrounding street network.

Subdivision – Legacy Streets



Legacy Dead End Streets

Road Name	Length (ft)	Length (m)	Number of Units
Spring Garden Road	1,173	357	18
Parkview Road	1,441	439	44
Henry/Braeside Drive	1,594	486	24
Gladys Porter Dr (<i>Kadray Court/Blanchard Fraser Place</i>)	939	286	60
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Leverett Avenue/Klondyke Street/Chestnut Place	1,741	531	62
Mitchell Avenue	2,003	611	22
Acadia Drive	1,075	328	22

Street Map - Legacy Dead End Streets

Kentville



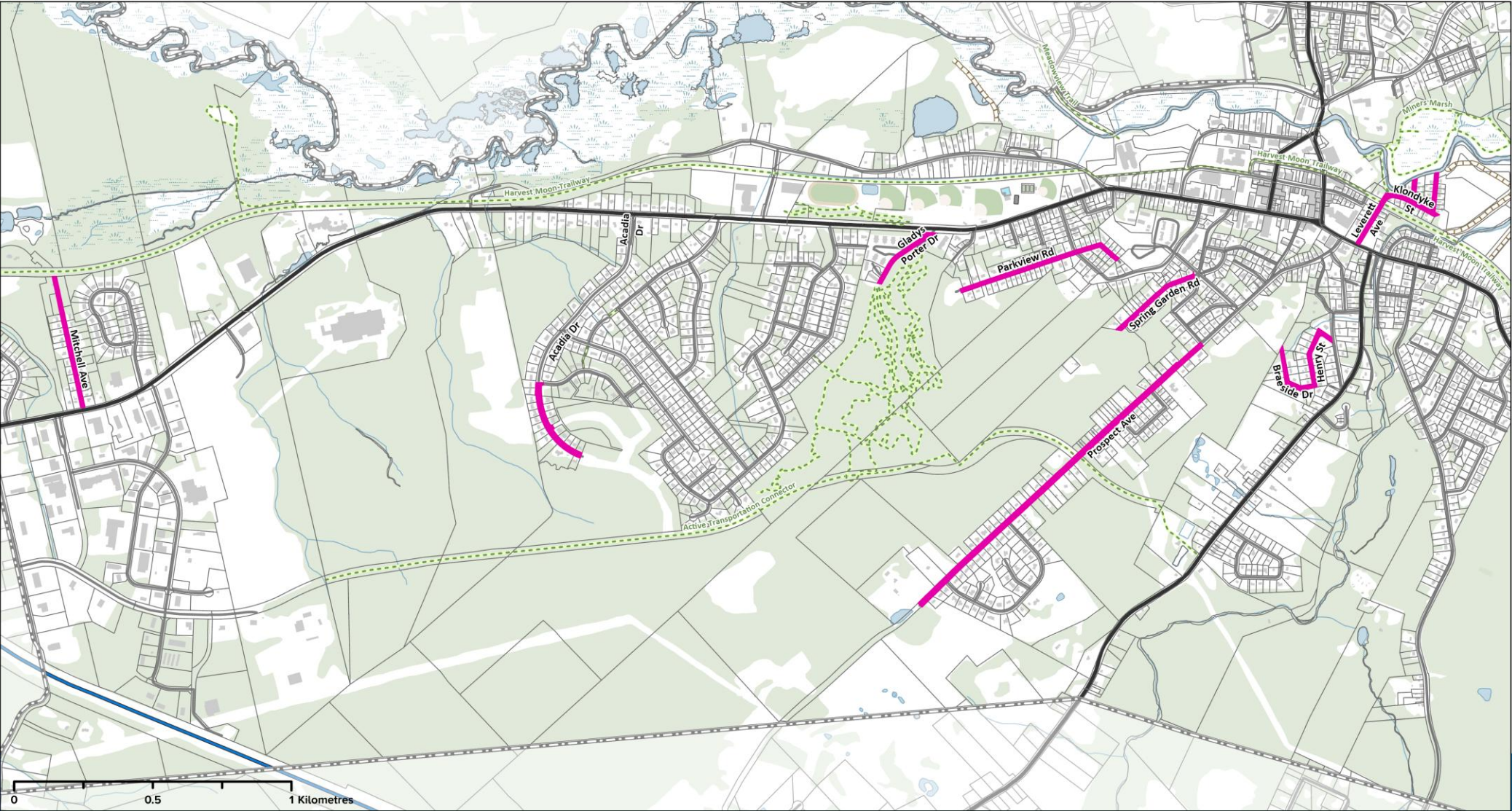
Base Data

- Town Boundary
- Property Lines
- Building Footprint

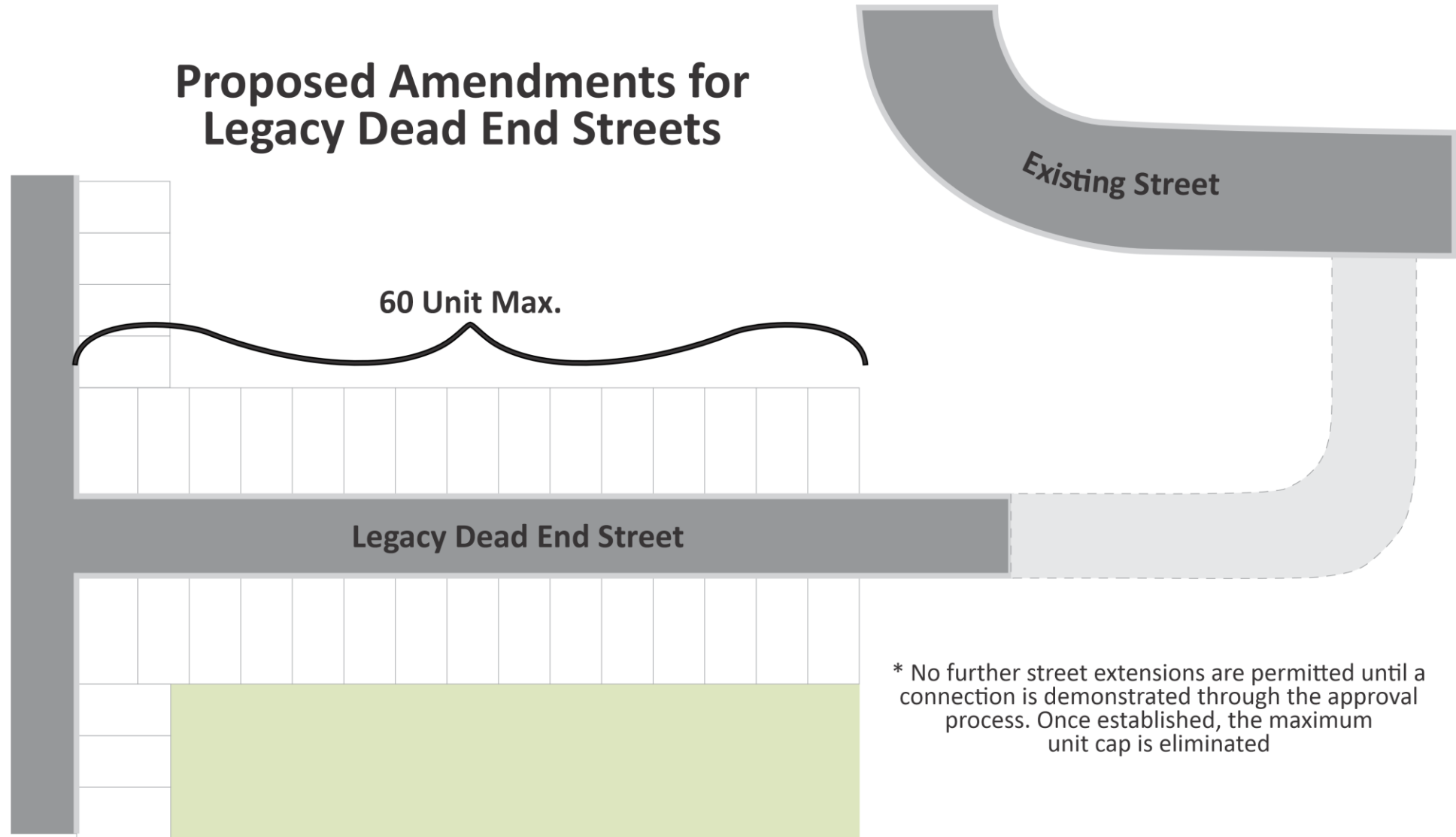
- Treed Area
- Recreation Trails
- Legacy Dead End Streets

Hydrology

- Dyke
- Watercourse
- Lake/River Water Area
- Swamp Area



Subdivision – Implication for Legacy Streets



Definition - Phased Development

Development of land in sequential stages under a single subdivision or development concept, where lots, roads, services, and other infrastructure are constructed in planned increments rather than all at once. Each phase is designed to function independently while ensuring connectivity and integration with future phases.

Subdivision – Phased Development Standards



Support Managed Growth

Ensure new subdivisions are built in logical, connected phases that align with municipal infrastructure capacity and service delivery.



Enhance Connectivity

Prevent isolated cul-de-sacs and encourage future street extensions to maintain an integrated street network.



Improve Safety & Resilience

Require secondary emergency access or temporary turnarounds to meet fire protection standards and reduce public safety risks.



Balance Flexibility & Accountability

Provide developers with phased approval options while securing municipal interests in road completion and long-term community design.

Subdivision – Phased Development Standards



Balancing Development Objectives and Safety in Cul-de-Sacs

Development Objectives (Higher Unit Counts)

Developers often seek to maximize lot yield within a cul-de-sac to improve project viability, reduce per-unit servicing costs, and meet growing housing demand.

Safety Objectives (Lower Unit Counts)

Municipal standards limit the length and number of dwellings on a cul-de-sac to ensure emergency access, protect evacuation routes, and reduce congestion at a single point of entry.

The Balance

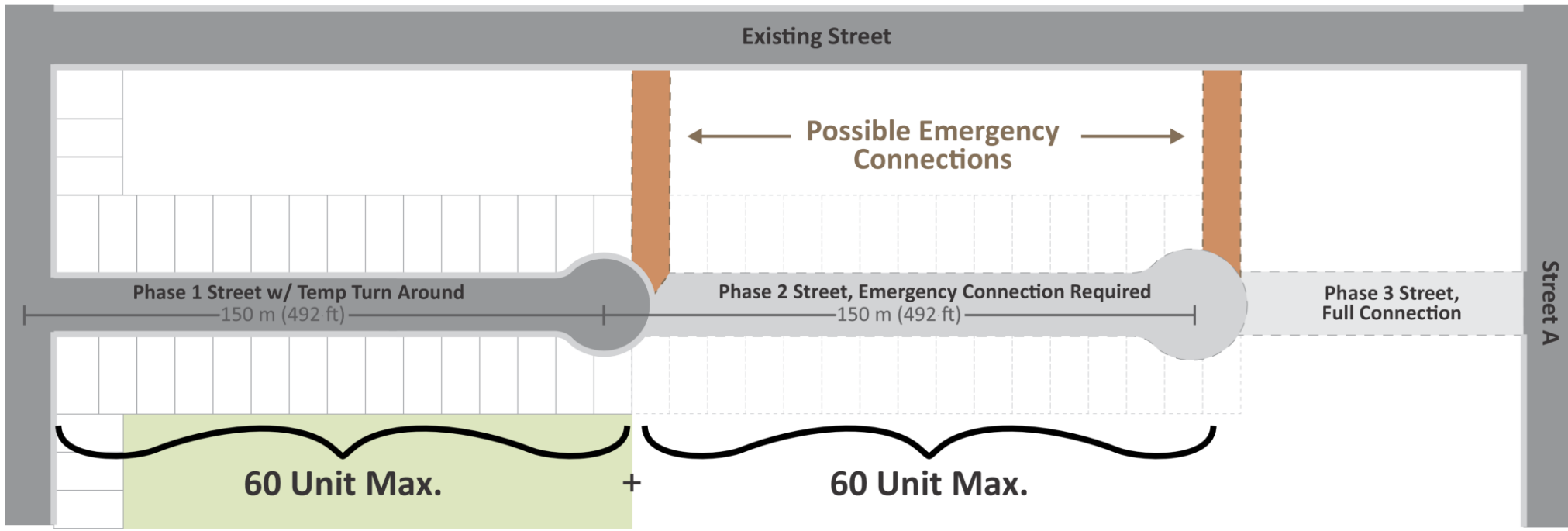
The phased development amendments recognize both perspectives by:

- Allowing higher unit counts where a secondary emergency access (public street or all-weather emergency connection) is provided.
- Maintaining lower thresholds where only a single point of access exists.

This approach ensures **flexibility for development** while **upholding life-safety standards and community resilience**.

Subdivision – Phased Street Standards

Proposed Amendments for Subdivision Phasing

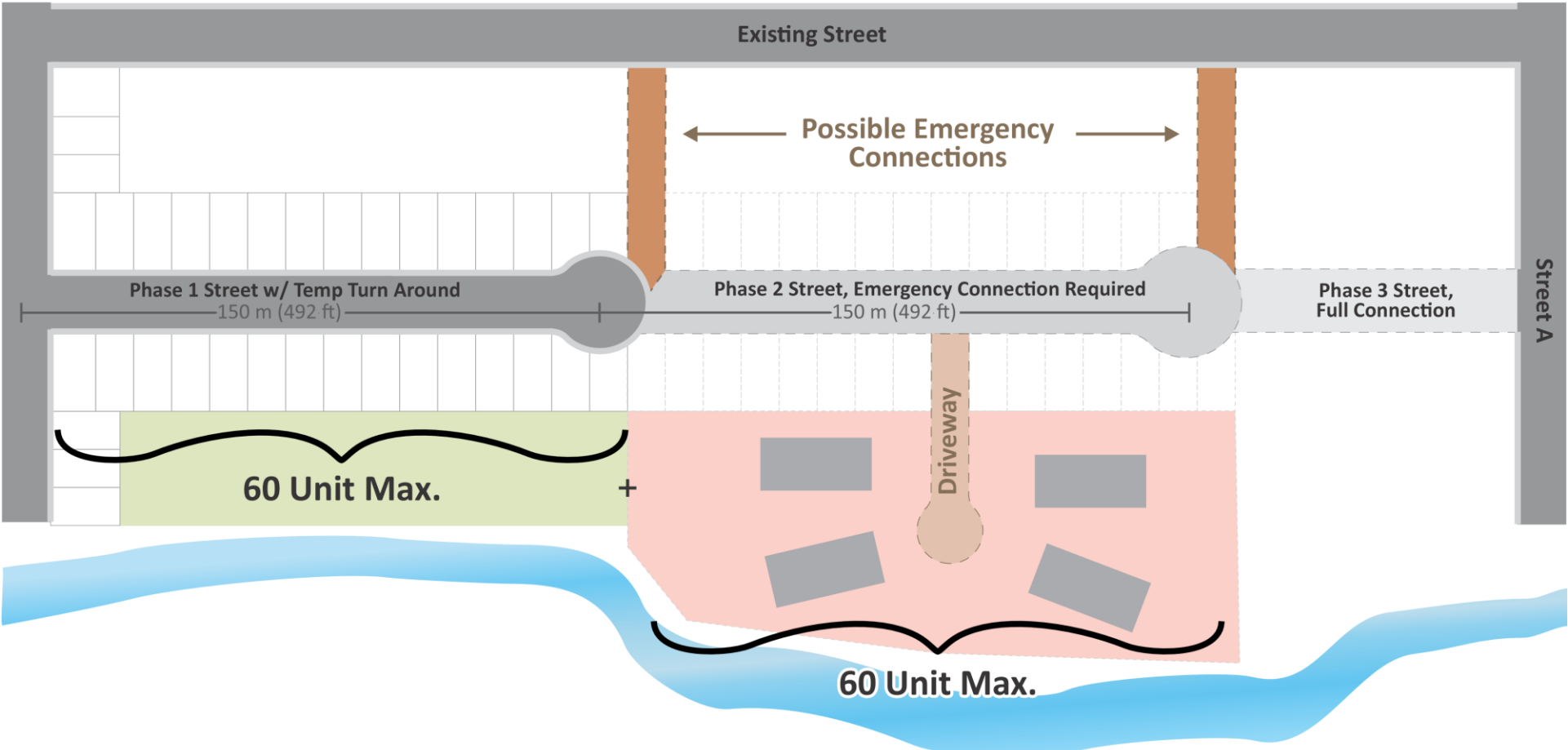


* Once full connection is provided through “Phase 3”, then the unit cap is eliminated

Subdivision – Phased Street Standards

Proposed Amendments for Subdivision Phasing

* Once full connection is provided through “Phase 3”,
then the unit cap is eliminated



Subdivision – Emergency Access/Egress



When Required – For phased developments with more than 60 units or permanent cul-de-sacs >150m



Design Standard – Minimum width 6.0 m (19.7 ft), all-weather surface, unobstructed



Traffic Restriction – Gated to prevent regular traffic but accessible to emergency services



Documentation – Shown on subdivision plan and registered as an easement in favour of the Town of Kentville

Subdivision – Temporary Turning Areas



When Required – For phased subdivisions where roads terminate temporarily



Proposed Design Standards – e.g. Hammerhead design

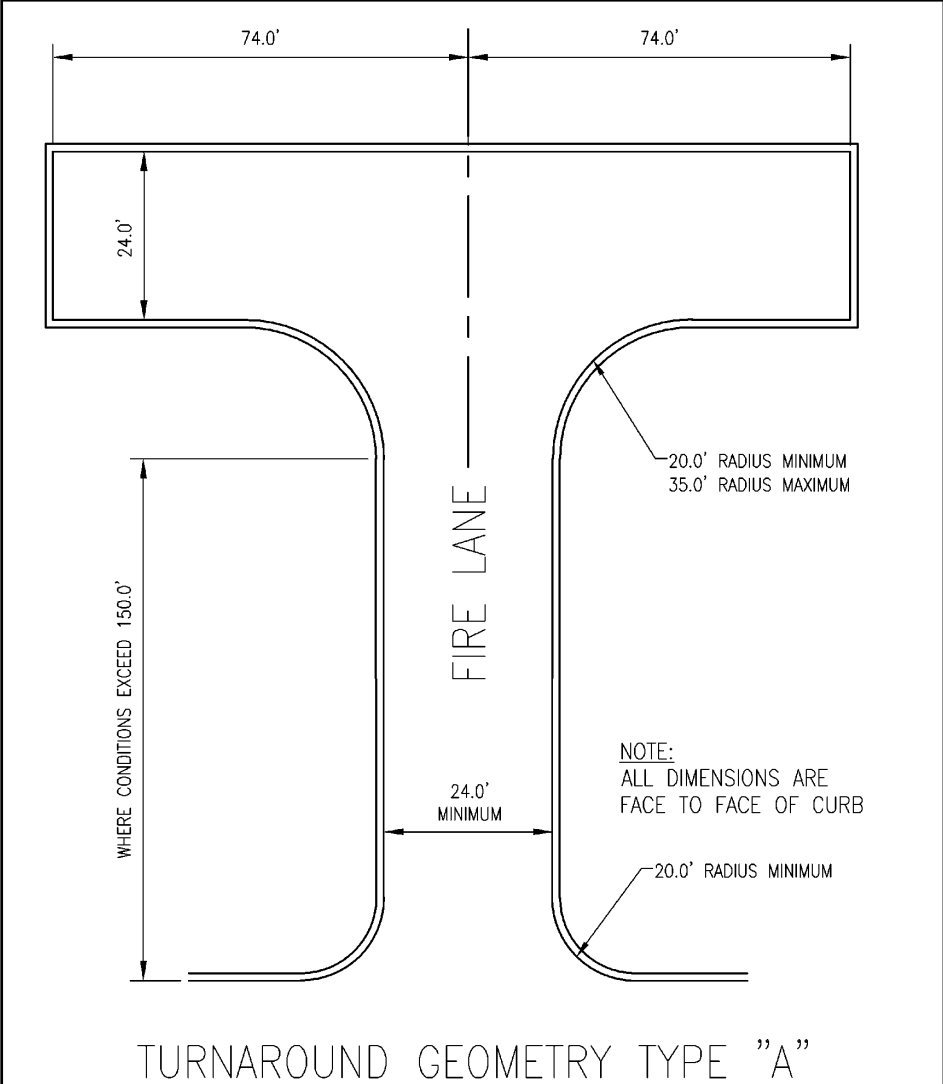
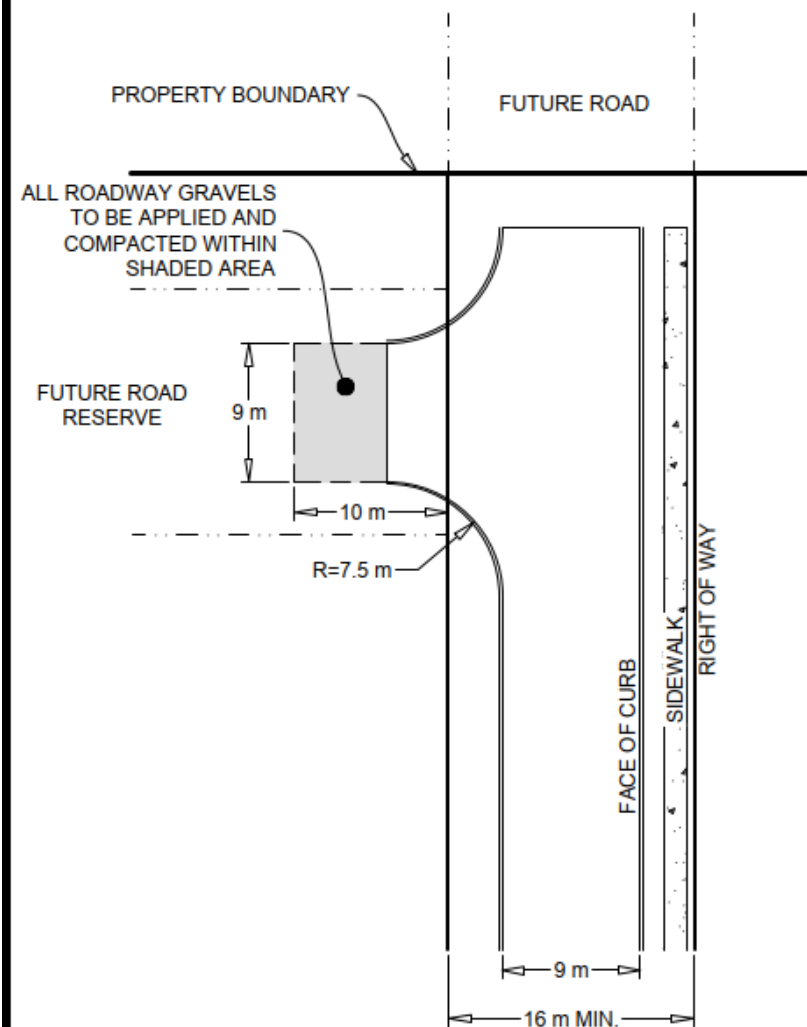


Safety Considerations – Must remain unobstructed for large emergency and service vehicles



Time Limit – Removed or extended within 24 months unless otherwise approved

Subdivision – Temporary Turning Area Concepts



- All-weather Emergency Connection
- Existing Overextended Streets
- Temporary Turnaround
- Permanent Cul-de-sac

Implications for Development



- Housing Supply – Facilitates design options in R3/R4 zones (frontage)
- Efficiency – Better use of land and infrastructure
- Public Safety – Stronger safeguards for evacuation and emergency access
- Process Clarity – Clear, measurable standards reduce uncertainty

The proposed changes are part of a broader effort to improve the quality of planning documents, ensuring they are clear, consistent with best practices, and easily understood by residents, developers, and Council.

Next Steps



Title: Policy 100 - Council and Committees of Council

Meeting Date: September 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 100 - Council and Committees of Council.

SUMMARY

There are presently up to seven (7) 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.

Staff prepared a draft new policy and shared it with Council in July 2025. The policy has now been updated with one additional repeal reference being Policy G81 respecting Committees, Commissions, and Boards. Additionally, staff have also now prepared new draft terms of reference for various committees, including some recommended consolidations to make committee operations more efficient and streamlined for effectiveness going forward. The terms of reference will need to be approved in order to enact the new Council and Committees policy. As well, some committees will need time to transition into a new full structure and therefore some committees have transitional clauses that permit current members to remain on committees until the next scheduled appointment of members.

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

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, while advertising for public members wishing to sit on committees to begin immediately.

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 up to seven 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



Policy 100 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. 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. 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.

d. 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.

e. The Mayor shall be an ex-officio member of all committees for which they are not formally appointed as a member.

6. Appointment as Chairperson and Vice Chairperson

Each committee shall designate a person to be the Chairperson and Vice Chairperson of their committee, and in the absence of such appointments, Council shall make such appointments at their first duly called meeting after such vacancies occur on a recommendation of the nominating committee. 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 three 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 5:00 p.m., and a regular council meeting shall take place on the fourth Monday of each month, at 5:00 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.
- g. Policy G81, Committees, Commissions, and Boards, approved on the 28th day of April, 2025, is hereby repealed.

Seven Day Notice of Policy: July 14, 2025

Council Approval:

In Effect:

This is to certify that Policy 100, Council and Committees of Council was approved by town council on the th day of , 2025

Mayor

Clerk

Title: Terms of Reference for Committees of Council

Meeting Date: September 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Terms of Reference for Finance and Audit, Investment, Kentville Water Commission, Planning Advisory, Inclusion, Diversity, Equity, and Accessibility, and Bursary Committees.

THAT Council give first reading to Bylaw 100 respecting Board of Police Commissioners.

SUMMARY

Currently there are several policies and a bylaw respecting various Town committees, some of which conflict with each other, and all of which provide little guidance or direction to committee structure and operations. Therefore, with little structure, committees can sometimes undertake functions which were not meant to be within that committee's realm of roles and responsibilities.

To clarify roles, standardize processes for committee operations, and to update responsibilities and functions in a more robust and meaningful way, staff have drafted new proposed terms of reference for various committees. As well, where some committees meet rarely, or their staffing function and responsibilities are similar, those committees have been combined where deemed appropriate.

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

In 2025, effective governments need to be more lean and nimble including with their committee structures, meetings, and work processes. In order to be effective in carrying out Council's future strategic priorities, committee mandates and the work of council needs to be strengthened, clearer, and more focused. These new committee structures and focus will help the Town become more focused on core priorities and less on meetings and uncoordinated tasks.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed terms of reference, advertising for all committees will begin, with those currently on committees being eligible for re-appointment if they wish to continue. Upon receipt of applications, a new Nominating Committee will need to be appointed to meet and review applications and make recommendations to Council to appointments. Upon appointments, committee members will receive training and education on their terms of reference, code of conduct, conflict of interest, rules or order, decision making, leadership, diversity and inclusion, and future processes to be followed.

POLICY IMPLICATIONS

Clear and effective terms of reference for committees will allow for a clearer understanding of roles and responsibilities by committee members, staff, and council. saving time and resources and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that reducing committee policies by up to six that the Town can simplify its processes and reduce time spend on policy processes, leaving more time to focus on priorities.

There have been comments regarding a desire for staggered terms for members to ensure continuity. This is not necessary and not recommended as there are many reasons for continuity or lack thereof in both committees and staffing, and creating staggered terms leads to disjointed single year planning, members who feel more senior than other members, and inefficient training for members.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, staff will notify all current committees and their members of the new terms of reference and application processes where applicable. including future selection procedures.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Terms of Reference

FINANCE AND AUDIT COMMITTEE

Purpose

Finance and Audit Committee assists Kentville Town Council in fulfilling its financial management due diligence, fiduciary responsibilities, financial reporting duties, and oversees audit responsibilities to approve, monitor, evaluate and provide advice on matters affecting the external audit, internal controls, risk management, financial reporting and accounting controls and practices of the Town of Kentville.

The Committee promotes a transparent environment for the management of public funds and exercises a high level of accountability. The Committee annually carries out a detailed review of the financial statements with the auditor and acts for Council in a financial oversight role.

The primary purpose of the Finance and Audit Committee is to engage, liaise, and oversee the work of the external auditor.

Authority

Section 44 of the *Municipal Government Act* states that

- (1) The council shall annually appoint an audit committee.
- (2) The responsibilities of the audit committee include
 - (a) a detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
- (3) An audit committee shall meet at least twice in each fiscal year
- (4) Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
- (5) Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may

exercise its powers; and

(b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

Scope

The scope of the Finance and Audit Committee shall be to review and assess the adequacy, reliability, and effectiveness of Town's financial reporting, risk management and internal controls noted below as well as those issues noted under Responsibilities, specifically:

1. role and responsibility of Town Auditor; and
2. role and responsibility of Finance and Audit Committee; and
3. appointment of the auditor; and
4. quarterly financial reports; and
5. annual audited consolidated financial statement and unaudited non-consolidated financial statement; and
6. auditor's management or internal control letter and management response; and
7. appropriateness and adequacy of current accounting policies, financial reporting practices, and internal controls; and
8. provincial financial condition indicators (FCI); and
9. impact of new or changed provincial and federal accounting policies as well as Canadian public sector accounting standards; and
10. financial risk management; and
11. investments and insurance policies and processes.

Role of Chairperson

The Chairperson is appointed by the Finance and Audit Committee and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of work plans, policy directions, process analyses, strategy development, financial commitment reviews, investment strategies, as well as all other items incidental to the effective financial oversight of the Town's financial systems and policies. The Chairperson shall also ensure that the Town's Auditor's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Finance and Audit Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Municipal Auditor

Municipal Auditor is responsible for conducting the annual audit of the Town's financial statements in accordance with Canadian generally accepted auditing standards. The purpose of the audit is to obtain reasonable assurance that the financial statements are free from material misstatement.

The Auditor will meet with the Finance and Audit Committee at least twice annually: initially, to review the engagement terms, audit scope, approach, materiality thresholds, timeline, and proposed fees; and subsequently, to review their opinion on the draft financial statements and the management letter following completion of the audit work.

Role of Director of Corporate Services

Director of Corporate Services will carry out functions and responsibilities as requested by the Finance and Audit Committee, as they relate to the Committee's mandate. The Director shall serve as a staff resource to the Committee and will lead the research and report-writing components of the Committee's work, ensuring that members have the necessary information to make informed decisions or recommendations to Council.

Membership

Membership on the Finance and Audit Committee shall include three elected representatives from town council and three members of the public, duly appointed by council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

Finance and Audit Committee shall report directly to the Council of Town of Kentville and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Finance and Audit Committee shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 44(1) of the *Municipal Government Act* and at the discretion of council.

Frequency of Meetings

Meetings of the Finance and Audit Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when

agreed to by a majority of the committee and prior notification is provided to committee members. The Committee shall meet no less than four times per year.

Quorum Requirements

Notwithstanding Robert's Rules of Order, no decisions may be made at any Finance and Audit Committee meeting unless at least two elected representatives and two public representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Finance and Audit Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Director of Corporate Services will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Finance and Audit Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Finance and Audit Committee shall have access to the resources of the Director of Corporate Services and the Municipal Auditor through the Director of Corporate Services, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for financial resources above the annual budgeted amount for auditor fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Finance and Audit Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee has authority to oversee and facilitate the audit process by giving direction to the auditor; however, must

seek council's approval to change the terms and conditions of an audit or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Finance and Audit Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Finance and Audit Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Finance and Audit Committee.

Reporting

At least bi-annually, Director of Corporate and Chairperson shall provide a written report to Council concerning the committee's work plan, focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Finance and Audit Committee is responsible for overseeing the Town's financial reporting, audit processes, risk management, and accounting controls and policies. The Committee will review and analyze information presented to it, request additional information when necessary, consider available options, and make timely decisions and recommendations to Council that serve the best interests of residents and businesses.

Financial Reporting

The Committee shall:

- a. review the audited financial statements in depth with management and the auditor; assessing their reliability, credibility, understandability, and objectivity of financial reporting with the public's interest in mind, and thereafter recommend their adoption to council; and

- b. review with management any changes in accounting standards and practices required to be followed by the Town; and
- c. review any significant variance in comparison to prior year and / or current year's budget; and
- d. review and discuss available provincial financial condition indicators.

Work of the Municipal Auditor

The Committee shall:

- a. review the extent, timing and completion of the audit including materiality limits being used; and
- b. review the qualifications, independence, quality of service, performance and fees of the External Auditors annually; and
- c. discuss whether the terms of the engagement were met; and
- d. recommend to council any change in auditors should the committee believe the current auditor is not meeting the required competency and independence; and
- e. assist in criteria for and selection of the auditor; and
- f. review any problems or restrictions encountered by the auditor and degree of cooperation from staff; and
- g. promote cooperation between management and the auditor.

Accounting System and Internal Controls

The Committee shall:

- a. obtain and review the management and internal control letter; and
- b. discuss with the auditor the annual evaluation of internal control systems related to financial reporting and recommendations for improvements to accounting procedures and internal controls related to financial reporting; and
- c. discuss management's response to the recommendations and adequacy of management's action plan; and
- d. obtain reasonable assurance that the Town has implemented appropriate systems of internal controls:
 - i. over the external financial reporting and that these systems are operating effectively; and
 - ii. obtain assurance that the Town is complying with its policies and procedures and that these systems are operating effectively; and
 - iii. Identify, monitor, mitigate, and report significant financial or operational risk exposures, and ensure that the related control systems are operating effectively; and
- e. receive and review any internal reports relating to accounting procedures and internal controls.

Risk Management

The Committee shall:

- a. educate themselves to understand the risks of the Town; and
- b. review the Town's management controls and policies; and
- c. obtain reasonable assurance that management's systems to eliminate or manage risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrongdoing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Town's control procedures to ensure that such activities are being guarded against; and
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrongdoing.

Statutory and Regulatory Compliance

The Committee shall:

- a. review the Town's compliance with statutory and regulatory obligations within the committee's area of responsibility; and
- b. review the overall reasonableness of expenses of the Chief Administrative Officer and council members; specifically review the summary of remuneration and expenses schedule for reportable individuals; and
- c. review the annual summary of hospitality expenses note; and
- d. review the general adequacy of staffing in relation to both number and competence for accounting and financial responsibilities, as it relates to financial reporting and compliance.

Investments

The Committee shall receive and review reports and recommendations from the Investment Committee regarding investment actions of the Town. These reports must be reviewed with a lens for compliance with applicable legislation and the Town's Investment Policy, as well as assessing asset manager performance, and present strategies aimed at optimizing financial returns. The Committee is responsible for ensuring transparency, accountability, and alignment of investment activities with the Town's annual budget transfer obligations and long-term financial objectives.

Insurance Coverage

The Committee shall periodically review the adequacy of the Town's insurance policy and coverages to ensure the Town has appropriate insurance coverage to cover significant risks and uncertainties.

DRAFT

Approved by Council:



Terms of Reference

BURSARY COMMITTEE (AD HOC)

Purpose

Bursary Committee is established as an ad hoc committee to review applications for bursary funding from Town of Kentville for high school students expected to graduate in that year who reside in Kentville at the time of their application

Authority

Section 23(1)(c) of the *Municipal Government Act* states that council may make policies 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 council may establish standing, special and advisory committees; 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; council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so; and 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.

Scope

The scope of the Bursary Committee shall be limited to reviewing and approving authorized bursaries as established by the Town of Kentville each school year, and where applicable make recommendations to Council for changes to this policy if necessary.

Role of Chairperson

A Chairperson will be selected by the Bursary Committee at their first meeting each year and is responsible for chairing and facilitating all meetings, ensuring that appropriate advertising for bursaries is carried out and all applications receive a fair, and unbiased assessment of financial need, academic achievements, and volunteer efforts.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Bursary Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Deputy Clerk

Deputy Clerk shall be responsible for developing bursary application forms and eligibility criteria sheets, advertising available bursaries, accepting applications, organizing meetings of committee, providing notification to schools where recipients are graduating, arrange for bursary award presentations, and notify winners by mail, including payment of bursary.

Specifically, the Deputy Clerk shall carry out, or facilitate the carrying out of:

- a. preparation of application forms and eligibility criteria; and
- b. advertising for Nola Folker Hill Bursary of \$1500 to be awarded to a female-identifying student entering a post secondary program with a science or medical focus; and where no such application is received shall be open to other-identifying applicants with the same focus, and if none are still received, up to three additional bursaries may be awarded for students showing exemplary pride and dedication to their school and community; and
- c. Advertising for Town of Kentville Bursaries for up to three students in amounts of \$1500, or two \$750, or three \$500 bursaries, for students showing exemplary pride and dedication to their school and community; and
- d. Advertise and promote bursaries at all local schools including Central Kings, North East Kings, Horton High, and Landmark East; and
- e. application reviews for completeness including resumes, academic records, and letter of acceptance from post secondary institution; and
- f. preparation of meeting packages with all applications and supporting documentation; and
- g. organizing and advertising of meetings; and
- h. preparing meeting minutes and reports for Council; and
- i. organizing bursary award presentations with schools and presenters; and
- j. notifying successful applicants of decision; and
- k. sending bursary payment to approved schools upon confirmation of enrollment.

Membership

Membership on the Bursary Committee shall include two elected representatives from town council and up to two members of the public, duly appointed by council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee must have a strong understanding of our educational system, school courses, achievement levels, and an understanding of post secondary education systems and fields of study.

Reporting Relationship

Bursary Committee shall report directly to the Council of Town of Kentville and indirectly to the Deputy Clerk for operational and administrative support.

Duration of Mandate

The mandate of the Bursary Committee shall be for two years with the first such term beginning on December 1, 2025, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of council according to policy.

Frequency of Meetings

Meetings of the Bursary Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

No decisions may be made at any Bursary Committee meeting unless at least three members of the committee are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Bursary Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Deputy Clerk will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Bursary Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of, and agree to adhere to the Town's Code of Conduct Policy.

Resources

Bursary Committee shall have access to the resources of the Deputy Clerk to undertake the required research it needs to make the best decisions in a timely manner. Requests for resources above the annual budgeted amount for additional bursaries or an increase in bursary amounts shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Bursary Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee must follow the policy as stated and not make decisions outside the scope of this policy.

Confidentiality

All meetings of the Bursary Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications from the Bursary Committee's work shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the public, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Bursary Committee.

Reporting

Annually, the Chairperson shall provide a written report to Council concerning the committee's review of applications, as well as successful applicants generally without providing personal information of recipients.

Responsibilities

Bursary Committee shall be responsible for overseeing a fair and transparent process for reviewing applications and making decisions on the awarding of bursaries based on academic achievements, financial need, and school and community involvement. No decisions shall be made that are contrary to these standards and requirements.

Repeal

Town of Kentville Policy Statement G18, Student Bursary, adopted by Council on the 30th day of October, 2017, is hereby repealed.

DRAFT

Approved by Council:



Terms of Reference

Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee

Purpose

The purpose of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee is to:

- a. provide meaningful and impactful advice to Town of Kentville related to inclusion, diversity, equity and accessibility; and
- b. to research, consult, engage, and consider opportunities to educate and inform local residents, businesses, local governments, and visitors on the importance of diversity and inclusion, the value and benefits of equity and accessibility, and ways in which all persons can work together to support a more welcoming and inclusive community. and
- c. act as the voice and advocate for all residents and businesses in Kentville, promoting inclusion and accessibility for all, speaking out against and educating those in need when hate, racism, or discriminatory words or actions are promulgated in our community, and being the community voice with the media for such comments and public education, and
- d. recommend to Town of Kentville, new policies, bylaws, practices, programs, services, or infrastructure changes needed to improve inclusion, diversity, equity, and accessibility for all.

Authority

IDEA Committee has been formed to assist Town of Kentville with meaningful and impactful advice regarding inclusion, diversity, equity, and accessibility programs, services, and infrastructure throughout Kentville by virtue of being delegated this responsibility through permission from Kentville Town Council with the approval of this Terms of Reference on September 29, 2025, under Section 24 of the *Municipal Government Act*.

Scope

The scope of the Kentville IDEA Committee shall be to review, assess, and make recommendations to Town of Kentville regarding current operations specifically, and the overall community more generally, looking for opportunities for Town of Kentville, businesses, and community groups to become more inclusive, diverse, equitable, and accessible. including, but not limited to:

1. a review of the current policies, bylaws, and practices of Kentville with an IDEA lens; and

2. a review of the current properties and facilities of Kentville with an IDEA lens; and
3. review all materials provided to Committee members by the Director of Parks and Recreation or their designates, along with their own independent research, to prepare for each Committee meeting; and
4. being open and objective to all ideas, suggestions, and opportunities, while understanding the importance of community awareness and education throughout Town of Kentville, focusing on long-term community appreciation of the value and contribution of each citizen and their background, culture, knowledge, and skills; and
5. receive presentations, letters, emails, phone calls, and materials from community members and community experts, or community resources where applicable, related to IDEA, and seek to incorporate the relevant information and ideas into current and future workplans; and
6. carry out a review of provincial and federal legislation to ensure all Committee members are aware of its legal opportunities and constraints and make recommendations for changes to the four local governments where the Committee feels changes to legislation are needed to support IDEA within Town of Kentville, Kings County, and Nova Scotia; and
7. where financial resources allow, create, promote, and recommend to the Director of parks and Recreation small grants to community organizations that create, develop, plan, host, or offer programs, services, events, or functions that directly support the goals of IDEA in Kentville with public awareness and education; and
8. act as the media liaison and public information source for all activities and actions of the IDEA Committee.

Role of Chairperson

The Chairperson shall be selected by the members of the IDEA Committee at their first meeting and is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff, including the provision for adoption of work plans, policy directions, development of strategies, performing IDEA reviews of Kentville, and discussing opportunities for enhancing inclusion, diversity, equity and accessibility in Kentville. Should a chairperson not be selected, Council shall appoint one at their next meeting.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Provincial Accessibility Directorate

Provincial Accessibility Directorate is empowered to oversee the implementation of Nova Scotia's *Accessibility Act* and regulations, working collaboratively with persons with a disability, Towns, businesses, post-secondary institutions, and others to achieve the goal of an accessible Nova Scotia by 2030. To achieve this, the Directorate will establish standards for the built environment, education, employment, goods and services, information and communication, and public transportation. Their primary role is to thereafter create toolkits, guides and webinars to help businesses, organizations, municipalities and public sector bodies improve accessibility and comply with the *Accessibility Act*.

Role of Provincial Office of Equity and Anti-Racism Initiatives

Provincial Office of Equity and Anti-Racism Initiatives is empowered to work with partners and communities to lead an approach where government departments work together to address systemic racism, promote diversity and inclusion, and achieve anti-racist outcomes that lead to better educational, health, economic, and social outcomes for all Nova Scotians.

Role of IDEA Coordinator

IDEA Coordinator shall act as the Town's lead resources person to the IDEA Committee, preparing meeting notices and agenda, compiling notes and minutes, conducting research, preparing reports, undertaking public awareness and education programs, planning and hosting of events in conjunction with Committee and community, applying for and reporting on grants to advance the work of IDEA and related Kentville projects, including supporting local businesses in this respect, preparing recommendations to Council when required.

Role of Director of Parks and Recreation

Director of Parks and Recreation shall ensure the work of the Kentville IDEA Committee is provided with the necessary staff resources to support the positive work of this Committee and coordinates the support and work of other Town departments. The Director, or their designate, shall facilitate the research and report writing aspect of the Committee's efforts to ensure the Committee has the best available information upon which to make a decision or recommendation to Council.

Membership

Membership on the Kentville IDEA Committee shall include up to ten (10) persons from Kentville, duly appointed by Council pursuant to the *Municipal Government Act*. Members appointed to the IDEA Committee should have first hand lived experiences as a person from an underrepresented or underserved community, or work directly in an employment role with such community members, have strong community knowledge, a solid understanding of inclusion, diversity, equity and accessibility policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory and racist actions in the community and be comfortable having difficult conversations about such.

Notwithstanding the above, all persons currently on Kentville's Inclusion and Access Advisory Committee and Equity and Belonging Committee, excluding elected officials, shall automatically become members of this Committee and only when the total number of members falls below ten will new members be recruitment to fill vacancies. At all times, at least fifty percent of the committee will have members who are persons with a disability or representatives from organizations representing persons with disabilities.

Reporting Relationship

Kentville IDEA Committee and its members shall report directly to Town Council for governance issues, and indirectly to Chief Administrative Officer for administrative and operational issues.

Duration of Appointments

Persons appointed to the Kentville IDEA Committee are to prepare and implement its own workplan in three-year cycles and therefore all members shall be appointed for 2-year terms, beginning on December 1, 2025, and be eligible for re-appointment subject to Town policies.

Frequency of Meetings

Meetings of the Kentville IDEA Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

Quorum Requirements

No decisions may be made at any Kentville IDEA Committee meeting unless a majority of the members of the Committee duly appointed are present and actively participating.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Kentville IDEA Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting.

Conflict of Interest

It is expected that all members of the Kentville IDEA Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Kentville IDEA Committee shall have access to the resources of the Director of Parks and Recreation and other appropriate Town staff as authorized by the Chief Administrative Officer; to undertake the required research it needs in order to make the most appropriate decisions and commendations in a timely manner. Requests for resources above the annual budgeted amount for this Committee shall be made by the Committee to Council, on an as-needed basis. The Committee may apply for and accept funding for studies or staff support from external sources through Town of Kentville if that is within the current Town budget or otherwise approved by Council.

Decision Making Process

All decisions of Kentville IDEA Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Director of Parks and Recreation and their staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Kentville IDEA Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Kentville IDEA Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Kentville IDEA Committee.

Reporting

At least bi-annually, the Chairperson shall provide a written report to Council concerning the Committee's work plan progress to date, focus, strategies, and priorities. Should Council request an oral presentation directly, this request must be made to the Chairperson who will seek the Committee's permission to do so or provide more information via alternate means.

Responsibilities

Kentville IDEA Committee shall be responsible for providing advice, feedback and input into the creation of an inclusion, diversity, equity and accessibility workplan for Kentville. Thereafter, IDEA Committee shall review, assess, evaluate and monitor its effectiveness and act as the advocate and voice for residents, businesses, and communities through public engagement, public meetings, and public information, discussing options and opportunities for collaboration, and making timely decisions and recommendations in the best interests of all residents of Kentville.

As part of its responsibilities, it shall commit to undertake the following work:

- a. to articulate and show regularly, Kentville's commitment to ensuring that its strategic objectives are linked to accessibility, equity, inclusion, and anti-racism, and are well documented and communicated publicly.
- b. to ensure that the senior leadership of Kentville is educated on, and demonstrates a commitment to, accessibility, equity and anti-racism principles through their policies and practices.

- c. to undertake a review of all local government policies beginning in 2026 and every five years thereafter, to confirm that the policies and practices of Kentville promote accessibility, inclusion, diversity, and anti-racism.
- d. to reviewing and providing effective input into the future placement of public works and recreation infrastructure to ensure equitable placement of future infrastructure and replacement of current infrastructure, scrutinizing for systemic biases and accessibility, while promoting and educating all staff on inclusive and anti-racism training, policies, and initiatives.
- e. to providing ongoing and effective training, awareness, and development opportunities for staff, council and businesses on inclusion, diversity, equity, and accessibility to ensure this knowledge becomes part of the daily culture and practices.
- f. to developing a reporting and evaluation system, and work in collaboration with IDEA Coordinator, to regularly report on relevant data and initiatives related to improving, advocating for, and completing activities related to inclusion, diversity, equity and accessibility across Kentville.
- g. to regularly and sincerely engage each year with underrepresented and underserved groups and communities in a meaningful way, including developing joint programs, services, and infrastructure where possible and feasible, vocally speaking in favour of IDEA concepts and plans and denouncing publicly and unequivocally any attempts to orally or in writing, spread hate or fear respecting any person, group, or community within Kentville or beyond that disrespects the principles of IDEA.
- h. to recommend to Council, initiatives or policies supporting improved decision making related to equity, anti-racism, and accessible lenses to show community leadership through transparency of actions, accountability of decisions, and with open and honest discussions regarding racial biases and the basic human rights of fairness and accessibility.
- i. to always consider the physical, geographical, communications methods for Kentville operations, meetings, and events, by providing the widest range of opportunities and access to public services where financially reasonable and technologically possible.
- j. to publicly commit to fairness and a desire to ensure underrepresented and underserved communities are aware and encouraged to apply for employment opportunities at all organizational levels, with preference given to persons who meet the job requirements but may otherwise not have been chosen because of a non-recognition of IDEA.
- k. to consider the establishment of and support for, an employee resource group for underrepresented and underserved staff to provide opportunities for learning, education, advocacy, support, and training.
- l. receiving presentations, letters, emails, phone calls, and materials from community members and community experts, or community resources

where applicable, related to IDEA, and seek to incorporate the relevant information and ideas into current and future workplans.

- m. carry out a review of provincial and federal legislation to ensure all Committee members are aware of its legal opportunities and constraints and make recommendations for changes to Kentville Council where the Committee feels changes to legislation are needed to support IDEA within Kentville and Nova Scotia.

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Approved by Council:



Terms of Reference

INVESTMENT COMMITTEE

Purpose

Investment Committee assists Kentville Town Council in fulfilling its financial management due diligence and fiduciary responsibilities, while overseeing the investment of financial assets of the Town by recommending policies, processes, strategies, and allocation of investments including timing and amounts, and provides advice on matters affecting the expected rate of return, internal controls, risk management, financial reporting and accounting controls and practices of its investment advisor.

The Committee promotes a transparent environment for the management of public funds and exercises a high level of accountability. The Committee annually carries out a detailed review of its investments with its investment advisor and acts for Council in a financial oversight role.

The primary purpose of the Investment Committee is to engage, liaise, and oversee the work of the investment advisor.

Authority

Section 100 of the *Municipal Government Act* states that:

(1) Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

(a) deposited in an interest bearing account at a bank doing business in the Province;

(b) invested pursuant to an investment policy adopted by the council and approved by the Minister; or

(c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

(2) Income arising from the investment of a fund is part of that fund unless the council otherwise provides.

(3) The council may pledge any investments to the credit of the capital reserve fund as collateral security for a borrowing for a capital purpose.

Town of Kentville and Kentville Electric Commission Sale of Assets Act, being Chapter 6 of the Acts of 1998.

Scope

The scope of the Investment Committee shall be to govern and oversee the investment of all Town funds adhering to strict legal requirements with a responsibility and scope to preserve capital, ensure liquidity is always available for cash flow purposes, manage engagement with investment advisor, make recommendations to Finance and Audit Committee respecting policies, while managing the Town's perpetual funds effectively.

Role of Chairperson

The Chairperson shall be appointed by the Investment Committee at their first meeting and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of work plans, policy directions, strategy development, financial return reviews, investment strategies, as well as all other items incidental to the effective financial oversight of the Town's investment strategies and policies. Should a chairperson not be selected at this meeting, Council shall select the chairperson at their next meeting of Council. The Chairperson shall also ensure that the Town's investment advisor's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Investment Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Investment Advisor

Investment Advisor is responsible for managing the Town perpetual fund according to legislative requirements and Town investment policy, providing monthly reports to Investment Committee of fund transactions and activities in accordance with Canadian generally accepted investment standards. The purpose of the monthly reviews is to obtain reasonable assurance that the funds invested are being well managed and generating acceptable returns.

Investment Committee will meet with the investment advisor at least once annually specifically to review engagement terms, investment policies of advisor and company, approach to investing, reporting timelines, and proposed fees.

Role of Director of Corporate Services

Director of Corporate Services will carry out functions and responsibilities as requested by the Investment Committee, as they relate to the Committee's mandate. The Director shall serve as a staff resource to the Committee and will

lead the research and report-writing components of the Committee's work, ensuring that members have the necessary information to make informed decisions or recommendations to Council.

Membership

Membership on the Investment Committee shall include three elected representatives from town council and two members of the public, duly appointed by council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

Investment Committee shall report directly to Finance and Audit Committee of Town of Kentville and indirectly to the Director of Corporate Services for operational and administrative support.

Duration of Mandate

The mandate of the Investment Committee shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 44(1) of the *Municipal Government Act* and at the discretion of council.

Frequency of Meetings

Meetings of the Investment Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members. The Committee shall meet no less than six times per year.

Quorum Requirements

No decisions may be made at any Investment Committee meeting unless a quorum of a majority of members appointed to the Committee are present and actively participating.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Investment Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Director of Corporate Services will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Investment Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Investment Committee shall have access to the resources of the Director of Corporate Services and the investment advisor through the Director of Corporate Services, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for financial resources above the annual budgeted amount for investment advisor fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Investment Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee has authority to oversee and facilitate providing investment direction to the investment advisor by giving direction only to the investment advisor; however, the Committee must seek council's approval through recommendation to the Finance and Audit Committee to change the terms and conditions of the investment strategy or policy or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Investment Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Investment Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Investment Committee.

Reporting

At least bi-annually, Director of Corporate and Chairperson shall provide a written report to Council concerning the committee's work plan, focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Investment Committee is responsible for overseeing the Town's financial assets in a responsible and transparent manner, monitoring fund activities through Director of Corporate Services and investment advisor reports, reviewing for legislative compliance, reporting such publicly. The Committee will review and analyze information presented to it, request additional information when necessary, consider available options, and make timely decisions and recommendations to Finance and Audit Committee that serve the best interests of taxpayers.

Specifically, the Investment Committee shall undertake and continually review and monitor the following responsibilities:

1. role and responsibility of investment advisor; and
2. recommend the appointment of an investment advisor; and
3. monthly investment reports; and
4. investment policy; and
5. types and terms of investments for cash flow requirements; and
6. performance and returns on investments; and
7. credit rating on investment issuers; and
8. allocations of investments per sector; and
9. appropriateness of investment locations and types; and
10. risk tolerance from inflation fluctuations; and
11. valuation of investments; and
12. conflicts of interest of members and investment advisors and code of ethics for staff; and

13. investment policies and processes.

The Committee shall regularly undertake the following review and assessments of the Investment Advisor:

- a. review the extent, timing, and completion of investments and methods being used to determine purchases; and
- b. review the qualifications, independence, quality of service, performance and fees of the investment advisor annually; and
- c. discuss whether the terms of the engagement were met; and
- d. recommend to Finance and Audit Committee any change in investment advisors should the committee believe the current advisor is not meeting the required competency and independence; and
- e. assist in criteria for and selection of the investment advisor; and
- f. review any problems or restrictions encountered by the investment advisor and degree of cooperation from staff; and
- g. promote cooperation between management and the investment advisor.

Risk Management

The Committee shall:

- a. educate themselves to understand the investment risks of the Town; and
- b. review the Town's investment management controls and policies; and
- c. obtain reasonable assurance that investment advisor's systems to eliminate or manage risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrongdoing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Town's control procedures to ensure that such activities are being guarded against; and
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrongdoing.

Investments

The Committee shall prepare and submit reports and recommendations to the Finance and Audit Committee regarding the investment operations of the Town. These reports must be reviewed with a lens for compliance with applicable legislation and the Town's Investment Policy, as well as assessing asset manager performance, and present strategies aimed at optimizing financial returns. The Committee is responsible for ensuring transparency, accountability, and alignment of investment activities with the Town's annual budget transfer obligations and long-term financial objectives.

Approved by Council:



Terms of Reference

PLANNING ADVISORY COMMITTEE (PAC)

Purpose

Planning Advisory Committee (PAC) shall provide advice and recommendations to Municipal Council related to land use planning including the development of, and amendments to Municipal Planning Strategy and Land Use Bylaw, development agreements, heritage designations, policy considerations, as well as other related land use planning and heritage matters.

Authority

Section 200 of the *Municipal Government Act* states that:

(1) A municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

(3) A planning advisory committee shall include members of the public.

(4) The purpose of a planning advisory committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.

(5) The duties assigned, pursuant to this Part, to a planning advisory committee shall only be carried out by the committee.

(6) The council shall appoint members of a planning advisory committee by resolution.

Section 202 of the *Municipal Government Act* states that:

In the policy establishing a planning advisory committee, the council shall

(a) fix the term of appointment and any provisions for reappointment;

(b) fix the remuneration, if any, to be paid to the chair of the committee, if the chair is not a council member;

(c) fix the remuneration, if any, to be paid to those members of the committee who are not council members;

(d) establish the duties and procedures of the committee; and

(e) provide for the appointment of the chair and other officers of the committee.

Scope

The scope of the Planning Advisory Committee shall be to review and fully understand reports and documents prepared by Town staff and brought forward to PAC for review, comment, make recommendations for changes, and recommend adoption by Council, for the following issues:

- a. applications for Land Use Bylaw amendments or zoning changes; and
- b. applications for policy changes to Municipal Planning Strategy; and
- c. applications for development agreements; and
- d. applications for heritage registration or de-registration; and
- e. general community planning matters.

Role of Chairperson

The Chairperson will be selected by the Planning Advisory Committee at their first meeting each year and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of public participation programs, policy application processes for amendments, registrations, or de-registrations, as well as all other items incidental to the effective planning and land use within Town of Kentville, considering current neighbourhood environments and expected future growth and development. The Chairperson shall also ensure that the Town's Planning Advisory Committee's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Planning Advisory Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Provincial Director of Planning

Provincial Director of Planning, or their designate(s), shall be the person designated by the Province of Nova Scotia as the provincial oversight of Town of Kentville's planning matters, including reviewing of draft documents, recommending improvements, providing interpretations of provincial acts and regulations, and thereafter recommending adoption of such MPS/LUB plans or amendments to the Minister of Municipal Affairs.

Role of Director of Planning

Director of Planning will be responsible to support Planning Advisory Committee decision making by providing detailed background research reports and data, direction and support for various options to approach application or staff recommendation for amendments, registrations, or de-registrations. They will help to facilitate meeting discussions to assist committee members with fully understanding request, implications for various options including legalities and appeal processes, and make appropriate recommendations to Council, thereafter, including advertising, public information meetings, and timelines.

Specifically, the Director shall carry out, or facilitate the carrying out of:

- a. application reviews for completeness and fees; and
- b. preparation of staff report and discussion papers; and
- c. drafting of potential options for amendments to bylaws, policies, agreements, or registrations; and
- d. prepare reports for Council; and
- e. prepare and advertise notice of public information sessions and public hearings; and
- f. review applications with Committee at PAC and Council; and
- g. advertise proposed meeting dates according to legislation and approval advertisements for public notification; and
- h. submit approved changes to the province for filing or approval; and
- i. notify application of decision.

Director of Planning shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best information to make a decision or recommendation to Council.

Membership

Membership on the Planning Advisory Committee shall include three elected representatives from town council and up to three members of the public, duly appointed by council pursuant to Section 200(6) of the *Municipal Government Act*. Members of the public appointed to this committee must have a strong base of community knowledge and history of neighbourhoods and be willing and able to attend numerous public information and PAC meetings throughout the year, interpreting and administering complex regulatory processes and rules.

Reporting Relationship

Planning Advisory Committee shall report directly to the Council of Town of Kentville and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Planning Advisory Committee shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 200(6) of the *Municipal Government Act* and at the discretion of council according to policy.

Frequency of Meetings

Meetings of the Planning Advisory Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when

agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

Notwithstanding Robert's Rules of Order, no decisions may be made at any Planning Advisory Committee meeting unless at least two elected representatives and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Planning Advisory Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Director of Planning will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Planning Advisory Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Planning Advisory Committee shall have access to the resources of the Director of Planning and other Planning Department staff through the Director of Planning, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs or consultant fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Planning Advisory Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee shall oversee and facilitate the implementation of the Town's MPS and LUB documents, as well as Heritage

Bylaw, by giving advice to the Director of Planning, but shall not change the terms and conditions of planning policies or processes or expend funds.

Confidentiality

All meetings of the Planning Advisory Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Planning Advisory Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Planning Advisory Committee.

Reporting

At least bi-annually, Director of Planning and Chairperson shall provide a written report to Council concerning the committee's work plan, as well as focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Planning Advisory Committee shall be responsible for overseeing a fair and transparent public review process of applications for planning changes including planning strategy amendments, zoning and mapping changes, development agreement applications, and other similar general planning matters. The Committee shall review and analyze information brought before it, seek additional information, when necessary, discuss options, and make timely decisions and make recommendations to Council that are in the best interests of residents, neighbourhoods, and businesses. Planning Advisory Committee shall endeavour to carry out the following functions:

- a. ensure that the proposal conforms with the purpose and intention of the MPS and LUB, along with other regulations; and
- b. ensure that the proposed registration or de-registration meet the requirements of the Heritage Bylaw and Heritage Property Act; and

- c. that the proposal is not inappropriate in that it does not create an undue financial hardship on the Town, there is adequate water, sewer, stormwater capacity, and fire protection to meet the current and future needs of the development; and
- d. there are adequate recreation, park, and community facilities nearby to support the recreational and social needs of residents; and
- e. road networks in, adjacent to, and leading to the proposed development in terms of ability to handle additional traffic volumes and types that the developments will generate; and
- f. the potential for contamination of watercourses, or the creation of erosion sedimentation and/or flooding conditions; and
- g. the potential for damage to, or destruction of, important and designated historical and heritage buildings and sites; and
- h. adequacy of the development to address conflicts with current uses or adjacent uses related to types of use, height in comparison to neighbours, traffic generation and safe pedestrian access, parking, outdoor storage, hours of operation, signage, landscaping, buffering, not obstruct water courses, building separations for fire safety, architectural characteristics for planned use, site suitability related to soil conditions, slope, geological constraints; and
- i. application is complete and meets the goals and objectives set out in the MPS and LUB; and
- j. public information session feedback and public input during each process is fairly and reasonably considered; and
- k. makes an unbiased and fact-based recommendation to Council in a reasonable time, always considering the future of Kentville demographics in 5-, 10-, and 20-years time.

Approved by Council:



Terms of Reference

KENTVILLE WATER COMMISSION (KWC)

Purpose

Kentville Water Commission (KWC) is empowered to provide governance and oversight of Town of Kentville's public ground water system and ensures the safety of the water supply through the development and implementation of a source water protection plan, providing potable water to over 3180 domestic accounts and nearly 60 industrial accounts each day through the treatment and distribution of up to 1,200,000 gallons of water a day during peak times, including customers within Municipality of the County of Kings.

Authority

An Act to Establish a Water Commission for the Town of Kentville, being Chapter 79, of the Statutes of Nova Scotia, 1962 authorizes the creation of the corporate body, Kentville Water Commission with power to operate and oversee Kentville's water utility.

Section 106 of the Nova Scotia *Environment Act* and associated regulations requires the Town to develop, implement and oversee a Source Water Management Protection Plan.

Scope

The scope of the Kentville Water Commission shall include the exclusive control, management and operation of the Kentville water utility, including real and personal property used in connection with the utility. The Commission shall be responsible for undertaking the following issues:

- a. review and approve an annual water utility operating and capital budget, as well as projected three-year operating and capital budgets; and
- b. review and approve long term borrowing and issuance of debentures; and
- c. review operational plans, policies, and processes
- d. provide input into, review, and support the submission of an annual report to Nova Scotia Regulatory and Appeals Board; and
- e. review and adopt annual consolidated water utility financial statements, as well as review internal control letter and management response; and
- f. develop and implement a source water protection plan; and
- g. general community education matters related to water and water protection.

Kentville Water Commission is hereby proclaimed as the Kentville Source Water Protection Committee for the purposes of the *Environment Act*.

Role of Chairperson

The Chairperson shall be the Mayor and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Commission, including the provision for adoption of annual water utility operating and capital budgets, annual water department reports, compliance with analytical monitoring and reporting, and development and implementation of source water protection plans.

The Chairperson shall also ensure that Kentville Water Commission's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Nova Scotia Environment

Nova Scotia Environment, through their Manager of Water Resources, is responsible as the lead agency for provincial oversight of Kentville's water resource management. The compliance division is responsible for environmental protection through the processing applications, issuing approvals for water supply, treatment and / or distribution system operations, construction and water withdrawals, classifying water and wastewater treatment systems, water distribution systems and wastewater collection systems, inspection and monitoring of approvals, as well as enforcement activities and response to public issues and complaints.

Nova Scotia Environment's Science Division is responsible for developing and implementing plans, standards, guidelines, and policies for the management and protection of Nova Scotia's water resources, including certifying Kentville's operators, and issuing municipal water approvals to operate, construct, and withdrawing water.

Role of Nova Scotia Regulatory and Appeals Board

Nova Scotia Regulatory and Appeals Board is responsible for reviewing applications for water rates and services, along with adjudicating on Water Commission requests for capital expenditures above \$250,000.

Role of Director of Engineering and Public Works

Director of Engineering and Public Works will be responsible to support Kentville Water Commission with decision making by providing detailed background

research reports and data, direction and support for various options for water services including public safety, water protection and conservation, capital projects, and water rates. They will help to facilitate meeting discussions to assist Commission members with fully understanding water utility operations, implications for various options including legalities, costs, and safety implications, and make appropriate recommendations to Council.

Director of Engineering and Public Works shall lead the research and report writing aspect of the Commission's work to ensure the Commission has the best information to make a decision or recommendation to Council.

Membership

Membership on the Kentville Water Commission shall include the following:

- a. three elected representatives from Council with Mayor acting as Chairperson; and
- b. one representative from Municipality of the County of Kings; and
- c. one representative from Kentville Fire Department; and
- d. two citizen representatives.

All members shall be duly appointed by Council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to the Commission must be serviced by Kentville Water or live within the source water protection area, have a strong understanding of water safety issues and be willing to learn and apply practical approaches to water use, conservation, chemical analysis and standards, and support the importance of safe public drinking water.

Reporting Relationship

Kentville Water Commission shall report directly to the Council of Town of Kentville and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Kentville Water Commission shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of Council according to policy.

Frequency of Meetings

Meetings of the Kentville Water Commission shall be held on such day and time as the Commission decides at the first meeting of the Commission. Additional meetings may be held, or the above meeting dates and times changed, when

agreed to by a majority of the Commission and prior notification is provided to Commission members. Meetings shall be held not less than quarterly.

Quorum Requirements

No decisions may be made at any Kentville Water Commission meeting unless a quorum of a majority of the members duly elected to the Commission are present and actively participating.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Kentville Water Commission shall be provided to each member of the Commission within a reasonable time after the conclusion of such meeting. Director of Engineering and Public Works will endeavour to provide each member of the Commission with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Kentville Water Commission will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Commission and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All Commission members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Kentville Water Commission shall have access to the resources of the Director of Engineering and Public Works and other Engineering and Public Works Department staff through the Director of Engineering and Public Works, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs or consultant fees shall be made by the Commission through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Kentville Water Commission shall be made by majority vote of Commission members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Commission shall oversee and facilitate the

implementation of Kentville Water Commission and its legislated Source Water Protection Plan by giving advice to the Director of Engineering and Public Works but shall not change the terms and conditions of Water Commission policies or processes or expend funds.

Confidentiality

All meetings of the Kentville Water Commission are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the Commission shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Kentville Water Commission's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Commission will be supported by all members of the Commission upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual Commission member should be clear that it is their personal opinion and not that of the Kentville Water Commission.

Reporting

At least bi-annually, Director of Engineering and Public Works and Chairperson shall provide a written report to Council concerning the Commission's work plan, as well as focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Commission's work.

Responsibilities

Kentville Water Commission shall be responsible for reviewing and analyzing information brought before it, seek additional information, when necessary, discuss options, and make timely decisions and make recommendations to Council that are in the best interests of domestic and industrial water customers, and the future growth and development of Kentville.

Kentville Water Commission shall endeavour to carry out the following functions:

- a. ensure the regular testing of Kentville's drinking water supply is carried out to monitor according to Guidelines for Monitoring Public Drinking Water Supplies; and
- b. ensure that notification is provided to Nova Scotia Environment should a water test not meet drinking water quality criteria; and

- c. take corrective action related to any Orders issued by the Minister of Environment or Administrator; and
- d. ensure that Kentville's drinking water supply does not exceed maximum acceptable concentrations or interim maximum concentration for substances listed in the most recent version of Health Canada's Guidelines for Canadian Drinking Water Quality, as amended from time to time; and
- e. preparing and applying for water withdrawal approval and ensure such permits remain valid for the life of the water utility; and
- f. complying with all terms and conditions of water utility operating approval, including source water protection, treatment, operations, monitoring, recording, and reporting; and
- g. ensuring the water utility has sufficient financial and human resources to operate the utility safely and competently; and
- h. ensuring that the utility is complying with and following all accounting, financial and reporting requirements as set out in the Water Utility Accounting and Reporting Handbook; and
- i. preparing and submitting an annual performance report, including design values, maximum daily flows and average daily flows, and other required parameters on a per month basis; and
- j. preparation and submission of an annual sampling plan to Nova Scotia Environment, including compliance monitoring, process and response monitoring and source water protection monitoring; and
- k. planning for and preparing costs and budgets for future capital upgrades, extensions, and replacement facilities and infrastructure; and
- l. preparing and regularly updating facility operations manuals, processes, and policies; and
- m. carrying out source water protection testing and sampling; and
- n. making unbiased and fact-based recommendations to Council in a reasonable time, always considering the future of Kentville's water supply and needs, along with public safety.

Approved by Council:



Town of Kentville Bylaw 200

Board of Police Commissioners

BE IT ENACTED by the Council of Town of Kentville under the authority of the *Municipal Government Act*, Statutes of Nova Scotia, 1998, Chapter 18, and *Police Act*, 2004, Chapter 31, and amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 200 and may be cited as the "Board of Police Commissioners Bylaw".

2. DEFINITIONS

- 2.1. "Board" means Board of Police Commissioners for Town of Kentville.
- 2.2. "Chief" means Chief of Police, or their designate, of Kentville Police Service.
- 2.3. "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Kentville.
- 2.4. "Council" means Council of Town of Kentville.
- 2.5. "Member" means a member of the Board of Police Commissioners of Town of Kentville.
- 2.6. "Police Act" means the Police Act in force and effect in Nova Scotia on the date under consideration, as amended from time to time, and the associated regulations pertaining thereto.
- 2.7. "Town" means Town of Kentville.

3. BOARD ESTABLISHED

Board of Police Commissioners for Kentville is hereby established by Council.

4. PURPOSE

The purpose of Town of Kentville Board of Police Commissioners is to provide civilian governance and oversight of Kentville Police Service on

behalf of Municipal Council, carrying out its mandate within the scope of the *Police Act* and regulations, and this bylaw.

5. MEMBERSHIP

Pursuant to Section 44 of the *Police Act*, Council hereby establishes the Board of Police Commissioners with five members as follows:

- 5.1 Two members of Council, appointed by Council; and
- 5.2 Two members of the public appointed by Council who live in Kentville; and
- 5.3 One member of the public appointed by the Minister of Justice.
- 5.4 The Chief and Chief Administrative Officer shall receive notice of all meetings of the Board and are entitled to attend, but not to vote.
- 5.5 A member of the Board may be dismissed by the Minister, if the Minister appointed the member; or resolution of municipal council, if the council appointed the member.
- 5.6 All members of the Board shall be appointed by Council, excluding the representative of the province, and serve at Council's pleasure.

6. ROLE OF CHAIRPERSON

- 6.1 The Chairperson is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Board, including the provision for adoption of annual budgets and workplans.
- 6.2 Prepares all meeting agendas in consultation with Chief of Police.
- 6.3 On behalf of the Board, the Chairperson or the Chairperson's delegate may give advice or direction, in writing, to the Chief on any matter within the jurisdiction of the Board under the Police Act, but not to other members of the police department, **and for greater certainty, no other member of the board shall give advice or direction to a member of the police department. .**

7. ROLE OF VICE CHAIRPERSON

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

8. ROLE OF DEPARTMENT OF JUSTICE

Nova Scotia Minister of Justice has authority under Section 44(3)(c) of the *Police Act* to appoint a person to Town of Kentville's Board of Police Commissioners, with the same rights and obligations as all council appointees including council members and public members. It is expected that the Department of Justice will monitor the governance of Kentville Police Service through this appointee and the Board's annual report to the Minister.

9. ROLE OF CHIEF OF POLICE

- 9.1 Chief of Police is accountable to the Board with respect to the provision of policing in Kentville.
- 9.2 Chief of Police shall have the power to appoint, promote, suspend, dismiss and reinstate all members, special constables, bylaw enforcement officers and civilian employees of Kentville Police Service.
- 9.3 Chief of Police shall advise the Board with respect to the provision of efficient, effective and economical municipal police service delivery to the taxpayers of the Town and may in consultation with the Board undertake in a timely manner, research, strategic planning, policy development and implementation and the reporting of results, in response to inquiries by the Board pertaining to its community governance responsibilities, generally categorized as:
 - (a) the management, administration and operation of the police department;
 - (b) providing an effective community voice on matters pertaining to policing;
 - (c) civilian review of police service delivery;
 - (d) the maintenance of discipline within the police department;
 - (e) filing an annual report with the Board respecting, among other things, the initiation of programs and strategies implementing the department's priorities, goals and objectives;
 - (f) ensuring the quality of police service delivery by evaluation processes, including self-evaluation audits and quality assurance programs;
 - (g) developing and implementing organizational plans;
 - (h) promoting programs to enhance policing services;
 - (i) keeping generally informed of policing operations;
 - (j) ensuring police personnel are accountable to civilian authority; and

(k) filing with the Minister an annual report respecting the number of members, special constables, by-law enforcement officers and civilian employees employed by the police department;

9.4 Pursuant to Section 38 of the Police Act, Chief of Police has authority over the actual day-to-day direction of Kentville Police Service with respect to enforcement of law and the maintenance of discipline within the department.

9.5 Chief of Police is accountable to the Chief Administrative Officer with respect to the implementation of and compliance with Kentville administrative policies and procedures.

9.6 Chief of Police shall lead the research and report writing aspect of the Board's work to ensure the Board has the best information to make a decision or recommendation to Council.

10. REPORTING RELATIONSHIP

Board of Police Commissioners shall report directly to the Council of Town of Kentville and indirectly to the Chief of Police for operational and administrative support.

11. DURATION OF MANDATE TERM

The ~~mandate~~ **term** of the Board of Police Commissioners shall continue until November 30, 2027, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of council according to policy.

12. FREQUENCY OF MEETINGS

Meetings of the Board of Police Commissioners shall be held on such day and time as the Board decides at the first meeting of the Board. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the Board and prior notification is provided to Board members. Kentville Board of Police Commissioners' meetings shall be scheduled monthly.

13. QUORUM REQUIREMENTS

No decisions may be made at any Board of Police Commissioners meeting unless a majority of those persons duly elected are present and actively participating.

14. AGENDA, MINUTES, AND RESOLUTIONS

Minutes and recommendations of the Board of Police Commissioners shall be provided to each member of the Board within a reasonable time after the conclusion of such meeting. **Board Chairperson** ~~Chief of Police~~ will endeavour to provide each member of the Board with the agenda and required supporting documentation at least five days prior to each meeting.

15. CONFLICT OF INTEREST

It is expected that all members of the Board of Police Commissioners will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Board and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

16. CODE OF CONDUCT

All Board members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy and Nova Scotia Police Act Code of Conduct regulations.

17. RESOURCES

Board of Police Commissioners shall have access to the resources of the Chief of Police and other Kentville Police Services staff through the Chief of Police, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs must be made by the Board through the Chairperson to council, on an as needed basis.

18. DECISION MAKING PROCESS

All decisions of the Board of Police Commissioners shall be made by majority vote of Board members. Where a majority is not forthcoming, the vote shall be determined in the negative.

19. CONFIDENTIALITY

All meetings of the Board of Police Commissioners are public, except those matters deemed to be private and confidential in nature and subject to Section 51 of the Police Act. Minutes and subsequent resolutions of such

meetings shall be recorded and publicly available upon request. Information and reports of the Board shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

20. COMMUNICATIONS

All communications and messaging from the Board of Police Commissioner's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Board will be supported by all members of the Board upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual Board member should be clear that it is their personal opinion and not that of the Board of Police Commissioners.

21. REPORTING

At least bi-annually, Chief of Police and Chairperson shall provide an oral and written report to Council concerning the Board's work plan, as well as focus and directions. Should council require additional oral presentations, they may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the Board's work.

22. RESPONSIBILITIES

Board of Police Commissioners shall be responsible for:

- 22.1 civilian governance on behalf of the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Town; and
- 22.2 the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department, but the board shall not exercise jurisdiction relating to
 - (a) complaints, discipline or personnel conduct except in respect of the chief officer of the municipal police department;
 - (b) a specific prosecution or investigation; or
 - (c) the actual day-to-day direction of the police department; and
- 22.3 prepare in consultation with Chief of Police, and submit to Council each January, a proposed operating and capital budget for policing services for the ensuing fiscal year.
- 22.4 monitoring gender, ethnic and minority group issues and making recommendations concerning these matters to the Chief of Police; and

- 22.5 ensuring that community needs and values are reflected in policing goals and methods; and
- 22.6 acting as a conduit between the community and the police service providers.
- 22.7 Without limiting the generality of subsection 22.1, the Board shall
 - (a) determine, in consultation with the Chief, priorities, objectives and goals respecting police services in the community;
 - (b) ensure the Chief establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
 - (c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - (d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - (e) act as a conduit between the community and the police service providers;
 - (f) recommend policies, administrative and organizational direction for the effective management of the police department;
 - (g) review with the Chief information provided by the Chief respecting complaints and internal discipline;
 - (h) ensure a strategic plan and business plan is in place; and
 - (i) ensure the department is managed by the Chief according to best practices and operates effectively and efficiently.
- 22.8 The Board shall ensure the Town has a written policy respecting extra-duty employment by members of Kentville Police Service that
 - (a) defines extra-duty employment;
 - (b) provides that requests for a member of the police department to be employed on extra duty be made to the Chief;
 - (c) require that a member of the police department engaged in extra-duty employment be in uniform except where the Chief determines that plain clothes are required; and
 - (d) require that at all times while on extra duty the member of the police department is under the orders of the police department and no one else.
- 22.9 The Board shall ensure the Town has a written policy respecting off-duty employment by members of its police department and the policy shall
 - (a) define off-duty employment;

- (b) set policy guidelines regarding permitted and prohibited off-duty employment;
- (c) prohibit a member of the police department from engaging in the business of serving civil process documents or in the private investigator or private guard business; and
- (d) prohibit a member of the police department from being in uniform while engaged in off-duty employment.

22.10 The Chief shall determine whether employment is extra-duty employment or off-duty employment and whether a particular kind of off-duty employment is permitted or prohibited within the off-duty police policy.

23. REPEAL

Town of Kentville Board of Police Commissioners Bylaw, Chapter 108, approved by Council on the 24th day of October, 2022, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: September 29, 2025
Date of advertisement of Notice of Intent to Consider:
Date of second reading:
Date of advertisement of Passage of Bylaw:
Date of mailing a certified copy to Minister:
Effective Date:

I certify that this Board of Police Commissioners Bylaw was adopted by Council of the Town of Kentville on the _____ day of _____, 2025, and published as indicated above.

Clerk

Date

Green Municipal Fund Local Leadership for Climate Adaptation

Meeting Date: September 8, 2025
Department: Public Works

RECOMMENDATION

That the Council approve the submission of a funding application to the 2026-2027 Green Municipal Fund Local Leaders in Climate Adaptation (LLCA).

SUMMARY

The Green Municipal Fund's Local Leadership for Climate Adaptation (LLCA) supports necessary feasibility and design costs to assess the viability of climate adaptation projects. The fund supports municipalities in determining the practicality and viability of proposed projects by examining a project's financial, technical, legal, and operational aspects, as well as scheduling and other relevant factors.

Town staff identified the fund to review the proposed recommendations for Area 4 within the 2025 Stormwater Management Master Plan. The plan recommends extending the existing berm and replacing pipes throughout Area 4, which includes Crescent Avenue and the Kentville Curling Club. At this time, further work is needed to determine the viability of berm extension, and solutions must be explored to implement the proposed recommendations.

This is the second fund that staff will submit to support the feasibility and design work for Area 4. In the spring of 2025, after Council approval, staff submitted an application to the Sustainable Community Challenge Fund (SCCF). The funding would also support the cost of a design and construction plan for stormwater infrastructure improvements in Area 4. Staff selected Area 4 for funding because it aligns with current funding priorities, given that the area is impacted by a tidal river connecting to the Minas Basin. By submitting to both funds, Local Leadership for Climate Adaptation and the Sustainable Communities Challenge Fund, the Town could stack SCCF and LLCA funding to support the project, reducing the match funds required by the Town of Kentville.

At this stage, staff are seeking Council approval for the Green Municipal Fund Local Leadership for Climate Adaptation submission. Approving the submission is not a budgetary commitment. If funding is awarded, Council can then decide whether to allocate the additional costs in the 2026-2027 budget deliberations. If approved by Council, Staff will submit the application by October 28th, 2025.



RELATED COUNCIL DISCUSSIONS

- Stormwater Management Master Plan
- Sustainable Community Climate Fund (SCCF) Application 2025

IMPORTANT DATES OR BENCHMARKS

- Application is due by October 28th, 2025
- Funding is expected to be awarded in the spring of 2026

BUDGET IMPLICATIONS

Staff are currently finalizing projected costs. If funding is awarded, the maximum amount of contribution from LLCA would be \$70,000. If awarded, Council can then decide whether to allocate the additional project's costs in the 2026-2027 budget deliberations.

RECOMMENDATION

That the Council approve the submission of a funding application to the 2026-2027 Green Municipal Fund Local Leaders in Climate Adaptation (LLCA).

Provincial Growth and Renewal for Infrastructure Development Program (GRID)

Meeting Date: September 8, 2025
Department: Public Works

RECOMMENDATION

That Council approve the submission of a funding application to the 2026-2027 Provincial Growth and Renewal for Infrastructure Development Program (GRID)

SUMMARY

The Province of Nova Scotia has launched the second round of funding of the Growth Renewal for Infrastructure Development (GRID) Program. The program supports the costs to address critical capacity of municipal infrastructure, including;

- Water, wastewater and stormwater
- Accessibility enhancements
- Climate change adaptation

The Program may fund up to 50% of eligible costs. The remaining costs would be financed by the municipality or additional grant funding. In 2024, the province stated that the total program will be 15 million annually for the entire province.

Eligible costs include:

- Engineering services and project management
- Design as a standalone project
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

In 2025, the Town of Kentville was awarded the first round of GRID funding to complete critical infrastructure upgrades. These upgrades included replacing 500 meters of storm pipe systems and 500 meters of existing sidewalk with accessibility enhancements between 414 Main St. (NSLC) and Prospect Ave., which is considered Phase 1 of a two-phase project.

Staff wish to apply for the 2026-2027 GRID Program for Phase 2, which would replace storm pipe systems and enhance existing sidewalks on both sides of the street with accessibility measures between 495 Main St. (Canada Post) and 414 Main St. (NSLC).

GRID Projects Phase 1 and Phase 2



At this stage, staff are seeking Council approval for the GRID Phase 2 submission. Approving the submission is not a budgetary commitment. If funding is awarded, the Council can then decide whether to allocate the additional 50% of the project's costs in the 2026-2027 budget deliberations. If approved by Council, Staff will submit the application by October 9th, 2025.

RELATED COUNCIL DISCUSSIONS

- Stormwater Management Master Plan
- 2025-2026 GRID Phase 1 Application

IMPORTANT DATES OR BENCHMARKS

- Application is due by October 9th, 2025
- Funding is expected to be awarded in early 2026

BUDGET IMPLICATIONS

Staff are currently finalizing projected costs. If funding is awarded, the Council can then decide whether to allocate the additional 50% of the project's costs in the 2026-2027 budget deliberations.

RECOMMENDATION

That Council approve the submission of a funding application to the 2026-2027 Provincial Growth and Renewal for Infrastructure Development Program (GRID).

John Andrew

September 24, 2025

Highlights:

The past month included a number of meetings and correspondence with residents and business owners to discuss a variety of concerns. People recognize the challenges before us and are generally grateful that both Kentville and KBC are focused on downtown vision and improvements. A number of communications were expressing concerns about the decision to keep EBAC / KIACC as a single committee and the reintroduction of fluoride into our water supply.

Committee and Commission Appointments:

None

Events and Meetings:

- Meeting with KBC representative re challenges facing our downtown – August 11th
- Meeting with Kentville Resting re immigration issues – September 5th
- Special Council Meeting / CAC – September 8th
- Joint Regional Council Meeting – September 17th

Rob Baker, Councilor **September 28, 2025**

Highlights:

1. Great to see the town so well planned for the Harvest Fest, development planning and beautification. (The flowers are still going strong!)
2. The Kentville Advisory Accessibility and Inclusion Committee is to continue with priorities. Discussion about keep thing KIAAC separate from the Diversity and Belonging Committee.
3. The writing is on the wall for AV Regional Library. Major changes to come.

Committee and Commission Appointments:

August 21 – Public Meeting RE: Rezoning
August 27 – Meet with CAO MacNeill
September 3 – Diversity Kings
September 8 – TOK Special Meeting and CAC
September 9 – AV Regional Library Investment Subcommittee
September 18 – TOK Heritage Committee
September 18 – AV Regional Library Board
September 19 – Kentville Advisory Accessibility and Inclusion Committee
July 12 – Kentville Pool Grand Opening
July 18 – Kentville Accessibility and Inclusion Advisory Committee

Upcoming – as of writing September 23, 2025
September 25 - KIAAC Business Task Force
TBD – KIAAC Transportation Task Force
September 28 – Caribbean FEST

Debra Crowell Deputy Mayor August and September 2025

Highlights:

- August was Council's month "off", therefore few meetings.
- Release of press regarding the Regional Recreation Facility.
- Pool Closing BBQ- Kentville Marlins
- African NS Valley Homecoming 2025

Committee and Commission Appointments:

Investment Advisory Committee

Key Agenda Items:

- Review portfolio for August 2025
- Year-to-date return = 6.95%

Decisions:

- Later this year, the Committee will be releasing a *Request for Proposals* for the provision of investment advisory services.

The Chair, Councillor Savage, will provide more details.

Kentville Business Community:

Key Agenda Items: Committee updates, Communication/Engagement, Marketing

- Income statement as at August 31 posts a surplus of \$1,544
- Businesses have applied for approvals through the Façade Program
- Post-mortem on the Multi-cultural Festival and new brand launch
- Update on Pumpkin People Festival (October)
- Looking ahead to Holly Days (November/December)

Decisions:

- KBC (Downtown Kentville) will ask to present its new branding to Town Council

Kentville Water Commission

Key agenda items: Fluoride

- Information gathering and discussion
- Heard from Province of NS Health and local dentists

Decision:

- Committee voted to immediately re-instate fluoride

Events and Meetings:

Meeting 1:	August 7, 2025-	E11 information session
Meeting 2:	August 21, 2025-	Public Participation meeting
Meeting 3:	August 27, 2025-	Water Commission Meeting
Meeting 4:	September 8, 2025-	In camera council meeting

- Meeting 5: September 8, 2025- Public Hearing
 - Meeting 6: September 8, 2025- CAC
 - Meeting 7: September 9, 2025- Kentville Business Community
 - Meeting 8: September 10, 2025- Investment Advisory Committee
 - Meeting 9: September 17, 2025- Joint Council meeting re: marketing levy
 - Meeting 10: September 22, 2025- Review of Sanitary Sewer Rate study
 - Meeting 11: September 29, 2025- In Camera Council meeting
 - Meeting 12: September 29, 2025- Council
-
- Event 1: July 26, 2025- Eassons anniversary celebration with Mayor and C. Maxwell
 - Event 2: August 23, 2025- Multi-cultural Festival
 - Event 3: August 28, 2025- Kentville Marlins- Pool closing BBQ with Mayor
 - Event 4: August 30, 2025- African NS Valley Homecoming 2025 with Mayor

Samantha Hamilton, Councillor June 25-September 23, 2025

Highlights:

This report covers the period from July 25 to September 23, 2025. Over the past two months, I attended council and committee meetings, engaged in one-on-one conversations with residents, and participated in important reviews and community events. This period also included a vacation in August, which was a much-appreciated opportunity to rest before a busy fall season of planning and engagement.

Committee and Commission Appointments:

Board of Police Commission—September 18. The Commission reviewed public comments from the previous meeting to ensure follow-up. The Board also discussed its work plan, the ongoing provincial police review “*Shaping the Future: Policing in Nova Scotia*,” and revisions to both the Town of Kentville Bylaw 100 and the Board of Police Commissioners. Updates were provided on the P320 handguns, with the launch being put on hold due to issues, while options for moving forward are being investigated. The upcoming police conference was discussed. Additionally, the Commission discussed traffic calming concerns raised at the Council Advisory Committee and the Kentville Business Community's concerns regarding downtown issues.

Events:

Multicultural Event – August 24

Kentville was alive and vibrant as the town filled with diverse people coming together to celebrate the multicultural event. The streets were crowded, and the event saw many visitors, with vendors selling food and goods, while musicians provided entertainment. The town was full of energy and excitement.

Back to School – Early September

The beginning of the school year in our community is an important time for families, students, and educators. As the change in season comes, so does the beginning of a new school year, a reset that brings fresh starts, energy, and new opportunities. Best of luck to everyone.

Meetings:

- **Council Meeting – July 28**
- **Police Review Meeting (Halifax) – August 14**
Attended the provincial review session “*Shaping the Future: Policing in Nova Scotia*”. NSFM hosted a police review session in Halifax with the Minister of Justice and municipal councillors. The meeting, which was shortened from two hours to one by the Department of Justice at the last minute, left the presentation incomplete and caused frustration. Key topics included RCMP versus municipal policing models, rising costs, vacancies, outdated technology, and expanding roles

beyond core policing. Proposed changes focused on records management, staffing, layered policing, regional oversight, and new funding models. Concerns remain over RCMP favouritism, lack of consultation, flawed survey data, and inequitable cost models. Municipalities continue to advocate for fair funding, local choice, and meaningful engagement, with provincial audits scheduled to begin later in 2025. Residents need to be engaged and voice their concerns.

- **Public Meeting – August 21**
- **Council Advisory Committee (CAC) – September 8**
- **Public Meeting – September 8**

Expenses were claimed for police review, \$159.41. Also, there was a past expense for the Valley Best Awards \$39.90, which was not included on the last report

Community Engagement:

- **Resident Meetings - Had the opportunity to meet one-on-one with residents on several occasions, including August 13, September 5, September 12, and September 13. These conversations provided valuable feedback and helped strengthen connections across our community.**

Closing Remarks:

This has been a busy period, with time dedicated to council, committee, and community responsibilities while also including some much-needed vacation during the last weeks of summer. I attended the provincial Police Review in Halifax and had discussions at the Board of Police Commissioners, where we focused on our work plans, police review and bylaw revisions. I also appreciated the opportunity to attend community events such as the multicultural celebration and to connect with residents one-on-one to hear their perspectives. With the return to school and busier schedules in September, and a natural reset, I am looking forward to planning and collaboration as we move into the fall season.

Respectfully submitted, Councillor Samantha Hamilton

Cathy Maxwell

Sept 29th/25

Highlights:

My last report was at the end of July. In the month of August, Council was on summer break but I found it convenient to attend many town events and I did have a few meetings as you will see below. A few meetings were at the end of July after my July report was submitted which I will also include.

Committee and Commission Appointments:

Committee 1: Kentville Water Commission July 23

Key Agenda Items:

- Looked at the budget and we are just over the amount
- Made a recommendation to replace an old water line at the Grant Street Intersection and up about 400 feet
- Discussion on the removal of fluoride about a year and a half ago. No one seems to know who gave the order to remove
- Will set up a meeting to discuss further with Public Health Officials

Committee 2: Special Water Commission Meeting August 27

Key Agenda Items

- Discussion with Public Health Officials about Fluoride in the Water as well as local area dentists
- Commission voted to have fluoride put back in our water

Committee 3: Annapolis Valley Trail Coalition September 3

Key Agenda Items

- Introduction of Facilitator who led the session on the future of the Annapolis Valley Trail Association
- Good session and we will meet again in December. All agreed we still need the Trail Association.
- Next steps will be to look at the Governance set up

Committee 4. Heritage Advisory Committee Meeting

Key Agenda Items

- Reviewed the Registry List and we have 21 sites chosen so far
- Committee selected 4 sites for presentation to Council
- We decided to break the up into two groups. First set of two sites will come to Council at CAC in September

Events and Meetings Attended:

- 1. Music at Oakdene Park**
- 2. Kentville Marlins Swim Meet**
- 3. Hibou Development and Kentville Recreation Department Public Engagement Session**
- 4. Open Arms Provincial Grant Announcement**
- 5. Taco Centric First Birthday Celebration**
- 6. Kentville Wildcats Game and Ceremony to celebrate 40 years since their Provincial Championship**
- 7. Drag at the Park Event**
- 8. Meet with the CAO**
- 9. Recreation Community Connections Event**
- 10. Policing Review Update by the Province**
- 11. Multicultural Event**
- 12. Public Information Session for Planning**
- 13. Opening Ceremony for Female Wildcats U17 Provincials held in Kentville**
- 14. Special Council Meeting**
- 15. Code of Conduct Complaint Interview**
- 16. REN Tourism Event**

Training and Development:

- 1. Council Training Session on E11 System for Requests and Complaints August 7/25**

Cate Savage – Councillor Savage

Highlights:

This was a rather light month as we prepare to take the month of August off. I'm pleased to have seen the operating budget come to a resolve. As we experience heavier costs associated with operating our town, we will need to be innovative in raising revenues.

Last Council Meeting – July 28th 2025

Last CAC – September 8th 2025

Committee and Commission Appointments:

Committee 1:

IAC – September 10th

Minutes attached

The MV of our portfolio \$14M (just north)

The money weighted net = 6.952% measured against the balance income CAD of 5.95%

The stock allocation at of August 29th 2025 is as follows:

Energy 15.9

Materials 11.5

Industrials 6.5

Consumer Discretionary 4.3

Consumer Staples 5.2

Financials 34.5

Info. Technology 2.9

Telecom services 3.7

Utilities 12.2

Real estate 1.0

Others 2.3

Committee 2:

RSC – September 18th

Regional Compliance Update

2025 Capital Project Updates – RG5 force main replacement; lift station upgrades; installation of additional blowers; desludging operations; aeration upgrades etc.

Financial update – capital project update and regional July 2025 variance report

Committee 3: BOPC

September 18th

Minutes to be reviewed at next Council Meeting – long agenda – We had reports from the Chief of Police and then went into discussions around the proposed Bylaw 100 to which the CAO will present suggested amendments. We discussed the work plan and it's objectives for KPS – evaluation of the chief ..community engagement ...SP review ...BOPC evaluation and policy publishing etc.

The entire agenda can be viewed online.

Committee 4: Source Water Protection

No meeting

Events and Meetings:

August 21st – Public Meeting – lot frontage

August 24th – Multi Cultural Festival

September 4th – Meeting with Chief of Police regarding resident issue that involves bylaws etc.

September 8th – special council meeting and in camera meeting

September 17th – REN – Old Orchard Inn – Destination Management and Marketing Organization

Training and Development:

N/A

Mayor Andrew Zebian **September 29th, 2025**

Highlights:

Committee and Commission Appointments:

Committee 1: Kentville Water Commission July 22nd, 2025

Discussion surrounding fluoride treatment of water in Kentville and steps forward. It was determined that the use of fluoride treatment was discontinued sometime in January of 2024. Commission decided to reach out to local dentists and the NS health authority to consult and schedule a future meeting to discuss this issue.

Committee 2:

Council Meeting July 28th 2025.

First Reading to Land Use Bylaw Amendments C1 Zone
First Reading to Land Use Bylaw Amendments 157 Main Street
Kentville Business Park Tax Rate

Committee 3:

Water Commission Meeting August 27th:

At the August 27 meeting of the Water Commission, many local dentists and representatives from the Nova Scotia Health Authority were in attendance. A presentation was given on the benefits of fluoride treatment in our water system, with a lot of science and information shared to help guide the discussion. Fluoride treatment had been part of Kentville's water supply for decades but was discontinued in January 2024 without public input. After hearing the presentation and discussing the matter, the Commission decided to reinstate the use of fluoride in Kentville's water immediately.

Events and Meetings:

July 26th, Easson's 80th birthday bash in the Kentville Business Park. Attended with Deputy Mayor Crowell.

July 29th: Photo with Hilary Webb from the Valley Regional Hospital Foundation, thanking Council for their grant contribution.

July 31st: Social Services Announcement regarding Open Arms (12 Pm at Kentville Fire Dept). The speeches were not specific to the announcement, but it was determined to be a funding announcement.

July 31st: Visit from MP Anita Anand- Minister of Foreign Affairs.

August 6th: Code of Conduct Meeting

August 7th: Meeting with CAO, Director of Planning and developer

August 7th: Session @ Town Hall to learn about the E11 TOK system

August 7th: Centre Square Live Video with Lindsay Young

August 8th: Wildcats Ceremony 7 pm

August 8th: East Main Street Paving Complete!

August 20th: Meeting with Paul Dixon (KBC)

August 21: Public Participation Meeting re: Proposed Amendments to the Land Use By-law, specifically R3/R4 Zones Regarding Lot Frontage
Proposed Amendments to the Subdivision By-law, regarding:

- Regulations for maximum Cul-de-Sac length
- Regulations for Temporary Turning Areas
- Definitions and Standards for Emergency Access Egress

August 24th: Multicultural Festival 11-4. Well attended and a pleasure to attend

August 27th: Kentville Water Commission Special Meeting 1 agenda item (fluoride treatment)

August 28th: Kentville Marlins – thank you party @ the pool

August 29th: Baseball Event @ Memorial Park. Girls provincial championships. Invited to bring opening remarks

August 30th: Attended as a guest to African Nova Scotia Valley Homecoming Festival with Deputy Mayor Crowell. An event celebrating the rich heritage and lasting legacy of African Nova Scotians. It was a powerful evening of culture, connection, and pride.

September 3rd: Meeting with CAO to discuss CAC agenda

September 8th: Public Hearing regarding 2 bylaw amendments
-157 Main Street
-C1 Zone parking/amenity space

September 16th: Meeting with Deputy Minister Druhan/CAO regarding proposed policing changes

September 17th IMSA meeting VALLEY WASTE/KINGS TRANSIT

September 17th meeting with Kentville Historical Society

September 21st: Legion - RCL Kentville Branch 006 for the Community Grant donation the TOK generously gave us for Legion Week

The last month and a half has been a really busy but rewarding time as mayor. I've spent a lot of time talking with residents, hearing about the issues on people's minds, and making sure those concerns are connected with the right departments. A big topic lately has been the provincial fire ban and the rules around it. I've heard from a lot of folks

about how it affects them, and I've appreciated those conversations. Development in town has also been front and center, and while there are always lots of opinions when change happens, I've been encouraged by how many people are feeling positive about the direction Kentville is heading. What stands out the most to me is how engaged and thoughtful our community is. These conversations—whether they're about rules, safety, growth, or progress—show just how much people care about our town. I'm grateful for the chance to be part of those discussions and to help keep Kentville moving forward.

Mayor Zebian



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

LUB Amendments - General Commercial (C1) Zone

At the July 14, 2025 meeting of Council Advisory Committee, Director Darren Shupe reviewed the process for amending language in the land use bylaw around parking spaces in the downtown core, and the purpose and opportunity for this amendment.

Council Advisory Committee recommends

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.**

July 28, 2025

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

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

Staff Report TOK202534 - 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.

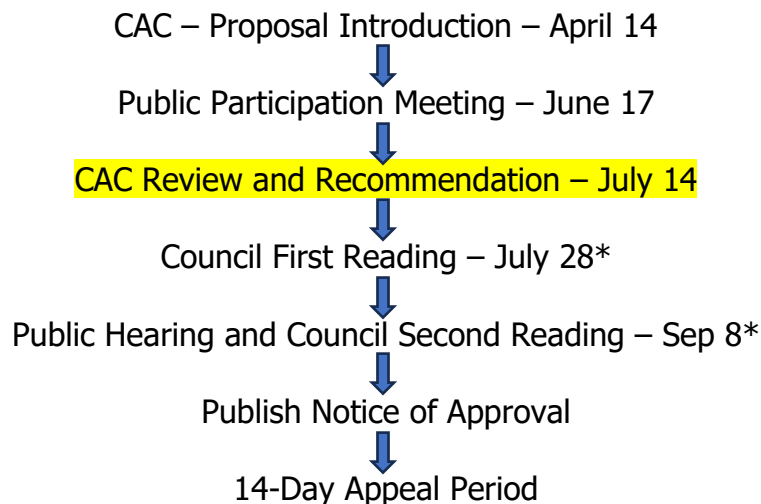
With regards to amendments to the parking requirements there is less consensus on the implications of the proposed change. While staff maintain their recommendation to removing parking requirements, having better data on downtown parking is a reasonable option to consider, and this option has been added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

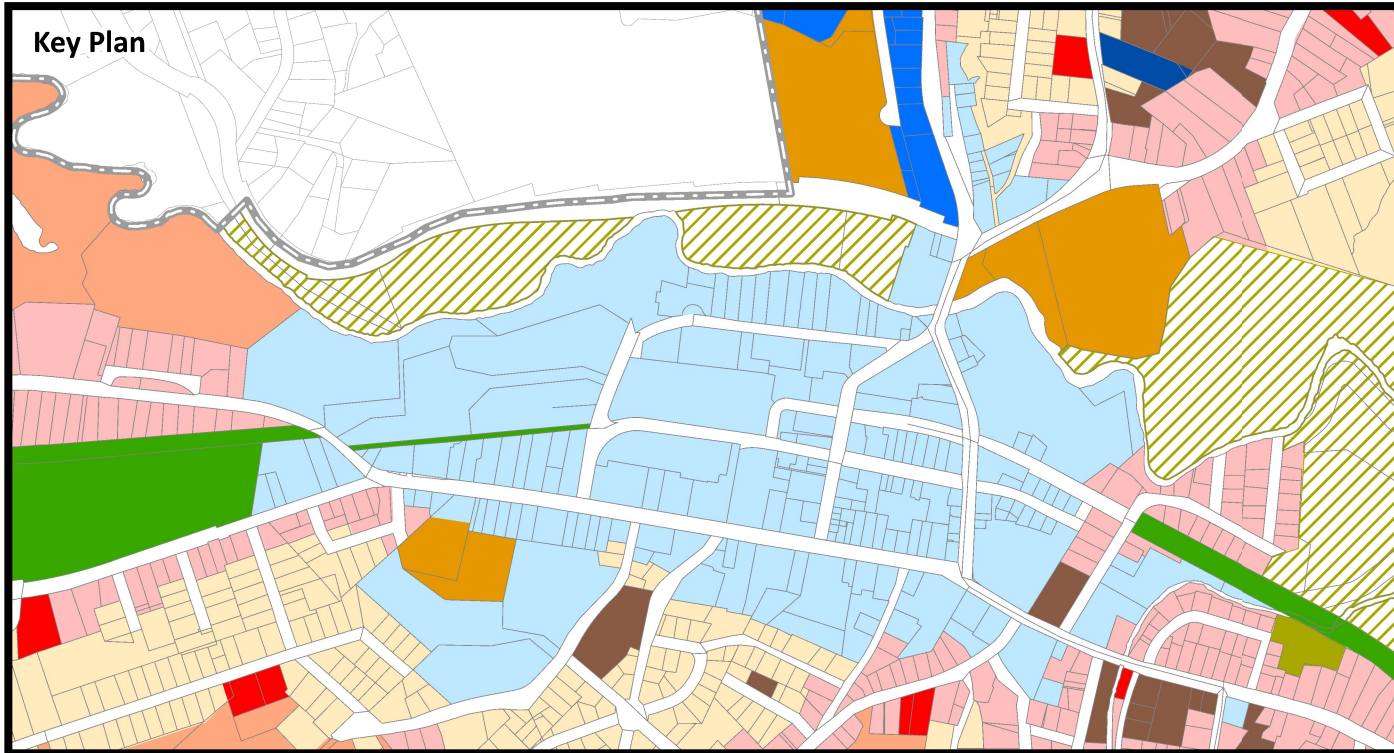
Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

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

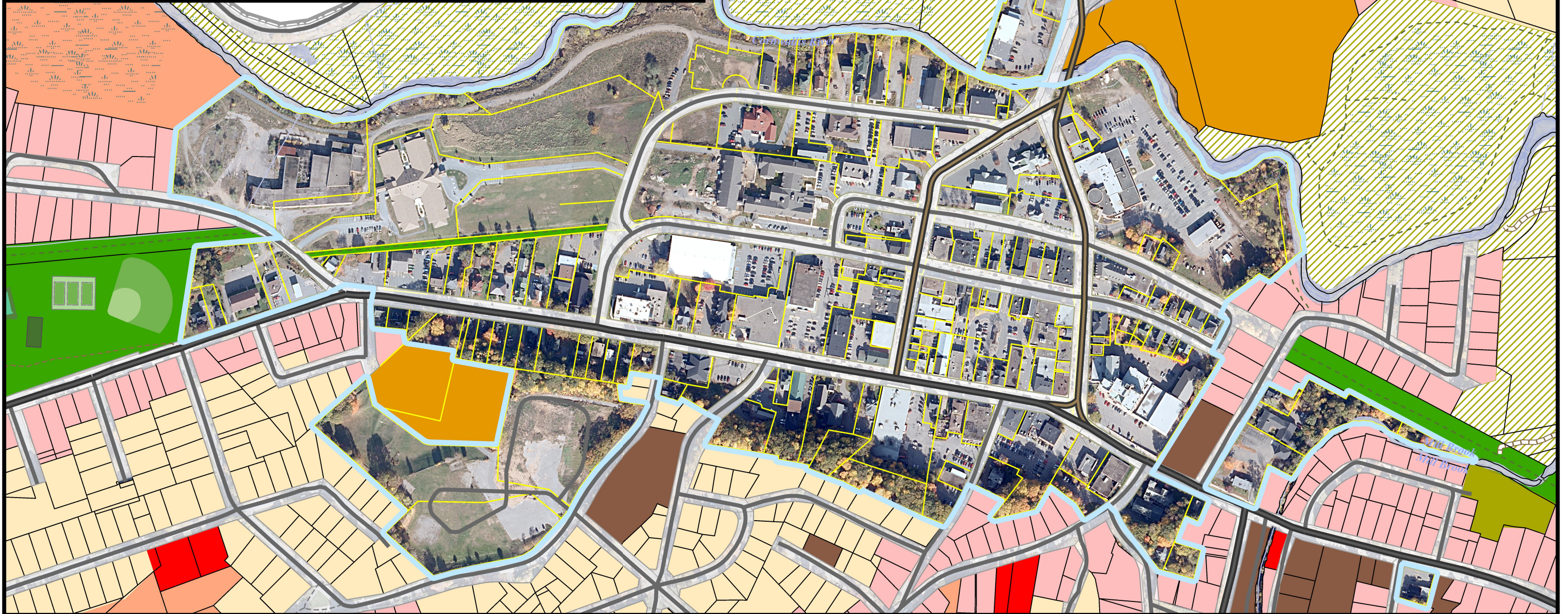
Key Plan



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 ft² per unit 18.58 m² per unit Two bedroom Three or more bedrooms 225 ft² per unit 20.90 m² per unit 255 ft² per unit 23.69 m² 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~~

Residential Uses	0.5 spaces per unit
All C1 Uses—1 space per 400 ft² (37.16 m²) of floor area	

Attachment 3: Comparative Municipal Units

	Parking	Amenity
Amherst	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 3 or more units 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.
Antigonish	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 waived at the discretion of the Development Officer if a project is within an accessible 400 m route to a public open space.
Bridgewater	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 five or more dwelling units shall provide on-site amenity space in accordance with the following requirements: between 15-30 m2/bedroom
Truro	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 three or more dwelling units shall be required to provide amenity space in accordance with the following requirements...
Yarmouth	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	No amenity requirements for developments consisting of up to 8 units; Developments consisting of more than eight (8) units per lot shall only be considered through the Development Agreement process.
Kentville	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 four or more dwelling units shall provide On-Site Indoor or Outdoor Amenity Space in accordance with the following requirements...



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Rezoning Application - 157 Main Street

At the July 14, 2025 meeting of Council Advisory Committee, Director Darren Shupe reviewed the process for amending the zoning of a property in the land use bylaw, and the purpose and opportunity for this amendment.

Council Advisory Committee recommends

That Council give First Reading to the Land Use Bylaw amendments regarding the Rezoning Application for 157 Main Street (PID 55467070)

July 28, 2025

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

Recommendation for the Amendment of the Land Use Bylaw Regarding the 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.

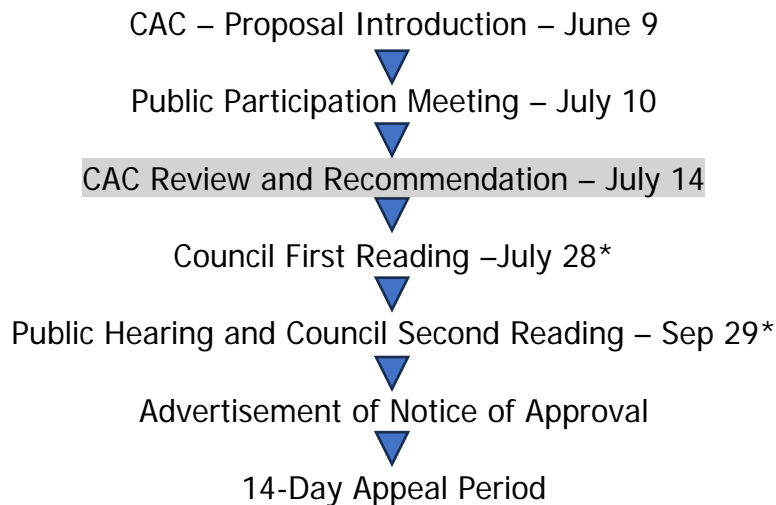
A longer critique was delivered by Tim Hughes, a neighbouring resident at 161 Main Street. His comments were also provided in written form and are attached to this report. Staff acknowledges the error Mr. Hughes presented in describing the location of the subject property in the text portion of the June 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.

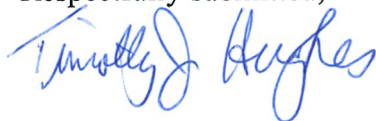
As noted in the report the properties in this neighbourhood are fronted by a major collector road. As mentioned, that comes with the opportunity to create a welcoming display, and also exposes residences to many of the unpleasanties of living on a busy street. The traffic noise is accepted as coming 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



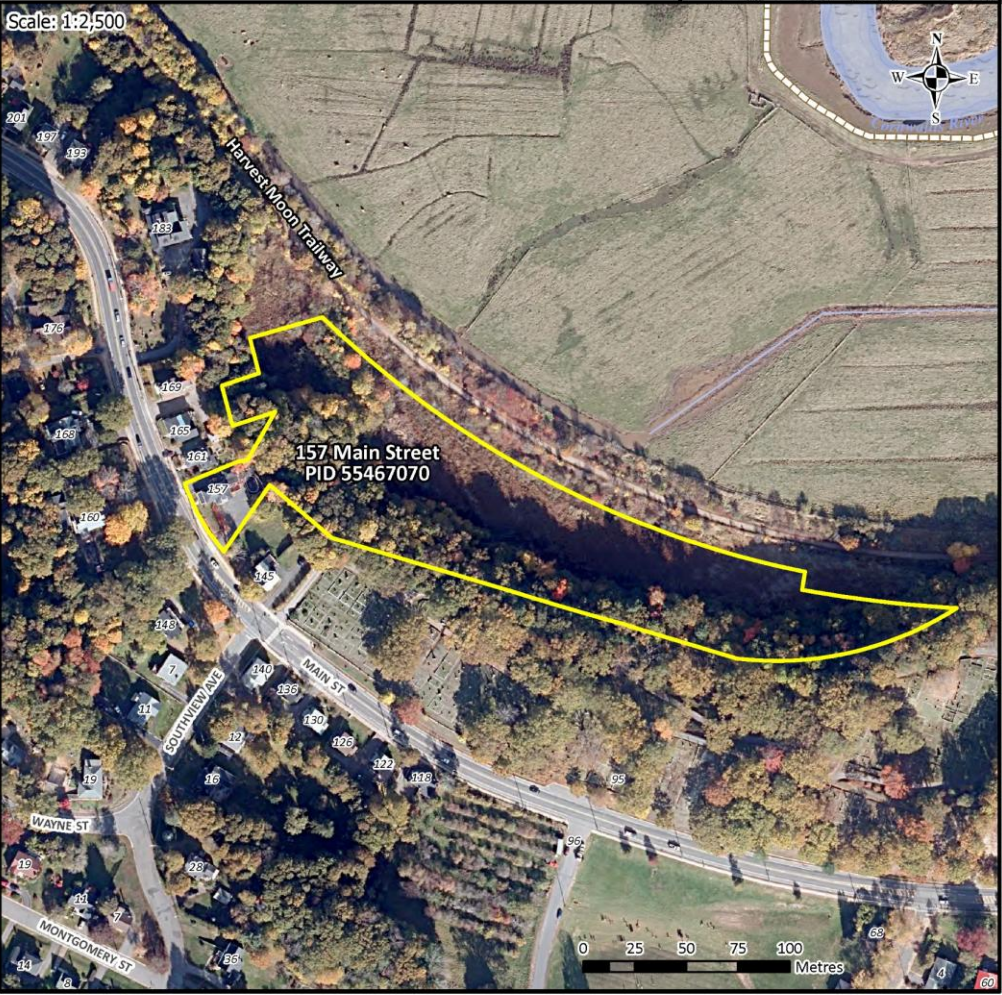
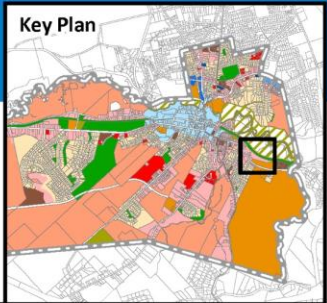
Application for Rezoning - 157 Main Street



- 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.



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

Subject Property
- Generalized Future Land Use

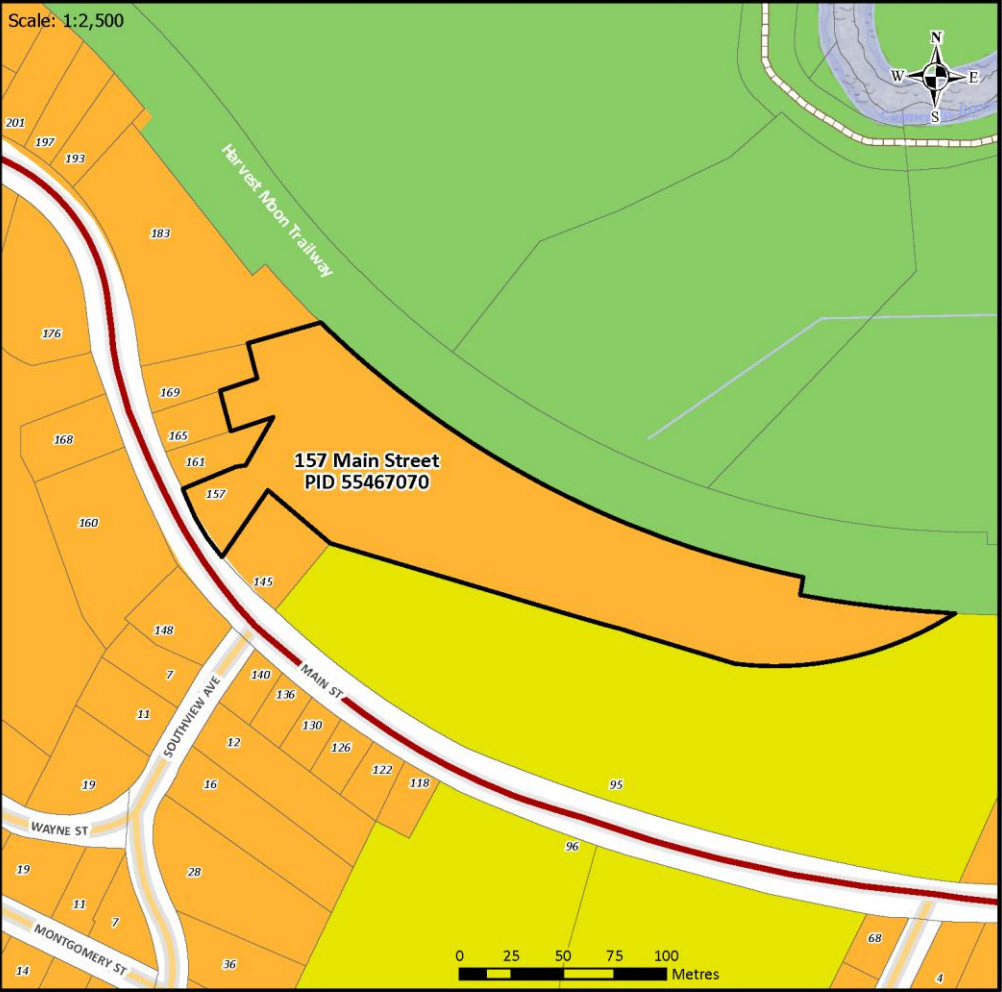
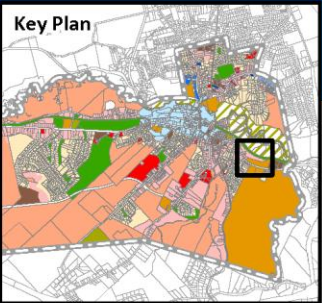
Park and Open Space

Residential

Institutional
- Road Classifications

Major Collector

Local Street



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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

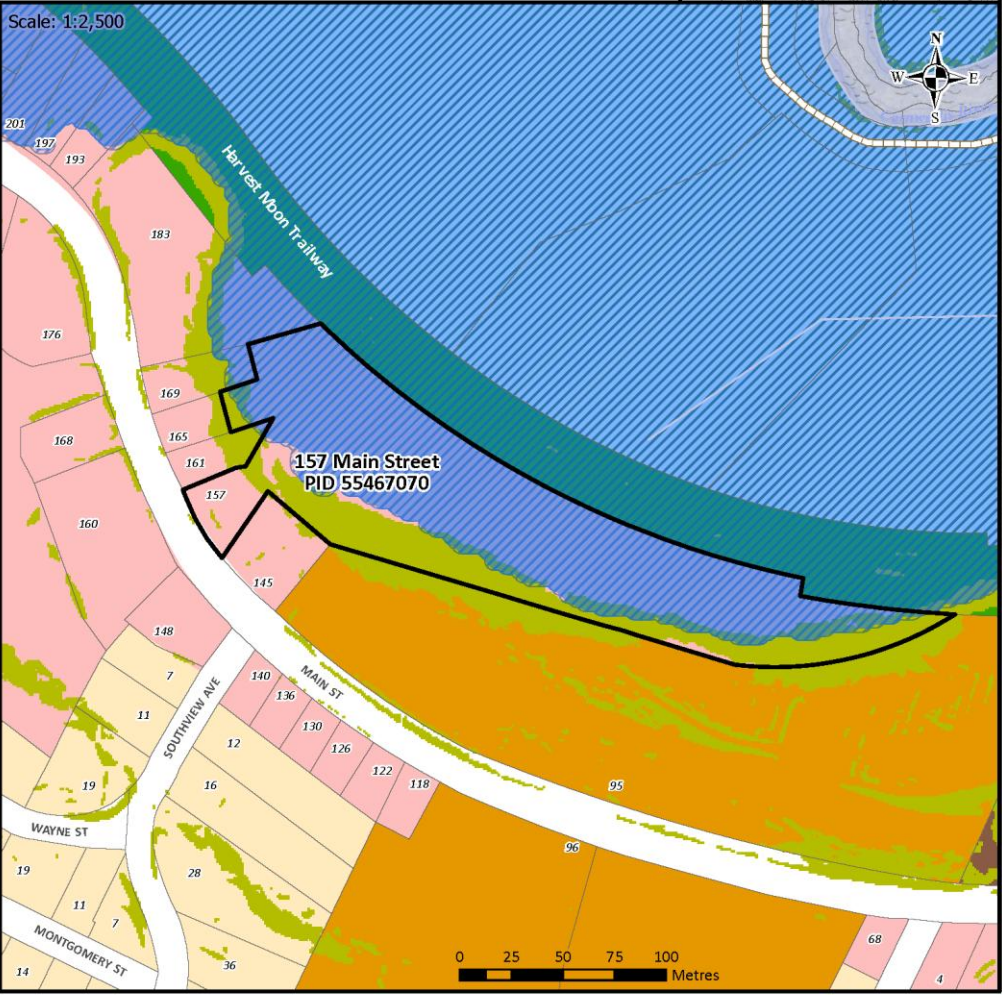
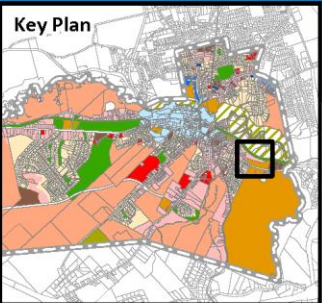
Policy – Evaluative Criteria



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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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

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 Alrafi D1 Alrafi 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

157 MAIN ST. KENTVILLE

SCALE: 1" = 10'-0"

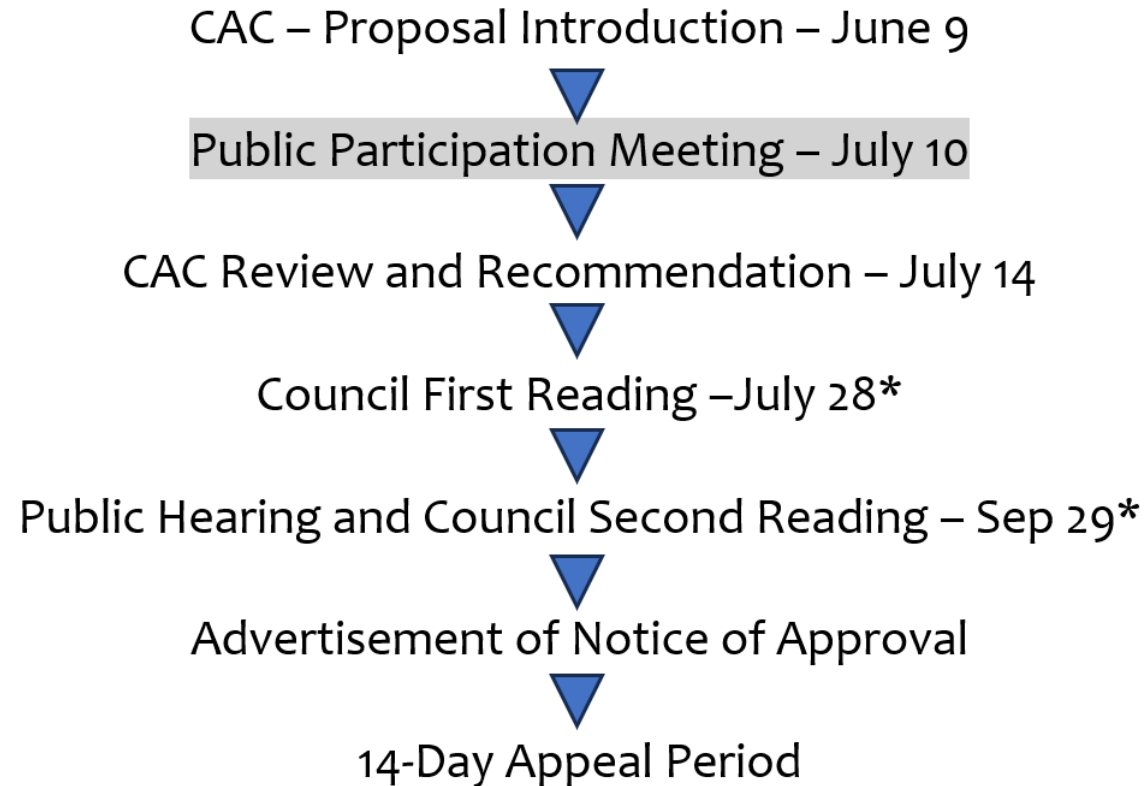
DRAWING NO.: 3100

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.

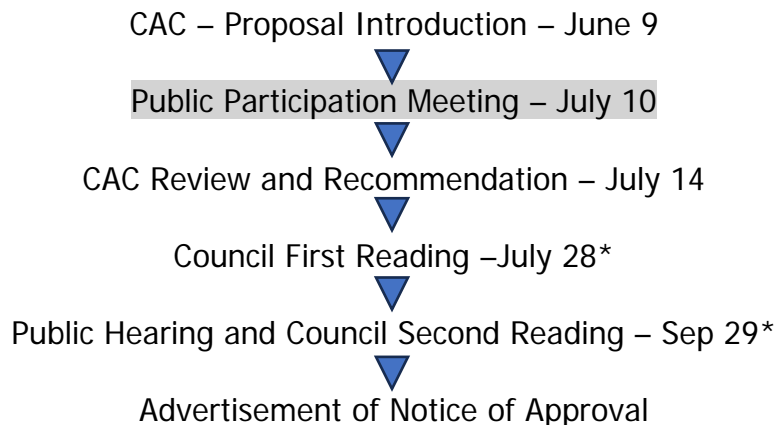
Policy IM-9 *It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.*

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

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

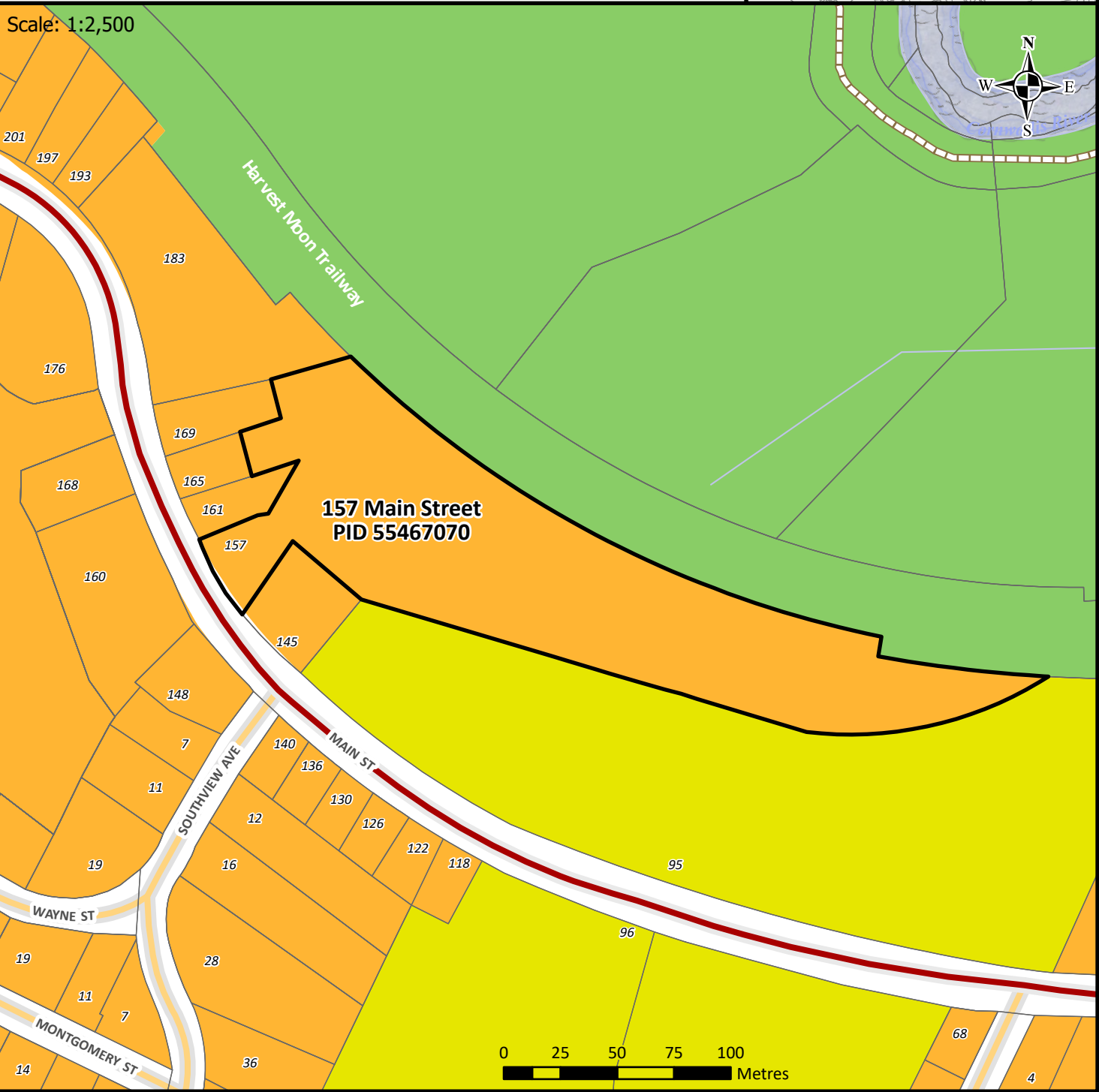
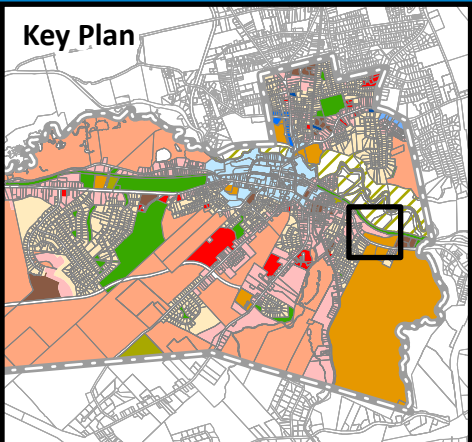
Park and Open Space

Residential

Institutional
- Road Classifications












Major Collector

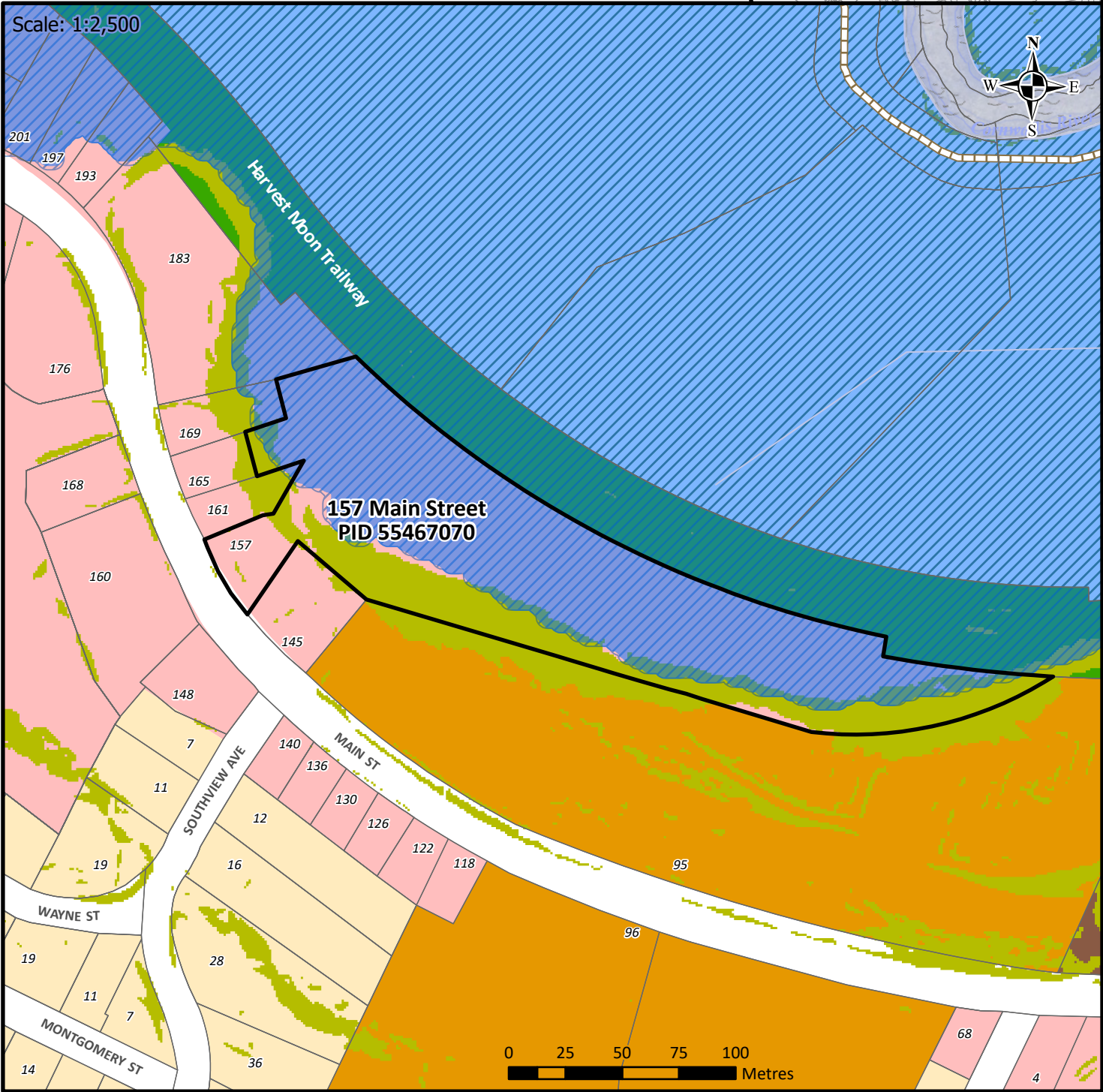
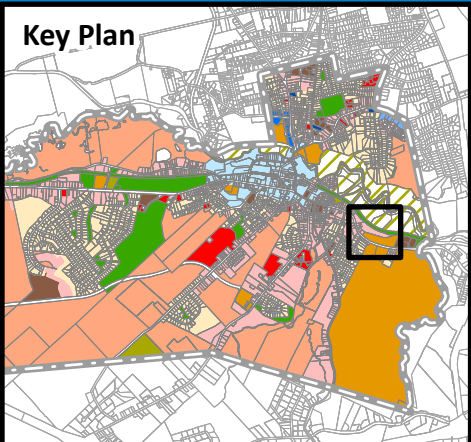
Local Street



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157 Main Street, Kentville
PID 55467070

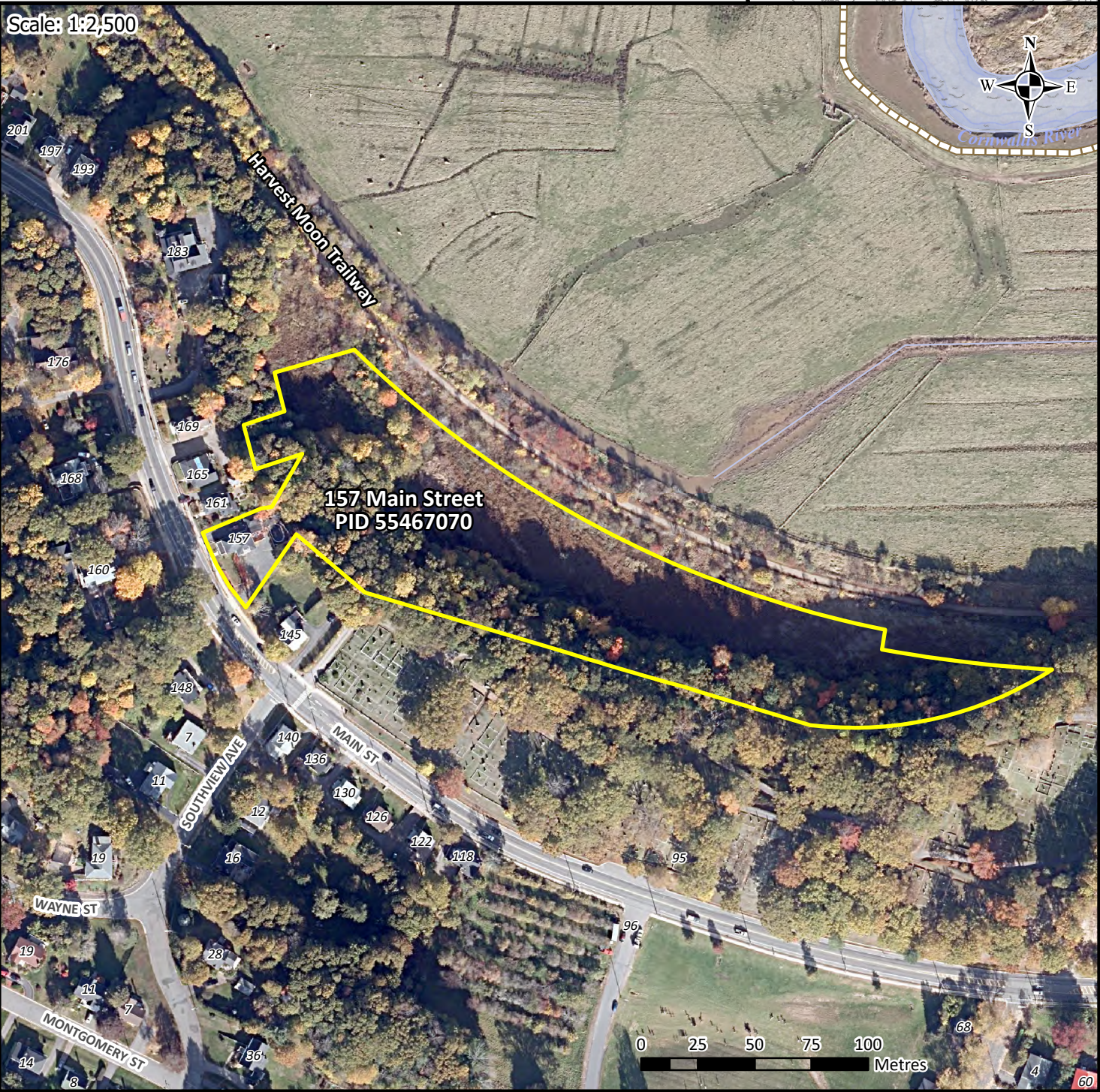
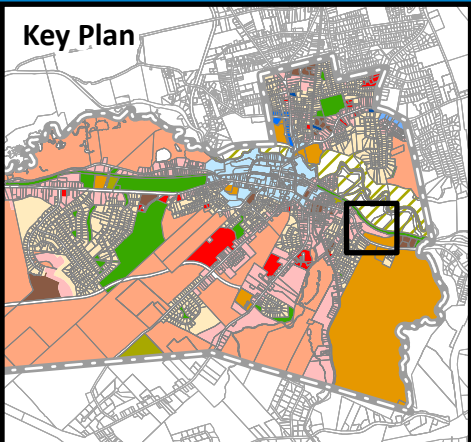
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|---|--|
|  R1 - Single Unit Dwelling Residential |  FW - Floodway Overlay |
|  R2 - One and Two Unit Dwelling Residential |  FF - Floodway Fringe Overlay |
|  R4 - High Density Residential |  Slope >25% |
|  O1 - Conservation |  Subject Property |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



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157 Main Street, Kentville
PID 55467070

 Subject Property



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Recommendation – Arena Dehumidifier Replacement

Meeting Date: October 6, 2025
Department: Parks and Recreation
Strategic Priority: Parks, Trails, and Facilities

RECOMMENDATION

1. Partial transfer of the arena dehumidifier replacement project from the 2027 capital plan to the 2026 capital plan. This is due to the deteriorated condition of one of the two units, and our exposure to potential safety hazards and service interruptions should we continue to operate as we are.
2. The arena parking lot paving project, funded by debt for the 2026 capital project plan, be transferred to operating as the workplan has been revised to patch paving, rather than a full replacement.
3. Reallocation of \$60,000 of 2026 capital funding to the replacement of one Ice Rink Defogger dehumidifier in Centennial Arena.

SUMMARY

This report highlights the increased operational expenses, and potential future implications for our operations and user groups should we continue to operate Centennial Arena with our current Ice Rink Defogger dehumidifiers. Increasing maintenance requirements, the inability to source parts, and the current unreliable condition of the unit have necessitated the consideration of a full unit replacement. Observations by staff, prompted site visits and inspections from both MacLaren Appliance, and White Rock Mechanical, and after thorough investigation, it was determined that unit is unreliable, and its full replacement is recommended at the earliest opportunity.

The costs of the project would be offset by the savings of two other major capital projects. The deferral of this project could cause unsafe conditions for both spectators and participants, increased demand on staff, and potential interruptions to service through the 2025/2026 ice season. The dehumidifier was determined to have a 25-year recommended useful life that would have commenced in 2021, and the entire dehumidification and air quality system of the arena was recommended for replacement during the 2025 calendar year by DSRA Consulting in the 2024 conditions assessment.

BACKGROUND

The arena dehumidifier units were installed in the 1996 season and have become an increased burden to the arena's operating budget in recent years.

Through 2024, the arena dehumidifiers required \$6,296.92 in service calls, mainly to address refrigerant leaks and faulty parts, such as belts, compressors, etc. These issues were observed predominantly on one of the two units. Late in the 2024/2025 season, staff began observing loud noises, interruptions to operation, and eventually, the inability to operate one unit.

In the spring of 2025, both dehumidifiers were examined by mechanical contractors, and it was identified that the main cause of the malfunction to one unit was yet another leak in the refrigerant system. This component has been repaired several times along with other outdated elements. A full replacement was recommended by the contractor, as the coil alone would be around 40% of the full replacement cost. Additionally, this would leave other unreliable parts working in conjunction with new installations, prematurely threatening the condition of the newer components.

A secondary investigation was sought in July of this year, this contractor patched the leak in the refrigerant line, as serious moisture issues began in the early hot season, but also deemed the component unreliable going forward. At staff's request, the contractor found that the part in question – the refrigerant line – was no longer available for purchase, making a full replacement the only path forward.

Beyond these factors, in the arena conditions assessment and feasibility study by DSRA Consulting that was completed for the facility in 2024, it was recommended that the dehumidifiers, along with their corresponding exhaust fans should be replaced with a central dehumidification system in 2025. The document also refers to a 25-year useful life for this equipment; we are now sitting around 4 years beyond this period. This project, along with several others, differed to future years during last winter's capital project prioritization.

It was recommended by DSRA Consulting in 2024 to replace these units with a centralized dehumidification system. However, without a set determination of the future of the arena, we are approaching this from the perspective of fixing what is necessary to maintain minimum service delivery until a decision is made, and direction is given.

IMPACT TO SERVICES

Dehumidifiers are required to remove moisture from the air in the arena, this need is exacerbated by mechanical refrigeration, ice making operations, and fluctuations in outside temperature. Without adequate dehumidification – something this outdated

system struggles to provide during certain seasons when functional – fog, condensation, and therefore, must, mold, rust, and slippery surfaces all begin to impact the building and its occupants. For a brief period in early summer, we were without dehumidification in the arena, please see attachments to view the result of this interruption to service; keep in mind, this is not during ice operations, and occurred in late June, a time of year with relatively stable temperatures.

Completing this project would:

- Alleviate the additional strain on staff and users in navigating the impacts of inadequate dehumidification.
 - Inconsistency in ice due to dripping roof – must be chipped, cleaned, and patched regularly; potentially interrupting or cancelling bookings on short notice.
 - Water coating bleachers, hallways and front lobby surfaces, creating slipping hazards and increasing demand for custodial duties that we would not have capacity to address.
 - Buildup of moisture in confined areas (inside walls, in the ice boards, in storage spaces, under mats, etc.), and rapid advancement of mold growth and mildew in these areas.
- Eliminate the risk of a sudden, temporary shutdown due to unsafe conditions or a repair that is necessitated by these conditions.
- Improve overall air quality and human comfort levels in the arena, especially regarding moisture buildup and air quality during transitional seasons.

To provide uninterrupted, safe, consistent, and reliable service to the community as they've come to expect in the past, it is paramount that this issue be addressed at the earliest opportunity.

RELATED COUNCIL DISCUSSIONS

Council received the initial conditions assessment carried out by DSRA Consultants in the spring of 2024.

Capital Investment Planning – April 7, 2025

TIMELINE

Project estimate to complete is 6–9-week lead time on receipt of the equipment from the supplier, and at least 2-3 days for the installation.

With the ice booking season having begun in late September (Saturday, the 27th), and the dehumidifier currently functioning on a patch job on an end-of-useful-life component,

Arena Dehumidifier Replacement, September 2025, Parks and Recreation Department

it is necessary to mobilize a contractor as soon as possible following the approval of this funding.

BUDGET IMPLICATIONS

Quotations for the work range from \$40,000 to \$55,000.

There may be additional costs following removal of the unit and inspection of the mounting hardware and structural attachments. A contingency for unforeseen costs is recommended, bringing the estimated total budget to \$60,000.

To fund the project, staff are requesting to patch the back Centennial Arena parking lot instead of repaving entire area. The approved capital budget for paving is \$150,000. Staff will complete an estimated \$25,000 worth of patch paving to address only the high-risk areas. With the combined estimates for the new dehumidifier and patch paving at \$85,000 ($\$25,000 + \$60,000 = \$85,000$), requirements would be reduced by \$65,000.

ATTACHMENTS AND LINKS

Quote: [Dehumidifier Coil Replacement/ Dehumidifier Replacement – White Rock Mechanical](#)

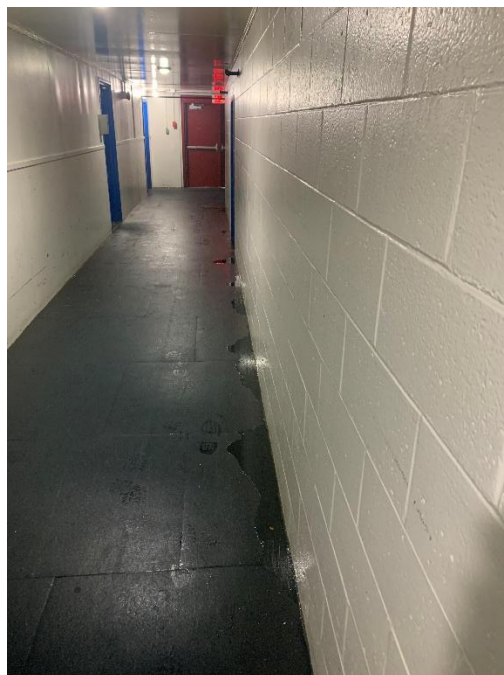
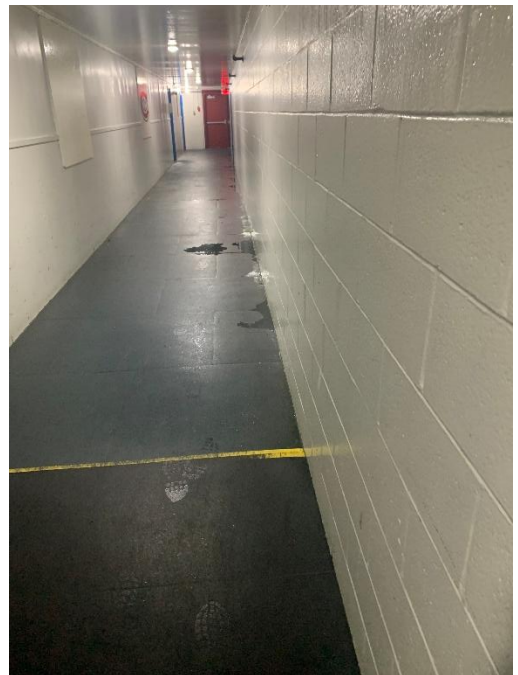
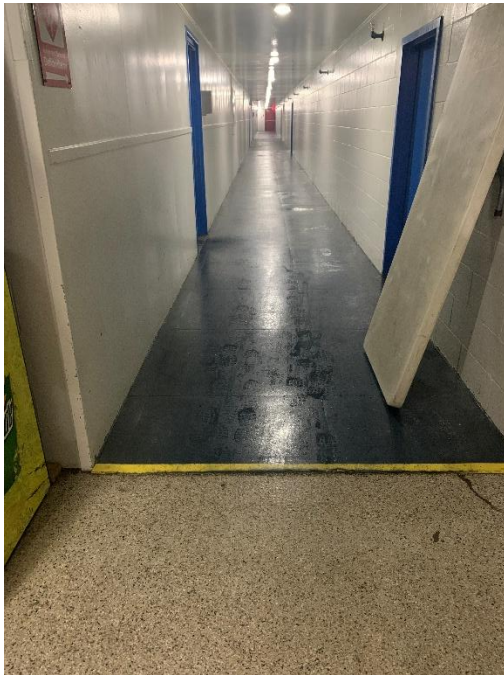
Quote: [Dehumidifier Replacement – MacLaren Appliance](#)

Photos: Impacts of lack of dehumidification during temperature fluctuations

ATTACHMENTS:

Copies of both quotations provided with report

Photos from a period without active dehumidification in early summer – note excessive surface moisture:





Proclamation

DISABILITY EMPLOYMENT AWARENESS MONTH

WHEREAS one in five working-age persons living in Canada who is in the labour force has some form of disability, and a disability can be non-apparent, like arthritis and chronic pain, and can be temporary or episodic, like a migraine, anxiety, or grief;

AND WHEREAS in 2024, the unemployment rate for persons with disabilities rose to 8.1%, compared to 5.6% for persons without disabilities, and the wage gap also widened due to more part-time work and slower wage growth;

AND WHEREAS in May 2025, more than half a million jobs were vacant across the country, and as our population ages and more people retire, employers across the country urgently require the skills of the more than 740,000 persons experiencing disability who have the potential to work;

AND WHEREAS diverse and inclusive workplace cultures benefit all workers by cultivating a more positive and supportive work environment;

AND WHEREAS companies that improve disability recruitment, hiring, and retention accrue benefits within their workplace culture with increased problem-solving and creativity and with higher overall retention and engagement;

THEREFORE, BE IT RESOLVED that Town of Kentville declare October as **Disability Employment Awareness Month** in recognition of the importance of hiring persons with a disability and to raise awareness of inclusive employment in Kentville.

SIGNED AND SEALED by the Mayor of Kentville, this 17th day of September 2025.



Mayor Andrew Zebian

TOWN OF KENTVILLE POLICY STATEMENT G14

PROCLAMATION POLICY



1.0 PURPOSE

- 1.1 The purpose of this policy is to provide a consistent process for the request of Proclamations.

2.0 DEFINITIONS

- 2.1 Proclamations: a formal pronouncement issued at the discretion of Council

3.0 SCOPE

- 3.1 Proclamations are issued to community groups, charitable organizations and non-profit organizations to increase public awareness of their cause.

4.0 PROCEDURES

- 4.1 Proclamations approved for posting will be announced at a public meeting, and recorded in meeting minutes, and will be posted on social media and the Town website.
- 4.2 The posting of a proclamation, in no way reflects the Town of Kentville's philosophical or financial support of the agency/organization represented.
- 4.3 The Town of Kentville may choose to either post the Proclamation as submitted by the agency/organization or may publish its own.
- 4.4 Proclamations can be made when the following conditions are met:
 - 4.4.1 The Proclamation issued is reflective of, and has some perceived benefit for, at least a representative number of residents and taxpayers of the Town of Kentville;
 - 4.4.2 The agency/organization represented is of a nature may be charitable, volunteer, not for profit or community based;
 - 4.4.3 The agency/organization has a local, Kentville contact or affiliation;
 - 4.4.4 The agency/organization will pay for any direct costs resulting from its request for the Town to make a Proclamation;
 - 4.4.5 The agency/organization makes the request for a Proclamation in writing;
 - 4.4.6 The Proclamation does not represent illegal activities, hate promotion, a political party, or court actions, and does not benefit a



Town of Kentville
Sanitary Sewer Operating Budget
2025-2026

Contents

Budget Financial Summary	1
Budget Highlights	2
Rate Setting and Analysis	3
Rate Analysis.....	3
Rate Timing and Implementation.....	4
Customer Impacts for Illustrative Purposes	5
Conclusion and Recommendation	6



**TOWN OF KENTVILLE
SANITARY SEWER AREA SERVICE
OPERATING BUDGET**

	2024-2025 ACTUAL	2024-2025 BUDGET	2025 -2026 BUDGET	2026 - 2027 BUDGET	Change 2026 over 2025
REVENUE					
Sewer Charges	\$ 1,418,322	\$ 1,559,100	\$ 2,012,250	\$ 2,121,350	\$ 453,150
Interest on overdue accounts	6,837	6,000	6,000	6,000	-
Permit- Sewer connections	1,625	2,400	2,500	2,500	100
Transfer from Operating Reserve	175,000	175,000	-	-	(175,000)
Total Revenue	1,601,784	1,742,500	2,020,750	2,129,850	278,250
EXPENDITURES					
Administration					
Administrative salaries	128,501	137,700	139,400	145,000	1,700
Legal	-	1,500	1,500	1,500	-
Audit	3,116	2,800	2,500	2,600	(300)
Stationary & office supplies	2,686	3,300	3,500	3,500	200
Common service charge	30,000	30,000	30,000	30,000	-
Vehicle expense	573	1,000	1,000	1,000	-
Other collection expense	-	100	100	100	-
Lease of equipment	1,254	1,500	1,500	1,500	-
Interest on customers' deposits	160	100	100	100	-
Professional studies	-	5,000	-	-	(5,000)
Dues and fees	272	500	500	500	-
Training	1,033	1,000	1,000	1,000	-
Depreciation transfer to reserve	136,016	136,000	131,500	123,200	(4,500)
	303,611	320,500	312,600	310,000	(7,900)
Domestic Sewer Maintenance					
Wages	16,504	34,000	34,350	42,700	350
Materials and supplies	11,665	16,000	17,600	19,360	1,600
Material and supplies- laterals	26,872	14,000	15,400	16,940	1,400
	55,041	64,000	67,350	79,000	3,350
Pumping Stations					
Wages	12,064	14,000	14,600	15,200	600
insurance	20,580	20,580	21,000	21,500	420
Operations	21,227	46,400	25,000	26,000	(21,400)
Maintenance	5,175	5,800	6,000	6,200	200
	59,046	86,780	66,600	68,900	(20,180)
Treatment & Disposal					
Agreement-County of Kings	1,053,234	1,031,200	1,440,000	1,555,000	408,800
Fiscal Services					
Interest on temporary borrowing	5,661	1,800	1,800	1,800	-
Interest	27,276	22,600	23,600	20,300	1,000
Principal	89,100	89,100	107,100	93,150	18,000
Discount	1,225	1,700	1,700	1,700	-
	123,262	115,200	134,200	116,950	19,000
Transfer to Reserve					
Transfer to reserve- depreciation deferral prior years	124,804	124,820			(124,820)
Total Expenses	1,718,998	1,742,500	2,020,750	2,129,850	278,250
Excess Revenue (Expenditures)	\$ (117,214)	\$ -	\$ -	\$ -	\$ 117,214

Town of Kentville Sanitary Sewer Service 2025-2026 Operating Budget and Rate Recommendation

Sanitary Sewer Area Service Operating Budget Summary

Rising sewer system costs over the past several years have outpaced revenue, with rates remaining unchanged since 2018. During this period, operational and regional service costs have steadily increased, creating a structural imbalance that can no longer be absorbed without adjustment.

Nearly 75% of the Town's sewer operating expenses are attributable to regional sewer charges set by the County of Kings, which continue to escalate annually. In response, the 2025-2026 Sewer Operating Budget includes rate modeling and a recommendation for a sewer rate increase effective October 1, 2025. This adjustment is necessary to support the long-term financial sustainability of the area service and to ensure continued service delivery.

Budget Highlights

Expenditures: \$ 2,020,750

Overall expenditures increased \$ 278,250 (16%) over last year.

Administration

The Administration budget has decreased by \$ 7,900 compared to the previous year. The transfer to the Depreciation Reserve has been maintained at 100% of the projected 2025–2026 expense.

The budget allocation for professional fees related to rate studies has been removed, as this work is scheduled to be completed in-house during the current budget cycle.

Domestic Sewer Maintenance

This segment has increased by \$3,350 (5.2%), based on the five-year average and prior year expenditures.

Pumping Stations

Pumping Stations decreased by \$20,180 (23.3%) as a result of a non-recurring expenditure for external pumping of storm sewers after a weather event in 2024-2025.

Treatment and Disposal

This section records our share of the jointly funded sewer treatment plant and transmission lines owned by the Municipality of the County of Kings. The budget reflects the Council approved Municipality of the County of Kings Regional Sewer Budget in the amount of \$1,424,000 (an increase of \$408,800 or 39.6% over the prior year).

Fiscal Services

A \$19,000 (16.5%) increase in this area reflects interest and principal payments for debt related to the approved capital investment plans past and present.

Revenue: \$2,020,750

Total revenue has increased by \$ 278,250 or 29.1 %, compared to the prior year. This increase reflects the inclusion of estimated fees from agreements with specific customers, the elimination of reliance on declining operating reserves, and sewer rate adjustments effective for one-half of the fiscal year.

Rate Setting Analysis and Recommendation

Background and Rate History

The Town's sewer rate model was developed by a consultant in 2014, using 2013–2014 actual financial data as the baseline. The model included projections for expenditures, revenues, and rate requirements for the period 2014–2015 through 2018–2019. The intention was to monitor actual results during the five (5) year period and make informed rate adjustments based on both historical performance and updated projections for the following three to five years.

While the model provided a solid foundation for long-term planning, actual results were not compared to the projected figures during the five-year period, and no formal rate adjustments were made during that time or subsequently. As a result, sewer rates remained unchanged from 2018–2019 through 2024–2025, despite rising operational and capital costs.

This extended period without rate increases has contributed to a delay in contributions to reserves and created pressure on the operating budget and operating reserve. The current review and rate change aim to re-align rates with actual cost trends, ensure continued financial sustainability, and re-establish a planned approach to rate setting and depreciation reserve contributions.

Sewer Rate Model Description

The Town staff, including the Directors of Finance and Engineering & Public Works, have reviewed the current sewer rate model accompanying user guide and applied the methodology to the draft budgets for the 2025–2026 and 2026–2027 fiscal years. The model determines the required revenue to be collected through sewer rates, net of any contractual revenue arrangements.

Rate Structure Overview

Required revenue is recovered through two main categories:

- Base Rates
- Effluent (Consumption) Rates, charged per 1,000 imperial gallons

Base rates are further differentiated by water meter size.

The Town allocates budgeted net expenditures between base and effluent/consumption charges using the following percentage breakdowns by cost category:

Description	Base	Effluent
Treatment and Disposal (Kings Co)	30%	70%
Domestic Sewer Maintenance	30%	70%
Pumping Stations	30%	70%
Administration	100%	0%
Depreciation / Amortization	50%	50%
Non-Operating Expenditures less Revenue	30%	70%
Revenue from Other Agreements	30%	70%

Customer Growth & Consumption Projections

Projections for growth by meter size and flow (consumption) are based on historical data and experience:

- The 2025–2026 budget reflects the current customer base.
- A 3% increase is estimated in 5/8" meter customers for 2026–2027; no change is projected for other meter sizes.
- A 2% increase in effluent volume is projected over the prior year's usage of 203,815,789 imperial gallons.
- While rate changes can impact consumption, no volume reduction has been assumed for 2027.

Individual contract rates were projected with a 2% inflation factor. Discussions are ongoing to finalize the agreement with the County, which represents 74% of this revenue stream.

Expenditure Assumptions

Estimated expenditures incorporate the following:

- Operational impacts from the Capital Investment Plan (CIP) approved by Council on April 7, 2025, are reflected in debt servicing, interest, and depreciation.
- Transition to completing rate and fee analysis in-house.
- County-provided treatment and disposal accounts for 64% of net expenditures in 2025, rising to 72% in 2026. While the estimate for 2027 appears reasonable based on regional cost trends since 2018–2019, confirmation from the County of Kings is pending and remains important given the volatility in charges observed in recent years.
- Administrative cost allocations from Town departments (Administration and Engineering and Public Works) remain unchanged from previous years.

Net expenditures to be recovered through rates are:

- 2025–2026: \$ 1,726,648 (excluding depreciation)
- 2026–2027: \$ 1,838,546 (excluding depreciation)

Depreciation expenses are:

- 2025–2026: \$ 131,500
- 2026–2027: \$ 123,200

A transfer is made annually to the Depreciation Reserve equivalent to calculated depreciation. While this transfer may be deferred, doing so puts pressure on future budgets, particularly given the rising cost of asset replacement. Although deferral can reduce current-year rates, it is not a sustainable strategy over the mid-to-long term.

Rate Scenarios Considered

The budget, as presented, includes the full annual transfer of the calculated depreciation expense to reserves. To inform this approach, staff utilized the financial model to evaluate three reserve transfer scenarios for fiscal years 2025–2026 and 2026–2027:

1. 100% Transfer to the Depreciation Reserve in both 2026 and 2027
2. 50% Transfer in both 2026 and 2027
3. 50% Transfer in 2026 and 100% Transfer in 2027, including recovery of the 2026 deferral

In 2024–2025, the Town transferred \$260,820 to the depreciation reserve, exceeding the calculated depreciation amount of \$136,016. This planned over-contribution was intended to address the deferral of reserve contributions in prior years and was based on anticipated rate increases that ultimately did not proceed as expected. As a result, the resulting shortfall was funded through the operating reserve.

Rate Timing and Implementation

For 2025–2026, sewer rates are implemented in two phases, aligned with the fiscal year:

- April 1 to September 30: Rates remain at the previous year's level. There is no retroactive billing for this period.
- October 1 to March 31: The new approved rates take effect for the remainder of the fiscal year.

This approach provides consistency for customers during the first half of the year and allows time to finalize budgets and rates before implementing any changes. It also ensures that any rate increases are only applied prospectively.

For 2026–2027, the new approved rate comes into effect on April 1, 2026 for the full fiscal year.

Sanitary Sewer Service: 2025-2026 Operating Budget and Rate Recommendation

Customer Impacts for Illustrative Purposes

Rates for 2025–2026 will increase in the second half of the fiscal year. Customers who receive quarterly billing, identified in the chart below as $\frac{3}{8}$ " to 1.5" meter customers, will see the rate increase reflected in their final two quarterly billing cycles of the current year. The 2026–2027 rates will come into effect on April 1, 2026, and the corresponding billing increases will be reflected in each quarterly payment thereafter.

Larger residential and industrial customers, identified as 2" to 4" meter customers, will experience the rate increase monthly for the remaining six months of the current fiscal year. The 2026–2027 rates will come into effect on April 1, 2026, and the corresponding billing increases will be reflected in each monthly payment thereafter.

	Current	Meter Size	25/26	26/27
Annual Base Rate	\$ 149.88	5/8"	\$ 238.80	\$ 244.50
	\$ 224.82	3/4"	\$ 358.19	\$ 366.75
	\$ 374.70	1"	\$ 596.99	\$ 611.25
	\$ 749.40	1.5"	\$ 1,193.98	\$ 1,222.50
	\$ 1,199.04	2"	\$ 1,910.37	\$ 1,955.99
	\$ 2,398.08	3"	\$ 3,820.74	\$ 3,911.99
	\$ 3,746.99	4"	\$ 5,969.89	\$ 6,112.46
	\$ 7,493.99	6"	\$ 11,939.80	\$ 12,224.95
	\$ 13,489.18	8"	\$ 21,491.64	\$ 22,004.90
Rate per 1000 l.gallon consumption	\$ 3.80		Fiscal Avg \$ 5.52 Apr-Sept \$ 3.80 Oct-Mar \$ 7.60	\$ 5.69
Typical Customer Volume Estimate	Current Blended Rates	Meter Size	Increase Per Billing Period 25/26	Increase Per Billing Period 26/27
small residence (100 l.gpd)	\$ 288.58	5/8"	\$ 75.81	\$ 3.00
large residence (200 l.gpd)	\$ 427.28	5/8"	\$ 107.16	\$ 4.57
750 l.gpd	\$ 1,414.95	1"	\$ 346.27	\$ 15.35
2,000 l.gpd	\$ 3,523.40	1.5"	\$ 849.29	\$ 38.55
4,000 l.gpd	\$ 6,747.04	2"	\$ 536.56	\$ 24.75
10,000 l.gpd	\$ 16,268.08	3"	\$ 1,282.12	\$ 59.98
30,000 l.gpd	\$ 45,356.99	4"	\$ 3,505.50	\$ 169.00

In the table above, the current blended and billing-period rates represent the combined base and consumption charges. These rates are calculated for a typical customer by meter size, using average daily consumption estimates, measured in imperial gallons per day (l.gpd), derived from an analysis of current volume and flow data.

In scenarios where the full depreciation expense is not transferred to reserves, customers would experience a smaller rate increase per billing period in 2025–2026 by either \$8.41 or \$8.35 for a typical small user with a $\frac{3}{8}$ " residential meter. In 2026–2027 for the same user, a modest decrease of \$0.32 per billing period would occur under the reduced depreciation transfer scenario. Conversely, an increase of \$8.27 would be realized if the prior year's deferred depreciation is recovered and combined with the full transfer for the current year.

While estimated rates for 2026–2027 have been provided, actual expenses may vary, particularly if the Town's share of regional sewer costs exceeds the 8% increase currently assumed in the budget. A three-year rate-setting framework is preferred and will be considered once mid-term projections for regional sewer operating costs and the impact of its capital expenditures on operations are more clearly defined.

Sanitary Sewer Service: 2025-2026 Operating Budget and Rate Recommendation

For comparison purposes, rates in other municipal units are shown below:

Annual Base Rate By Meter Size	ToK Current	ToK Proposed	New Minas	Halifax	Bridgewater	Kings County	Wolfville	Truro
5/8"	\$ 149.88	\$ 238.80	\$ 179.20	\$ 168.00				
3/4"	\$ 224.82	\$ 358.19	\$ 254.04	\$ 240.00				
1"	\$ 374.70	\$ 596.99	\$ 395.12	\$ 396.00				
1.5"	\$ 749.40	\$ 1,193.98	\$ 705.56	\$ 768.00				
2"	\$ 1,199.04	\$ 1,910.37	\$ 1,100.64	\$ 1,236.00				
3"	\$ 2,398.08	\$ 3,820.74	\$ 2,130.76	\$ 2,472.00				
4"	\$ 3,746.99	\$ 5,969.89	\$ 3,295.00	\$ 3,852.00				
6"	\$ 7,493.99	\$ 11,939.80	\$ 6,512.36	\$ 7,692.00				
8"	\$ 13,489.18	\$ 21,491.64	-	\$ 13,848.00				
Annual Rate per Customer								
Residential					\$ 565.00			
Commerical					\$ 1,220.00			
Large Industrial					\$ 54,000.00			
Dwelling						\$ 599.00		
Vacant Lot						\$ 179.00		
Minimum Charge							\$ 29.85	
Rate per 1000 Gallon Consumption								
	\$ 3.80	\$ 5.52	\$ 3.41	\$ 10.27	N/A	N/A	\$ 7.08	\$ 3.64

Conclusion

The proposed budget and associated rate adjustments have been developed to ensure the long-term financial sustainability of the sanitary sewer utility. By incorporating full depreciation transfers to reserves, the Town is taking proactive steps to fund future infrastructure renewal and equipment replacement needs. This approach ensures adequate long-term funding for the replacement, renewal, and acquisition of infrastructure and equipment in future years.

The recommended rate structure balances fiscal responsibility with the need to maintain high-quality service delivery, while aiming to minimize the impact on customers. While the proposed increase may be noticeable to ratepayers, it is important to note that rates have remained unchanged for the past seven years. This adjustment reflects the need to address increasing infrastructure and operating costs that have accumulated over this period of rate stability. Council's continued support for this approach will help ensure the long-term operational and financial resilience of the utility.

It is recommended that Council approve the 2025–2026 Sanitary Sewer Service Operating Budget, with total revenues and expenditures of \$2,020,750, along with the following 2025-2026 and 2026-2027 rates for ratepayers:

	Current	Meter Size	25/26	26/27
Annual Base Rate	\$ 149.88	5/8"	\$ 238.80	\$ 244.50
	\$ 224.82	3/4"	\$ 358.19	\$ 366.75
	\$ 374.70	1"	\$ 596.99	\$ 611.25
	\$ 749.40	1.5"	\$ 1,193.98	\$ 1,222.50
	\$ 1,199.04	2"	\$ 1,910.37	\$ 1,955.99
	\$ 2,398.08	3"	\$ 3,820.74	\$ 3,911.99
	\$ 3,746.99	4"	\$ 5,969.89	\$ 6,112.46
	\$ 7,493.99	6"	\$ 11,939.80	\$ 12,224.95
	\$ 13,489.18	8"	\$ 21,491.64	\$ 22,004.90
Rate per 1000 gallon	\$ 3.80		Fiscal Avg \$ 5.52 Apr-Sept \$ 3.80 Oct-Mar \$ 7.60	\$ 5.69

Title: Section 69A tax reduction request due to fire: 213 Chester Avenue, Kentville

Meeting Date: September 8, 2025

Department: FINANCE

RECOMMENDATION

That Council consider a 2025-2026 property tax reduction in the amount of \$188.42 due to fire damage at 213 Chester Avenue, Kentville.

SUMMARY

Council has received a request for tax reduction due to fire damage at 213 Chester Avenue, Kentville. A 20x24 outbuilding on the property was destroyed. Council's Policy G37F and MGA Section 69A guide the process.

BACKGROUND

On August 12, 2025 the property owner wrote to the Town via the Council and Mayor email account to request a reduction in taxes. According to their email, on June 6, 2025 a fire destroyed the garage, a 20x24 outbuilding on the property of 213 Chester Avenue.

The Municipal Governance Act (MGA) states that municipalities have the ability to reduce taxes for properties for taxpayers who have one or more structure on the taxpayers' land become unusable due to fire, storm or flood.

MGA Section 69A (1) The council may, by policy, provide for the reduction, to the extent that the council considers appropriate, of the taxes payable with respect to a property if a building situate on the property has been destroyed or partially destroyed by fire, storm or otherwise and the assessment of the property does not reflect that the building has been destroyed or partially destroyed, and provide for the reimbursement of any overpayment resulting from the reduction.

(2) A policy adopted pursuant to subsection (1) may be made retroactive to April 1, 1999.

(3) Upon a request by the clerk, the Director of Assessment shall value the property for the purpose of a policy adopted pursuant to subsection (1) but, for greater certainty, shall not change the assessment of the property except in accordance with the Assessment Act. 2001, c. 14, s. 2.

The Town requested property Valuation Services Corporation (PVSC) to provide an updated assessment for the property. On September 15, 2025 the Town received a revised opinion of value reflecting damage for tax purpose in the amount of \$15,100 (\$179,600 to \$ 164,500). A reduction in value of \$15,100 as at the is equivalent to \$188.42 in taxes for the 2025-2026 tax year.

BUDGET IMPLICATIONS

There are minimal budget implications as the 2025-2026 budget for Section 69 and 69A is \$16,750 with current fiscal year expenditures as at September 24, 2025 of \$15,275.

RECOMMENDATION

That Council consider a 2025-2026 property tax reduction in the amount of \$188.42 due to fire damage at 213 Chester Avenue, Kentville.

Respectfully Submitted,

Wanda Matthews, Director of Finance
Town of Kentville.

ATTACHMENTS :

Letter from Property Valuation Services dated September 15, 2015

Sept 15, 2025

Town of Kentville
354 Main Street
Kentville, NS B4N 1K6

Re: Fire Damaged Property: 213 Chester Avenue, AAN 00320765

Attn: Chris McNeill,

Your request of Sept 2, 2025 indicated the above referenced property sustained fire damage DATE.

Section 69A of the *Municipal Government Act* (MGA) 1998, c. 18, s.1 provides that a municipal council may, by policy, provide for reduction or re-imbursement of taxes payable in cases of property destroyed or damaged by fire. To support such a policy, that section of the MGA also sets out that Property Valuation Services Corporation (PVSC) provides a new opinion of value reflecting the damage or destruction upon request of the Clerk.

In response to your request respecting the above-mentioned property, we have provided the following revised opinion of value reflecting damage or destruction for taxation purposes pursuant to the municipality's policy in this regard. Pursuant to the legislation, the revised value below will not be reflected on the current year's filed Assessment Roll.

2025 Filed Roll Assessed Value	Tax Classification	Revised Opinion of Value Reflecting Damage or Destruction (for tax purposes)	Tax Classification
\$179,600	01	\$164,500	01

If you have any questions or require additional information, please contact PVSC at 1-800-380-7775.

Sincerely,



Andrew Willsey, Assistant Director, Operations
Property Valuation Services Corporation
238A Brownlow Ave, Suite 200, Park Place II
Dartmouth NS, B3B 2B4
1-800-380-7775 | Fax 902-720-7873 | andrewwillsey@pvsc.ca
www.pvsc.ca

Temporary Borrowing Resolution– Town and Water Commission Capital

Meeting Date: September 29, 2025
Department: FINANCE

RECOMMENDATION

That Council approve the Temporary Borrowing Resolution (TBR) for a period of up to two (2) years in the amount of \$3,780,850 to support the Town's General Capital Budget requirements, and \$416,050 to support the Kentville Water Commission, as outlined in Appendix A and Appendix B, respectively.

SUMMARY

This report aligns with the process for securing debt financing for capital projects set out in the 2025–2026 Capital Investment Plan. The Temporary Borrowing Resolution serves as bridge financing to support project expenditure until such time as the projects are completed or the equipment is acquired, at which point long-term financing can be secured through a debenture issue.

BACKGROUND

The Department of Municipal Affairs requires that a temporary borrowing resolution be approved by Council for all planned capital expenditures to be financed through debt. Following Council's approval, the resolution and supporting documentation are submitted to the Minister of Municipal Affairs for ministerial consent which is valid for one year from issue. Once ministerial consent is received, the Town may utilize short-term financing, as needed, to support capital acquisitions for both the Town's General Capital Fund and the Water Commission Capital Fund.

RELATED COUNCIL DISCUSSIONS

The Town's Capital Investment Plan for the 2026–2030 period, including the associated debt financing allocation, was formally approved by Council on April 7, 2025.

The Kentville Water Commission's Capital Investment Plan for 2026–2030, also inclusive of the corresponding debt financing component, received formal approval from the Commission on July 22, 2025.

BUDGET IMPLICATIONS

The Town's General Capital Investment Plan for the 2025–2026 fiscal year includes projected borrowing in the amount of \$3,712,000, while the Water Commission's Capital Investment Plan for the same period includes projected borrowing of \$416,050. In addition, the value of the 2025 Donald E. Hiltz Connector Road work-in-progress has been included, as the project extended beyond a single fiscal year. For the purposes of the Temporary Borrowing Resolution, all figures have been rounded to the nearest \$50; however, the borrowing amounts previously approved by Council and the Commission are based on precise estimates calculated to the dollar.

Repayment of principal and interest, based on projected rates provided by the Department of Finance and Treasury Board, has been incorporated into the Town's operating budget, as well as the multi-year financial projections presented to Council during the capital budget deliberation process. No additional budgetary impacts are anticipated.

ATTACHMENTS AND LINKS

Appendix A – Temporary Borrowing Resolution Town of Kentville

Appendix B - Temporary Borrowing Resolution Kentville Water Commission

RECOMMENDATION

That Council approve the Temporary Borrowing Resolution (TBR) for a period of up to two (2) years in the amount of \$3,780,850 to support the Town's General Capital Budget requirements, and \$416,050 to support the Kentville Water Commission, as outlined in Appendix A and Appendix B, respectively.

MUNICIPAL COUNCIL OF THE
Kentville
TEMPORARY BORROWING RESOLUTION

Amount: \$ 3,780,850

Capital Projects: Detailed in Schedule "A"

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____
Kentville _____, subject to the approval of the Minister
of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ Kentville _____ has
adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are
so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
_____ Kentville _____ borrow a sum or sums not exceeding
three million seven hundred eighty thousand eight hundred fifty _____ Dollars (\$ 3,780,850) for the
purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
_____ Kentville _____ to such an amount as the Council
deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act
and that a sum or sums not exceeding three million seven hundred eighty thousand eight hundred fifty
Dollars (\$ 3,780,850) in total be borrowed from time to time from any chartered bank or trust company
doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding 24 Months from the date of approval
of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the
_____ Kentville _____

held on the _____ day of _____, 2025

GIVEN under the hands of the Clerk and under the seal of the Council of the
_____ Kentville _____

this _____ day of _____, 2025

Clerk

**MUNICIPAL COUNCIL OF THE
Kentville
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 3,780,850

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"
CAPITAL PROJECTS**

		<u>Estimates \$</u>
Heading / Category: Parks nad Recreation		
Item	Arena	329,100
Item		
Item		
Item		
Heading Sub Total:		329,100
Heading / Category: Transportation		
Item	Sidewalks	828,375
Item	Equipment - Street Sweeper	337,675
Item	Storm Water Master Plan Phase 1	250,000
Item	Provincial Trunk Roads Routes- Paving	500,000
Heading Sub Total:		1,916,050
Heading / Category: Donald Hiltz Connector Road		
Item	Storm & Access Road Construction Phase 1	1,466,850
Item	Storm & Access Road prior year work in progress	68,850
Item		
Item		
Heading Sub Total:		1,535,700
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		3,780,850

MUNICIPAL COUNCIL OF THE
Kentville Water Commission
TEMPORARY BORROWING RESOLUTION

Amount: \$ 416,050

Capital Projects: Detailed in Schedule "A"

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____ Kentville Water Commission _____, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ Kentville Water Commission _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____ Kentville Water Commission _____ borrow a sum or sums not exceeding _____ four hundred and sixteen thousand and fifty dollars _____ Dollars (\$ 416,050) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____ Kentville Water Commission _____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding _____ four hundred and sixteen thousand and fifty dollars _____ Dollars (\$ 416,050) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding 24 Months from the date of approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ Kentville Water Commission _____

held on the ____ day of _____, 2025

GIVEN under the hands of the Clerk and under the seal of the Council of the _____ Kentville Water Commission _____

this ____ day of _____, 2025.

Clerk

**MUNICIPAL COUNCIL OF THE
Kentville Water Commission
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 416,050

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"
CAPITAL PROJECTS**

		Estimates \$
Heading / Category: Donald Hiltz Connector Road		
Item	Land for business park new tank	80,000
Item	Storm & Access Road Construction Phase 1- pipe and site work	336,050
Item		
Item		
Heading Sub Total:		416,050
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
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Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		416,050

TO: Council

SUBMITTED BY: Dan Stovel, Kings REMO REMC

DATE: September 8, 2025

SUBJECT: Kings REMO Regional EM Advisory Committee Meeting,
2025-07-21

ORIGIN Kings REMO Regional EM Advisory Committee Meeting, July 21, 2025

BACKGROUND

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, July 21, 2025.

Key issues of discussion included:

Presentation: [Nova Scotia Department of Emergency Management](#) (NS DEM), Andrew Mitton
NS DEM Strategic Investments

- Effective Regional Incident Command Structures
- 6 Regional Emergency Operations Centres
- Activated NS Guard – trained and prepared community volunteers
- 24/7/365 Provincial Coordination Centre
- Special Operating Agency / Centre of Excellence in Public Safety Field Communications
- Dedicated position for Fire Services and GSAR
- Alerting Solutions for areas with limited cell coverage
- Modernized Disaster Financial Assistance Program
- Comprehensive Review of Fire Services
- Evidence-based decision making (Data/Analytics)
- One Window Website – Preparedness/Emergency/Recovery

2025-05-20/21 NS DEM Conference Report

The Nova Scotia Department of Emergency Management (NS DEM) invited Regional EMCs from across the province to attend the inaugural ‘annual’ emergency management conference, May 20-21, 2025

Conference Overview:

- Emphasis placed on priorities for the Department of Emergency Management (DEM) and the evolving relationship between REMOs, new Regional Emergency Operations Centres (REOCs), and the Provincial Coordination Centre
- Included a range of presentations and roundtable discussions, allowing EMCs to engage with fellow administrators and emergency management professionals to share insights and address the unique challenges communities are facing

Key Takeaways:

- Establishment of the NS Department of Emergency Management (NS DEM)
- Introduction of the NS Guard
- Emphasis on Climate Change Adaptation
- Strengthening Municipal-Provincial Collaboration
- Implementation of Standardized Emergency Management Practices
- Regional Emergency Management Organization (REMO) Standards

- Focus on Training & Capacity Building

Kings REMO Regional Emergency Evacuation Plan, Change 2

REMC summarized the changes being put forward in Change 2 to the Kings REMO Regional Emergency Evacuation Plan (REEP)

- Cover Page – date updated for Change 2: June 2025
- Foreword – amended signature block to chair of Kings REMO REMAC
- Section 1.2 Authorities – footnote added for URL web addresses
- Section 1.3 References – updates to dates for references and footnotes added for URL web addresses
- Section 2.4.1 Community Behaviour – new information
- Section 2.4.2 Evacuation Transportation Requirements – new information
- Section 2.10.1 Comfort Centres – weblink and footnote added for Kings County Comfort Centres
- Section 2.12 Domestic Animal Care and Relocation – footnote added for URL web address DARTNS and challenges highlighted for Animal Evacuation
- Section 2.14 Access Control & Security – new section highlighting key reasons for establishing security in an evacuated area
- Section 2.15.1 Return to Risk Area – new section highlighting key issues impacting re-entry of displaced residents and mitigation measures
- Section 5.2 Plan Review & Maintenance – updated with dates of review and change
- Section 6.0 Distribution List – updates to organization names
- Annexes – addition of new information
 - B – Animal Evacuation Challenges
 - C – Community Behaviour in an Evacuation
 - D – Evacuation Transportation Requirements
 - E – Security in an Evacuated Area
 - F – Key issues impacting Re-Entry of Displaced Residents & Mitigation Measures
 - G – Evacuation Re-Entry Issues & Mitigation Measures
 - H – Evacuation Re-Entry Framework

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS REMO REGIONAL EMERGENCY EVACUATION PLAN (REEP), DATED JUNE 2025.

Kings REMO SOP003 – Comfort Centre Reimbursement

Purpose:

- To establish a clear, consistent procedure for Kings County Comfort Centre operators to request reimbursement for eligible expenses incurred during an activation directed by Kings REMO, in accordance with the Kings County Comfort Centre Policy

Procedure:

- Step 1 – Maintain documentation
- Step 2 – Complete reimbursement form
- Step 3 – Attach supporting documents
- Step 4 – Submit to Kings REMO
- Step 5 – Review for reimbursement

Reimbursement Form:

- Section A – Comfort Centre Details
- Section B – Reimbursement Summary
- Section C – Operational Summary
- Section D – Declaration & Signature
- Section E – For Official Use (Kings REMO)

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO STANDARD OPERATING PROCEDURE (SOP003) FOR KINGS COUNTY COMFORT CENTRE REIMBURSEMENTS, DATED JULY 21, 2025

2025 Wildfire Season

Reference: [NS Wildfire Viewer](#)

- Nova Scotia Wildfire Season March 15 to October 15
- Kings County has seen an average of 20 wildfires per year over the last 19 years
- To date, there have been 5 DNR reported wildfires in Kings County
- The NS Burn Safe Map is updated daily at 2:00 pm

2025 Atlantic Hurricane Season

- 2025 forecast to be an 'Above-Normal' Hurricane Season
 - 13-19 named storms average 14
 - 6-10 Hurricane Strength average 7
 - 3-5 Major Hurricanes (Category 3 to 5) average 3
- Peak Atlantic Hurricane Season: Aug-Sep-Oct
- Detailed information from the Canadian Hurricane Centre (CHC) starts about 72 hours before the storm crosses into the Canadian Hurricane Response Zone.
- The Kings REMO Annual Hurricane Workshop occurred Thursday, July 3, 2025 at the Emergency Coordination Centre (ECC)

Extreme Heat

- Extreme Heat is a health risk
- As our climate continues to change, extreme heat events/heat waves are expected to increase in frequency, length and severity, resulting in increased health risks for many Canadians
- In 2024, there was a total of 16 days + 16 hours of Heat Warnings issued for Kings County
- The document '[Health Checks during Extreme Heat Events](#)' developed by the National Collaborating Centre for Environmental Health (NCCEH) has been distributed across Kings County for awareness.

Comfort Centres

www.kingsremo.ca/Comfort-Centres

- 30 Comfort Centres (as of 2025-07-21)
 - Centreville Community Centre temporarily removed from list of active Comfort Centres – generator replacement required
 - Meadowview Community Centre temporarily removed from list of active Comfort Centres – generator repairs being investigated

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Berwick Lions Club

- Morden Community Centre (Morden)
- Hants Border Community Hall
- Bethany Memorial Baptist Church (Aldershot)

Community Outreach

2025 Presentations: 13 as of 2025-07-21

Pending presentations to confirm:

- Acadia University Lifelong Learners (Fall / 2026 program)
- Filipino Community Group (Kentville)
- Aylesford Lions Club
- Coldbrook Lions Club (Sep 2025)
- South Berwick Womens' Institute (Sep)
- Kings County Seniors Safety Program (Fall)

Kings REMO Social Media

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
 - Facebook followers – annual increase:
 - 9,716 2024-07-03 + 2,955
 - 12,752 2025-07-21 + 3,036

Vulnerable Persons Registry (VPR) Program

<https://www.kingsremo.ca/VPR/>

Registrations:

- 2023-01-16 32 registrations
- 2024-01-15 47 registrations
- 2025-01-22 55 registrations
- 2025-04-22 56 registrations
- 2025-07-21 58 registrations

Kings REMO continuing to develop a 'Community of Champions' to increase awareness of the VPR Program

Training & Exercises

- 2025 Training Schedule:
 - BEM
 - 2025-03-13 (Thu)
 - 2025-06-26 (Thu), Cancelled (insufficient registrations)
 - 2025-09-25 (Thu)
 - 2025-12-11 (Thu)
 - ECC
 - 2025-02-20 (Thu)
 - I100
 - 2025-03-12 (Wed)
 - 2025-06-05 (Thu) **New**
 - Additional courses as required
 - I200
 - 2025-04-23/24 (Wed/Thu), 24 registered
 - 2025-09-23/24 (Tue/Wed) **New**
 - I300
 - 2025-10-15/16/17 (Wed/Thu/Fri), 22 registered

- 2025-04-03 NS DEM Evacuation Workshop
- 2025 Exercise program for Kings REMO:
 - 2025-05-20/21 NS DEM EMC Workshop
 - Emphasis on priorities for NS DEM & evolving relationship between REMOs, new REOCs & PCC
 - 2025-06-10 NSEMO Exercise Nova Charlie
 - Focus on educating participants about and testing new lines of communication created with establishment of new NS DEM functions
 - 2025-07-03 (Thu) Hurricane-ECC Activation Workshop
 - 2025-11-20 (Thu) Winterstorm – Shelter TTX

Roundtable Discussion

Councillor John Andrew, Town of Kentville

- Inquired about attendance at ICS & BEM Training sessions.
- REMC highlighted that the BEM course is not only open to all elected officials, but invitations have been sent out to other organizations such as all Comfort Centre Volunteers. ICS Training is specifically for First Responders and Emergency Coordination Centre (ECC) Municipal support staff & Agency Representatives.

Mayor Mike Trinacty, Town of Berwick

- Berwick Lions Club support as a Comfort Centre may be limited subject to generator load availability from the Berwick Century Apple Dome.
- REMC highlighted that community volunteers from the Berwick Lions Club could support the activation of the Berwick Firehall, in addition to any requested support from the NS Guard. REMC will be meeting with Berwick Lions Club representatives this fall

Rob Frost, Deputy CAO Municipality of the County of Kings

- Deputy CAO has been at the NS DEM Deputy Minister CAO Table to discuss ongoing NS DEM issues, such as REMO Standards, and Fire Services Review being conducted by the Fire Services Association of Nova Scotia (FSANS).
- 3 to 4 reports are expected in the Fall which will put forward recommendations.

Councillor Howard Williams, Town of Wolfville

- Another disaster such as the Swiss Air Disaster of 1998 may have the potential impacts and may have not yet been addressed in current Kings REMO EM Plans.
- A similar disaster from the perspective of offshore or onshore could have significant impact in Kings County
- REMC highlighted that there is an annual review of the Hazard Risk Vulnerability Assessment (HRVA) and issues such as a large aircraft disaster have been discussed from the perspective of the Canadian Armed Forces (CAF) aircraft flying in/out of CFB Greenwood.

Mayor David Corkum, Municipality of the County of Kings

- Recently attended the Ottawa FCM Conference and one of the sessions was with Intact Insurance during which a “50-point pamphlet for disaster prevention for individual homes” was provided. With information overload, a similar pamphlet would be beneficial for residents of Kings County.
 - [Intact Insurance – Home Protection Tips](#)
- REMC highlighted the 5 Kings REMO Brochures provided to residents and will investigate the Intact Insurance brochure for inclusion with materials provided during Community Outreach.

Councillor Samantha Hamilton, Town of Kentville

- Nervous that there are still very few people registered with the Kings County Vulnerable Persons Registry (VPR) Program.
- REMC highlighted that there was ongoing community outreach and building of strategic relationships with organizations that take care of our more vulnerable. The number of those registered does go up and down with annual updates
- Deputy CAO Rob Frost highlighted that the HRM VPR Program overview was provided at the NS DEM CAO's Table and from a percentage perspective, a similar percentage of registrants based on overall population was registered in both Kings County and HRM. The DM has expressed concern that there should not be large numbers of registrations.

Next Meeting: Monday, October 20, 2025

Town of Kentville Decision Wheel:



Title: Investment Advisory Services Contract Extension

Meeting Date: September 29, 2025

Department: FINANCE

RECOMMENDATION

That Council approve a six-month extension of the investment advisory services agreement with TD Wealth, extending the term to March 31, 2026.

SUMMARY

The Investment Advisory Committee met on September 10, 2025, and reviewed the status of the investment advisory services agreement with TD Wealth. Staff recommended a six-month extension to allow sufficient time to evaluate the current service and develop a formal selection process for future advisory services. This work will be completed within the 2025 calendar year, with input and guidance from the Committee.

BACKGROUND

A request for proposals for investment advisory services was issued in 2017, resulting in TD Wealth being selected as the successful proponent. A four-year agreement was awarded in September 2017. Subsequent one-year extensions were approved in 2021 and 2022, followed by a final extension to September 2025, approved by Council in February 2024.

The Investment Advisory Committee has reviewed and updated its terms of reference, including expectations for the investment advisor. These documents, currently before Council, will inform the scope and criteria for any future procurement process.

The Committee has assessed TD Wealth's performance as satisfactory, with transfers meeting investment income targets established in the Town's operating budget.

BUDGET IMPLICATIONS

There are no implications.

RECOMMENDATION

That Council approve a six-month extension of the investment advisory services agreement with TD Wealth, extending the term to March 31, 2026.

Respectfully Submitted,

Wanda Matthews, Director of Finance
Town of Kentville

ATTACHMENTS :



September 13, 2025

Andrew Zebian

Mayor, Town of Kentville

Chris McNeill

CAO, Town of Kentville

Council Members

Town of Kentville

Subject: Keep the Equity and Belonging Committee and KIAAC Separate

Dear Mayor Zebian, Mr. McNeill, and Council Members,

I am writing to express **serious concern** about the proposal to combine the Equity and Belonging Committee (EBC) with the Kentville Inclusion and Access Advisory Committee (KIAAC). While I understand the desire to streamline committee structures, **merging these two bodies would undermine both mandates, disrupt important work already underway, and erode trust in Town leadership.**

After watching the replay of the Council meeting, it was concerning to see the motion presented with only one side of the issue considered. Staff did not present a detailed pros-and-cons analysis, nor any details on what savings—if any—would result. Several councillors themselves appeared surprised to see the motion on the agenda. Altogether, it came across as a motion advanced without sufficient study or serious thought. This lack of due diligence raises further concerns about both the process and potential outcome.

To understand why merging is harmful, it is important to recall the distinct mandates and communities each committee serves.

Background, Mandates, and Communities Served

Over the past several years, Kentville has taken meaningful steps to show leadership on diversity and inclusion. The Kentville Inclusion and Access Advisory Committee (KIAAC) was created in 2021 under Nova Scotia's *Access by Design 2030* legislation, giving residents with disabilities a direct voice in shaping accessibility planning. More recently, the Equity and Belonging Committee (EBC) was established in 2025 under the *Dismantling Racism and Hate Act* to help the Town identify systemic barriers and foster belonging for communities facing racism, discrimination, and exclusion.



According to Kentville's official documents:

- **Equity and Belonging Committee (EBC):**
Mandated under Nova Scotia's *Dismantling Racism and Hate Act* to remove **systemic and social barriers** in Town services, programs, employment, and organizational culture. Its work addresses racism, discrimination, and inequity, and supports the Town's Equity and Belonging Plan. The EBC serves a wide range of communities, including Black and other racialized residents, people from diverse cultural backgrounds, individuals across socio-economic circumstances, people with varying abilities and disabilities, residents of all sexual orientations and gender identities or expressions, and people of all ages.
- **Kentville Inclusion and Access Advisory Committee (KIAAC):**
Established under Nova Scotia's *Access by Design 2030* to remove **physical and environmental barriers** for people with disabilities. Its focus is infrastructure and the built environment — sidewalks, signage, parking, transportation, public washrooms, and accessible communication — guided by the **2025–2029 Accessibility Action Plan**, which is already active with concrete goals and activities.

Contrary to Mr. McNeill's assertions, **these committees are not similar**. One is focused on physical accessibility and the built environment, while the other is focused on systemic inequities and social barriers. **An accessible entryway can remove a barrier to mobility — but it cannot remove a barrier of racism or discrimination.** That is why they serve different populations, require distinct expertise, and are guided by different provincial legislation. While it is true that at one time the Town of Kentville discussed accessibility and equity under a single body, **the very creation of the EBC in 2025 reflected the recognition that the scope of issues was too broad for one committee.** Separating them allowed for more focus, accountability, and meaningful progress.

Why Merging Is the Wrong Move

Even if a merged committee includes a combination of existing resident members, the problem is not only about numbers. The deeper issues are **focus, representation, accountability, and staff capacity**. Combining two very different mandates does not reduce workload for staff. Instead, it creates longer agendas, more complex discussions, and broader responsibilities that are harder to manage well. **Far from reducing staff stress, it would likely increase it.**

1. Effectiveness will be reduced.

Accessibility work is focused on removing physical and environmental barriers and improving infrastructure. As outlined in the *Accessibility Action Plan*, this includes sidewalks, signage, public washrooms, parking, transportation, and communication systems.

Equity and belonging work is focused on addressing systemic and social barriers. As required under the *Dismantling Racism and Hate Act*, this includes removing barriers in Town services, programs, employment, and organizational culture, and ensuring that diverse communities are represented and included.



These are fundamentally different issues. **Combining them would overwhelm one committee with an agenda that stretches from repairing sidewalks to addressing racism and discrimination.** That is far too much for one volunteer body to manage well, and it also burdens staff with a more complex and less focused mandate.

2. Representation will be weakened.

At present, EBC members are fully dedicated to equity and belonging, while KIAAC members are fully dedicated to accessibility. A single merged committee would force those same seats to cover two VERY different mandates. **This would mean less time and fewer voices for each area, leaving both communities under-represented.**

3. Trust in leadership will be damaged.

Separate committees ensure clear accountability between Council, staff, and the community. A merged structure blurs that accountability, leaving residents uncertain who is responsible when progress stalls. **It also signals that equity and accessibility are interchangeable or not significant enough to stand on their own.**

This would undermine the work of the Diversity and Belonging Task Team, diminish the creation of the EBC, and put Kentville out of step with broader commitments. To note, both the Government of Canada (through the *Accessible Canada Act* and the federal *Anti-Racism Strategy*) and Nova Scotia (through the *Dismantling Racism and Hate Act* and *Access by Design 2030*) are strengthening, not merging, these mandates.

Most importantly, it would tell the very residents who trusted Council to act — including racialized communities, people with disabilities, and other marginalized groups — that their issues are secondary and can be folded into something else. That perception risks lasting harm in the form of lost trust, reduced engagement, and reputational damage for Town leadership at the very moment when visible commitment is needed most.

What Other Municipalities Do

Neighbouring municipalities in this region have chosen to keep these issues separate:

- **Wolfville** maintains both an Accessibility Advisory Committee and an Equity and Anti-Racism Advisory Committee.
- **County of Kings** has *Diversity Kings County* for equity and inclusion, alongside a separate Joint Accessibility Advisory Committee.

If Kentville were to merge its committees, it would actually be the outlier in the area, moving backwards at a time when nearby communities are strengthening their commitments by maintaining dedicated spaces for both equity and accessibility.



IDEA Committees

It is true that some municipalities have created IDEA or EDIA committees (Inclusion, Diversity, Equity, Accessibility). However, those were not formed by simply merging existing committees. They were built intentionally from the ground up, with new frameworks, clear terms of reference, and members recruited with the specific expertise needed to address both mandates together. That is a very different process than the merger currently being proposed for Kentville.

Just because a model works in another community does not mean it will work here. Kentville's committees already have clear mandates, action plans, and community expectations that would be undermined by a merger.

Closing

Kentville has already shown leadership by creating two dedicated committees, one to address racism, hate, and belonging, and one to address accessibility. Merging them now would not create efficiency. It would dilute representation, increase staff stress, weaken accountability, and send the wrong message about the Town's priorities.

I strongly urge Council to maintain both the Equity and Belonging Committee and the Kentville Inclusion and Access Advisory Committee as separate bodies, so that all residents continue to be represented, heard, and supported. **Equity and accessibility are both essential — Kentville should not choose between them, it must champion both.**

Sincerely,

Sherwin Pagtakhan
Resident of Kentville
Member, Kentville Equity and Belonging Committee
Former Member, Kentville Diversity and Belonging Task Team



Summary for Council

Mayor Zebian, Mr. McNeill, and Council Members,

Equity and accessibility are both essential — Kentville should not choose between them, it must champion both.

Merging the Equity and Belonging Committee (EBC) with the Kentville Inclusion and Access Advisory Committee (KIAAC) would be a serious mistake that weakens both mandates, damages community trust, and increases—not reduces—staff burden.

Why This Matters

- **Different Mandates, Different Communities:**
 - KIAAC (2021) addresses physical accessibility under *Access by Design 2030*.
 - EBC (2025) addresses systemic racism and inequity under the *Dismantling Racism and Hate Act*.
 - These are distinct mandates requiring distinct expertise.
- **Reduced Effectiveness and Representation:**

A merged committee would overload agendas, blur accountability, and dilute voices. Both accessibility and equity communities would be under-represented.
- **Damaged Trust and Reputation:**

A merger signals that equity and accessibility are interchangeable. This would erode trust among marginalized residents, reduce engagement, and put Kentville out of step with Wolfville, Kings County, and federal/provincial commitments that keep these mandates separate.

Risk to Staff

Merging the committees would make staff jobs harder, not easier.

- **Increased workload:** Broader mandates mean longer agendas, lengthier meetings, and more complex discussions to prepare for and manage.
- **Competing priorities:** Staff would have to stretch across issues ranging from sidewalks to systemic racism — requiring different skill sets and preparation.
- **Reduced effectiveness:** With less time to dedicate to each file, both accessibility and equity initiatives would move forward more slowly.
- **Burnout risk:** Expanding responsibilities without additional resources increases stress and undermines staff morale.

Instead of reducing capacity pressure, a merger would heighten it — leaving staff less able to deliver on either mandate.



Risk to Council

A merger would also create significant risks for Council:

- **Loss of credibility:** Communities may see this move as minimizing or downgrading their concerns, undermining years of relationship-building.
- **Reduced engagement:** Residents who feel unheard or sidelined are less likely to participate in consultations, advisory roles, or civic processes.
- **Weaker accountability:** With two very different mandates under one umbrella, it will be unclear who is responsible when progress stalls.
- **Reputational damage:** While neighbouring municipalities strengthen their commitments with dedicated committees, Kentville would be seen as an outlier moving backward.
- **Political risk:** At a time when equity and accessibility are high-profile public issues, Council risks being perceived as reducing its commitment, which could have lasting political consequences.

The Path Forward

Kentville has already shown leadership by establishing two dedicated committees. Council should protect this progress by keeping them separate.

For a detailed analysis, please refer to my full letter.

Sherwin Pagtakhan
Resident of Kentville
Member, Kentville Equity and Belonging Committee
Former Member, Kentville Diversity and Belonging Task Team

Dear Mayor Zebian and Council,

I am writing to express concern regarding the potential merging of the town of Kentville Inclusion and Access Advisory Committee (KIAAC) with the Diversity and Belonging Committee. While both committees are important to our community, they each have distinct mandates, and combining them would risk diminishing their effectiveness.

The Diversity and Belonging Committee has a particular history that should be respected. It began as a task team, and after much effort was brought to Council for recognition as a standing committee. Although initially voted against, it was later reconsidered and approved to exist as a separate body from KIAAC. This decision reflected the value of having both voices represented independently.

For the Town of Kentville, having both committees is vital. Accessibility ensures that physical, structural, and systemic barriers are addressed, while Diversity and Belonging focuses on fostering inclusion, equity, and representation across different communities. Together, but separately, they support Kentville in becoming a welcoming, inclusive, and accessible town where all residents feel valued and able to participate fully.

Merging these committees would not only disregard that history but could also cause harm to the relationships and trust built within each group. Most importantly, it risks silencing or diluting the voices of underrepresented communities who rely on these platforms to be heard.

I strongly urge Council to maintain both committees separately, ensuring that each continues to fulfill its unique role and mandate in supporting an inclusive and accessible community.

Respectfully,

Nicole Ross
Chair
Kentville Inclusion and Access Advisory Committee

September 17th, 2025.

Mayor Andrew Zebian
Mr. Chris McNeill, CAO
Members of Council
Town of Kentville

Support for Keeping the Town of Kentville's EBAC and the KIAAC Separate

Dear Mayor Zebian, Mr. McNeill, and Members of Council,

I write to you as an Associate Professor in the Department of Community Development at Acadia University, a member of the now-dissolved *Diversity and Belonging Task Team*, and an appointed member of the newly instituted *Equity and Belonging Advisory Committee (EBAC)*. I watched the recording of the Council meeting held on Monday, September 8th. While I was encouraged to see some acknowledgment of how a merger of the EBAC and the Inclusion and Access Advisory Committee (KIAAC) might affect residents from equity-deserving communities, I believe there is a need for a deeper critical discussion about the broader implications of how such a merger could undermine the Town of Kentville's long-term equity goals and the overall wellbeing of equity-deserving residents. My intent with this letter is to provide a critical perspective that I believe is both timely and relevant for Council to consider.

I am a scholar-practitioner working in social justice, equity, diversity, inclusion, and rural community development across the Annapolis Valley. Through my teaching, research, and partnerships, I have learned that the way communities organize themselves to address inequities is just as important as the initiatives themselves. From a community development perspective, combining the EBAC and KIAAC into one body risks weakening two essential mandates and undermining the participatory principles that are vital for sustainable change.

Each committee has already made space for residents who have historically been excluded from decision-making. The KIAAC ensures residents with disabilities can influence the design of the built environment, while the EBAC ensures racialized, marginalized, and equity-deserving groups can shape the town's policies, services, and culture. Merging these two groups suggests that these issues are interchangeable rather than separate. This outcome is very problematic as it risks implying to participants that their voices are conditional, that representation is negotiable, and that their specific barriers can be merged into a general category of *inclusion*. This weakens trust, diminishes engagement, and risks residents who are already cautious about civic participation withdrawing.

Kentville has already demonstrated leadership by establishing two separate committees. I fully acknowledge that there are intersections between the communities served by the EBAC and the KIAAC. These intersections create important opportunities for solidarity and collaboration, and

at times, joint initiatives may be the best way forward. However, true solidarity requires that each group has sufficient leverage and autonomy to advance its own mandate. When committees retain distinct spaces to prioritize their unique goals, collaboration happens from a position of strength rather than compromise, allowing both equity-deserving and accessibility communities to stand alongside each other without diluting their voices.

One main justification for the merger, I gathered from watching the meeting recording, was that the Town does not have the staff capacity to support two committees. While I understand the realities of workload and equity among staff, equity work cannot be reduced to a cost-saving exercise or a commercial model. The purpose of these committees is not to lighten administrative load but to ensure that marginalized communities have a meaningful voice in shaping Town decisions. In fact, merging the EBAC with KIAAC would further disadvantage staff, who would then be required to prepare for longer meetings, manage competing agendas, and stretch across two entirely different skill sets. Rather than creating efficiency, the merger would create complexity, slow progress, and heighten the risk of burnout.

Another point raised during the meeting was the idea that all current members of both committees would remain part of the merged committee, with the assumption that this would guarantee every voice is heard. In practice, community development research and experience show that large committees rarely achieve equal voice. There are hierarchies among equity-deserving communities, and in a crowded agenda, some priorities inevitably dominate while others are pushed to the back burner. It is unrealistic to expect that doubling the number of participants will also double the length of or frequency of meetings. Instead, complex issues will be compressed, and valuable initiatives may be sidelined. I also note the concern raised during the meeting that coordinating schedules for a ten-member body is considerably more difficult than for five, which risks lower attendance, less consistency, and diminished momentum. In short, size alone does not guarantee inclusivity. In fact, it often creates the opposite outcome.

In closing, I reaffirm that equity and accessibility are both vital. They need dedicated, transparent, and trusted governance to bring about real change. From my view as a community development scholar and a member of the EBAC, I encourage the Council to keep these committees separate. Doing so demonstrates Kentville's commitment to inclusion, builds trust with residents, and supports the core principles of good community development: empowerment, participation, and accountability.

Sincerely,



Alicia Noreiga, PhD (She/Her)

Associate Professor

Department of Community Development

alicia.noreiga@acadiau.ca



My name is Rachel Creasor and I am a concerned citizen of our town. I also work as a teacher in our town. I am a disabled citizen and a member of a historically and systemically oppressed group for other reasons too.

I am writing today to speak against the amalgamation of the Kentville inclusion and access advisory committee and the equity and belonging committee.

Mixing the accessibility committee with the equity and belonging committee is a mistake for many reasons.

It is a mistake because it dilutes the focus of both committees. It undercuts the unique experiences and expertise of people with disabilities from our town, and undercuts the experiences and expertise of historically and systematically oppressed people of our town.

Now of course there is intersectionality, but combining the groups can lead to a less effective approach to tackling the interconnected barriers faced by racialized people with disabilities.

While intersectionality is crucial, these two complex issues require their own dedicated, focused committees to ensure comprehensive strategies are developed for each distinct challenge that members of each committee face.

Accessibility issues and racism are distinct and complex areas with their own specific requirements and laws.

Combining them can lead to a committee that struggles to effectively address the unique challenges of both.

People with disabilities are not a monolithic group; they are diverse and include individuals of all races and backgrounds.

An integrated committee might not adequately represent the diverse experiences of disabled people, particularly those with intersecting identities.

Effective accessibility work requires specialized knowledge of disability rights, accommodations, and legislative compliance.

Similarly, anti-racism and equity work demands specific knowledge of systemic racism, its historical roots, and effective strategies to dismantle it.

Instead of combining committees, the town should focus on fostering collaboration between separate committees.

This allows each committee to focus on its distinct mandate while also building strong connections to address how disability and race intersect.

The town should be analyzing data by both race and disability to reveal intersecting barriers, which can inform the strategies of each committee.

The focus of the town should be to ensure committees have diverse representation from individuals with lived experience related to disability and race to gain a comprehensive understanding of various perspectives.

As a citizen who felt very hopeful for our town when the accessibility committee was formed, and then moved again when the the equity and belonging committee was formed, I must say that I would be deeply saddened and concerned by the amalgamation of the committees. Frankly, we need more committees devoted to equity owed groups, not less.

Thank you for your time, and I hope you desire to continue to take steps forward instead of taking steps back.

Sincerely,

Mx. Rachel Creasor

(They/Them)

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“I am no longer accepting the things I cannot change. I am changing the things I cannot accept.”

— **Angela Y. Davis**

Saheed Akande

5771 Amira Place

New Minas, NS

9/18/2025

Mayor Andrew Zebian

Mr. Chris McNeill, CAO

Members of Kentville Town Council

Town of Kentville

354 Main Street

Kentville, NS B4N 1K6

Re: Support for Dedicated Equity and Accessibility Committees in Kentville

Dear Mayor Zebian, Mr. McNeill, and Members of Council,

I am writing to you as a member of KIAAC / member of the community to express my strong support for maintaining separate committees for **Equity and Belonging (EBAC)** and **Inclusion and Accessibility (KIAAC)**. While I understand the rationale behind considering a merger, I firmly believe that combining these committees would risk undermining the Town's progress in creating meaningful, inclusive governance for all residents.

Why Separate Committees Matter

Each committee currently provides a unique and necessary platform for voices that have too often been excluded from civic decision-making.

- **KIAAC** ensures that residents with disabilities are directly shaping the accessibility of Kentville's built environment, services, and public spaces.
- **EBAC** ensures that racialized, marginalized, and equity-deserving groups have the opportunity to inform Town policies, programs, and culture.

Merging these committees' risks conflating two distinct mandates, suggesting that the barriers faced by people with disabilities are interchangeable with those faced by equity-deserving groups. In practice, this diminishes trust, weakens representation, and risks discouraging community members from engaging altogether.

Risks of a Merger

- **Diluted voices:** Larger committees often result in competing priorities, where urgent accessibility issues may overshadow equity concerns—or vice versa.

- **Reduced participation:** Bigger groups are harder to coordinate, leading to lower attendance and momentum.
- **Staff burden:** Rather than creating efficiency, merging would require staff to juggle two very different agendas and areas of expertise in a single setting.

Opportunities Through Collaboration, Not Merger

This is not to say that EBAC and KIAAC should work in isolation. Collaboration between the two committees can and should be encouraged—through joint initiatives, shared projects, or periodic meetings. But collaboration works best when each group has the autonomy and strength to pursue its own mandate first.

Kentville's Leadership

Kentville has already shown leadership by establishing both committees separately, signaling to the community that all voices matter and that equity is not conditional. Preserving their independence ensures that the Town continues to build trust and demonstrates its long-term commitment to inclusion and accessibility.

Conclusion

I urge Council to keep EBAC and KIAAC as **distinct but complementary committees**. This approach allows for stronger representation, more effective collaboration, and ultimately a healthier, more inclusive Kentville. By doing so, the Town will continue to model good governance, empower marginalized voices, and build a foundation of fairness and respect that will benefit all residents.

Thank you for your time and thoughtful consideration of this important matter. I would be happy to discuss further or participate in community conversations to support Council's decision-making.

Respectfully,

Saheed Akande

Member, KIAAC

Akande_saheed@yahoo.com

+17828380710

Dear Mayor and Council,

My name is Holly Rogers, I live at 121 – 29 Webster Court, Kentville, NS.

I am writing to you today to voice that I am against the augmentation of the Equity and Belonging Committee and the Inclusion and Access Advisory Committee.

I sit on the Kentville Inclusion and Access Advisory Committee, as well as sitting on the Western Regional Advisory Council and recently selected to sit on the provincial council around accessibility for Nova Scotia, all as a first voice person with a disability.

Combining both committees would take from each other on the important work we do. I believe having two separate committees is important as we are currently five (closer to four) years out from Nova Scotia's goal of being fully accessible by 2030, and the province wants the town or municipality to have a plan for anti racism by 2026.

I will bring up another important reason why accessibility is important.

Currently Nova Scotia has a legally binding agreement that is called "The Remedy". The Remedy is important because it recognizes and addressed the historic and ongoing exclusion of people with disabilities from equal participation in society. For too long Nova Scotians with disabilities have faced barriers in education, employment, housing, health care and community living. The Remedy is not just about correcting past wrongs; it is about creating systemic change so people with disabilities have the same opportunities and rights as everyone else.

This legally binding agreement comes with a big statement. All institutions that house disabled people must close because disabled people should have the same rights as everyone else in picking where to live, work, and play. Currently the Western region of Nova Scotia has the largest number of institutions, with the Waterville Rehab being the largest. Institutions are not allowed to accept new individuals and there is active work being done to move individuals with disabilities into the community. All of this is happening with a five year goal to have all persons with disabilities moved into the community of their choice by 2028. Part of the solution that is being worked on is service providers are buying houses that can host up to four individuals with disabilities. I know that Kentville is the home to many of the people moving into the community from an institution.

Due to this, as someone with a disability, I know that Kentville has a very long way to go to meet the accessibility goals for 2030, and this is exactly why it is important that each committee works independently of each other because we have the 2030 goal of being fully accessible but also have a lot of people with disabilities moving into our community.

Thank you, Holly Rogers.