

Town of Kentville Council Advisory Committee Meeting

November 10, 2025, 5:00 pm, Kentville Town Hall

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

- (a) Council Advisory Committee meeting minutes, October 14, 2025

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

- (a) Planning and Development
- (b) Parks and Recreation
- (c) Kentville Police Service
- (d) Engineering and Public Works
- (e) Finance

5. NEW BUSINESS

- (a) Policy 101 - Traffic Calming
- (b) Policy 102 - Flags
- (c) Bylaw 202 - Reduced Taxation (first reading)
- (d) Bylaw 203 - Sewers (first reading)
- (e) Land Use Bylaw Amendment - Concurrent Construction and Conditional Permitting
- (f) Housing Diversity and Community Balance in the General Commercial (C1) Zone
- (g) Policy 103 - Workplace Harassment

6. CORRESPONDENCE

- (a) Kings REMO Regional EM Advisory Committee Meeting Report

7. PUBLIC COMMENTS

8. CLOSED SESSION

- (a) Closed Session Minutes - October 14, 2025
- (b) Section 22(2)(a) - *Municipal Government Act* - Lease of Municipal Property
- (c) Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations
- (d) Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations

9. ADJOURNMENT

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TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: October 10, 2025

Town Hall, 354 Main Street, Kentville, Nova Scotia

This meeting was held at Town Hall and livestreamed to YouTube with closed captions.

Mayor Andrew Zebian called the meeting to order and went directly in-camera.

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

1. IN-CAMERA

It was moved by Councillor Savage and Deputy Mayor Crowell

That Council Advisory go in-camera.

MOTION CARRIED

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

RECESS

At: 4:23 pm

RESUME

Mayor Andrew Zebian called the meeting to order at 5:00 p.m. and gave a land acknowledgement.

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2. CALL THE MEETING TO ORDER AND ROLL CALL

Council:

- Mayor Andrew Zebian
- Deputy Mayor Debra Crowell
- Councillor John Andrew
- Councillor Rob Baker
- Councillor Samantha Hamilton
- Councillor Cathy Maxwell
- Councillor Cate Savage
- Craig Langille, Director of Parks and Recreation
- Chris McNeill, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Darren Shupe, Director of Planning and Development
- Marty Smith, Chief of Kentville Police Service

Staff:

- Dave Bell, Director of Public Works and Engineering
- Alisha Christie, Recording Secretary

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None

3. APPROVAL OF THE AGENDA

Additions: 10. B. Contract negotiations
Removal pf (2)

It was moved by Deputy Crowell and Councillor Savage

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

4. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, September 8, 2025.

Additions or changes: none

Approved

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5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

Directors Report

Director Wanda Matthews presented the report for the period ending September 30, 2025, highlighting key developments, such as the overall year-to-date results which are at budget. Director noted that the Town is in compliance with all provincial reporting.

Director Matthews also provided Council with an overview of the Capital Investment Plan Implementation Status Report. Noting that some projects have been cancelled, delayed or under budget.

See report for more information.

Discussion

- Council inquired inquired about legal expenses under transportation services. Director Matthews stated that the fees are now more accurately divided among accounts, as well as the impacts of Donald E. Hiltz Road development has impacted that budget line.
- Council inquired about water rate adjustment process. Director stated that the Town will receive a draft report before moving forward, similar to the sewer rate study. NSRB will make final decision on what the rates are.
- Council inquired the Arena repairs budget line, staff reminded council that due to the costs related to the overtime and the loss of the condenser earlier in the year impacts the use of the Arena budget compared to time in pervious years.

(b) Planning and Development

Department Report

Director of Planning and Development Darren Shupe reviewed his department's report for September, highlighting that staff are working on incorporating larger phased developments into planning documents. He also provided a review of September development permits, new planning applications, and subdivision applications. Staff continue to work on ongoing applications. The director noted that Community Economic Development is working on the Pumpkin People Festival and reported that the number of participants has significantly increased compared to previous seasons.

Director Shupe shared key dates with Council:

Oct 30th 5:00 pm Public Hearing on developer request for LUB amendments

Oct 27th 5:00 pm Public Hearing to review subdivision by-law amendments

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See report for more information.

Discussion

- Council inquired about 242 Chester and Bison Development Land Use Bylaw amendment request. Director clarified that the application or the land use by-law amendment is a separate item.

(c) Parks and Recreation

Director Craig Langille presented the Parks and Recreation department report for September, highlighting that 89% of the Arena prime-time slots are now booked for the 2025-2026 season, and staff are finalizing arena capital projects to ensure a successful season. The report provided program numbers and noted that the after-school Nature Kids program has filled with 55 participants and 20 individuals on the waitlist. Furthermore, the Caribbean Festival was a success, which saw over 400 attendees. The Events schedule for Holly days has been posted.

More work is still required for the Walter Woods bridge, KCA swing upgrades are now complete as is the Arena back parking lot paving.

See report for more information.

Discussion: none

(d) Police Report Chief's Report

Police Chief Marty Smith gave his August report. Chief presented a statistics comparison between August 2024 and August 2025, highlighting an increase in calls for service and foot patrol hours. Chief noted that the operating budget is on target. The Community Engagement Sargent is working with various groups and stakeholders within the community.

See report for more information.

Discussion

- Council inquired about what time of day majority of the calls for services are received. Chief stated more calls are received during the day.
- Council also included about staffing compliment. Chief noted that there are less staff in evening than during the day. This is particularly due to office, GIS, and other specialized services.
- Council inquired about staff compliment and if there are concerned around staffing. Chief reminded Council that the department replaced 7

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members in 2024. Chief stated this year a staff has recently resigned to work for the RCMP, a common trajectory in KPS staff turnover.

- Council inquired about having the Chief provide more details regarding calls for service and if the Chief could provide more details on types of calls. Chief noted that this had been a practice with previous councils and it is possible to reinstate if Council wishes to do so.

(e) Engineering and Public Works

Director's Report

Director Dave Bell presented the Public Works report for September 2025, with highlights including updates on infrastructure projects such as the Downtown AT project on Webster St., water meter replacement updates and Main St. storm pipe replacement, curb and sidewalk project. Director Bell stated the Donald E. Hiltz project is progressing well and is currently focused on water main installation at the west end and storm water management components of the project. Capital projects for the Public Works building have been complete.

See report for more information.

Discussion

- Council inquired about the Donald E. Hiltz connector project status. Director Beel stated the work for this year is on track to be complete by the beginning of December. With a current focus on water main replacements, followed by stormwater management as part of the ICIP funding portion of the Donald E. Hiltz road.
- Council compliment the Director and their team on all the work they are completing in the downtown core.

6. RECOMMENDATIONS

(a) Capital Project Update: Memorial Pool Renovation

Director Langille presented an update on the Memorial Pool Renovation Project. Staff stated that they are currently awaiting an updated schedule for the work to be completed, the work is expected to be complete before winter. No delay for next season is expected.

See report for more information.

Discussion:

- Council inquired about the project to confirm that the main problem was the under sizing of the pipes. Staff noted that originally, the only request would be pool tank and pool deck. The contractor stated that they should that they would be willing to also replace the piping. The contractor placed smaller than

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required pipes, staff have now negotiated for the contractor to replace the pipes with proper sizing with no extra costs to the town.

(b) Terms of Reference for Nominating Committee Report

CAO McNeil presented the report regarding the new Terms of Reference for the Nomination Committee.

See the report for details.

It was moved by Councillor Savage and Deputy Mayor Crowell

That Council Advisory Committee recommend to the October 27, 2025, meeting of Council,

That Council approve the proposed Terms of Reference for a Nominating Committee.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. NEW BUSINESS

(a) Noise By-Law 201 Report

CAO McNeil presented the report regarding the new Bylaw 201 respecting Noise.

See the report for details.

It was moved by Deputy Mayor Crowell and Councillor Andrew

That Council Advisory Committee recommend to the October 27, 2025, meeting of Council,

That Council give first reading to Bylaw 201 respecting Noise.

MOTION CARRIED

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

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8. CORRESPONDENCE

9. PUBLIC COMMENTS

Member of the public shared that they greatly enjoyed the Police and Fire Hockey game fundraiser over the past weekend.

10. ADJOURNMENT

There being no further business to discuss:

Deputy Mayor Crowell and Councillor Savage

Council Advisory Committee adjourned at 5:55 pm.

MOTION CARRIED

Approval Date

Mayor



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

November 2025

Looking Forward

Guided by Council's strategic priorities, staff are reevaluating the comprehensive workplan to support the Plan Review over the next 2–3 years. Recruitment for the Climate Action Coordinator will begin shortly, and together with our partnership with the Clean Foundation, this added capacity will help launch the environmental components of the Municipal Plan Review.

Month in Review

Development Applications

- **Development Permits:** Sixteen development permits were issued in the month of October with an estimated construction value of \$1,284,744.
- **Site Plan Approval Applications:** No site plan approval applications were received in October.
- **Subdivision Applications:** No subdivision applications were received in October.

Planning Applications and Reports

New

- Dr. Corey MacGregor has requested a rezoning for 153 Belcher Street (PID 55265250) from the One and Two Unit Dwelling (R2) Zone to the Highway Commercial (C2) Zone to facilitate the relocation a dental clinic. The Public Participation Meeting will be held on November 20, 2025 at 4:30pm in Council Chambers.

- Staff are preparing amendments to the Town's planning documents to clarify how diverse forms of housing—such as supportive, transitional, and emergency housing—are addressed within Kentville's planning framework. The work focuses on ensuring consistency with provincial housing priorities, improving clarity in zoning definitions and processes, and maintaining a balanced approach that supports both inclusive housing options and the ongoing vitality of the Town's residential areas and downtown core. A detailed report with recommended policy and by-law updates will be presented later in the agenda.

Ongoing

- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-law that would allow, under specific conditions, the issuance of building permits prior to final subdivision approval. A Public Participation Meeting was held on October 30, 2025 and report on the public feedback has is part of the CAC agenda for November 10, 2025.
- Staff-led proposed amendments to the Land Use Bylaw and Subdivision Bylaw to support phased development received First Reading on September 29, 2025. A Public Hearing was held on October 27, 2025. A Notice of Decision has been advertised, and the appeal period will end on November 12, 2025.
- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024. Staff and the applicant are working towards finalizing the development agreement.
- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. Council directed staff to provide a letter of non-concurrence at the July 28, 2025 meeting. Staff awaits notification on next steps.

Community and Economic Development

- The Kentville Visitor Information Center concluded the season on October 30th. The VIC experienced a significant increase in overall visitor numbers this season over previous years. This season's

numbers increased to a level where they are comparable with pre-covid times. Due to a number of variables, in addition to strategic operational changes and a concentrated and dedicated effort by VIC staff, our numbers for October are above and beyond any season we've had at the visitor center in 15 years. We want to sincerely thank this years staff: Manager, Kristina Kelly and Attendant, Syd West, for their hard work. We look forward to re-opening in early May 2026.

Respectfully Submitted,

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

Kirsten Duncan
Development Officer,
GIS/Planning Technician

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer,
Planning Coordinator

Permit Report

Planning & Development



October 2025

Permit #:	4447	Permit Date:	10/1/2025
Value of Construction:	\$100,000.00	Fee:	\$240.00
Convert 2nd Floor into 6 residential units			

Permit #:	4480	Permit Date:	10/1/2025
Value of Construction:	\$350,000.00	Fee:	\$232.52
Single Unit Dwelling with attached Ancillary Dwelling Unit.			

Permit #:	4506	Permit Date:	10/2/2025
Value of Construction:	\$14,000.00	Fee:	\$0.00
Utility Shed (12' x 12')			

Permit #:	4486	Permit Date:	10/2/2025
Value of Construction:	\$1,930.02	Fee:	\$15.00
30" x 30" Blade Sign			

Permit #:	4499	Permit Date:	10/2/2025
Value of Construction:	\$1,800.00	Fee:	\$50.00
7' x 5.5' Subdivision Identification Sign			

Permit #:	4501	Permit Date:	10/3/2025
Value of Construction:	\$35,000.00	Fee:	\$15.00
Update Canopy (Wall) Signs Surrounding Building			

Permit #:	4502	Permit Date:	10/3/2025
Value of Construction:	\$5,000.00	Fee:	\$15.00
Update Projecting Sign			

Permit #:	4503	Permit Date:	10/3/2025
Value of Construction:	\$5,000.00	Fee:	\$31.00
Removal of load bearing wall and installing a steel beam.			

Permit #:	4505	Permit Date:	10/7/2025
Value of Construction:	\$85,000.00	Fee:	\$50.00
Install 16' x 32' Inground Swimming Pool			

Permit #:	4510	Permit Date:	10/20/2025
Value of Construction:	\$5,000.00	Fee:	\$0.00
40' (Approx.) x 6' Wooden Fence			

Permit #:	4514	Permit Date:	10/21/2025
Value of Construction:	\$23,000.00	Fee:	\$0.00
360' x 5' Wooden Fence			

Permit #:	4511	Permit Date:	10/22/2025
Value of Construction:	\$80,000.00	Fee:	\$196.00
Interior Renovations to basement			

Permit #:	4507	Permit Date:	10/27/2025
Value of Construction:	\$9,014.00	Fee:	\$15.00
Wall sign (7.24 m2)			

Permit #:	4508	Permit Date:	10/28/2025
Value of Construction:	\$50,000.00	Fee:	\$130.00
Renovate the building into two units. One is to be occupied by Healthy Lemons.			

Permit #:	4515	Permit Date:	10/29/2025
Value of Construction:	\$500,000.00	Fee:	\$268.95
Single Unit Dwelling with Attached Garage			

Permit #:	4516	Permit Date:	10/29/2025
Value of Construction:	\$20,000.00	Fee:	\$22.97
Replace side entry ramp			

Activity Report

Planning & Development



	October 2025		October 2024	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
Number of Permits	16	74	5	89
Total Building Value	\$1,284,744.02	\$28,729,989.21	\$628,000.00	\$41,594,187.60
Permit Revenue	\$1,281.44	\$21,794.48	\$1,162.63	\$31,240.79



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of October 2025
Department of Parks and Recreation
Presented on November 10, 2025**

Administration and Operations

- Staff were allocated to REMO efforts
- Staff met with the Kentville Curling Club regarding a discussion around a potential new curling surface
- The IDEA Coordinator and Administrator and Communications Coordinator positions were posted in October with interviews to be scheduled in November
- The Departments Manager of Recreation Services was appointed to President Elect for the Recreation NS
- The department's Active Living Coordinator received the Mayflower Community Cooperation Award along with representatives from New Minas and Town of Wolfville for their partnership in the June is Rec Month initiative
 - This award recognizes the successful cooperation or collaboration of communities in the development of new programs, policies, services or activities that encourage healthier, more active communities.
- Staff have made progress on the Recreation Master Plan

Facilities and Operations

- Staff have posted the remaining tenders for 2025-2026 capital project plan
- The Dehumidifier project for the arena has closed with Berg Industrial Service being awarded the project.
 - Budget: \$60,000
 - Awarded: \$38,022.45 + tax
 - Currently on order
- Plow tender closes Monday, November 3
- Remaining park staff are working on closing outdoor facilities, with the (2) seasonal employees finishing their 8-month seasonal terms at the end of November

Programs and Outreach

- Staff have partnered with Dalhousie University's School of Health and Human Performance to bring an interactive career exploration opportunity to local high

school students. On November 28, a team from Dalhousie will visit Northeast Kings Education Centre and Horton High School to lead hands-on sessions showcasing programs in Health Promotion, Recreation, and Kinesiology. These sessions will introduce students to potential career paths in health, wellness, and community development, offering insight into post-secondary opportunities and the real-world impact of these fields.

- RecConnect
 - On November 6, in partnership with Acadia University, it will be the 2nd Annual RecConnect event - Acadia CODE students are working hard to create this wonderful opportunity to connect our recreation sector with the students of the community development program.
 - This is a great opportunity to connect and network with the next generation of recreation professionals, potential recruits for summer jobs

Events that occurred in October:

- Harvest Festival – Oct 4th, Centre Square
 - The 2025 Harvest Festival kicked off the annual Pumpkin People celebration with a fun-filled day of family-friendly activities, live entertainment, and community engagement in downtown Kentville.
- Pumpkin People Festival – Occurs October 4-26
 - Haunted Hollywood Theme
 - Special thank you to Gerry Little

Upcoming Events in November:

- Pumpkin Drop – Monday, November 3 – Kings County Academy
 - This event was moved to Monday, November 3 due to weather conditions from October 31, 2025
- Holly Fest – November 21-23
 - Information on the event can be found at <https://kentville.ca/hollydays>

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

Sep 2025



ADMINISTRATION	2024	2025
SOT's	30	29
Foot Patrol	131	199
Criminal Code Charges	32	14
Calls for Service	331	338

HIGHLIGHTS/INITIATIVES:

- Cst Hutley did a CDSA presentation for Acadia University Security Team
- Staff attended the Terry Fox Run at KCA
- Caribbean Festival in Centre Square-Information Booth for Youth Program-Sgt MacNeil

PATROL:

- 338 calls.
- Focused on School Bus Safety and School Zone traffic enforcement
- Lockdown drill at KCA
- High volume of calls dealing with people downtown. 141 of the 338 calls we located in the downtown core. Majority being wellbeing checks, mental health, trespass act.
- Completed 5 checkpoints
- Issued 29 Summary Offence Tickets

TRAINING:

- DRE Training-Cst Mooij
- Sexual Assault Investigators Course
- Dog Training-Cst Mark Hall as member of NSGSAR

Sep 2025



CES:

- KCSS Board Meeting
- NS Health Harm reduction Program Specialist (Networking)
- Setup meeting with Outreach organizations to improve working relationships
- Meeting with NS Health
- Lockdown Drill at KCA
- Organized firearms training with Camp Aldershot
- Attended Terry Fox Run at KCA

CCN:

- Position vacant in September.

INVESTIGATIVE SECTIONS:

GIS

- 9 active investigations
- CDSA Warrant executed and over 3300 illegal cigarettes were seized
- Assisted SCEU with a Search warrant, large amount of cocaine seized.

SCEU

- 4 active investigations
- 6 Search warrant/Production Orders executed
- CDSA Warrant resulting in 1 kg of cocaine being seized
- Assisted Shelburne SCEU with resulting in 3 drug trafficking charges
- Search Warrant in Kentville resulting in 60 grams of cocaine and cash being seized
- Assisted with search warrant for an impaired driving investigation

CISNS

- Attended the Wharf Rat Rally in Digby
- Attended OMG event
- Assisted KPS with 2 search warrants
- Organized Surveillance team for local event

BY-LAW

- 54 parking Tickets
- 50 warnings
- 13 smoking By-Law charges
- Assisted KPS with 5 calls
- 5 Municipal By-Law investigations



**TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION**

1

		2025-2026 BUDGET	Preliminary YTD September 2025 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Remuneration					
122-11-011	Remuneration- Administration	478,599	240,452	50.2%	-49.8%
122-11-012	Remuneration- Sergeant	595,576	296,561	49.8%	-50.2%
122-11-013	Remuneration-Constable	1,038,434	499,194	48.1%	-51.9%
122-11-014	Stat pay	50,000	17,879	35.8%	-64.2%
122-11-015	Overtime-Sergeant	18,385	15,063	81.9%	-18.1%
122-11-016	Overtime-Constable	47,134	43,004	91.2%	-8.8%
122-11-017	Secondment	105,379	60,728	57.6%	-42.4%
122-11-019	Special event overtime- S & C	12,000	12,909	107.6%	7.6%
		2,345,507	1,185,789	50.6%	-49.4%
Benefits 122-12-02X					
		478,240	244,228	51.1%	-48.9%
Internal Allocation 122-13-010					
		10,012	-	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	-	0.0%	-100.0%
122-14-034	Meeting-Commission	5,000	1,326	26.5%	-73.5%
122-14-036	Director's expense	7,500	3,676	49.0%	-51.0%
122-14-037	Inspector's expense	4,000	624	15.6%	-84.4%
122-14-039	Training	30,000	6,587	22.0%	-78.0%
122-14-041	Auxiliary program	4,600	-	0.0%	-100.0%
122-14-042	Insurance-liability/E&O	54,139	55,389	102.3%	2.3%
122-14-045	Office expense & supplies	18,000	6,062	33.7%	-66.3%
122-14-048	Telephone	30,000	13,455	44.8%	-55.2%
122-14-051	Equipment rental	5,000	2,030	40.6%	-59.4%
122-14-058	Other expense	5,600	1,559	27.8%	-72.2%
		165,039	90,708	55.0%	-45.0%
Occupancy-Police Building					
122-15-011	Custodial	10,000	4,540	45.4%	-54.6%
122-15-042	Insurance	3,325	3,325	100.0%	0.0%
122-15-060	Heat	7,000	783	11.2%	-88.8%
122-15-061	Electricity	13,500	6,999	51.8%	-48.2%
122-15-062	Water/sewer	2,400	537	22.4%	-77.6%
122-15-068	Maintenance- Other costs	24,700	14,282	57.8%	-42.2%
		60,925	30,466	50.0%	-50.0%
Operations-Communication					
122-16-048	Communications	120,000	73,691	61.4%	-38.6%
122-16-051	Radio license	2,000	-	0.0%	-100.0%
122-16-053	Maintenance	1,500	537	35.8%	-64.2%
		123,500	74,228	60.1%	-39.9%



TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION

		2025-2026 BUDGET	Preliminary YTD September 2025 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)		60,500	16,592	27.4%	-72.6%
Operations-Vehicle					
122-17-042 Insurance		20,626	20,626	100.0%	0.0%
122-17-070 Gasoline		47,000	-	0.0%	-100.0%
122-17-071 Operations & maintenance		25,000	7,746	31.0%	-69.0%
		92,626	28,372	30.6%	-69.4%
Operations-Programmes					
122-18-080 Special projects		22,000	2,038	9.3%	-90.7%
122-18-082 Crime prevention/community relations		4,000	1,716	42.9%	-57.1%
122-18-085 Custody and detention of prisoners		50,000	6,125	12.3%	-87.8%
122-18-086 KPS Youth Program		-	-	-	-
		76,000	9,879	13.0%	-87.0%
TOTAL POLICE PROTECTION EXPENDITURE		3,412,349	1,680,262	49.2%	-50.8%
LESS: POLICE PROTECTION REVENUE					
Secondment- Province		(130,557)	68,511	-52.5%	-152.5%
Fines and fees- Province		(30,000)	48,833	-162.8%	-262.8%
Police Miscellaneous		(500)	17,025	-3405.0%	-3505.0%
TOTAL POLICE PROTECTION REVENUE		(61,057)	188,705	-309.1%	-409.1%
NET POLICE PROTECTION EXPENDITURE		3,473,406	1,491,557	42.9%	-57.1%
SALES OF SERVICE EXPENDITURE					
Remuneration		165,909	64,574	38.9%	-61.1%
Benefits		27,747	10,505	37.9%	-62.1%
TOTAL SALES OF SERVICE		193,656	75,078	38.8%	-61.2%
LESS: SALES OF SERVICE REVENUE					
Sales of service- Police		(517,650)	295,128	-57.0%	-157.0%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)		711,306	(220,049)		



TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION

		2025-2026 BUDGET	Preliminary YTD September 2025 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	-	-	#DIV/0!	#DIV/0!
OTHER					
122-31-080	Prosecution	12,000	-	0.0%	-100.0%
122-31-082	Legal	10,000	232	2.3%	-97.7%
122-31-084	Other-Crossing guards	31,396	11,214	35.7%	-64.3%
122-31-085	Parking/By law enforcement officer	70,394	35,140	49.9%	-50.1%
122-31-086	Benefits	19,489	9,365	48.1%	-51.9%
122-31-088	Other-Grant	5,000	5,000	100.0%	0.0%
		148,279	60,951	41.1%	-58.9%
TOTAL LAW ENFORCEMENT EXPENDITURE		148,279	60,951	41.1%	-58.9%
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	(2,600)	580	-22.3%	-122.3%
	Parking Tickets	(11,000)	6,115	-55.6%	-155.6%
TOTAL LAW ENFORCEMENT REVENUE		(13,600)	6,695	-49.2%	-149.2%
NET LAW ENFORCEMENT EXPENDITURE		161,879	54,256	33.5%	-66.5%



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

November 10, 2025

Programs and Operations

- **Kentville Water Commission:** As fall comes to a close, the Public Works & Water Commission crews are completing various operational repairs (valves, etc.) prior to freeze-up. The meter replacement program is set to start very soon focusing on Palmeto, Glenwood and the older phases of McDougall Heights and will require a number of service locates and potential repairs from Public Works as the contractor completes the meter replacement program.
- **Sanitary Sewer Area Service:** There were no operational issues this past month with the Sanitary Sewer area service and Capital upgrades continue this fall with the Regional Sewer Treatment facility in New Minas to remove sludge and add additional aeration lines.

Projects

- **GRID – Main Street Storm, Sidewalk & Paving Project:** The pipework portions of this large project are substantially complete and the contractor has already completed a large section of curb & sidewalk on the west end and by the time we meet, the remaining curb should be complete. The sidewalk from Church Avenue to Prospect Avenue is scheduled to begin on November 13th and take about 4 days to complete. The final phase of the project will be to mill and pave this long stretch in late November.
- **Donald E. Hiltz Connector Road:** This year's phase of the ICIP funded Donald E. Hiltz Connector Road project is set to wrap up in December. Other than some coordinated watermain tie-ins at various spots along the project, the pipe work portion of the project is complete including a new watermain linking the Business Park system with the Prospect water system. The new storm infrastructure include environmental box culverts, rock-lined interceptor ditches and storm water management areas and ponds are nearing completion. The road itself is about 85% built to the gravel level and once

this phase is complete the road will be gated and remain closed to vehicles other than Town maintenance equipment until future curbing and paving is completed. The corridor will be available once again as an Active Transportation Route after it is no longer a construction zone.

Next year's phase will include the replacement of the Business Park Water Tank completing the water portion of this project and greatly increasing the operational serviceability of the higher-pressure zone and more reliable service of the water network as a whole.

- **Storm Water Infrastructure Maintenance:** Ongoing in-house replacement and maintenance of catch basins, along with ditching within the right-of-way where required continues into the fall.

Public Engagement

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

Meetings and Events

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- Oct 14th CAC Meeting
- October 28th – Source Water & Water Commission Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



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

Operations

- The Town will not participate in the Fall debenture offering. Approval of the 2025–2026 TBR is in progress and is expected in early November.
- Finance, and Engineering and Public Works have supported the required steps to enable access to the Province’s claims portal, which is now open to facilitate reimbursement for eligible ICIP DE Hiltz Connector Project expenditures.
- The Financial Information Return (FIR) for the 2024–2025 reporting period, released on October 1, 2025, was submitted before its due date of October 31, 2025.

Financial

- Nova Scotia Regulatory and Appeals Board (NSRAB) is evaluating the Water Commission’s request to utilize debt in excess of \$250,000 for the Donald E. Hiltz Connector.
- Communication to ratepayers regarding the approved Sanitary Sewer Operating Budget and Rates for 2025–2026 and 2026–2027 is underway and will be broadly disseminated.
- Year-to-date (YTD) September Statement of Operations results are presented in Appendix A. Revenues total 84.4% and expenses total 51.6% of their respective annual budgets, midway through the fiscal year.
- As of November 3, 2025, year-to-date Town General Capital expenditures total \$6,078,842, representing 50.7% of the overall General Capital Budget. The capital project reallocations and resulting forecasted savings approved by Council on September 29, 2025, have been incorporated into this report. Please refer to Appendix B and B.1 – Capital Investment Plan Update for details. In addition, Appendix B.2 provides the Sanitary Sewer Capital Investment Plan Update as of November 4, 2025, reflecting an adjustment to the budget in the forecast.
- Final tax billing issued in August 2025 totaled \$6,932,659, bringing the 2025–2026 fiscal year total to \$13,879,493. As of November 4, 4.5% of the levy remained outstanding.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 619,625	\$ 24,235	\$ 13,672

Respectfully submitted,

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

Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville Operating Fund
Q2 Statement of Operations
 Year to Date September 2025

Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 51.6 % of **expenditure** budget used and 84.4 % of **revenue** budget recorded creating an overall **surplus of \$ 6,219,825**.

Overall budget utilization of revenue is significantly influenced by timing factors such as the bi-annual property tax billing cycle and the annual receipt of grant funding. On the expense side, utilization is affected by the timing of billings from external partners (often quarterly or annually), the progress of specific funded projects and seasonal variations in programs and services. These timing differences affect the percentage of the budget expended.

September's statement includes forecast information equal to budget except where there are known variances. Senior Leadership and Finance will refine forecast values monthly moving forward.

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

Revenue

- Final **taxes** levied for the 2025–2026 fiscal year total \$13,879,493, based on the approved property tax rate and final property assessment values. Overall, final taxes, levies, and area rates forecasts have been adjusted downward to reflect updated and finalized estimates. These adjustments ensure that revenue projections align with the most current assessment data and accurately reflect the Town's expected tax base for the year.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4; however, based on statement of estimates provided to the Province an additional \$5,410 has been forecasted. The amount remains unconfirmed.
- **Other Revenues – Own Sources** include returns on investments and year-end transfers. Volumes for police service criminal record checks have increased by approximately 19–25% compared to the prior year; however, volumes remain unpredictable. Assuming activity levels remain consistent with the prior year through the second half of the year and no rate increases (as budgeted), a \$20,000 favourable variance is reflected in the forecast.
- **Conditional and unconditional transfers** – Variances compared to the prior year are primarily due to the timing of grant and provincial funding receipts, as well as the filling of a previously vacant, funded specialized police position in 2025. In addition, Canadian Parks and Recreation Association job grants were significantly reduced this year, and the Town's application was not successful. The budgeted amount of \$7,000, net of an increase of \$1,200 from the Canada Summer Jobs program, results in an overall forecasted revenue reduction of \$5,800.
- **Other – Deed Transfer Tax** – Budget estimates were originally based on nine (9) months of deed transfer tax collections; however, with 15 months of transactions now available (as the tax was initiated on July 1, 2024), revenue estimates have been increased by \$75,000.

Town of Kentville Operating Fund
Q2 Statement of Operations
Year to Date September 30, 2025

Expenditures

- **Debt charges** are incurred in accordance with a defined payment schedule, with the principal and first semiannual interest payments now recorded.
- **Administration** – Legislative expenditures are lower than expected; however, professional fees related to code of conduct investigations were not fully budgeted. As a result, a \$40,000 over-expenditure is forecasted. Efforts will be made to minimize overall legal and professional costs where it is possible to offset this variance as the year progresses.
- **Protective Services**
 - Police Core
 - Vacancy levels are lower this year compared to the same period last year.
 - Overtime expenses are nearing the annual budget, and they are forecasted to be over budget by \$6,000. Coverage for schedule changes due to sick calls is expected to continue placing pressure on the overtime budget. Some overtime costs have been reimbursed by a third party and recorded as revenue.
 - The gasoline allocation from Public Works has been accrued for six months based on last year's actuals.
 - Fire
 - The semi-annual transfer of \$175,671 to the Kentville Volunteer Fire Department from the area rate has occurred.
- **Transportation Services** expenses reflect insurance premiums recorded earlier than in the previous year, while legal expenses have exceeded the full annual budget within the first six months. Maintenance costs at the Public Works building are higher than anticipated for this point in the year. Expenditures in other areas remain consistent with the prior year and no budget adjustment has been incorporated into the forecast
- **Planning and Zoning** are fully staffed this year, whereas there were vacancies in these positions at the same time last year. Legal expenses exceeded the full annual budget within the first six months while other areas are under budget.
- **Other Community Development** timing of the transfer to Kentville Business Community varied year over year.
- **Parks and Recreation** – A forecasted \$95,000 under-expenditure is expected due to lower net swimming costs, summer outreach programs, and seasonal parks staffing. Arena repairs have exceeded prior-year spending, and annual insurance premiums were recorded earlier. Seasonal programs result in higher summer spending, while expansion of the Before and After School Program was limited due to staffing constraints, with additional revenues anticipated. A \$25,000 grant from CCTH for Active Communities Funding has been received and recorded as revenue.

Town of Kentville Operating Fund

Statement of Operations

APPENDIX A

For the Period September 30, 2025

Revenue	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,902,655	12,889,925	12,890,102	99.9%	99.4%
Resource	77,661	77,661	77,661	100.0%	99.5%
Economic development	141,758	141,681	141,681	99.9%	99.9%
	13,122,074	13,109,267	13,109,444	99.9%	99.4%
Area rates and frontages					
Area rates	765,598	767,241	767,253	100.2%	99.7%
Special assessments	2,000	2,000	5,616	280.8%	408.5%
	767,598	769,241	772,869	100.7%	100.5%
Based on revenue					
Business property	32,670	32,670	32,670	100.0%	100.0%
Other					
Deed Transfer Fee	600,000	675,000	533,874		
TOTAL TAXATION	14,522,342	14,586,178	14,448,858	99.5%	99.5%
PAYMENTS IN LIEU OF TAXES					
Federal and agencies	390,774	390,774	-	0.0%	0.0%
Provincial and agencies	178,590	184,000	-	0.0%	0.0%
	569,364	574,774	-	0.0%	0.0%
SERVICES TO OTHER GOVERNMENTS					
Provincial government	130,557	130,557	68,511	52.5%	0.0%
Local government	98,253	98,253	24,096	24.5%	24.3%
	228,810	228,810	92,608	40.5%	10.0%
SALES OF SERVICES					
Agencies	1,270,630	1,290,630	632,162	49.8%	44.4%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	46,700	46,700	57,888	124.0%	63.6%
Rentals	402,633	402,633	84,766	21.1%	20.9%
Interest	200,000	200,000	115,776	57.9%	81.1%
Return on investments	660,000	660,000	-	0.0%	0%
Other	41,400	41,400	31,713	76.6%	66.0%
	1,350,733	1,350,733	290,144	21.5%	22.3%
UNCONDITIONAL TRANSFERS	450,128	450,128	280,726	62.4%	82.8%
CONDITIONAL TRANSFERS	183,094	177,294	105,635	57.7%	36.5%
FINANCING AND TRANSFERS					
From reserves	407,030	407,030	161,391	39.7%	29.6%
TOTAL REVENUE	18,982,131	19,065,577	16,011,524	84.4%	83.2%
Revenue budget to forecast variance (value)	83,446				
Revenue budget to forecast variance (%)	0.44%				

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period September 30, 2025

Expenditures	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	297,422	297,422	133,669	44.9%	45.4%
General administration	2,083,100	2,123,100	1,033,795	49.6%	46.4%
	2,380,522	2,420,522	1,167,465	49.0%	46.3%
PROTECTIVE SERVICES					
Police- core program	3,412,349	3,418,349	1,708,054	50.1%	43.7%
Police-sales of service	193,656	193,656	75,078	38.8%	38.8%
Law enforcement	148,279	148,279	60,951	41.1%	39.8%
Fire fighting	1,052,596	1,052,596	504,527	47.9%	29.0%
Protective service- debt charge	2,120	2,120	1,775	83.7%	56.8%
Emergency measures and other	212,205	212,205	94,785	44.7%	74.0%
	5,021,205	5,027,205	2,445,170	48.7%	41.4%
TRANSPORTATION SERVICES					
Common services	1,482,448	1,482,448	650,219	43.9%	44.6%
Road transportation	957,800	957,800	437,961	45.7%	52.0%
Public transit	437,251	437,251	285,266	65.2%	66.8%
Transportation- debt charge	62,411	62,411	40,285	64.5%	92.5%
Other	100,000	100,000	62,799	62.8%	56.0%
	3,039,910	3,039,910	1,476,529	48.6%	51.1%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	826,739	826,739	527,222	63.8%	38.7%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	411,848	411,848	203,118	49.3%	31.2%
Other community development	497,856	497,856	242,242	48.7%	49.8%
	909,704	909,704	445,360	49.0%	41.9%
RECREATION AND CULTURAL					
Recreation-Administration	759,376	754,748	412,954	54.4%	48.9%
-Programmes (net)	125,505	95,534	104,855	83.5%	30.9%
-Facilities and Trees	1,037,345	976,944	555,269	53.5%	55.5%
-Debt charge	44,645	44,645	24,109	54.0%	72.8%
Cultural	141,184	141,184	70,956	50.3%	50.1%
	2,108,055	2,013,055	1,168,144	55.4%	51.4%
EDUCATION	2,324,456	2,324,456	1,153,896	49.6%	50.0%
FINANCING AND TRANSFERS					
Debt charge- principal	874,040	874,040	874,040	100.0%	100.0%
Transfers to allowances and reserves	1,497,300	1,497,300	533,874	35.7%	95.7%
	2,371,340	2,371,340	1,407,914	59.4%	97.6%
TOTAL EXPENDITURE	18,981,931	18,932,931	9,791,699	51.6%	52.2%
SURPLUS (DEFICIT)	\$ 200	\$ 132,646	\$ 6,219,825		
Expenditure budget to forecast variance (value)	(49,000)				
Expenditure budget to forecast variance (%)	-0.26%				



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2025-2026
YTD November 3, 2025**

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Active Transportation	611,000	575,000	36,000.00	553,923	90.7%
General Administration	101,500	119,100	(17,600.00)	103,686	102.2%
Protective Services	186,400	199,100	(12,700)	124,606	66.8%
Transportation ^{Note 1}	4,394,850	3,311,910	1,082,940	960,776	21.9%
Expansion- Donald Hiltz Connector	5,500,000	5,710,000	(210,000)	3,574,539	65.0%
Planning and Development	78,000	48,000	30,000	4,802	6.2%
Parks and Recreation ^{Note 2}	1,128,250	824,985	303,265	756,510	67.1%
Total	\$ 12,000,000	\$ 10,788,095	\$ 1,211,905.00	\$ 6,078,842	50.7%

Note 1	comprised of:					
	Equipment	496,000	493,150	2,850	493,110	99.4%
	Buildings	136,000	137,610	(1,610)	137,538	101.1%
	Streets & Lights	1,157,000	1,118,750	38,250	288,415	24.9%
	Sidewalks	1,552,850	1,520,850	32,000	987	0.1%
	Flood Mitigation	665,000	33,100	631,900	32,308	4.9%
	Storm Sewer	388,000	8,450	379,550	8,417	2.2%
		\$ 4,394,850	\$ 3,311,910	\$ 1,082,940	\$ 960,776	21.9%

Note 2	comprised of:					
	Green Spaces	25,000	25,000	-	12,782	51.1%
	Parks & Playgrounds	125,650	40,515	85,135	40,417	32.2%
	Sport Facilities	906,600	713,270	193,330	673,193	74.3%
	Buildings and Equipment	71,000	46,200	24,800	30,119	42.4%
		\$ 1,128,250	\$ 824,985	\$ 303,265	\$ 756,510	67.1%

Town of Kentville Capital Investment Plan Implementation Status Report November 3, 2025				
Department	Project Description	Budget (\$)	Forecast (\$)	Status
Administration	Server Room - Town Hall	71,500	89,100	Planning
Administration	IT Projects for Administration Systems	20,000	20,000	
Administration	Fencing- Generator	10,000	10,000	Planning
Transportation	Downtown Sidewalk Phase 2 (GIF)	611,000	575,000	Construction/Procurement
Transportation	Building Fire Escape Upgrades - Public Works	45,000	44,200	Construction/Procurement
Transportation	Building Paint & Siding Upgrades - Public Works	24,000	32,300	Construction/Procurement
Transportation	Two Way Radios	25,000	23,310	Construction/Procurement
Transportation	Fuel Pump Replacement- Town Fleet	42,000	37,800	Construction/Procurement
Transportation	Ornamental Street Lights	25,000	25,000	Planning
Transportation	Street Sweeper	496,000	493,150	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Design	150,000	360,000	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Phase 1 (ICIP)	5,350,000	5,350,000	Construction/Procurement
Transportation	Storm Water Master Plan Phase 1	500,000	6,100	Planning
Transportation	Park Street - Mitchell Brook Crossing Replacement	165,000	27,000	Deferred
Transportation	South Main Street Sidewalk and Storm Sewer Replacement (Phase 1)	1,330,850	1,330,850	Construction/Procurement
Transportation	Prospect Avenue Curb, Sidewalk and Paving	222,000	190,000	Planning
Transportation	Spring Garden Road Storm Sewer Upgrades	320,000	-	Deferred
Transportation	Apple Tree Lane Storm Sewer	68,000	6,550	Deferred
Transportation	Memorial Park Storm Sewer	-	1,900	Construction/Procurement
Transportation	Provincial Trunk Roads Routes- Paving	1,000,000	1,000,000	Construction/Procurement
Transportation	Prospect Avenue Extension Curb, Sidewalk and Paving	132,000	93,750	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	-	Cancelled
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	28,000	Planning
Planning and Development	Ornamental Lights	20,000	20,000	Planning
Protective Services	Marked Patrol Vehicle	89,000	80,000	Construction/Procurement
Protective Services	Firearms - Sig Sauer P320 9mm pistols	37,700	37,700	Construction/Procurement
Protective Services	Body Armour Level 2	34,700	34,700	Construction/Procurement
Protective Services	SAFEKEEPER Evidence Drying Chamber	25,000	18,000	Construction/Procurement
Protective Services	Police - Technology	-	28,700	Construction/Procurement
Parks and Recreation	Tractor Bay Garage Door Replacement	20,000	-	Construction/Procurement
Parks and Recreation	New Plow and Mounting Hardware	16,000	16,000	
Parks and Recreation	Buyout of Tractor Lease	35,000	30,200	Construction/Procurement
Parks and Recreation	Electrical Services and Distribution - Safety fix	10,000	5,600	Construction/Procurement
Parks and Recreation	Arena Bleachers - Fix Seating	10,000	-	Construction/Procurement
Parks and Recreation	Condenser	221,600	165,220	Construction/Procurement
Parks and Recreation	Arena - Paving back parking lot Arena - Dehumidifier	150,000	40,000	Paving transferred to operating; funding redirected to dehumidifier replacement
Parks and Recreation	Tables and Transport Carts for Arena	15,000	12,900	Construction/Procurement
Parks and Recreation	Pool Renovation	500,000	489,550	Construction/Procurement
Parks and Recreation	Culvert Bridge -Entry at Memorial Park and Walter Wood Playground	25,000	25,000	Construction/Procurement

Town of Kentville Capital Investment Plan Implementation Status Report November 3, 2025				
Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,300	Construction/Procurement
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	21,600	Construction/Procurement
Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	10,615	Construction/Procurement
Parks and Recreation	Batting cages (3)	75,000	-	Cancelled
Budget Total		\$ 12,000,000	\$ 10,788,095	

Legend:

Work complete	Work in progress	Work not started	Work deferred or cancelled
-Planning work complete -Tender Awarded -Asset procured -Construction Complete	-Specifications developed -Tender documents at some phase of completeness -Construction work is in progress -Asset delivery pending -Final inspection pending	-Project approved and with Director or Chief to initiate procurement process for asset (infrastructure or equipment)	-Moved to future year -Cancelled due to cost escalation, requirements changing or funding loss



**TOWN OF KENTVILLE - SANITARY SEWER
CAPITAL INVESTMENT PLAN
2025-2026
November 4, 2025**

PROJECT DESCRIPTION	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Forecast Expended
DE Hiltz Storm and Access Rd (ICIP)	\$ 36,817	\$ 36,817	\$ -	\$ -	0%
Sewer Pumps	20,000	45,000	(25,000)	-	0%
Business Park Laterals	20,000	-	20,000	-	0%
Crescent Avenue Station	75,000	-	75,000	-	0%
TOTAL	\$ 151,817	\$ 81,817	\$ 70,000	\$ -	0%

Title: Request for Consideration of Traffic Calming Policy on Certain Kentville Streets

Meeting Date: November 10, 2025
Department: Administration

RECOMMENDATION

That Council approve Policy 101 respecting Traffic Calming.

SUMMARY

A request has been made by a member of council based on requests from one or more members of the public to consider installing traffic calming infrastructure on certain Kentville streets. This report provides the background information for council's consideration, available options, and a proposed policy should it be council's wish to adopt one.

At the September, 2025, Council Advisory Committee meeting, council requested a listing of how many other towns and municipalities in Nova Scotia have installed traffic calming measures. This report provides that updated summary.

LEGISLATION

Section 308 of the *Municipal Government Act* states that:

- (1) All streets in a municipality are vested absolutely in the municipality.
- (2) In so far as is consistent with their use by the public, a council has full control over the streets in the municipality.

BACKGROUND

A request has been made by a member of council that staff prepare a background report and recommendation respecting the future use of traffic calming measures in certain higher traffic areas of Kentville.

Traffic calming devices and methods come in many forms depending on the nature of the roadway and the type of traffic calming desired. The following are all the usual forms of traffic calming measures: roundabouts, right-in/right-out, road diet, curb extension, chicane, vehicle speed feedback sign, speed reduction markings, in-street pedestrian crossing signs, crosswalk enhancements, pedestrian hybrid beacons, flashing beacons, full closure, intersection barrier,

partial closure/semi-diverter, tee-up intersection and reduce corner-radii, neckdowns/chokers, on-street parking, raised median island/traffic island, speed hump, speed cushions, mid-block bump-outs/crossings, speed table/raised sidewalk, offset speed table, transverse rumble strips, raised intersection, lateral shifts, street trees and landscaping, and in-roadway lights. Staff are assuming that many of these potential measures are not what the public are requesting, but are probably more focused on more widely used methods of speed bumps, speed humps, speed cushions, and speed tables.

Speed bumps are raised roadway sections usually 7.5-10 centimetres high that extend the entire width of a roadway. Speed bumps are traditionally placed in low traffic volume areas like parking lots and local subdivision streets. They are often placed near crosswalks, in school zones, or in areas where there is a high risk of accidents involving pedestrians, and are often placed in multiples of 2-4 together.

Speed bumps can be permanently installed as asphalt or temporary ones placed made of hard rubber or plastic.



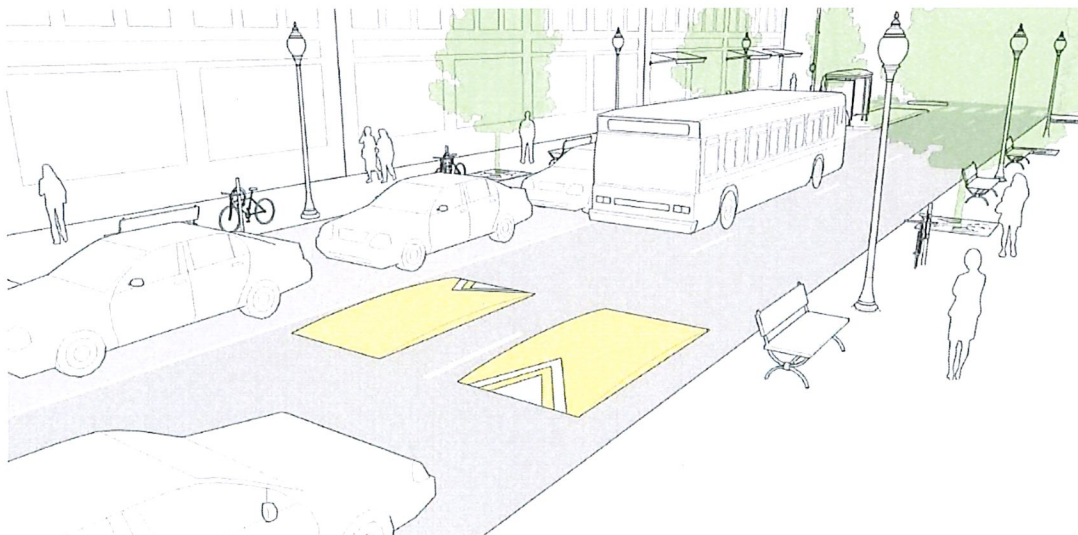
Speed humps are similar to speed bumps, but are longer and more gradual, usually keeping the same height of 7.5 to 10 centimetres high, but can be up to 4.5 metres long. Unlike speed bumps, which are usually placed in a row, speed humps are usually placed several hundred feet apart. This makes them more

suitable for use on roads with higher traffic volumes, such as neighbourhood streets and collector roads.

Speed humps are usually asphalt and permanent.



Speed cushions can be speed humps or speed tables that include wheel cutouts to allow large vehicles to pass unaffected, while reducing passenger car speeds. They can be offset to allow unimpeded passage by emergency vehicles and are typically used on key emergency response routes. Speed cushions extend across one direction of travel from the centerline, with a longitudinal gap provided to allow wide wheelbase vehicles to avoid going over the hump.



Speed tables are mid street traffic calming devices that raise the entire vehicle to reduce its speed. Speed tables are longer than speed humps and flat-topped, with a height of 7.5 to 10 centimetres and a length of 6.5 metres. Vehicle operating speeds for streets with speed tables range from 40–65 kph, depending on the spacing.



IMPACT ON STRATEGIC PRIORITIES

When considering public requests for changes to infrastructure, council must always place the highest priority on public safety and accessibility for all. As council does not currently have its completed strategic priorities plan for 2025-2029 ready, this request falls outside of that realm and therefore must be assessed based on its individual merit.

When we consider health and safety, we must ensure we include not only vehicular traffic, but also people movements. While traffic calming measures are meant to slow down traffic, they can also cause impediments to those using wheelchairs, walkers, impact those with visual acuity difficulty with differences in heights and distances, as well as young children on bicycles, skateboards, and scooters.

IMPORTANT DATES OR BENCHMARKS

As this request falls outside the scope of a need for regular updates for a larger project, no benchmarks are required to be implemented.

POLICY IMPLICATIONS

Due to differences in neighbourhoods in Kentville and residents wants and needs, a policy to consider traffic calming measures will need to be both focused and broad. Because some measures will be mostly permanent, there needs to be assurance that the ask by residents is clearly understood including the impacts to avoid spending that leads to removal.

The proposed draft policy establishes that traffic calming measures will only be considered in high traffic residential neighbourhoods and not on major routes like Highway 1 nor smaller side roads. A definition of what qualifies as a high traffic area is included in the policy.

To implement this policy will require approval of Kentville's Traffic Authority for consideration of location, type of traffic calming measure used, and safety requirements. These items are fully within the purview of the Traffic Authority for technical and safety reasons and therefore members of the public or council cannot choose an option, but only suggest what they feel would be most appropriate given the local conditions.

As the use of traffic calming measures is often not wanted by persons who live adjacent to them because of noise, the policy notes that any approved traffic calming devices will first be placed adjacent to the applicant's home to ensure full support for the plan, subject to Traffic Authority's technical and safety review. Future requests will follow the same rule.

BUDGET IMPLICATIONS

Each traffic calming measure will come with different pricing depending the on the measures selected, road width, and number of measures to be installed. A rough estimate in 2025 dollars for a 9-metre-wide road for each of the four noted calming measures above is as follows:

Speed Bump (per bump)	\$1,500; removable rubber \$3,000
Speed Hump (per hump)	\$4,000
Speed Cushion (per cushion)	\$7,000
Speed Table (per table)	\$8,000

COMMUNICATION IMPLICATIONS

Prior to any traffic calming measures being implemented and installed, staff will send a letter to all property owners on the street where the installation(s) are taking place, with an explanation as to the local resident application request, councils' approval, expected placement and type of calming measure, and installation date(s). Where the installation will impact other property owners adjacent to the installation location and they have no alternate route of access to their property, these property owners will also be notified.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer

Traffic Calming in Nova Scotia Municipalities

TOWNS (25)	Speed Bumps, etc.	Numbers
Yarmouth	NO	0
Digby	NO	0
Annapolis Royal	NO	0
Middleton	NO	0
Berwick	NO	0
Kentville	NO	0
Wolfville	YES	3 speed humps, 2 bolt-down speed bumps (2 bolt downs were removed in 2025), 8 traffic bollards at crosswalks being installed this fall.
Clarks Harbour	YES	2 - not effective
Lockeport	NO	0
Shelburne	NO	0
Bridgewater	NO	0
Mahone Bay	YES	2 - 6 humps each
Lunenburg	NO	0
Stewiacke	NO	0
Truro	NO	0
Oxford	NO	0
Amherst	NO	0
Pictou	NO	0
Stellarton	NO	0
Westville	NO	Have flexible vertical posts with cutouts of children on one street.
Trenton	NO	0
New Glasgow	NO	0
Antigonish	NO	0
Mulgrave	NO	0
Port Hawkesbury	YES	1 - Separates large playground from large parking lot across the street

STAFF REPORT

RURALS (20)		
District of Yarmouth	NO	0
District of Argyle	NO	0
District of Clare	NO	0
District of Barrington	NO	0
District of Shelburne	NO	0
District of Lunenburg	NO	0
District of Chester	NO	0
District of Digby	NO	0
County of Annapolis	NO	0
County of Kings	NO	0
District of East Hants	YES	+/- 8 Speed Tables
County of Colchester	NO	0
County of Cumberland	NO	0
County of Pictou	NO	0
County of Antigonish	NO	0
District of St. Mary's	NO	0
District of Guysborough	NO	0
County of Inverness	NO	0
County of Richmond	NO	0
County of Victoria	NO	0
REGIONALS (4)		
Queens	NO	1 in rec. centre parking lot
West Hants	NO	0
Halifax	YES	numerous
Cape Breton	NO	0
TOTAL	YES 6	12.2%
	No 43	87.8%



Policy 101 REQUESTS FOR TRAFFIC CALMING

1. Policy Purpose

The purpose of this policy is to establish a process and protocol for members of the public should they wish to request traffic calming measures in a specific neighbourhood with high traffic counts.

2. Policy Goal

The goal of this policy is to allow certain traffic calming measures on specific streets in Kentville where it has been determined by Council that such installations will improve pedestrian public safety for all without hindering or impeding public safety for anyone.

3. Definitions

- a. "Council" means council of the Town of Kentville.
- b. "High Traffic Area" means a street that has had a traffic count undertaken within the past three years and shows an averaged daily traffic count in excess of 500.
- c. "Municipal Engineer" means a person duly appointed by the Chief Administrative Officer under the *Municipal Government Act* to carry out the responsibilities as Engineer of the Town.
- d. "TAC" is the Transportation Association of Canada.
- e. "Town" shall mean Town of Kentville.
- f. "Traffic Authority" shall refer to the person appointed as Traffic Authority for Kentville by policy and shall include their alternate.
- g. "Traffic Calming Measure" shall include speed bumps, speed humps, speed cushions, and speed tables, and shall be restricted to those established industry-wide and generally accepted as being safe to apply and use in residential neighbourhoods.

4. Legislation

Section 308 of the *Municipal Government Act* states that:

- (1) All streets in a municipality are vested absolutely in the municipality.

(2) In so far as is consistent with their use by the public, a council has full control over the streets in the municipality.

5. Requests for Addition or Removal of Traffic Calming

- a. Any resident of Kentville may apply to have a certain street within the Town designated as a traffic calming area, and request that traffic calming measures be installed under authority of the Town's Traffic Authority.
- b. Applications for a traffic calming designated street must complete and submit the required application form attached to this policy as Schedule "A" and be submitted by a year-round resident living on the designated street.
- c. Each person who makes application under this policy must agree to have a traffic calming measure installed adjacent to their property as the first installation. If the applicant lives at the beginning or end of a requested traffic calming area, another person on the street must be the applicant as traffic calming measures cannot be installed at the beginning or end of a street.
- d. No person may apply to have more than one street designated as a traffic calming area.
- e. Where a traffic calming measure currently exists, any resident that lives year-round on the designated street may apply at any time to have it removed according to the same process. Such applications will only be reviewed once every three years at the earliest.
- f. Only streets that are recognized as High Traffic Areas shall be eligible for traffic calming measures.

6. Traffic Authority Review

- a. Upon receipt of an application for a designated traffic calming area, the application and supporting documentation is to be forwarded to the Town's Traffic Authority.
- b. Kentville's Traffic Authority shall review the application to ensure it meets the requirements of the Policy, then review for technical specifications, types of potential calming measures that could be applied, costs, ability to improve pedestrian public safety for all residents, and compliance with TAC Standards.

- c. If no traffic count has been undertaken within the past three years for the applicable street, then the Traffic Authority shall engage a company, or lease such equipment, to undertake such work.
- d. Upon review, the Traffic Authority shall make a recommendation to Council Advisory Committee (CAC) as to the most appropriate traffic calming measure, location(s) and costs, along with ongoing risks or issues that may arise by such installation. Should the application not meet the policy requirements, the application shall not be brought forward to CAC.

7. Council Advisory Committee Review

- a. After receipt of a report respecting an application to have a street designated as a traffic calming area, CAC shall review the report and its implications and make a determination if it wishes to forward the application to Council for approval.
- b. If the application is not supported, the applicant shall be immediately notified of such.
- c. If the application is supported, it will be forwarded to Council for further review and potential adoption.

8. Council Review

- a. When an application for a new designated traffic calming area is being recommended by CAC, Council shall review the application and decide its disposition, or if further information is required, defer it back to staff.
- b. If the application is to remove a traffic calming measure, the same review process shall be undertaken by Council to consider whether removing the device will improve pedestrian public safety, and its costs.
- c. Should council approve a traffic calming measure, or authorize that one be removed, the total costs shall be included in the fiscal year for when it is being installed or removed within the operating budget.

Seven Day Notice of Policy: September 8, 2025

Council Approval:

In Effect:

This is to certify that Policy 101, Requests for Traffic Calming, was approved by
Town Council on the th day of , 2025

Mayor

Clerk

Schedule "A"

APPLICATION FOR A NEW TRAFFIC CALMING MEASURE OR REMOVAL OF AN EXISTING TRAFFIC CALMING MEASURE

Applicants Name: _____

Applicants Civic and Mailing Address: _____

Applicants Phone: _____

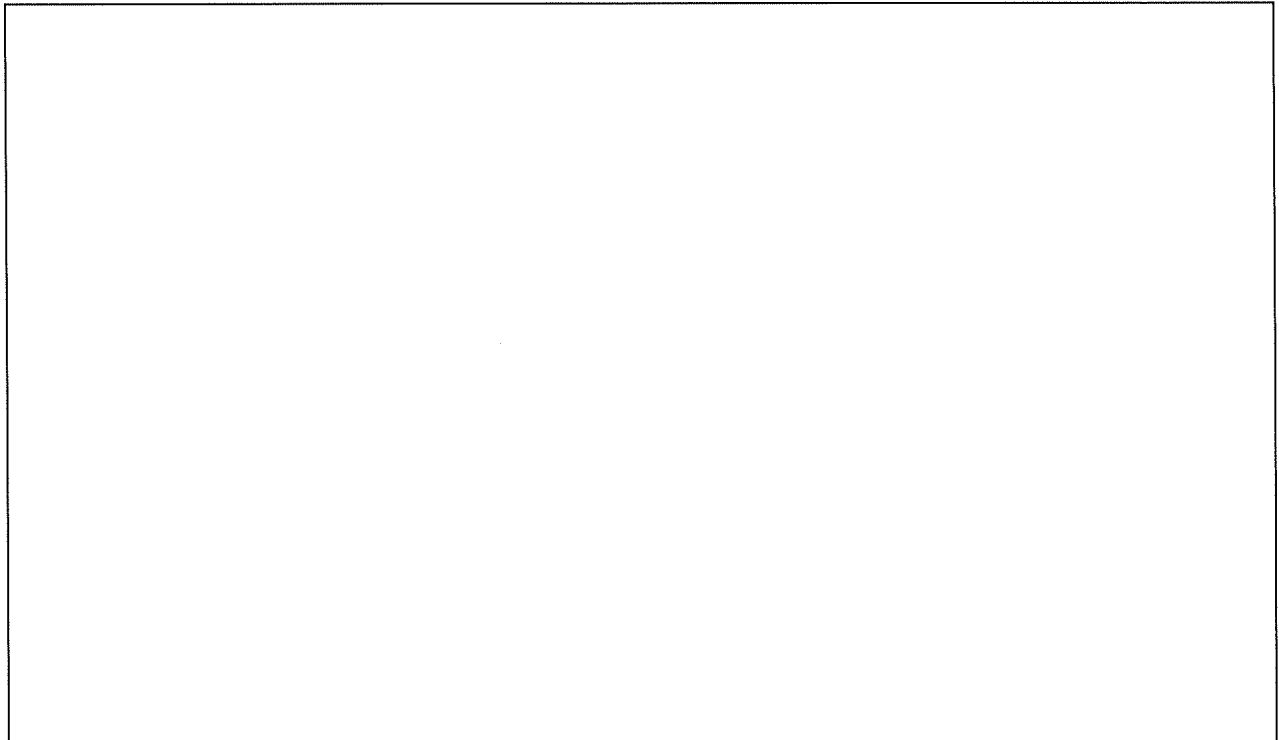
Applicants E-mail: _____

Location of Requested Traffic Calming Measure to be Added or Removed

Street: _____

Location of Street: _____

Map: (please provide sketch of proposed location, houses, intersections, etc.)



I acknowledge that I have read and understand Policy 101, Requests for Traffic Calming, and meet all policy requirements and submit this application understanding its impacts.

Signature

Date

Title: Policy 102 - Flags

Meeting Date: November 10, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 102 - Flags

SUMMARY

Town of Kentville presently has two policies related to flags. Policy G42 relates to half-masting the Canadian Flag and Policy G43 is a flag flying policy. A member of Council has requested a review of these policies for updating to be more inclusive.

Staff have reviewed the two policies and feel that one new simplified policy is possible that also allows for one flag pole to be used as a designated community pole for special purpose flags and community flag raising events.

LEGISLATION

Section 47 (1) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

BACKGROUND

Town of Kentville now has several flag poles in various locations of the town. There are 3-4 flag poles together at Memorial Park, two flag poles at the cenotaph, one small flag pole at the Visitor Information Centre and one flag pole adjacent to Town Hall, with another smaller pole attached to the Recreation Centre on the same lot.

The current policy only allows federal, provincial, or a Town flag to be flown on these poles. There have been instances where this policy has not been followed. Additionally, this policy does not allow for diverse community interests to be displayed on any of the flag poles.

IMPACT ON STRATEGIC PRIORITIES

One of the key strategic priorities of Kentville is to place more focus and resources on becoming a more accessible and inclusive community. By removing barriers to promoting and supporting different cultures, the Town can be a leader in championing a more inclusive and welcoming community.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed policy, the policy will be promoted and applications will be reviewed and processed as received.

Staff will also engage with the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee to establish annual dates for flag posting times and when events should be held directly by the Town to note these important IDEA events, weeks, or months.

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 updating these two policies with one new up-to-date policy will allow the Town to simplify its processes and reduce time spent on policy conflicts.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Staff will promote the new policy and opportunities within it several times each year.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 102 FLAGS

1. Policy Purpose

The purpose of this policy is to denote where the Town of Kentville has established external public flagpoles and the flying of flags on them, as well as the process for community groups to request the flying of certain flags during various times of the year.

2. Policy Goal

The goal of this policy is to create fairness and consistency in the flying of government and non-government flags on public flag poles, along with rules related to application processes, supply of flags, flag ceremonies, et cetera.

3. Definitions

- a. "Council" means council of the Town of Kentville.
- b. "Designated Flag Pole" means the single flag pole outside Kentville Town Hall.
- c. "Ineligible Flags" are flags that are political, union, or religious in nature or tone, promote ideologies of intolerance or civil disobedience, or represent ideas or beliefs that are contrary to those of the Town of Kentville.
- d. "Town" shall mean Town of Kentville.

4. Legislation

Section 47 (1) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

5. Designation of Flags to be Flown on Town Owned Flag Poles

- a. Where a single flag pole exists at a single location, the Canadian Flag shall be solely flown on that pole during times when the weather allows.

- b. Where two flag poles exist side by side at a single location, the Canadian Flag and Mi'kmaq Grand Council Flag shall be solely flown on those poles during times when the weather allows.
- c. Where three flag poles exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, and Nova Scotia Flag shall be solely flown on those poles during times when the weather allows.
- d. Where four flag pole exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, Nova Scotia Flag, and Town of Kentville Flag shall be solely flown on those poles during times when the weather allows.
- e. Notwithstanding Section 5(d), where an inter-provincial or international event takes place at Memorial Park, the hosting group may apply to have the government flags replaced for a period of no more than one week and replaced with the flags of the different provinces or countries, with the flags being supplied by the hosting group.

6. Designated Flag Pole

Notwithstanding Section 5(a), the Designated Flag Pole shall be available for community organizations and groups to apply to have certain special flags placed on this pole for limited periods of time once per calendar year, and can apply to do so by submitting a request in writing on the applicable form, not more than six months prior to the requested flag raising date. All flags to be raised on this pole by community organizations must be supplied by the community organization and meet with Town standards.

7. Flag Request Review

- a. After receipt of a request from an established community organization to fly a special flag, staff will review the application within seven (7) days to ensure it meets the requirements set out in this policy.
- b. If the application does not meet the requirements noted in this policy, the applicant shall be notified of such.
- c. If the application meets the requirements of this policy, the applicant will be notified and required to provide the special flag at least fourteen (14) days prior to the day the flag is to be placed on the Designated Flag Pole.
- d. Special flags may be flown for a maximum of 7 days on a first come, first serve basis, with preference given to flags supporting marginalized or at risk groups within the Town.

- e. No Ineligible Flags shall be permitted to be placed on the Designated Flag Pole.
- f. The decision regarding whether a flag is an Ineligible Flag shall rest with the Chief Administrative Officer and not be subject to appeal.

8. Requests for Flag Raising Ceremonies

- a. When an application for a special flag is received for placement on the Designated Flag Pole, the applicant can also note whether they wish to host a flag raising or dedication ceremony on a certain day and time, including details of the event and invitees. Such requests must be made at least twenty-one (21) days prior to the requested event. The applicant is required to organize, advertise, and host the event.
- b. Applicants must provide details of the full flag raising event to the Town at least fourteen (14) days prior to the scheduled event.

9. Flying Flags at Half-Mast

Town of Kentville shall follow all protocols of the Province of Nova Scotia and Government of Canada for the lowering of the Canadian Flag on the Designated Flag Pole, and this protocol shall take precedence over the flying of other special purpose flags.

10. Repeal

Policy G43, Flag Flying Policy, approved on the 17th day of January 2017, is hereby repealed.

Policy G42, Half-Masting the Canadian Flag, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: November 10, 2025

Council Approval:

In Effect:

This is to certify that Policy 102, Flags, was approved by Town Council on the
th day of , 2025

Mayor

Clerk

Schedule "A"

APPLICATION FOR PERMISSION TO FLY A SPECIAL PURPOSE FLAG

Applicants Name: _____

Organization Representing: _____

Applicants Civic and Mailing Address: _____

Applicants Phone: _____

Applicants E-mail: _____

Special Purpose Flag to be Flown _____

Dates Requested to be Flown: _____

Are you Requesting a Flag Raising Ceremony: _____

If Requesting a Ceremony, please provide details of proposed event, time, invitees, speakers, accessibility requirements, etc.

I acknowledge that I have read and understand Policy 102, Flags, and meet all policy requirements and submit this application understanding my responsibility.

Signature

Date



TOWN OF KENTVILLE POLICY STATEMENT G43 FLAG FLYING POLICY

1.0 PURPOSE

The purpose of this Policy Statement is to provide a fair and consistent response to groups and organizations requesting that their event flag be flown from a Town of Kentville flag pole.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

It shall be the policy of the Town of Kentville that no flag, other than the Federal Flag, the Provincial Flag and/or the Municipal Flag will be flown from a town-owned flag pole.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: September 12, 2007
Revisions: January 2017. Reformatted.

CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G42 HALF-MASTING THE CANADIAN FLAG

1.0 PURPOSE

The purpose of this Policy is to provide a procedure under which those Canadian Flags on Town Property will be flown at half-mast in the Town of Kentville

2.0 DEFINITIONS

1. Flag Protocol

- a. Only those flags that have halyards and pulleys will be flown at half-mast.
- b. All flags which are flown together will be lowered to half
- c. The procedure for lowering the flag or flags, will be to first raise it to the top of the mast, then immediately lower it slowly to the half

2. Recognition of Prominent Public Figures

The flag will be flown at half-mast to mark the passing of any of the prominent public figures listed below, for a period beginning when the Town is notified of the individual's death, until, and including, the date of the funeral or memorial service, or at the discretion of the CAO:

- a. Across Canada and abroad on the death of:
 - i. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister)
 - ii. The Governor-General or a former Governor General of Canada
 - iii. The Prime Minister of Canada
- b. Within the Province on the death of:
 - i. The Lieutenant Governor
 - ii. The Premier
- c. Within the Town of Kentville on the death of:
 - i. Recognition of individuals who are prominent community leaders:
 1. The Mayor, or a former Mayor of the Town of Kentville
 2. A Councilor, or a former Councilor of the Town of Kentville
 3. A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town of Kentville

4. A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town of Kentville

3.0 SCOPE

Recognition of persons from the Town of Kentville, whose duties can be described as “Protective Services”, including but not limited to police, fire, emergency health services, DNR Conservation Officers and Fisheries Officers. The flag will be flown at half-mast to mourn the passing of persons from the Town of Kentville, whose lives are lost while in the line of duty. The flag will be lowered for a period beginning when the Town is notified of the individual’s death, until and including the date of the funeral or memorial service, or at the discretion of the CAO.

The flag will be flown at half-mast to mourn the passing of members of the Canadian Military, whose lives were lost while on active duty, for a period beginning when the Town is notified of the individual’s death, until and including the date of the funeral or memorial service, or at the discretion of the CAO.

All flags at the Kentville Cenotaph will be lowered to half-mast during the Remembrance Day Ceremony on November 11th.

Other Circumstances

The flag will be flown at half-mast to mourn lives lost in tragic, national and international events. In such cases, a decision to lower the flag, and the period during which it remains at half-mast, will generally mirror the practice of the Province of Nova Scotia, but will be at the discretion of the CAO.

Other individuals and events may be recognized by lowering the flag at the direction of the CAO and / or the Council of the Town of Kentville.

4.0 PROCEDURES

1. Any citizen, a councilor or a staff member of the Town of Kentville, who becomes aware of an individual deserving of recognition under this policy, should contact the CAO’s office as soon as possible.
2. The Chief Administrative Officer will determine if the request conforms to the criteria of the policy.
3. The CAO’s office will arrange for the half-masting of the flag, and will advise the Mayor, Council and staff of the Town’s Administrative offices, of the name of the individual, the individual’s qualifications for recognition under this policy, and the date of the funeral or memorial service for the individual.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 9, 2007
Revision: January 2017. Reformatted.

A handwritten signature in black ink, appearing to read 'M. Phillips', written over a horizontal line.

CAO Mark Phillips

Title: Proposed Bylaw 202 - Reduced Taxation
Meeting Date: November 10, 2025
Department: Administration

RECOMMENDATION

That Council give first reading to Bylaw 202 - Reduced Taxation.

SUMMARY

Currently, Kentville has a policy, G37F, respecting the ability of property owners to request a reduction in their taxes when all or part of their property structures are destroyed or damaged by fire, storm, or otherwise.

Town of Kentville was established in 1886 at which time the geographical boundaries of the town were determined. In the 1960's, Highway 101 was created that partially divided the town with six properties now on the south side of the highway and cut off from direct Town infrastructure and some services that other Kentville residents directly benefit from.

Over the past number of years, several of the property owners on the south side of Highway 101 have lobbied council for a reduction in their tax rate because of the minimal level of service they receive compared to other parts of Kentville. No action has been taken to date to address their concerns. Within the six properties, one is provincial government property and not subject to the Town's tax rate.

A member of council has asked that this issue be brought forward for council to approve and it is believed that one new bylaw to cover both of these issues is appropriate at this time.

LEGISLATION

Town of Kentville Tax Reduction Policy - MGA (Section 69A), G37F.

Section 3 of the *Municipal Government Act* notes that in this Act, (bz) "taxes" includes municipal rates, area rates, change in use tax, forest property tax, recreational property tax, capital charges, one-time charges, local improvement charges and any rates, charges or debts prescribed, by the enactment authorizing them, to be a lien on the property.

Section 73(1) of the *Municipal Government Act* states that subject to subsection (2), a council may set separate commercial and residential tax rates for the area of the municipality determined by the council to be (a) a rural area receiving a rural level of services; (b) a suburban area receiving a suburban level of services; and (c) an urban area receiving an urban level of services.

Section 172(1) of the *Municipal Government Act* states that a by-law
(a) made pursuant to this Act or another Act of the Legislature may apply to an area defined in the by-law;
(b) may set different charges for different areas;
(c) unless otherwise stated in the by-law, applies to the municipality.

BACKGROUND

Town of Kentville now has a policy that allows for a reduction in taxation for property owners whose property suffers damage from a fire, storm, or similar event upon application to Council and approval of such. The province recently updated this *Municipal Government Act* provision to include more natural disasters such as wildfires. It is felt prudent to now update the Town's rules regarding this issue to provide the most available options for property owners going forward.

Over the past number of years, there have been advocacy attempts made by property owners on Harrington Road in Kentville that live on the south side of Highway 101, and while within Town boundaries, receive less services than other town residents. They feel they should pay the same tax rate as Municipality of the County of Kings' residents as they receive similar services to that area and access to these properties requires residents to drive through Coldbrook in Kings County.

Over the past few years, attempts to deal with this matter to the satisfaction of residents through discussions with council have not led to any resolution to this matter. Staff are now bringing forward a solution to address this matter beginning on April 1, 2026.

DISCUSSION

Two items are part of this report and resulting new bylaw. The first relates to amending the current Policy G37F and updating it in light of new provincial legislation and to merge it with new and similar provisions of a tax reduction for certain property owners under a new bylaw.

The new proposed bylaw, Bylaw 202 respecting Reduced Taxation, improves and simplifies the ability of property owners to apply for tax relief when buildings on their property are partially or completely destroyed by natural disasters for which they had no direct involvement.

The second part of the new bylaw provides for a reduction in taxation for five residential properties located on Harrington Road, on the south side of Highway 101.

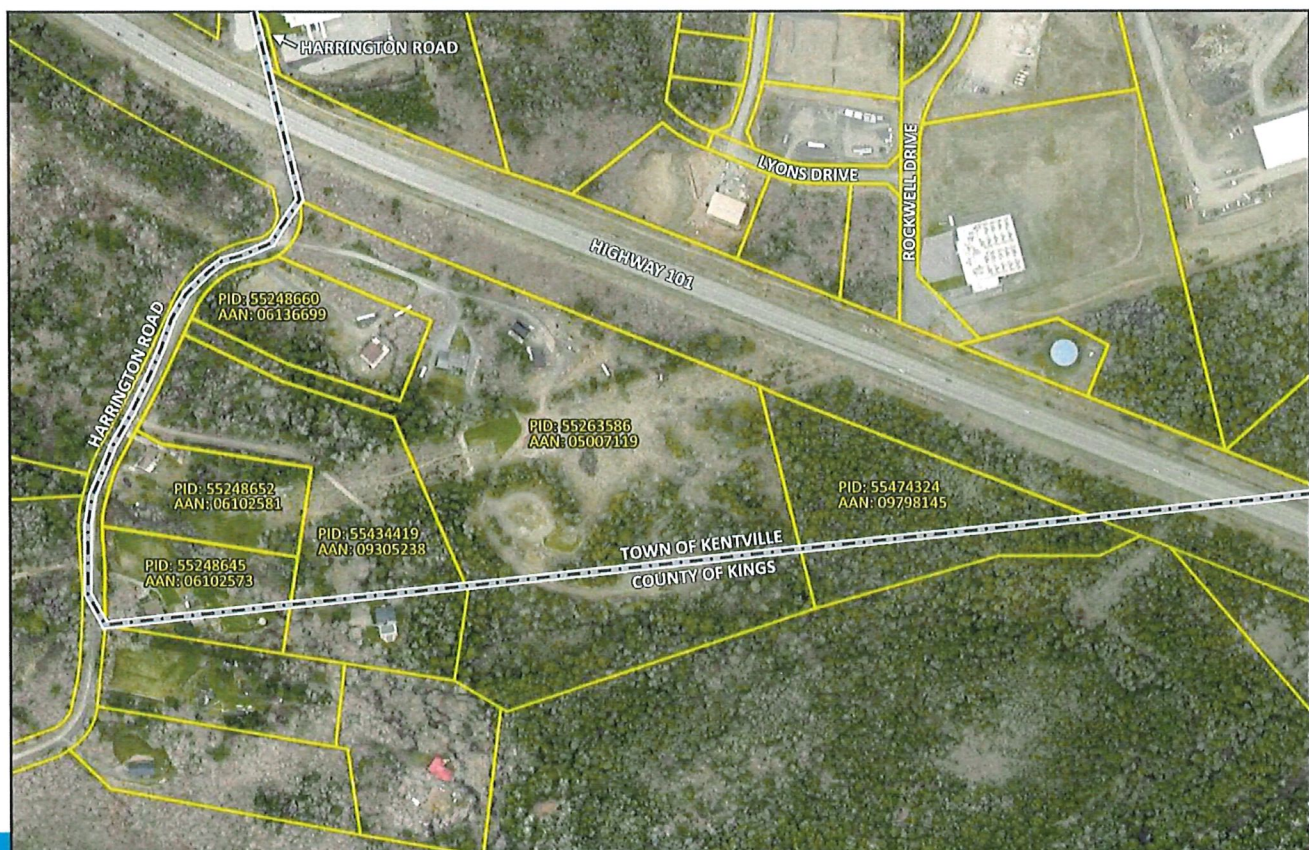
Both of these changes are authorized by the *Municipal Government Act*.

Harrington Road, Kentville



Kentville

 Town Boundary  Property Lines



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.
Property Source: Nova Scotia Property Records Database (NSPRD). Compliments of the Nova Scotia Geomatics Centre (NSGC). Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada. Imagery Source: Esri/View Technologies, Inc. 2022

IMPACT ON STRATEGIC PRIORITIES

One of Council's strategic priorities relates to investing in people and accountability. These changes directly support residents and their properties by treating them with respect and dignity, through the implementation of fair taxation that is clear and accountable.

IMPORTANT DATES OR BENCHMARKS

One part of the new bylaw related to reduced taxation due to property damage will come into effect on the passing of this bylaw. The other provisions related to reduced taxation on Harrington Road will not come into effect until April 1, 2026.

BUDGET IMPLICATIONS

The five properties in question that will be subject to reduced taxation currently pay approximately \$38,843 in base rate property taxes in 2025-2026. With a change for them from the Town tax rate to the County tax rate, at the current tax rates, the Town will receive about \$15,600 less in taxation revenue beginning on April 1, 2026, based on the 2025 tax rates.

COMMUNICATION IMPLICATIONS

If these changes are approved by Council, the affected property owners will be notified by mail later this fall of the new bylaw and its impacts on each of them beginning on April 1, 2026.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Town of Kentville Bylaw 202

REDUCED TAXATION

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 amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 202 and may be cited as the "Reduced Taxation Bylaw".

2. DEFINITIONS

2.1. "Assessment Act" means Chapter 23, of the Revised Statutes of Nova Scotia, 1989, and any amendments thereto.

2.2. "Owner" shall have the same meaning as noted in the *Municipal Government Act*.

2.3. "Residential property" shall have the same meaning as noted in the *Assessment Act*.

2.4. "Town" means Town of Kentville.

3. REDUCED TAXATION

3.1 Pursuant to Section 69A of the *Municipal Government Act*, any building or structure that has been destroyed or partially destroyed by fire, storm or otherwise, and that council wishes to reduce the taxes payable with respect to such a property and the assessment of the property does not reflect that the building has been destroyed or partially destroyed, may be reduced by Council by the value of the newly assessed property value as determined by Property Services Valuation Corporation in accordance with the *Assessment Act*, upon an application from the Owner to the Treasurer of the Town.

3.2 Properties fully or partially within the Town that are rural in nature and not able to receive the same services as urban properties in Kentville shall have their residential base tax rate established each fiscal year at

the rate charged to the base rate of residential properties within Municipality of the County of Kings irrespective of area rates for those parts of assessable lands and properties within the Town. Area rates shall still apply for these properties according to Kentville's taxation approvals.

- 3.3 Residential properties that are deemed rural in nature under Section 3.2, may be returned to the regular Town residential tax rate should their property begin to receive urban services like other Town residents.

4. REDUCED TAX RATES

The following residential properties are considered rural in nature and receive only a rural level of service and shall be billed according to Section 3.2:

- a. PID 55263586
- b. PID 55434419
- c. PID 55248652
- d. PID 55248645
- e. PID 55248660

5. PENALTY

Any person or Corporation who contravenes any provision of this bylaw, including providing false or misleading information, is punishable on summary conviction by a fine of not less than \$500 and not more than \$2,000, and to imprisonment of not more than thirty (30) days in default of payment thereof.

6. EFFECTIVE DATE

All sections of this bylaw shall come into force and effect on the date of advertising of this bylaw's approval after second reading, except Section 3.2 which shall come into effect on April 1, 2026.

7. REPEAL

Town of Kentville Tax Reduction Policy - MGA (Section 69A), G37F, approved by Council on the 17th day of June 2017, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: November 24, 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 Reduced Taxation Bylaw was adopted by Council of the Town of Kentville on the _____ day of _____, 2025, and published as indicated above.

SIGNED by the Mayor and Clerk this _____ day of _____, 2025.

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G37F TAX REDUCTION – MGA (SECTION 69A)

1.0 PURPOSE

To establish a policy to enable Council to provide property tax reduction or relief, for, such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Upon that authority established in Section 69A of the Municipal Government Act, the Town of Kentville may, upon resolution, reduce or rebate property taxes in such amount and for such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

1. The taxpayer shall apply in writing to Council, no later than two years after the date of destruction, requesting a reduction or rebate of property taxes. The date of destruction should be indicated in the letter.
2. The Town of Kentville shall ask the Building Inspector to confirm that the building(s) has become unusable due to fire, storm or flood.
3. The Town of Kentville shall request Assessment Services to provide a new valuation for the purposes of this policy.
4. Upon receipt of the Building Inspector's report and Provincial Assessment report, the Town may reduce the amount of the taxes in proportion to the apparent reduction in value, and for such period or Council may. By resolution, determine.

APPLICATION

This policy shall be applicable to taxpayers incurring such losses after April 1, 2006 and interest shall not be paid on any rebated amount.

DEFAULT

Notwithstanding anything herein contained to the contrary, it is the intent of the Town that no person shall benefit from his or her own wrongdoing. If such person is found guilty of arson, either civilly or criminally, the Town shall not rebate any taxes; and in the event that taxes have already been rebated and the person is subsequently found responsible for the loss, the rebate shall be deemed to be void ab initio and the rebated sum shall be forthwith recoverable by the Town, with interest.

ADMINISTRATION

The Tax Administrator shall be responsible for administering this policy.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date created:	October 11, 2006
Revisions:	January 2017. Reformatted



CAO Mark Phillips

Title: Proposed Sanitary Sewer Bylaw 203 Regulation of Connecting and Discharging to Town Sewer System

Meeting Date: November 10, 2025

Department: Administration

RECOMMENDATION

That Council give first reading to Bylaw 203 respecting Regulation of Connecting and Discharging to Town Sewer System.

SUMMARY

Council has approved the Sanitary Sewer Operating and Capital Budgets for fiscal 2025–2026 and the respective sewer rates for 2025–2026 and 2026–2027. The Town currently follows Bylaw Chapter 72, which contains the applicable rate schedules in its appendices; these appendices must be updated to reflect these approved rates. Bylaw 203 is presented for first reading to regulate connections and discharges to the Town's sewer system in accordance with the updated rates and fee structure and proposed to come into effect April 1, 2025.

BACKGROUND

Section 81 (1) of the Municipal Government Act states that a council may make bylaws imposing, fixing and providing methods of enforcing payment of charges for wastewater facilities or storm water systems, the use of wastewater facilities or storm water systems, and connecting to wastewater facilities or storm water systems.

Municipal Government Act (Part XIV) establishes the provisions and regulatory framework for the operation and management of municipal/town sewer systems.

BUDGET IMPLICATIONS

There are no budget implications. The amended bylaw aligns fees and rates with the approved budgets and rate setting structure.

COMMUNICATIONS

The proposed bylaw will be advertised on our website in November for public comments before second reading. Once approved, an ad will be placed in the local newspaper to notify the public of its approval.

Respectfully Submitted,

Wanda Matthews
Director of Finance



Town of Kentville Bylaw 203

REGULATION OF CONNECTING AND DISCHARGING TO TOWN SEWER SYSTEM

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 amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 203 and may be cited as the "Sewer Bylaw".

2. DEFINITIONS

- 2.1 "Biochemical Oxygen Demand" or "BOD" means the quantity of oxygen utilized, expressed in milligrams per litre, in the biochemical oxidation of matter within a one-hundred-and-twenty-hour period at a temperature of twenty degrees Celsius as determined in procedures set forth in "Standard Methods";
- 2.2 "Chemical Oxygen Demand" or "COD" means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to "Standard Methods";
- 2.3 "Clerk" means the Municipal Clerk of the Town and includes a person acting under the supervision and direction of the Clerk;
- 2.4 "colour of liquid" means the appearance of a liquid from which the suspended solids have been removed;
- 2.5 "cooling water" means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product;
- 2.6 "Council" means the Council of the Town of Kentville;

- 2.7 "Council Advisory Committee" means the committee of Council designated as such;
- 2.8 "domestic waste" means waste typically derived from dwellings, which complies with the discharge requirements of this Bylaw without treatment prior to discharge into wastewater facilities;
- 2.9 "effluent" means treated wastewater flowing out of a treatment plant;
- 2.10 "Engineer" means the Town Engineer for the Town and includes a person acting under the supervision and direction of the Town Engineer;
- 2.11 "grab sample" means a volume of wastewater, uncontaminated water or effluent which is collected from the wastewater stream over a period not exceeding ten (10) minutes;
- 2.12 "grease" means total fat, oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in "Standard Methods", and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids;
- 2.13 "hailed waste" means any industrial waste which is transported to and deposited into wastewater facilities, excluding hailed wastewater;
- 2.14 "hailed wastewater" means domestic waste removed from a cesspool, septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a holding tank, which is transported to and deposited into wastewater facilities;
- 2.15 "industrial waste" includes waste typically derived from manufacturing, commerce, trade, business or institutions, and includes all waste which is not domestic waste;
- 2.16 "institution" means a facility, usually owned by a government, operated for public purposes such as a school, university, medical facility, museum, prison, government office, or military base;
- 2.17 "maintenance access point" means an access point, such as a chamber, in a private sewer connection to allow for observation,

- sampling and flow measurement of the wastewater, uncontaminated water or storm water therein;
- 2.18 "matter" includes any solid, liquid, or gas;
- 2.19 "pathologic waste" means waste generated in a hospital or similar institution which contains human or animal tissue altered or affected by disease, and instruments or other materials which may have come in contact with diseased tissue;
- 2.20 "person" includes a corporation and the heirs, executors, administrators or other legal representatives of a person, but specifically excludes the Town;
- 2.21 "pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with the "Standard Methods";
- 2.22 "phenolic compounds" means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by "Standard Methods";
- 2.23 "professional engineer" means a registered member in good standing of the Association of Professional Engineers of Nova Scotia;
- 2.24 "Provincial Regulations" means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any Regulation or order made pursuant to the authority of any Statute of Nova Scotia;
- 2.25 "spill" means the deposit or discharge of matter into wastewater facilities or a storm sewer in a quality or quantity that is not in compliance with this By-law;
- 2.26 "Standard Methods for the Examination of Water and Wastewater" (herein referred to as "Standard Methods") means the analytical and examination procedures provided in the edition of the publication of the same name current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association;

- 2.27 "suspended solids" means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by "Standard Methods";
- 2.28 "TKN" means total kjeldahl nitrogen;
- 2.29 "Town" means the Town of Kentville;
- 2.30 "true colour units" means the measure of the colour of the water from which turbidity has been removed;
- 2.31 "uncontaminated water" means any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water;
- 2.32 "waste" means any material discharged into wastewater facilities;
- 2.33 "wastewater" means any liquid waste containing animal, vegetable, mineral or chemical matter in solution or suspension carried from any premises;

3. CONNECTIONS

- 3.1 Every owner of a building, the nearest part of which is not more than one hundred feet from any portion of wastewater facilities, is required, at the owner's expense, to connect and keep connected to wastewater facilities any facilities in the building discharging sewage.
- 3.2 No person shall make a connection to, or a disconnection from, wastewater facilities or a storm sewer without the written approval of the Engineer.
- 3.3 Every person who seeks to make a connection to wastewater facilities shall provide written notice to the Engineer of whether they will deposit or permit the deposit of domestic waste and/or industrial waste into the wastewater facilities, in addition to any other information that the Engineer requires.
- 3.4 The Engineer's approval of a connection to wastewater facilities or a storm sewer shall take the form of a connection permit authorizing the discharge of the matter described in the permit.

- 3.5 The owner of a building connected to the wastewater facilities is responsible for the design, maintenance and construction of that part of the building service connection that is on the owner's property.
- 3.6 No person shall discharge any matter into wastewater facilities or a storm sewer without a connection permit authorizing the discharge of that matter.
- 3.7 No person shall deposit industrial waste into wastewater facilities until:
 - a. Waste Survey Report has been filed with the Engineer; and
 - b. the Engineer has issued a connection permit.
- 3.8 A connection to, or a disconnection from, wastewater facilities or a storm sewer shall comply with the Nova Scotia Road Builders Association Consulting Engineers of Nova Scotia Standard Specifications for Municipal Services, as amended from time to time, and/or such other specifications as adopted by Council by policy.

4. USE OF SEWERS

Discharges to Wastewater Facilities and/or Stormwater System

- 4.1 No person shall permit the discharge into wastewater facilities or a stormwater system controlled by the Town, or into wastewater facilities or a stormwater system or building service connection connecting with the wastewater facilities or stormwater system controlled by the Town, of:
 - a. Hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
 - b. Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of wastewater facilities;
 - c. Wastewater which consists of two or more separate liquid layers;
 - d. Hauled waste or hauled wastewater;
 - e. Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines or stomach casings, bones, hides or parts thereof, manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations;
 - f. Animal fat or flesh in particles larger than will pass through a quarter inch screen;

- g. Gasoline, benzene, naphtha, or fuel oil, or wastewater containing any of these in any quantity;
- h. Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- i. Wastewater having a pH less than 5.5 or greater than 9.5;
- j. Sewage containing dyes or colouring materials which pass through wastewater facilities and discolour the effluent from such facilities;
- k. Wastewater containing any of the following in excess of the indicated concentrations:

Aluminium (Al)	50 Milligrams/Litre
Antimony (Sb)	5 Milligrams/Litre
Arsenic (As)	0.1 Milligram/Litre
Barium (Ba)	5 Milligrams/Litre
Beryllium (Be)	5 Milligrams/Litre
Bismuth (Bi)	5 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chlorides (Cl)	1500 Milligrams/Litre
Chloroform	0.01 Milligrams/Litre
Chromium (Cr)	0.37 Milligrams/Litre
Cobalt (Co)	5 Milligrams/Litre
Copper (Cu)	1 Milligrams/Litre
Cyanide (HCN)	1 Milligrams/Litre
Dichlorobenzene	0.09 Milligrams/Litre
Ethylbenzene	0.057 Milligrams/Litre
Fluorides (F)	10 Milligrams/Litre
Hexachlorobenzene	0.055 Milligrams/Litre
Iron (Fe)	50 Milligrams/Litre
Lead (Pb)	0.1 Milligrams/Litre
Manganese (Mn)	5 Milligrams/Litre
Mercury (Hg)	0.1 milligrams/Litre
Methylene Chloride	0.0981 Milligrams/Litre

Molybdenum (Mo)	5 Milligrams/Litre
Nickel (Ni)	0.55 Milligrams/Litre
Phenolic Compounds	1 Milligrams/Litre
Phosphorus (P)	12 Milligrams/Litre
Sulphates (SO ₄)	1500 Milligrams/Litre
Sulphide (H ₂ S)	0.3 Milligrams/Litre
Selenium (Se)	0.82 Milligrams/Litre
Silver (Ag)	0.29 Milligrams/Litre
Tetrachloroethane	0.04 Milligrams/Litre
Tetracholoethylene	0.05 Milligrams/Litre
Tin (Sn)	5 Milligrams/Litre
Toluene	0.08 Milligrams/Litre
Trichloroethylene	0.054 Milligrams/Litre
Zinc (Zn)	0.03 Milligrams/Litre

- l. Wastewater of which the BOD exceeds:
 - i. two hundred (200) milligrams per litre for domestic waste; and
 - ii. twelve hundred (1200) milligrams per litre for industrial waste produced by pie manufacturing plants;
 - iii. five hundred and fifty (550) milligrams per litre for industrial waste produced by value added food manufacturers or processors;
- m. Wastewater containing more than two hundred (200) milligrams per litre of suspended solids.
- n. Wastewater containing more than eighty-five (85) milligrams per litre of animal fat, grease, or vegetable oil, in liquid or solid form, and, in the case of mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
- o. Wastewater containing more than sixty (60) milligrams per litre of TKN.

- 4.2 Compliance with any limit is not attainable simply by dilution or through the use of enzymes.

- 4.3 Where there is a storm sewer or other method or means of carrying stormwater situate in the portion of the street on which the property immediately abuts, no person shall discharge, or permit the discharge of, stormwater from the property into wastewater facilities. Despite the foregoing, no person shall discharge, or permit the discharge of, stormwater into wastewater facilities if the stormwater, or some portion of the stormwater, was collected from a roof.

DISCHARGES TO STORM SEWERS

- 4.4 No person shall discharge, release, place, or cause to be placed, any substance other than stormwater, uncontaminated water, or cooling water into a storm sewer.
- 4.5 Notwithstanding subsection 4.4, no person shall discharge, or permit the discharge of, uncontaminated water or cooling water that is greater than sixty (60) degrees Celsius into a storm sewer.

5. SAMPLING AND ANALYSIS

- 5.1 Where sampling is done by the Town for the purposes of determining the characteristics or contents of the wastewater, uncontaminated water, or stormwater, to which reference is made in this By-law, which is suspected not to be in compliance with this Bylaw:
- a. one composite sample alone is sufficient and, without limiting the generality of the foregoing, the sample may be comprised of three (3) or four (4) grab samples taken over a maximum ten (10) minute period, may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
 - b. except as otherwise specifically provided in this Bylaw, all tests, measurements, analyses and examinations of wastewater, uncontaminated water and stormwater, shall be carried out in accordance with Standard Methods;
 - c. for each of the metals whose concentration is limited in this Bylaw the analysis shall be for the quantity of total metal, which includes all metal both dissolved and particulate; and
 - d. wastewater flow shall be the average daily flow determined by dividing the monthly flow by the number of days in the month, or the actual daily flow.

- 5.2 Where a common building service connection connects different premises in a building, any of which premises discharge industrial waste, but which premises have separate water meters, and only one maintenance access point is available, the results of tests performed or samples collected from the maintenance access point shall be used to determine compliance with this Bylaw by each of the premises connected to the common building service connection.
- 5.3 The Engineer may from time to time conduct tests at the maintenance access point, or, where there is no maintenance access point at a place determined by the Engineer to be satisfactory to test wastewater being discharged, the Engineer may enter upon the premises from which the wastewater originates and conduct the tests as the Engineer deems necessary.
- 5.4 For the purpose of determining compliance with Section 4.1, the Engineer may test discrete wastewater streams within premises and each stream must comply with Section 4.1.
- 5.5 Where there is more than one maintenance access point for a building, the Engineer may add together the test results from all maintenance access points to determine compliance, but need not do so.
- 5.6 All costs associated with the sampling and analyzing required to determine the characteristics and contents of wastewater, uncontaminated water or stormwater referred to in this By-law shall be paid by the owner or operator of the premises from which the water was discharged.

6. SPILLS

- 6.1 It is a condition of a connection permit for wastewater facilities or a storm sewer that every person who has a spill shall forthwith notify the Engineer by contacting the Town of Kentville 24-hour telephone number 902-679-2500 and, if there is any chance of immediate danger to human health and/or safety, the person who has a spill shall forthwith notify the 911 emergency service.
- 6.2 For any spill for which the person is required to forthwith notify the Engineer, the notification shall include the following information:
 - a. name of the person who has the spill and the address of the location of the spill;

- b. name of person reporting the spill and telephone number where that person can be reached;
 - c. time of the spill;
 - d. type and volume of material discharged and any associated hazards; and
 - e. corrective actions being taken to control the spill.
- 6.3 Within five days following a spill, the person responsible for the spill shall submit to the Engineer a detailed written report describing the cause of the spill and the actions taken, or to be taken, to prevent a recurrence.
- 6.4 For any spill, the person responsible for the spill, their employer, if the spill occurred while carrying out duties on behalf of the employer, and the owner of the property upon which the spill occurred, shall be jointly and severally liable for all costs incurred by the Town as a result of the spill, which shall include the costs set out in Schedule "A" attached to and forming part of this By-law.

7. REPORTS

- 7.1 It is a condition of a connection permit for wastewater facilities that the owner of a property discharging industrial waste into wastewater facilities shall file a Waste Survey Report with the Engineer. This applies to connections made with or without a formal permit, installed both prior to as well as after the effective date of this By-law.
- 7.2 The Waste Survey Report shall contain the following information and shall be signed by an authorized representative of the owner or operator of the premises:
 - a. name and address of the premises, and names of its owner and operator;
 - b. description of process operations, including the type of waste to be discharged, waste discharge rates and contaminant concentrations, hours of operation and plans and reports certified by a professional engineer indicating proposed expansion, addition or new construction;
 - c. a schematic process diagram indicating waste discharge points and waste descriptions;
 - d. the daily volumes and peak discharges of wastewater from the premises;
 - e. the amount of total suspended solids, oil, grease or fat in the wastewater;

- f. the proposed pre-treatment, flow equalization or mixing facilities to be utilized on the premises;
- g. the location of test manholes for wastewater and storm drainage to be discharged from the premises;
- h. the monitoring equipment to be utilized on the premises; and
- i. such other information as the Engineer may request.

- 7.3 The Waste Survey Report shall be in the form specified by the Engineer.
- 7.4 Where a change occurs in any information contained in a Waste Survey Report, the owner or operator of the premises shall submit a new Waste Survey Report, setting out the changes, within thirty days of the change.
- 7.5 It is a condition of a connection permit for wastewater facilities that owners discharging, or permitting the discharge of, industrial waste into wastewater facilities provide reports of the content of that industrial waste, in a form approved by the Engineer, as required by the Engineer on a weekly basis or at such other intervals as the Engineer determines.
- 7.6 All samples used for reporting the content of industrial waste according to subsection 7.5 must be composite samples and all tests, measurements, analyses and examinations of wastewater, its characteristics or contents shall be carried out in accordance with "Standard Methods".
- 7.7 All costs associated with the production of the reports in subsection 7.5 shall be borne by the owner of the property discharging the industrial waste.

8. MAINTENANCE ACCESS POINTS

- 8.1 Every owner of premises connected to wastewater facilities, which premises produce industrial waste containing TKN, or grease, and that uses an average of over 36,400 litres of water per day in any twelve month period, must install and maintain a suitable maintenance access point to allow observation, sampling, and flow measurement of the wastewater, uncontaminated water or stormwater therein, provided that where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with written approval of the Engineer.

- 8.2 The maintenance access point, or alternative device, shall be located on the property of the owner or operator of the premises, unless it is not physically possible and the Engineer has given written approval for a different location.
- 8.3 Every maintenance access point, device, or facility shall be designed and constructed in accordance with good engineering practice and the requirements of the Engineer, and shall be constructed and maintained by the owner and operator of the premises at the expense of the owner and operator. If the maintenance access point, device or facility is not installed as required, the Engineer may cause it to be installed at the expense of the owner and operator of the premises.
- 8.4 Where a maintenance access point, device, or facility is required, the owner shall ensure that every maintenance access point, device, or facility installed is at all times accessible for purposes of observing and sampling the wastewater, uncontaminated water and stormwater therein, and measuring the flow of wastewater, uncontaminated water, and stormwater therein.
- 8.5 All commercial food establishments shall have fat, oil and grease separators installed and maintained regularly so as not to allow fat, oil or grease to enter the wastewater facilities. The Engineer shall be permitted access to the commercial establishment to inspect the separators and to determine compliance with this Bylaw. Failure to install or maintain a working separator shall be an offence under this Bylaw.

9. DISCONNECTION

- 9.1 It is a condition of any connection permit that failure to comply with this Bylaw or Part XIV of the *Municipal Government Act* may result in revocation of approval by the Engineer upon ten (10) days prior notice to the owner of the property.
- 9.2 Revocation of a connection permit by the Engineer may be appealed to Council within ten days of the communication of the Engineer's decision to the owner of the property affected by filing a notice of appeal with the Clerk. The notice of appeal shall specify the basis for the appeal and the relief sought.

- 9.3 Council shall provide the appellant with an opportunity to be heard prior to any decision.
- 9.4 Council may uphold or reverse the Engineer's decision or amend it to include terms or conditions.

10. INSPECTION

The Engineer may inspect, observe, measure, sample and test the wastewater and stormwater on any premises to determine compliance with this Bylaw.

11. FEES

Sanitary Sewer Service Charge

- 11.1 Every owner of land on which any building is connected with, or is required to connect with, wastewater facilities shall pay to the Town an annual Sanitary Sewer Service Charge for the construction, operation and maintenance of the wastewater facilities of the Town.
- 11.2 The Town shall annually determine the Sewer Service Charge pursuant to the Town sewer rate model, designed to recover, in whole or in part, the total annual cost of the sewer system, including capital repayment obligations, through the estimated annual Water Utility consumption and applicable base charges.
- 11.3 Every owner of property who is a non-user of the Water Utility but is a user of the sewer system shall pay a Sewer Service Charge based on the amount of water consumed by a similar classification of user.
- 11.4 The Sanitary Sewer charge shall be billed either quarterly or monthly depending on the classification of the user.
- 11.5 No exemption from the sewer service charge shall be granted for water that is metered and used in production processes, swimming pools, irrigation, or any other purpose where the water is not discharged into wastewater facilities.
- 11.6 The Sanitary Sewer Service Charge shall be calculated as described in Schedule "B" attached to and forming part of this Bylaw.

Service Connection Charge

- 11.7 Every person who connects to wastewater facilities or a storm sewer shall pay to the Town a "Building Service Connection Charge" for each connection for the administration of the connection permit and inspection of the connection, in the amount specified in Schedule "C" attached to and forming part of this By-law.

12. OFFENCES

- 12.1 Any person who contravenes any section of this Bylaw is guilty of an offence and is liable on conviction to a penalty of not less than \$500.00 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this Bylaw continues is a separate offence.
- 12.2 Notwithstanding section 12.1, every person who contravenes section 4.1(n) of this Bylaw is guilty of an offence and is liable on conviction to a penalty of not less than \$1,500 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this Bylaw continues is a separate offence.

13. COSTS

- 13.1 All costs and fees chargeable under this Bylaw shall be due and payable from the date they are assessed.
- 13.2 The Treasurer shall notify anyone liable for the costs or fees of the basis for the costs or fees and the account payable by either by emailing notice to the last known email address of such persons or by posting it on the Owner's property in respect of which it is charged.
- 13.3 All costs or fees remaining unpaid for more than thirty (30) days subsequent to being due and payable shall bear interest at the same rate as charged by the Town for unpaid rates and taxes.
- 13.4 All costs, fees and interest thereon may be sued for and collected in the name of the Town in the same manner as the ordinary rates and taxes payable to the Town may be sued for and collected, and at the option of the Treasurer be collectable at the same time and by the same proceedings as taxes.

13.5 All costs, fees and interest thereon shall be a first lien on the property in respect of which it is payable.

14. REPEAL

Chapter 72 of the Town Bylaws entitled A Bylaw Respecting the Regulation of Connecting and Discharging to the Sewers of the Town of Kentville adopted on February 28, 2011, and Chapter 86 of the Town Bylaws entitled Sanitary Sewer Charges adopted on February 28, 2011, are hereby repealed.

15. EFFECT

This Bylaw shall take effect retroactive to April 1, 2025.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: November 24, 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 Bylaw 203 respecting the Regulation of Connecting and Discharging to Town Sewer System was adopted by Council of the Town of Kentville on the _____ day of _____, 2025, and published as indicated above.

SIGNED by the Mayor and Clerk this _____ day of _____, 2025.

Mayor

Clerk

Schedule "A"

SPILLS

Rates:

Rbod = rate in dollars per pound of BOD = \$0.55

Rss = rate in dollars per pound of suspended solids = \$.00

Rfog = rate in dollars per pound of fat, oil and grease = \$.30

Cost recovery charges in Schedule "A" for spills are in addition to the sewer charges outlined in Schedule "B".

$Z = PT/Q$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of $C1 + C2 + C3...$ of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$C = \{[Rbod \times Y \times B] + [Rss \times Y \times S] + [Rfog \times Y \times G]\} / 100,000$

Rbod = \$0.55 per pound of BOD.

Rss = \$0.00 per pound of suspended solids.

Rfog = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

Schedule "B"**Sanitary Sewer Service Charge**

- A. Where the sole source of water supplied to the property is the Kentville Water Commission, the Sewer Service Charge is the total of the monthly rate based on meter size and the monthly rate based on water consumption, calculated as follows:

Meter Size Rate

Meter Size	Amount (\$) Apr 1 - Sept 30 2025	Monthly Amount (\$) Apr- Sept 2025	Amount (\$) Oct 1, 2025- Mar 31, 2026	Monthly Amount (\$) Oct 1, 2025 – Mar 31, 2026	Amount (\$) Apr 1, 2026 - Mar 31, 2027	Monthly Amount (\$) 2026-2027
5/8"	74.94	12.49	163.86	27.31	244.50	20.38
3/4"	112.41	18.73	245.78	40.97	366.75	30.56
1"	187.35	31.22	409.64	68.28	611.25	50.94
1.5"	374.70	62.45	819.28	136.55	1,222.50	101.87
2"	599.52	99.92	1,310.85	218.48	1,955.99	163.00
3"	1,199.04	199.84	2,621.70	436.95	3,911.99	326.00
4"	1,873.50	312.25	4,096.40	682.74	6,112.46	509.37
6"	3,747.00	624.50	8,192.80	1,365.47	12,224.95	1,018.75
8"	6,744.59	1,124.10	14,747.05	2,457.84	22,004.90	1,833.74

Consumption Rate per 1000 imperial gallons

Amount (\$) Apr- Sept 2025	Amount (\$) Oct 1, 2025- Mar 31, 2026	Amount (\$) 2026-2027
3.80	7.60	5.69

B. Where the property is supplied with water from a source other than the Kentville Water Commission, the Sewer Service Charge per dwelling unit shall be:

Monthly Amount (\$) Apr- Sept 2025	Monthly Amount (\$) Oct 1, 2025- Mar 31, 2026	Monthly Amount (\$) 2026-2027
30.86	57.71	43.14

Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$150

Industrial, commercial and multi-unit building waste connection charge: \$400



**TOWN OF KENTVILLE BY-LAW
CHAPTER 72
A BY-LAW RESPECTING THE REGULATION OF
CONNECTING AND DISCHARGING TO THE SEWERS OF
THE TOWN OF KENTVILLE**

SHORT TITLE

1.1 This By-law may be cited as the "Sewers By-law".

DEFINITIONS

2.1 In this By-law, unless the context otherwise requires:

- a) "Biochemical Oxygen Demand" or "BOD" means the quantity of oxygen utilized, expressed in milligrams per litre, in the biochemical oxidation of matter within a one hundred and twenty hour period at a temperature of twenty degrees Celsius as determined in procedures set forth in "Standard Methods";
- b) "Chemical Oxygen Demand" or "COD" means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to "Standard Methods";
- c) "Clerk" means the clerk of the Town and includes a person acting under the supervision and direction of the clerk;
- d) "colour of liquid" means the appearance of a liquid from which the suspended solids have been removed;
- e) "cooling water" means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product;
- f) "Council" means the Council of the Town;
- g) "Council Advisory Committee" means the committee of Council designated as such;
- h) "domestic waste" means waste typically derived from dwellings, which complies with the discharge requirements of this By-law without treatment prior to discharge into wastewater facilities;
- i) "effluent" means treated wastewater flowing out of a treatment plant;
- j) "Engineer" means the engineer for the Town and includes a person acting under the supervision and direction of the engineer;

- k) “grab sample” means a volume of wastewater, uncontaminated water or effluent which is collected from the wastewater stream over a period not exceeding ten (10) minutes;
- l) “grease” means total fat, oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in “Standard Methods”, and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids;
- m) “hailed waste” means any industrial waste which is transported to and deposited into wastewater facilities, excluding hauled wastewater;
- n) “hailed wastewater” means domestic waste removed from a cesspool, septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a holding tank, which is transported to and deposited into wastewater facilities;
- o) “industrial waste” includes waste typically derived from manufacturing, commerce, trade, business or institutions, and includes all waste which is not domestic waste;
- p) “institution” means a facility, usually owned by a government, operated for public purposes such as a school, university, medical facility, museum, prison, government office, or military base;
- q) “maintenance access point” means an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein;
- r) “matter” includes any solid, liquid, or gas;
- s) “pathologic waste” means waste generated in a hospital or similar institution which contains human or animal tissue altered or affected by disease, and instruments or other materials which may have come in contact with diseased tissue;
- t) “person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person, but specifically excludes the Town;
- u) “pH” means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with the “Standard Methods”;
- v) “phenolic compounds” means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by “Standard Methods”;
- w) “professional engineer” means a registered member in good standing of the Association of Professional Engineers of Nova Scotia;
- x) “Provincial Regulations” means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any Regulation or order made pursuant to the authority of any Statute of Nova Scotia;

- y) “spill” means the deposit or discharge of matter into wastewater facilities or a storm sewer in a quality or quantity that is not in compliance with this By-law;
- z) “Standard Methods for the Examination of Water and Wastewater” (herein referred to as “Standard Methods”) means the analytical and examination procedures provided in the edition of the publication of the same name current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association;
- aa) “suspended solids” means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by “Standard Methods”;
- bb) “TKN” means total kjeldahl nitrogen;
- cc) “Town” means the Town of Kentville, a body corporate pursuant to the Municipal Government Act, or the area contained within the boundaries of such body corporate as the context requires;
- dd) “true colour units” means the measure of the colour of the water from which turbidity has been removed;
- ee) “uncontaminated water” means any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water;
- ff) “waste” means any material discharged into wastewater facilities;
- gg) “wastewater” means any liquid waste containing animal, vegetable, mineral or chemical matter in solution or suspension carried from any premises;

CONNECTIONS

3.1 Every owner of a building, the nearest part of which is not more than one hundred feet from any portion of wastewater facilities, is required, at the owner’s expense, to connect and keep connected to wastewater facilities any facilities in the building discharging sewage.

3.2 No person shall make a connection to, or a disconnection from, wastewater facilities or a storm sewer without the written approval of the Engineer.

3.3 Every person who seeks to make a connection to wastewater facilities shall provide written notice to the Engineer of whether they will deposit or permit the deposit of domestic waste and/or industrial waste into the wastewater facilities, in addition to any other information that the Engineer requires.

3.4 The Engineer’s approval of a connection to wastewater facilities or a storm sewer shall take the form of a connection permit authorizing the discharge of the matter described in the permit.

3.5 The owner of a building connected to the wastewater facilities is responsible for the design, maintenance and construction of that part of the building service connection that is on the owner's property.

3.4 No person shall discharge any matter into wastewater facilities or a storm sewer without a connection permit authorizing the discharge of that matter.

3.5 No person shall deposit industrial waste into wastewater facilities until:

- a) Waste Survey Report has been filed with the Engineer; and
- b) the Engineer has issued a connection permit.

3.6 A connection to, or a disconnection from, wastewater facilities or a storm sewer shall comply with the Nova Scotia Road Builders Association Consulting Engineers of Nova Scotia Standard Specifications for Municipal Services, as amended from time to time, and/or such other specifications as adopted by Council by policy.

USE OF SEWERS

Discharges to Wastewater Facilities and/or Stormwater System

4.1 No person shall permit the discharge into wastewater facilities or a stormwater system controlled by the Town, or into wastewater facilities or a stormwater system or building service connection connecting with the wastewater facilities or stormwater system controlled by the Town, of:

- a. Hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
- b. Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of wastewater facilities;
- c. Wastewater which consists of two or more separate liquid layers;
- d. Hauled waste or hauled wastewater;
- e. Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines or stomach casings, bones, hides or parts thereof, manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations;
- f. Animal fat or flesh in particles larger than will pass through a quarter inch screen;
- g. Gasoline, benzene, naphtha, or fuel oil, or wastewater containing any of these in any quantity;
- h. Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- i. Wastewater having a pH less than 5.5 or greater than 9.5;

- j. Sewage containing dyes or colouring materials which pass through wastewater facilities and discolour the effluent from such facilities;
- k. Wastewater containing any of the following in excess of the indicated concentrations:

Aluminium (Al)	50 Milligrams/Litre
Antimony (Sb)	5 Milligrams/Litre
Arsenic (As)	0.1 Milligram/Litre
Barium (Ba)	5 Milligrams/Litre
Beryllium (Be)	5 Milligrams/Litre
Bismuth (Bi)	5 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chlorides (Cl)	1500 Milligrams/Litre
Chloroform	0.01 Milligrams/Litre
Chromium (Cr)	0.37 Milligrams/Litre
Cobalt (Co)	5 Milligrams/Litre
Copper (Cu)	1 Milligrams/Litre
Cyanide (HCN)	1 Milligrams/Litre
Dichlorobenzene	0.09 Milligrams/Litre
Ethylbenzene	0.057 Milligrams/Litre
Fluorides (F)	10 Milligrams/Litre
Hexachlorobenzene	0.055 Milligrams/Litre
Iron (Fe)	50 Milligrams/Litre
Lead (Pb)	0.1 Milligrams/Litre
Manganese (Mn)	5 Milligrams/Litre
Mercury (Hg)	0.1 milligrams/Litre
Methylene Chloride	0.0981 Milligrams/Litre
Molybdenum (Mo)	5 Milligrams/Litre
Nickel (Ni)	0.55 Milligrams/Litre
Phenolic Compounds	1 Milligrams/Litre
Phosphorus (P)	12 Milligrams/Litre
Sulphates (SO ₄)	1500 Milligrams/Litre
Sulphide (H ₂ S)	0.3 Milligrams/Litre
Selenium (Se)	0.82 Milligrams/Litre
Silver (Ag)	0.29 Milligrams/Litre
Tetrachloroethane	0.04 Milligrams/Litre
Tetrachloroethylene	0.05 Milligrams/Litre
Tin (Sn)	5 Milligrams/Litre
Toluene	0.08 Milligrams/Litre
Trichloroethylene	0.054 Milligrams/Litre
Zinc (Zn)	0.03 Milligrams/Litre

- l. Wastewater of which the BOD exceeds:
 - i. two hundred (200) milligrams per litre for domestic waste; and
 - ii. twelve hundred (1200) milligrams per litre for industrial waste produced by pie manufacturing plants;

- iii. five hundred and fifty (550) milligrams per litre for industrial waste produced by value added food manufacturers or processors;
- m. Wastewater containing more than two hundred (200) milligrams per litre of suspended solids.
- n. Wastewater containing more than eighty-five (85) milligrams per litre of animal fat, grease, or vegetable oil, in liquid or solid form, and, in the case of mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
- o. Wastewater containing more than sixty (60) milligrams per litre of TKN.

4.2 Compliance with any limit is not attainable simply by dilution or through the use of enzymes.

4.3 Where there is a storm sewer or other method or means of carrying stormwater situate in the portion of the street on which the property immediately abuts, no person shall discharge, or permit the discharge of, stormwater from the property into wastewater facilities. Despite the foregoing, no person shall discharge, or permit the discharge of, stormwater into wastewater facilities if the stormwater, or some portion of the stormwater, was collected from a roof.

DISCHARGES TO STORM SEWERS

4.4 No person shall discharge, release, place, or cause to be placed, any substance other than stormwater, uncontaminated water, or cooling water into a storm sewer.

4.5 Notwithstanding subsection 4.4, no person shall discharge, or permit the discharge of, uncontaminated water or cooling water that is greater than sixty (60) degrees Celsius into a storm sewer.

SAMPLING AND ANALYSIS

5.1 Where sampling is done by the Town for the purposes of determining the characteristics or contents of the wastewater, uncontaminated water, or stormwater, to which reference is made in this By-law, which is suspected not to be in compliance with this By-law:

- a. one composite sample alone is sufficient and, without limiting the generality of the foregoing, the sample may be comprised of three (3) or (4) grab samples taken over a maximum ten (10) minute period, may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
- b. except as otherwise specifically provided in this By-law, all tests, measurements, analyses and examinations of wastewater, uncontaminated water and stormwater, shall be carried out in accordance with Standard Methods;

- c. for each of the metals whose concentration is limited in this By-law the analysis shall be for the quantity of total metal, which includes all metal both dissolved and particulate; and
 - d. wastewater flow shall be the average daily flow determined by dividing the monthly flow by the number of days in the month, or the actual daily flow.
- 5.2 Where a common building service connection connects different premises in a building, any of which premises discharge industrial waste, but which premises have separate water meters, and only one maintenance access point is available, the results of tests performed or samples collected from the maintenance access point shall be used to determine compliance with this Bylaw by each of the premises connected to the common building service connection.
- 5.3 The Engineer may from time to time conduct tests at the maintenance access point, or, where there is no maintenance access point at a place determined by the Engineer to be satisfactory to test wastewater being discharged, the Engineer may enter upon the premises from which the wastewater originates and conduct the tests as the Engineer deems necessary.
- 5.4 For the purpose of determining compliance with section 4.1, the Engineer may test discrete wastewater streams within premises and each stream must comply with Section 4.1.
- 5.5 Where there is more than one maintenance access point for a building, the Engineer may add together the test results from all maintenance access points to determine compliance, but need not do so.
- 5.6 All costs associated with the sampling and analysing required to determine the characteristics and contents of wastewater, uncontaminated water or stormwater referred to in this By-law shall be paid by the owner or operator of the premises from which the water was discharged.

SPILLS

- 6.1 It is a condition of a connection permit for wastewater facilities or a storm sewer that every person who has a spill shall forthwith notify the Engineer by contacting the Town of Kentville 24-hour telephone number listed in the telephone book and available through directory assistance (currently 679-2500) and, if there is any chance of immediate danger to human health and/or safety, the person who has a spill shall forthwith notify the 911 emergency service.
- 6.2 For any spill for which the person is required to forthwith notify the Engineer, the notification shall include the following information:
- a. name of the person who has the spill and the address of the location of the spill;
 - b. name of person reporting the spill and telephone number where that person can be reached;
 - c. time of the spill;
 - d. type and volume of material discharged and any associated hazards; and
 - e. corrective actions being taken to control the spill.

- 6.3 Within five days following a spill, the person responsible for the spill shall submit to the Engineer a detailed written report describing the cause of the spill and the actions taken, or to be taken, to prevent a recurrence.
- 6.4 For any spill, the person responsible for the spill, their employer, if the spill occurred while carrying out duties on behalf of the employer, and the owner of the property upon which the spill occurred, shall be jointly and severally liable for all costs incurred by the Town as a result of the spill, which shall include the costs set out in Schedule "A" attached to and forming part of this By-law.

REPORTS

- 7.1 It is a condition of a connection permit for wastewater facilities that the owner of a property discharging industrial waste into wastewater facilities shall file a Waste Survey Report with the Engineer. This applies to connections made with or without a formal permit, installed both prior to as well as after the effective date of this By-law.
- 7.2 The Waste Survey Report shall contain the following information and shall be signed by an authorized representative of the owner or operator of the premises:
- a. name and address of the premises, and names of its owner and operator;
 - b. description of process operations, including the type of waste to be discharged, waste discharge rates and contaminant concentrations, hours of operation and plans and reports certified by a professional engineer indicating proposed expansion, addition or new construction;
 - c. a schematic process diagram indicating waste discharge points and waste descriptions;
 - d. the daily volumes and peak discharges of wastewater from the premises;
 - e. the amount of total suspended solids, oil, grease or fat in the wastewater;
 - f. the proposed pre-treatment, flow equalization or mixing facilities to be utilized on the premises;
 - g. the location of test manholes for wastewater and storm drainage to be discharged from the premises;
 - h. the monitoring equipment to be utilized on the premises; and
 - i. such other information as the Engineer may request.
- 7.3 The Waste Survey Report shall be in the form specified by the Engineer.
- 7.4 Where a change occurs in any information contained in a Waste Survey Report, the owner or operator of the premises shall submit a new Waste Survey Report, setting out the changes, within thirty days of the change.
- 7.5 It is a condition of a connection permit for wastewater facilities that owners discharging, or permitting the discharge of, industrial waste into wastewater facilities provide reports of the content of that industrial waste, in a form approved by the Engineer, as required by the Engineer on a weekly basis or at such other intervals as the Engineer determines.
- 7.6 All samples used for reporting the content of industrial waste according to subsection 7.5 must be composite samples and all tests, measurements,

analyses and examinations of wastewater, its characteristics or contents shall be carried out in accordance with "Standard Methods".

- 7.7 All costs associated with the production of the reports in subsection 7.5 shall be borne by the owner of the property discharging the industrial waste.

MAINTENANCE ACCESS POINTS

- 8.1 Every owner of premises connected to wastewater facilities, which premises produce industrial waste containing TKN, or grease, and that uses an average of over 36,400 litres of water per day in any twelve month period, must install and maintain a suitable maintenance access point to allow observation, sampling, and flow measurement of the wastewater, uncontaminated water or stormwater therein, provided that where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with written approval of the Engineer.
- 8.2 The maintenance access point, or alternative device, shall be located on the property of the owner or operator of the premises, unless it is not physically possible and the Engineer has given written approval for a different location.
- 8.3 Every maintenance access point, device, or facility shall be designed and constructed in accordance with good engineering practice and the requirements of the Engineer, and shall be constructed and maintained by the owner and operator of the premises at the expense of the owner and operator. If the maintenance access point, device or facility is not installed as required, the Engineer may cause it to be installed at the expense of the owner and operator of the premises.
- 8.4 Where a maintenance access point, device, or facility is required, the owner shall ensure that every maintenance access point, device, or facility installed is at all times accessible for purposes of observing and sampling the wastewater, uncontaminated water and stormwater therein, and measuring the flow of wastewater, uncontaminated water, and stormwater therein.
- 8.5 All commercial food establishments shall have fat, oil and grease separators installed and maintained regularly so as not to allow fat, oil or grease to enter the wastewater facilities. The Engineer shall be permitted access to the commercial establishment to inspect the separators and to determine compliance with this Bylaw. Failure to install or maintain a working separator shall be an offence under this Bylaw.

DISCONNECTION

- 9.1 It is a condition of any connection permit that failure to comply with this By-law or Part XIV of the Municipal Government Act may result in revocation of approval by the Engineer upon ten days prior notice to the owner of the property.
- 9.2 Revocation of a connection permit by the Engineer may be appealed to Council Advisory Committee within ten days of the communication of the Engineer's decision to the owner of the property affected by filing a notice of appeal with the Clerk. The notice of appeal shall specify the basis for the appeal and the relief sought.

9.3 Council Advisory Committee shall provide the appellant with an opportunity to be heard prior to any decision.

9.4 Council Advisory Committee may uphold or reverse the Engineer's decision or amend it to include terms or conditions.

INSPECTION

10.1 The Engineer may inspect, observe, measure, sample and test the wastewater and stormwater on any premises to determine compliance with this Bylaw.

FEES

Sanitary Sewer Service Charge

11.1 Every owner of land on which any building is connected with, or is required to connect with, wastewater facilities shall pay to the Town an annual Sanitary Sewer Service Charge for the construction, operation and maintenance of the wastewater facilities of the Town.

11.2 The Sanitary Sewer Service Charge shall be calculated as described in Schedule "B" attached to and forming part of this By-law.

Service Connection Charge

11.3 Every person who connects to wastewater facilities or a storm sewer shall pay to the Town a "Building Service Connection Charge" for each connection for the administration of the connection permit and inspection of the connection, in the amount specified in Schedule "C" attached to and forming part of this By-law.

OFFENCES

12.1 Any person who contravenes any section of this By-law is guilty of an offence and is liable on conviction to a penalty of not less than \$500.00 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this By-law continues is a separate offence.

12.2 Notwithstanding section 12.1, every person who contravenes section 4.1(n) of this By-law is guilty of an offence and is liable on conviction to a penalty of not less than \$1,500 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this By-law continues is a separate offence.

COSTS

13.1 All costs and fees chargeable under this By-law shall be due and payable from the date they are assessed.

- 13.2 The Clerk shall notify anyone liable for the costs or fees of the basis for the costs or fees and the account payable by either mailing notice by regular post to the last known address of such persons or by posting it on the property in respect of which it is charged.
- 13.3 All costs or fees remaining unpaid for more than thirty days subsequent to being due and payable shall bear interest at the same rate as charged by the Town for unpaid rates and taxes.
- 13.4 All costs, fees and interest thereon may be sued for and collected in the name of the Town in the same manner as the ordinary rates and taxes payable to the Town may be sued for and collected, and at the option of the Clerk be collectable at the same time and by the same proceedings as taxes.
- 13.5 All costs, fees and interest thereon shall be a first lien on the property in respect of which it is payable.

REPEAL

- 14.1 Chapter 19 of the Town By-laws entitled Sewer By-law, Chapter 60 of the Town By-laws entitled Sanitary Sewer By-law, and Chapter 65 of the Town By-laws entitled Sanitary Sewer By-law Amendments are hereby repealed.

EFFECT

- 15.1 This By-law shall take effect on March 31, 2009.

Town of Kentville, By Law Chapter 72: Sanitary Sewers

Date of first reading:	January 24, 2011
Date of advertisement of Notice of Intent to Consider:	February 1, 2011
Date of second reading:	February 28, 2011
*Date of advertisement of Passage of By-Law:	March 8, 2011
Date of mailing to Minister a certified copy of By-Law:	March 11, 2011

I certify that this Sanitary Sewers Bylaw – Chapter 72 was adopted by Council and published as indicated above.

*Effective Date of the By-Law unless otherwise specified in the By-Law

Schedule "A"

SPILLS

Cost recovery charges in Schedule "A" for Spills and are in addition to the sanitary sewer charges outlined in Schedule "B".

$$Z = PT/Q$$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of $C_1 + C_2 + C_3 \dots$ of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$$C = \{ [R_{bod} \times Y \times B] + [R_{ss} \times Y \times S] + [R_{fog} \times Y \times G] \} / 100,000$$

R_{bod} = \$0.50 per pound of BOD.

R_{ss} = \$0.00 per pound of suspended solids.

R_{fog} = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

Recommendation

R_{bod} = rate in dollars per pound of BOD = \$0.50

R_{ss} = rate in dollars per pound of suspended solids = \$.00

R_{fog} = rate in dollars per pound of fat, oil and grease = \$.30

Schedule "B"
Sanitary Sewer Service Charge

A. Where the sole source of water supplied to the property is the Kentville Water Commission, the Sanitary Sewer Service Charge is the total of the monthly rate based on meter size and the monthly rate based on consumption, calculated as follows:

Meter Size Rate

Size ("	Per Month
5/8	\$7.38
0.75"	\$11.07
1"	\$18.46
1 ½	\$36.92
2	\$59.06
3	\$118.13
4	\$184.58
6	\$369.15
8	\$664.47
10	\$1,033.62

Consumption Rate

Rate Per 10 cu. Metres	\$4.22
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B. Where the property is supplied with water from a source other than the Kentville Water Commission, the Sanitary Sewer Service Charge shall be \$17.25 per month per dwelling unit.

C. There will be no exemption from the sanitary sewer service charge for water metered and used in production premises, swimming pools, irrigation, or in any other manner, although such water is not discharged into wastewater facilities.

Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$75

Industrial waste connection charge: \$200



**TOWN OF KENTVILLE BY-LAW
CHAPTER 86
SANITARY SEWER CHARGES**

SHORT TITLE

1. This By-law may be cited as the "Sanitary Sewer Charges By-law".

SANITARY SEWER CHARGES

2. Chapter 72 of the Town By-laws entitled Sewers By-law is hereby amended by deleting Schedules "A" and "C" therein and replacing them with Schedules "A" and "C" attached to and forming part of this By-law.

EFFECT

3. This By-law shall take effect upon publication

CLERKS ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

March 8, 2011

Date of mailing to Minister a certified copy of By-Law:

March 11, 2011

I certify that this Sanitary Sewers Bylaw – Chapter 86 was adopted by Council and published as indicated above.

CAO Mark Phillips

*Effective Date of the By-Law unless otherwise specified in the By-Law

(AMENDED)
Schedule "A"

SPILLS

Cost recovery charges in Schedule "A" for Spills and are in addition to the sanitary sewer charges outlined in Schedule "B".

$$Z = PT/Q$$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of C1 + C2 + C3.... of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$$C = [(R_{bod} \times Y \times B) + (R_{ss} \times Y \times S) + (R_{fog} \times Y \times G)] / 100,000$$

R_{bod} = \$0.50 per pound of BOD.

R_{ss} = \$0.00 per pound of suspended solids.

R_{fog} = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

(AMENDED)
Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$75

Industrial waste connection charge: \$200

Land Use By-law Amendment - Concurrent Construction and Conditional Permitting

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

RECOMMENDATION

THAT Council give First Reading to the proposed Land Use By-law amendment permitting conditional issuance of building permits within subdivisions under a Servicing Agreement, and that Council request staff schedule a Public Hearing prior to Second Reading.

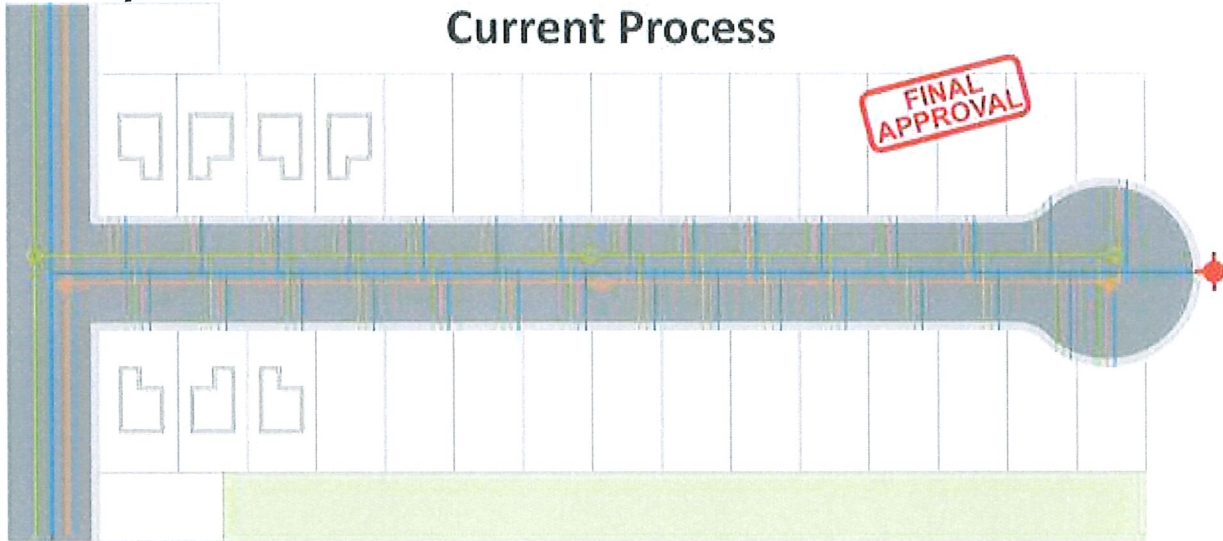
Background

Brison Developments Ltd. has requested that the Town consider an amendment to the Land Use By-law (LUB) to enable issuance of building permits prior to final subdivision approval. Under the current process, building permits cannot be issued until all infrastructure is installed, inspected, and the subdivision has received final approval. The applicant proposes that construction could proceed concurrently with infrastructure completion, provided that servicing agreements and safeguards are in place. The Town of Wolfville provides precedent through Clause 4.13 of its LUB, which permits development permits for lots abutting future streets if a tentative subdivision plan and servicing agreement are approved.

While the application originated from a private developer, the proposal is not site-specific and would apply Town-wide to any subdivision where concurrent construction could be appropriately managed through a Servicing Agreement. The proposed amendment is intended to modernize the Town's development framework rather than to enable a particular project. In practice, the amendment would primarily benefit larger residential developers undertaking multi-lot or phased subdivisions, where the time and cost savings associated with concurrent construction are most significant. Smaller infill or single-lot developments are unlikely to make use of this process, given the administrative and financial requirements associated with securities, engineered drawings, and servicing oversight.

Staff Analysis

Current Process



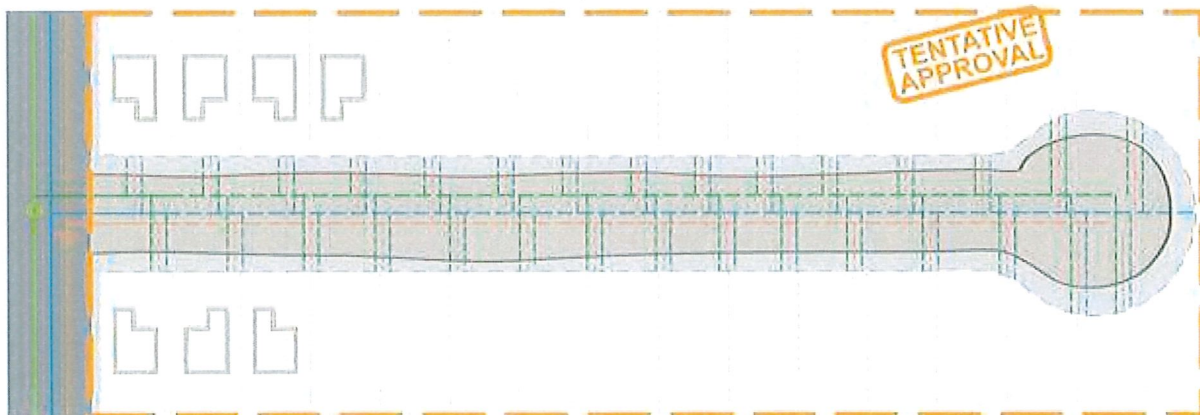
STEP 1

1. Tentative Approval
2. Primary Services fully constructed
3. Final Approval (*Individual Lots Approved, Town takes ownership of road and any parkland*)

STEP 2

1. Development Permit Approval
2. Building Permit Approval
3. Start Dwelling Construction
4. Occupancy Permit Issued

Proposed Process



1. Tentative Approval & Agreement Entered
2. Conditional Development & Building Permits Issued
3. Primary & Secondary Services and Dwellings Constructed Concurrently
4. Final Approval (*Individual Lots Approved, Town takes ownership of road and any parkland*)
5. Occupancy Permits Issued

Scenario Comparison – Current vs. Proposed Process

Scenario 1 – Current Process (Sequential Construction)

Description:

Under the current Land Use By-law, a developer must complete and have all municipal infrastructure (water, wastewater, storm, roads, curbs, sidewalks, etc.) fully inspected and accepted by the Town before any permit may be issued.

This ensures that no homes are started until the subdivision is fully serviced and has received Final Subdivision Approval under the Subdivision By-law.

Typical Timeline: (based on Town review process)

- Tentative Approval: 1–2 months (development officer, engineering review).
- Servicing Construction & Inspection: 6–12 months depending on weather, site complexity, and coordination of inspections.
- Final Approval and Registration: 1–2 months following engineering sign-off.
- Permit Stage: Begins only after final approval.

Total Time from Tentative Approval to Building Permit:
≈ 8–14 months before vertical construction can begin.

Developer Carrying Costs:

- Land servicing and financing costs continue through the entire period.
- No revenue until homes begin construction (delayed sales/leases).
- Full security deposits remain held until municipal acceptance.

Town Administrative Load:

- Simpler sequencing, but multiple long-span inspections required.
- Development Officer and Engineer involvement concentrated at end of project.
- Low risk, but reduced responsiveness to housing market timing.

Scenario 2 – Proposed Process (Concurrent Construction)

Description:

With the proposed LUB amendment, conditional building permits could be issued after Tentative Subdivision Approval if:

- A Servicing Agreement is executed with the Town;
- Financial securities are posted; and
- Engineering drawings are approved for each phase.

This allows housing construction to start in parallel with servicing installation, while maintaining control through occupancy restrictions and staged securities release.

Typical Timeline:

- Tentative Approval & Servicing Agreement: 1–2 months.
- Initial Servicing Start + Conditional Permits Issued: within 2–3 months.
- Concurrent Construction: Houses framed while municipal services installed and inspected.
- Final Approval: Typically follows within 1–2 months of servicing acceptance.

Total Time from Tentative Approval to Building Permit:

≈ 2–3 months (permits can be issued ~6–10 months earlier than above).

Developer Carrying Costs:

- Reduced financing period before revenue generation.
- Allows cash flow from early sales to fund subsequent phases.
- Reduced risk of project stagnation due to permitting lag.

Town Administrative Load:

- Requires closer coordination among Planning, Engineering, Finance, and Building staff.
- Regular progress reporting and milestone sign-offs.
- Continued monitoring and control through the Servicing Agreement and securities system.

Related Policy and Practice Updates

This amendment aligns with and supports several related initiatives currently being prepared by staff, including:

- Subdivision phasing approvals and staged takeovers;
- Revised securities management and release procedures;
- Integration of Servicing Agreements into the Town's standard development framework.

Policy Context

Based on the Town of Kentville Municipal Planning Strategy (2019), several policies are directly relevant to the proposed Land Use By-law amendment allowing concurrent subdivision servicing and housing construction.

Relevant Policies

Policy GD-4 – Compact Development

Council intends to ensure that growth and development within the Town are efficient and cost-effective by:

- a) limiting development in unserved areas;
- b) concentrating new development in adequately serviced and properly planned areas; and**
- c) facilitating infill and redevelopment within the built-up area.

This policy emphasizes efficient and cost-effective growth. Allowing early permit issuance — under controlled conditions — can reduce idle time between infrastructure completion and building starts, improving cost efficiency and housing delivery. The concept of “concurrent construction” is an operational mechanism that advances this policy outcome by minimizing redundant delays without compromising oversight.

Policy GD-1 and GD-2 – Future Land Use and Growth Management

These policies commit Council to guide overall development according to the Generalized Future Land Use Map, directing residential growth to appropriate areas with existing or planned municipal services.

These policies direct new housing to serviced or planned areas. Conditional permit issuance would only occur where servicing is already approved through a tentative subdivision plan and servicing agreement, thereby reinforcing rather than undermining this policy goal. The mechanism ensures construction proceeds only where adequate infrastructure design and phasing are municipally endorsed.

Policy GD-30 – Site Plan Approvals

The Town already applies site plan approvals, subdivision agreements, and financial securities to manage risk and sequencing. Extending this toolbox to include conditional permit issuance simply allows development and infrastructure to advance concurrently, under the same supervision mechanisms.

Provincial Statement of Interest on Infrastructure

The MPS also reflects the Statement of Provincial Interest on Infrastructure, which promotes making efficient use of municipal water and wastewater systems and discourages unnecessary extensions of services outside the urban boundary

The proposal supports this provincial policy by making better use of existing systems and aligning construction timelines with infrastructure delivery, rather than extending or duplicating systems prematurely. Early permit issuance does not expand infrastructure

boundaries; it streamlines delivery *within* those boundaries.

Together, these policies provide a clear foundation for considering concurrent permitting: ensuring that development remains efficient, service-based, and coordinated under municipal oversight while facilitating timely housing delivery.

Building Official Input

As part of finalizing the concurrent construction permitting process, staff are seeking input from the Town's Building Officials, in collaboration with the Development Officer, to confirm the operational steps and safeguards required for effective implementation.

This review will focus on:

- The timing and documentation required for issuing conditional building permits under the Building Code framework;
- Coordination of inspections between subdivision servicing and building construction;
- Procedures for withholding or releasing occupancy once servicing milestones are met;
- Administrative tools to support coordination between Planning, Engineering, and Building Services, including permit tracking and sign-off procedures.

Feedback from Building Officials will inform revisions to the draft Servicing Agreement template and internal Permit Release Guidelines, ensuring the process is clear, enforceable, and consistent with provincial regulations.

(This section will be updated following further consultation with the Building and Engineering departments.)

PUBLIC PARTICIPATION MEETING (PPM) – FEEDBACK

A Public Participation Meeting was held on October 20, 2025, to provide residents with the opportunity to comment on the proposed planning amendments. The meeting included a staff presentation outlining the purpose of the amendments, the relevant policy context, and the anticipated impacts on development patterns. Six individuals attending the meeting. The following key questions emerged from the session:

- How does this impact developers getting financing? Usually banks only provide funding once lots are created.
 - Would the financial project lead be part of the development oversight?
- Will the safeguards be implemented directly in the agreement?

- Where in Town would this take effect? It does not appear there any many places where this would be beneficial.
- What are the drawbacks in providing this as an option?
- Are there any municipalities other than Wolfville who have implemented this?
- Can this be demonstrated through visual representation?

Discussion

The proposed amendment represents a strategic refinement to the Town's development approval system, balancing the need for timely housing construction with the Town's responsibility for infrastructure oversight and public safety.

At present, Kentville's process is fully sequential — subdivision servicing must be completed and accepted before any building permits are issued. While this ensures risk control and infrastructure quality, it often results in extended idle periods between subdivision approval and housing starts. These delays have downstream effects on housing supply, financing costs, and the Town's ability to respond quickly to market demand.

By allowing conditional building permits once a tentative subdivision plan and servicing agreement are in place, the Town can enable concurrent construction under managed conditions. The amendment does not weaken standards; instead, it introduces a phased and enforceable mechanism to control permit release, tied to inspection milestones and financial securities.

Benefits and Opportunities

The benefits of this approach are both economic and administrative:

- Accelerated housing delivery: Developers can start building within months of tentative approval, reducing the average time to occupancy by 6–10 months.
- Improved cash flow and project stability: Earlier home starts enable developers to recover investment faster, improving project viability and housing affordability.
- Better coordination of subdivision and building phases: Servicing work can proceed without gaps while maintaining quality control through staged inspection and securities release.
- Enhanced responsiveness: The Town can adapt to regional housing demands more quickly while still upholding high development standards.

Risks and Mitigation

The concurrent construction model does introduce new coordination requirements and potential risks, including:

- Infrastructure completion risk: If a developer fails to complete servicing, the Town could inherit partially finished works.
Mitigation: Financial securities equal to ##% of estimated infrastructure cost are required and only released after each phase's acceptance.
- Inspection complexity: Concurrent construction requires additional coordination between Engineering and Building inspection schedules.
Mitigation: Milestone inspection triggers will be embedded within the Servicing Agreement and tracked jointly by the Development Officer and Town Engineer.

Administrative and Implementation Considerations

Staff from Planning, Engineering, and Building Services will develop internal procedures for administering this process, including:

- A standardized Permit Release Checklist requiring signatures from both the Town Engineer and Building Official before each phase of permits is released.
- A tracking system to flag conditional permits and inspection milestones.
- A standard Servicing Agreement template with integrated phasing and securities tables (Schedule A).
- Updated staff training and interdepartmental coordination protocols to ensure consistency across departments.

Input from the Town's Building Officials and Development Officer will inform refinements to the Servicing Agreement, phasing thresholds, and administrative templates. This internal review will ensure that the process remains efficient, enforceable, and compatible with the Nova Scotia Building Code Regulations.

Conclusion of Discussion

Overall, the amendment offers a balanced approach that promotes growth without compromising municipal standards. It positions Kentville to support new housing opportunities, reduce administrative lag, and align its permitting processes with modern development practices while maintaining full control over infrastructure safety and compliance.

PROPOSED AMENDMENTS

The full text of the proposed by-law amendments is included in:

- Appendix A – Land Use By-law Amendments

OPTIONS FOR COUNCIL ADVISORY COMMITTEE

1. Recommend amendments as drafted (recommended).
2. Recommend amendments with revisions.
3. Decline to proceed.

FINANCIAL IMPLICATIONS

No direct costs to the Town. Developers post securities and construct phased infrastructure. Reduced risk of over-servicing yields long-term savings.

NEXT STEPS



*anticipated dates; final dates set by Council

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Attachments:

- Appendix A – Land Use By-law Amendments
- Appendix B – Draft Servicing Agreement

Appendix A – Draft Land Use By-law (LUB) Amendments

Section 3.7 – Concurrent Construction (New Clause)

3.7.1 Conditional Permitting within Approved Tentative Subdivisions

Notwithstanding any other provision of this By-law, the Development Officer may issue a development permit for a lot within a subdivision that has received tentative approval, provided that:

- a) a Servicing Agreement has been executed between the Developer and the Town;
- b) financial securities acceptable to the Town have been posted; and,
- c) all other requirements of this By-law are met.

3.7.2 Limitation on Scope

The number of permits eligible for release, and the conditions of permit issuance, shall be governed by the Servicing Agreement executed for the development.

3.7.3 Authority

Nothing in this section limits the Town's ability to impose additional conditions through subdivision approval, phasing approvals, or other applicable instruments.

Appendix B – Draft Land Use By-law (LUB) Amendments

*A draft Servicing Agreement will be prepared prior to First Reading of the proposed Land Use By-law amendment. The draft will be developed in consultation with the Town's Legal Counsel, Building Officials, and Engineering Department to ensure the agreement reflects best practices in inspection coordination, securities management, and occupancy control. This review will confirm that the proposed framework can be implemented consistently and in accordance with the Nova Scotia Building Code Regulations and municipal servicing standards.

Housing Diversity and Community Balance in the General Commercial (C1) Zone

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

RECOMMENDATION

THAT Council request staff to prepare concurrent amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB), substantially as outlined in Appendix D, that:

- Define Program-Based Housing and its sub-types (Supportive, Transitional, and Emergency Shelter);
- Refine related definitions, including Institution, Institutional Care Facility, and Emergency Services;
- Permit Program-Based Housing as-of-right in the R3 Zone, applying IM-7(c) for adjacent rezonings; and
- Apply GD-30 Site Plan Approval to manage design compatibility where Program-Based Housing abuts R1 or R2 zones;

AND THAT the draft amendments be brought forward for public review through a Public Participation Meeting (PPM) under Section 205 of the Municipal Government Act.

SUMMARY

This report provides policy direction for how program-based housing—including Supportive Housing, Transitional Housing, and Emergency Shelters—should be managed within the Medium Density Residential (R3) and General Commercial (C1) Zones.

It recommends concurrent amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to:

1. Define Program-Based Housing and its sub-types (see Appendix A), treat it as residential in nature; and
2. Permit Program-Based Housing as-of-right in the R3 Zone, using Policy IM-7(c) to consider C1-adjacent rezonings case-by-case (see draft language in Appendix D).

This structure aligns with the Provincial and Local Context (see Appendix B) and is informed by comparative approaches in Nova Scotia (see Appendix C).

Recommendation for Amendments to Planning Documents Related to Program-Based Housing
November 10, 2025

DISCUSSION

Kentville's current planning documents lack clear definitions for housing that combines accommodation with structured support or supervision. This ambiguity has led to inconsistent interpretations between residential and institutional uses. Clarifying the framework will ensure fair, predictable outcomes for both applicants and the public.

The proposed amendments would:

- Define *Program-Based Housing* as a residential use encompassing supportive, transitional, and emergency forms;
- Refine the definition of *Institution* to distinguish civic and community facilities from residential care or support housing;
- Revise *Emergency Services* to exclude shelters and related housing models;
- Enable program-based housing as-of-right in R3, using IM-7(c) to extend eligibility to adjacent C1 lands; and
- Apply GD-30 Site Plan Approval to manage design and compatibility where these uses abut R1 or R2 neighbourhoods.

This approach aligns local policy with provincial housing objectives while balancing inclusion and community character.

PLANNING INTENT

The intent of this review is to ensure that essential forms of supportive, transitional, and emergency housing are recognized and accommodated within the Town's planning framework in a way that sustains Kentville's identity, diversity, and downtown vitality. The intent is not to restrict such uses but to clarify definitions, strengthen process transparency, and apply fair, scalable oversight mechanisms.

HOW WE GOT HERE

For two decades, supportive/transitional projects near the Downtown Core advanced under broader Institutional categories. The current update establishes a clear, forward-looking framework with explicit definitions (Appendix A), contextual alignment (Appendix B), regional comparatives (Appendix C), and draft policy/regulatory text for Council's consideration (Appendix D).

DOWNTOWN BALANCE AND CONCENTRATION

The C1 Zone is Kentville's commercial/civic heart, oriented to active ground-floor uses, pedestrian character, and compact mixed-use. Supportive and transitional housing

contribute to inclusion; however, visible clustering in a compact area can alter commercial function and public perception.

The R3-first rule, with IM-7(c) to handle justified C1 adjacency cases, sustains downtown vitality while enabling inclusive housing outcomes (see Appendix B for Provincial expectations and Appendix C for municipal comparators; see Appendix D for the draft MPS/LUB wording).

CURRENT REGULATORY PATH

- Under the current 2019 LUB, supportive or program-based housing proposals are interpreted through existing residential or institutional categories, often resulting in uncertainty. Many non-profit providers have operated under general *Institutional* or a mix of *Commercial/Residential* designations in the C1 Zone, without consistent criteria for program-linked living arrangements.
- The proposed revisions refine the related definitions as follows:
 - *Institution* will be redefined to include civic, health, and educational facilities but to exclude program-based or residential housing forms;
 - *Emergency Services* will be clarified to cover first-response operations such as police, fire, and ambulance only;
 - *Program-Based Housing* will be established as a distinct residential use category encompassing supportive, transitional, and emergency shelter models.
 - Together, these changes close interpretive gaps, reduce overlap, and establish a coherent relationship among residential, institutional, and protective service uses (see Appendix A).

RELATIONSHIP TO POLICY GD-30 (SITE PLAN APPROVAL)

Policy GD-30 directs the Development Officer to require Site Plan Approval for new development or redevelopment in several zones—including R3, R4, and C1—when such projects abut a lower-density zone (R1 or R2). This provides a design-focused review mechanism under Section 231 of the Municipal Government Act, allowing staff to negotiate screening, lighting, landscaping, and building form to ensure a compatible transition between uses.

Under this report’s framework, any Program-Based Housing proposal in R3—or on C1 lands rezoned under IM-7(c)—that abuts R1 or R2 property would automatically trigger GD-30 Site Plan Approval. This ensures edge compatibility without additional policy tools or Development Agreements unless scale or complexity warrants (would require further amendments).

NON-PROFIT AND COMMUNITY PARTNER PERSPECTIVE

Program-based housing is primarily delivered by non-profits under provincial programs. Engagement will verify that draft definitions and standards (Appendix A and Appendix D) reflect operational realities (tenancy models, supports, staffing) and integrate Provincial policy (Appendix B). Staff will also consult Downtown Kentville to ensure commercial-frontage health remains a focus.

PRIVACY AND ETHICAL CONSIDERATIONS

Engagement and reporting will respect privacy, dignity, and confidentiality. The Town's role is to regulate land-use compatibility, not the identity of residents or specific program details (see program definitions in Appendix A).

NEXT STEPS



*anticipated dates; final dates set by Council

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Attachments:

- Appendix A - Reference Definitions for Future Land Use By-Law Drafting
- Appendix B - Provincial Context
- Appendix C - Comparative Approaches in Nova Scotia Towns
- Appendix D - Proposed Policy & Regulatory Framework (Draft Text for MPS/LUB)

APPENDIX A – REFERENCE DEFINITIONS FOR FUTURE LAND USE BY-LAW DRAFTING

(For discussion purposes only; not proposed for inclusion in the Municipal Planning Strategy.)

1. Dwelling Unit (Standard Residential Use)

A self-contained set of rooms located in a building, designed or intended for use by one or more individuals living together as a single housekeeping unit and containing independent living, sleeping, sanitary and food-preparation facilities for the exclusive use of the occupants. *A dwelling unit is occupied independently and is not operated in connection with any organized program of support, care or supervision.*

2. Program-Based Housing (Umbrella Category)

A residential use operated in connection with a structured program of support, supervision or skill development provided to residents as a condition of occupancy. Services may include life-skills training, case management, counselling or other personal supports aimed at helping residents achieve stability or independence.

Program-Based Housing is residential in nature but may not involve independent tenancy agreements. It differs from Institutional Care Facilities, including those licensed under the Nova Scotia Homes for Special Care Act, which provide 24-hour medical or personal care under provincial oversight.

Sub-types:

- **Emergency Shelter** – short-term accommodation with basic supports; stays typically less than 30 days.
- **Transitional Housing** – time-limited accommodation (generally up to 24 months) with structured, goal-oriented supports; occupancy conditional on program participation.
- **Supportive Housing** – long-term residential use with on-site or coordinated supports; residents typically hold tenancy agreements; supports are ongoing but not supervisory or medical.

3. Institution (Revised Definition)

Institution means a non-commercial use of land or buildings operated by a public, non-profit, or community organization that provides educational, health, social, cultural, or civic services to the public. Examples include schools, hospitals, nursing homes, residential care facilities, treatment or rehabilitation centres, homes for special care, community centres, libraries, museums, and similar facilities.

For clarity, *Institution* does not include residential or program-based housing forms such as *supportive*, *transitional*, or *emergency housing*, which are separately regulated under *Program-Based Housing*, nor does it include *Emergency Services* as defined in this By-law.

4. Institutional Care Facility

A building licensed or approved under provincial legislation, including the Homes for Special Care Act, providing 24-hour medical, personal or custodial care for residents under supervision of qualified staff. Such facilities are **not** Program-Based Housing and are classified as Institutional Uses.

5. Emergency Services (Revised Definition)

Emergency Services means organizations primarily responsible for public safety and emergency response, including police, fire, ambulance, dispatch, and similar protective services.

These uses typically involve first-response operations, communications facilities, or coordination of emergency response activities.

For clarity, this definition does not extend to residential or program-based housing forms such as emergency or transitional shelters, which are addressed separately under *Program-Based Housing*.

6. Affordable Housing (Policy Term)

Housing that is adequate in condition, suitable in size and affordable in cost, meaning total shelter costs do not exceed 30 percent of gross household income, as determined by CMHC or provincial criteria.

7. Market Rental and Market Ownership Housing

Privately owned or managed dwelling units offered for rent or ownership at market rates without income restrictions or long-term affordability requirements.

8. Sleeping Room

Means a room or set of rooms used or intended to be used for sleeping by one or more individuals, but not containing full kitchen facilities. A sleeping room may include a private or shared bathroom but forms part of a larger shared living arrangement within a building providing common kitchen, dining, or program space.

For clarity, *sleeping rooms* are counted individually for the purpose of occupancy or density limits applied to *Program-Based Housing* or similar shared-accommodation uses.

Implementation Notes

- *Dwelling Unit* represents the base residential form for zoning interpretation. Other housing types (*Program-Based Housing* and *Institutional Care*) add levels of support or supervision.
- *Program-Based Housing* serves as an intermediate classification between independent residential uses and provincially regulated care facilities.
- *Emergency Services* are protective and operational in nature and should not be interpreted to include residential or social-service housing models.
- The Town may differentiate sub-types by duration of stay, tenancy structure and intensity of support, using use-specific as-of-right provisions or development agreements as appropriate.
- *Affordable*, *Market Rental* and *Market Ownership* should remain policy-level concepts within the MPS to guide incentives and partnerships.
- Staff should consult provincial departments to ensure alignment with evolving housing program frameworks.

Appendix B PROVINCIAL CONTEXT

The Nova Scotia Housing Needs Assessment (2023) describes housing as existing along a continuum, ranging from emergency and transitional shelters through supportive and affordable housing to market rental and ownership. This model recognizes that individuals and households may move along this spectrum as their circumstances change and that an adequate housing system relies on maintaining options across all stages.

In 2021, the Nova Scotia Affordable Housing Commission released *Charting a New Course for Affordable Housing in Nova Scotia*, reframing housing as a human right and emphasizing the need for municipal–provincial collaboration, streamlined zoning and regulatory processes, and improved coordination across levels of government.

The Province’s ongoing strategy, *Our Homes, Action for Housing* (2023), builds on this direction by committing to expand housing supply, reduce systemic barriers, and modernize planning frameworks. The plan identifies municipalities as key enablers of housing delivery—responsible for aligning land-use policy, expediting development approvals, and supporting higher-density, mixed-income, and supportive housing in appropriate locations.

LOCAL HOUSING CONTEXT (Kentville Housing Needs Report 2023)

The *Town of Kentville Municipal Housing Needs Report (2023)* highlights the scale and urgency of local housing challenges. As of late 2022, Kentville faced an estimated shortfall of 75 units, with total demand projected to increase by 385 units by 2027 and 790 units by 2032 if construction trends continue. The report found that 53% of renter households earn below the income needed to afford the median rent and that 81% of households earn below what would be required to purchase the median home price. Vacancy rates have dropped to 0.8%, among the lowest in the province, reflecting a tightening rental market. The data also point to growing senior and single-person households, increasing pressure for smaller and more affordable units, and a visible rise in housing precarity and homelessness, with over 50 individuals identified as unhoused within town limits during a 2022 service-based count.

These findings underscore the need for a clear policy framework that supports a full range of housing types—including supportive and program-based options—while preserving the vitality and commercial balance of the downtown core.

PROVINCIAL LEGISLATIVE CONTEXT

Under the MGA, all municipal planning strategies must be reasonably consistent with the Statement of Provincial Interest Regarding Housing. The goal of this Statement is “to provide housing opportunities to meet the needs of all Nova Scotians,” recognizing that adequate shelter is a fundamental requirement and that a wide range of housing types is necessary to meet diverse needs.

The Statement directs municipalities to include policies addressing affordable, special-needs, and rental housing, and to consider enabling higher densities and smaller lot sizes that encourage housing diversity.

This review responds directly to that expectation—ensuring that Kentville’s planning documents remain consistent with provincial policy while supporting downtown’s social and economic vitality.

RELATIONSHIP TO COUNCIL’S STRATEGIC PRIORITIES (2025–2029)

This report supports several directions identified in Council’s Strategic Priorities Plan (2025–2029): “Investing in Kentville’s Future Today.” The intent is not to advance any specific development or housing outcome, but to ensure that the Town’s planning framework remains consistent, transparent, and balanced as community needs evolve.

- **Investing in Growth and Development:** Reviewing how diverse housing forms are managed in the General Commercial (C1) Zone helps ensure that

future growth maintains a healthy mix of uses and continues to support both residential and commercial vitality.

- **Investing in Inclusion, Diversity, Equity and Accessibility (IDEA):** Clarifying definitions and processes promotes fairness and predictability for all applicants, consistent with Council's commitment to inclusion and equity.
 - **Investing in Communication and Partnerships:** Engagement with non-profit housing providers, Downtown Kentville, and provincial partners reflects Council's emphasis on open communication and cooperative problem-solving.
 - **Investing in People and Accountability:** A clearer regulatory framework improves transparency and consistency in decision-making, supporting accountable governance.
-

Appendix C

Comparative Approaches in Nova Scotia Towns

As part of this review, staff undertook a preliminary scan of comparable Nova Scotia municipalities to understand how other towns regulate program-based housing within their downtown or mixed-use commercial areas. This comparison is not exhaustive but is intended to identify common policy and regulatory approaches that could help inform Kentville's next steps. Across the province, most municipalities aim to balance inclusivity and access to services with the ongoing vitality of their commercial cores, using a mix of definitions, discretionary tools, and design-based standards.

Wolfville

Policy Approach:

Wolfville's *Municipal Planning Strategy (2020)* identifies the Core Commercial (C-1) Zone as the heart of the community's mixed-use environment, combining commerce, civic functions, and housing. The MPS promotes compact, walkable form and recognizes the role of non-profit and institutional uses in supporting community well-being. While it does not explicitly reference *program-based* or *supportive* housing, its broader language supporting institutional and community-serving uses provides a clear policy foundation for such facilities when appropriately integrated within the downtown fabric.

Regulatory Framework:

The *Land Use By-law (2020)* permits Institutional Uses as-of-right within the Core Commercial (C-1) Zone, defining them as *non-profit, religious, or public uses such as hospitals, schools, or government buildings, or other land used for public purpose*. Under this definition, a non-profit housing provider offering *program-based* or

supportive housing may qualify as an Institutional Use, allowing such projects to proceed as-of-right, subject to the same standards as other downtown uses. Wolfville's approach is therefore permissive but guided by strong urban-design standards, relying on building form, scale, and streetscape design to maintain compatibility rather than on case-by-case discretionary review. Where a housing proposal includes structured programs or supervision, further interpretation may be required to confirm whether it qualifies as Institutional or remains a residential form in the C-1 context.

Amherst

Policy Approach:

Amherst's *draft Municipal Planning Strategy (2025)* introduces the General Residential Zone as the primary housing designation for the town, designed to promote a diversity of housing forms and tenures. The draft policies (4-15 to 4-20) emphasize infill, higher density, and integration through design standards and traffic management. Importantly, the MPS explicitly identifies Supportive Housing as a permitted residential use, aligning it with multi-unit, boarding, and special-care housing within the same approval hierarchy. Smaller projects (up to twelve units) are supported as part of a normal residential mix, while larger developments are reviewed by Development Agreement to assess compatibility, design, and infrastructure. This marks one of the clearest examples in Nova Scotia of a municipality explicitly recognizing supportive housing within its core housing framework rather than under institutional policy.

Regulatory Framework:

The *draft Land Use By-law (2025)* implements these policies through a tiered permission structure in the General Residential Zone. Supportive housing is permitted as-of-right for up to six beds or units, requires Site Plan Approval for 7–12, and a Development Agreement for 13 or more. This model parallels that for homes for special care and boarding houses, reinforcing consistency across group-living types. The approach treats supportive housing as an integrated residential form rather than an institutional one, ensuring that small-scale projects are neighbourhood-compatible while maintaining oversight for larger operations. Supportive housing is not enabled within the Downtown Zone, reflecting Amherst's intent to focus such uses within residential areas where they can blend with the surrounding housing fabric.

Lunenburg

Policy Approach:

Lunenburg's *Municipal Planning Strategy (2020)* incorporates supportive and care-based housing directly within its broader housing diversity framework rather than isolating these uses as institutional forms. Policy 4-7 directs that the Land Use By-law must

“enable small options homes in all zones that permit lower-density residential uses and residential care facilities in all zones that permit more than two residential dwelling units.” This approach positions care-based housing—licensed under the *Homes for Special Care Act*—as a normal part of the residential continuum. The MPS intentionally avoids regulating housing based on the relationships among occupants, promoting inclusion and equitable access to community living for persons requiring support.

Regulatory Framework:

The *Land Use By-law (2020)* implements this direction by permitting Small Options Homes (up to six residents) as-of-right in all residential zones (RL, RM, RH) and Residential Care Facilities (for more than six residents) as-of-right in higher-density and mixed-use zones, including Commercial (CG) and Institutional (INS) areas. A *Residential Care Facility* is defined as a family or group-care facility providing non-medical care and assistance essential for daily living—intended as a stable, ongoing living arrangement rather than a temporary or transitional form of housing—and explicitly excluding correctional or rehabilitative institutions. This framework integrates provincially regulated supportive housing into the community fabric, ensuring that small-scale care facilities are treated as conventional housing while larger or more specialized operations are directed to higher-density or institutional areas. Lunenburg’s model represents a highly inclusionary and stable form of supportive housing, but does not explicitly address short-term, transitional, or program-based housing within its current policy framework.

Yarmouth

Policy Approach:

Yarmouth’s *Municipal Planning Strategy (2016)* provides one of the clearest policy frameworks in the province for transitional and supportive housing. Within the *Residential Designation*, Policy 4.16 authorizes Council to consider such projects by Development Agreement, alongside group homes, hostels, and boarding houses. The same opportunity is extended to the Downtown Commercial (C-1) Zone through Policy 5.22, enabling supportive and transitional housing within the town’s urban core under the same discretionary process. This dual recognition reflects Council’s intent to treat program-based housing as part of the residential spectrum—integrated into both neighbourhood and downtown settings—while ensuring each proposal undergoes site-specific review for design, scale, and compatibility. The MPS therefore balances inclusivity and discretion, allowing supportive housing in principle but requiring contextual evaluation to preserve downtown vitality and heritage character.

Regulatory Framework:

The *Land Use By-law (2016)* reinforces this intent by defining Transitional and Supportive Housing as "*subsidized temporary or long-term housing with on-site services, communal and/or self-contained units.*" This distinct definition separates it from the broader Institutional Use category, which applies to service-oriented facilities such as schools, hospitals, or treatment centres. Transitional and supportive housing is enabled by Development Agreement in all residential zones and in the Downtown Commercial (C-1) Zone and is permitted as-of-right in the Institutional (I-1) Zone. The framework formally situates supportive housing as a residential use with integrated supports, rather than an institutional service, giving Council flexibility to approve well-designed, community-based projects while maintaining oversight on location, concentration, and urban design. Yarmouth's model thus represents a modern, clearly articulated approach—explicitly inclusive of program-based housing yet grounded in discretionary review to manage its integration within the town's core and neighbourhoods.

Bridgewater

Policy Approach:

Bridgewater's *Municipal Planning Strategy (2014)* places transitional, supportive, and institutional housing within a unified institutional framework. Policies I.10–I.13 direct these uses to arterial and collector streets and establish a Residential Institutional (I2) Zone for housing with care or service components. Facilities such as homes for special care, shelters, transition houses, and group homes are supported through Site Plan or Development Agreement, scaled by intensity. While the *Historic Downtown Commercial (C1)* zone emphasizes commercial and higher-density residential activity, institutional housing is not a preferred downtown form. The MPS therefore encourages program-based and supportive housing in accessible but non-core areas where compatibility can be managed through design and location controls.

Regulatory Framework:

The *Land Use By-law (2014)* defines Institutional Use broadly to include *group homes, shelters, and rehabilitation centres*, permitted as-of-right in Institutional (I1) and Commercial (C2–C5) zones and by Development Agreement in residential areas on arterial or collector streets. A Residential Care Facility is defined separately as a small, provincially licensed home for up to seven residents, while larger operations fall under Institutional Use. This structure channels supportive and transitional housing through institutional zoning rather than residential categories, aligning with provincial licensing while reserving the downtown for commercial and mixed-residential activity.

Context and Recent Staff Review:

In December 2024, Council reviewed a staff report on institutional uses downtown following questions around Cedar Place and other community service providers. The report outlined how the LUB's broad "institutional" and "office" definitions already allowed most non-profit and program-based services downtown and offered options for refining or managing those permissions. Three approaches were presented: (1) maintain existing permissions, (2) refine definitions and introduce form or spacing controls, or (3) remove institutional uses from the C1 Zone. While staff noted that design-based management could help maintain balance between community services and commercial activity, Council ultimately chose to proceed with a more restrictive approach (Option 3). This decision is now reflected in the current version of the MPS, which directs institutional and supportive uses primarily to institutional and residential-institutional zones while reinforcing the downtown's commercial and mixed-residential character.

Kentville

Policy Context:

Kentville's *Municipal Planning Strategy (2019)* and *Land Use By-law* permit a wide range of residential and institutional uses within the General Commercial (C1) Zone but contain no specific definition or policy direction for program-based housing. As a result, projects that blend residential accommodation with social or health-related supports are reviewed through existing residential or institutional categories, depending on interpretation by the Development Officer. This policy gap has led to uncertainty in distinguishing between care-based facilities, community service uses, and program-linked housing models. While the C1 Zone continues to encourage mixed-use development and higher-density housing, it does not explicitly address the unique form or operational context of supportive housing within the downtown.

Comparative Insight:

A review of other Nova Scotia municipalities illustrates how communities are responding to similar issues. Amherst and Yarmouth explicitly recognize supportive and transitional housing as part of the residential spectrum, managing them through Development Agreements for site-specific oversight. Lunenburg treats provincially licensed small options homes as standard residential uses integrated throughout neighbourhoods, while Bridgewater—following a 2024 review—removed institutional uses from its downtown zone to preserve commercial vitality. Together, these examples highlight a continuum of approaches ranging from inclusive and normalized to more controlled and segregated, underscoring that each community must calibrate its framework to balance accessibility, service provision, and economic activity.

Considerations for Kentville:

For Kentville, the next step involves clarifying where program-based housing best fits within the local regulatory system—whether it should be treated as residential, institutional, or as a distinct hybrid use—and determining which planning tools are most appropriate to manage it. Establishing clear definitions would provide consistency for applicants, residents, and staff, while avoiding case-by-case interpretation. Council may also consider whether certain forms of supportive or transitional housing are compatible within the downtown’s mixed-use fabric or better suited to surrounding residential or institutional zones. This discussion provides an opportunity to ensure that Kentville’s policies continue to support both inclusive housing options and a vibrant, balanced downtown core.

Appendix D – Proposed Policy & Regulatory Framework (Draft Text for MPS/LUB)

(For drafting purposes; to be refined through stakeholder engagement and legal review.)

D.1 Draft Municipal Planning Strategy Policies

5.14 Program-Based Housing

Policy RS-28: Recognize *Program-Based Housing*—including *Supportive Housing*, *Transitional Housing*, and *Emergency Shelters*—as residential uses providing accommodation with structured supports for individuals seeking stability, safety, or independence (see Appendix A for reference definitions).

Policy RS-29: Enable *Program-Based Housing* by site plan approval within the Medium Density Residential (R3) Zone, subject to LUB standards ensuring the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

Policy RS-30: Include standards within the LUB limiting occupancy, establishing minimum separation distances, and requiring buffering, residential form, and appropriate site design. Larger or specialized projects may be considered by Development Agreement where warranted by scale or service complexity (would require additional revisions).

Policy RS-31: Recognize that Council may consider *Program-Based Housing* proposals on lands adjacent to residential designations through rezoning under Policy IM-7(c), where the proposed use is permitted in the adjoining designation.

D.2 Draft Land Use By-law Framework

R3 Zone – Add to Permitted Uses:

- *Program-Based Housing* (Supportive, Transitional, Emergency Shelter)

Part 5 Residential Zones

5.1 General Provisions for All Zones

5.1.14 Standards for Program-Based Housing (R3)

- a) Maximum 12 units or sleeping rooms per lot (see definition in Appendix A);
- b) Minimum 60 m separation between Program-Based Housing uses;
- c) Residential form and scale consistent with surrounding dwellings;
- d) Adequate on-site parking, lighting, and screening;
- e) Buffered outdoor amenity/gathering areas adjacent to residential properties;
- f) No exterior signage identifying client type or program.

Note: Program-Based Housing is distinct from *Emergency Services* (as defined in Appendix A) and is residential in nature; protective-service facilities such as police, fire, or ambulance stations are regulated separately.

D.3 Implementation Notes – IM-7(c) and GD-30

IM-7(c): Authorizes Council to consider rezoning where “the land to be rezoned is adjacent to a designation that permits the proposed use.” This authority is sufficient to evaluate C1-adjacent Program-Based Housing.

GD-30: Requires Site Plan Approval for developments in R3, R4, or C1 that abut R1 or R2. Program-Based Housing triggering this condition will undergo site-specific design review for screening, lighting, access, and landscaping compatibility.

The refined definition of *Institution* ensures civic and community-service facilities remain enabled where appropriate, while *Program-Based Housing* is treated as a distinct residential category. This alignment improves interpretive clarity across the R3 and C1 zones.

Together, IM-7(c) and GD-30 form a coherent review sequence:

- IM-7(c) → adjacency eligibility;
- GD-30 → design negotiation and compatibility review;
- R3 standards → baseline performance criteria.

The purpose of this report is to present the Council Advisory Committee with the first set of staff-led amendments to the Town’s Land Use By-law (LUB) and Subdivision By-law (SB). These initial amendments are aimed at permitting and regulating more complex development forms, including phased subdivisions and medium/high-density housing.

Future amendments will be brought forward as a second staff report, focusing on subdivision agreements and other detailed implementation tools.

Specifically, this first set of amendments relates to:

- Phased subdivision approvals tied to infrastructure and connectivity,
- Cul-de-sac standards (temporary, permanent, and legacy), and
- Road frontage requirements in the Medium Density Residential (R3) and High Density Residential (R4) zones.

These amendments have been identified by staff as priority updates that should be adopted ahead of the comprehensive Municipal Planning Strategy (MPS), LUB, and SB Review, to provide clarity for current and pending applications.

Workplace Harassment Prevention Policy

Meeting Date: November 10, 2025

Department: Joint Occupational Health and Safety Committee

RECOMMENDATION

That Council approve Policy 103 respecting Workplace Harassment.

SUMMARY

Province of Nova Scotia has implemented a requirement for a Workplace Harassment Prevention policy for all provincially regulated employers. This policy has been developed and reviewed by the Joint Occupational Health and Safety (JOHS) Committee to ensure compliance with provincial *Occupational Health and Safety Act*.

BACKGROUND

Over the past several months, the JOHS Committee has effectively collaborated to develop a policy for Workplace Harassment Prevention. This policy was developed to meet Provincial requirements that were set to become effective September 1, 2025. This requires all provincially-regulated employers in Nova Scotia to implement a Workplace Harassment Prevention Policy.

DISCUSSION

Town of Kentville's Workplace Harassment Policy was reviewed by the JOHS Committee on November 5, 2025. The policy aligns with the Province's required elements for workplace harassment prevention and reflects the Town's commitment to providing a safe, respectful, inclusive and inclusive workplace for all employees.

This policy fulfills the employer requirements outlined under:

- Nova Scotia Occupational Health and Safety Act, Section 82(1)(a)(v)
- Violence in the Workplace Regulations, made under the OHS Act
- Human Rights Act (Nova Scotia) – related to protection from discrimination and harassment

Consultation was completed with:

- The Town of Kentville JOHS Committee
- Association of Municipal Administrators of Nova Scotia



Policy 103 WORKPLACE HARASSMENT

1. Purpose

Town of Kentville is committed to providing a safe, healthy, and respectful workplace for all employees, volunteers, contractors, and members of the public.

Workplace harassment of any kind will not be tolerated. This policy outlines the Town's commitment to preventing, identifying, and addressing workplace harassment and ensuring a culture of dignity and mutual respect.

2. Policy Statement

Town of Kentville will take all reasonable steps to:

- a. Create a safe work environment for all employees and prevent harassment in the workplace.
- b. Address incidents of harassment promptly and effectively.
- c. Protect individuals from retaliation for reporting harassment or participating in an investigation.
- d. Promote awareness, education, and understanding of workplace respect and professional conduct.

3. Scope

This policy applies to:

- a. All Town of Kentville employees - full-time, part-time, casual, seasonal, or contract.
- b. Members of Town Council.
- c. Volunteers, students, and contractors performing work on behalf of the Town.
- d. All work-related settings and activities, including Town facilities, vehicles, off-site meetings, community events, and online communications.

4. Definitions

4.1 "Workplace Harassment" means any inappropriate conduct, comment, display, action, or gesture by a person that:

- (i) Adversely affects another person's dignity, psychological, or physical well-being, and
- (ii) Is known or reasonably expected to be unwelcome.

Harassment can be a single serious incident or repeated behavior over time.

Examples include, but are not limited to:

- Verbal abuse, name-calling, or threats.
- Insults, jokes, or comments that demean or humiliate.
- Displaying or circulating offensive materials (in print or online).
- Intimidation, bullying, or exclusionary behavior.
- Unwelcome physical contact or advances.
- Abuse of authority or position.

4.2 "Sexual Harassment" means any unwelcome behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes:

- Unwanted touching or physical contact.
- Sexually suggestive remarks, jokes, or gestures.
- Inappropriate inquiries or comments about appearance or relationships.
- Requests for sexual favours, or implied rewards or consequences related to such requests.

4.3 "Discriminatory Harassment" may also be based on protected characteristics under the *Nova Scotia Human Rights Act*, such as:

- Age
- Race, colour, or ethnic origin
- Gender identity or expression
- Sexual orientation

- Disability
- Religion or creed
- Family or marital status

5. Responsibilities

5.1 Town of Kentville shall:

- Maintain a harassment-free workplace.
- Provide training and awareness for all staff.
- Ensure all complaints are taken seriously and investigated promptly.
- Protect confidentiality to the extent possible.
- Take corrective or disciplinary action when harassment is substantiated.

5.2 Managers and Supervisors

- Model respectful behavior at all times.
- Address inappropriate conduct immediately.
- Report and document any complaints or observed incidents.
- Support and protect employees involved in a complaint or investigation.

5.3 Employees

- Treat others with respect and professionalism.
- Refrain from engaging in harassment.
- Report incidents of harassment to a supervisor or other designated contact.
- Participate honestly and respectfully in investigations when required.

6. Reporting Harassment

How to Report

Employees who experience or witness harassment are encouraged to report the matter as soon as possible. Reports may be made to:

- The employee's immediate supervisor, or
- If the complaint involves a senior manager or elected official, to the Chief Administrative Officer (CAO) or Mayor.

Reports can be made verbally or in writing and should include:

- A description of the incident(s),
- The date(s), time(s), and location(s), and
- The names of anyone involved or who witnessed the behavior.

Anonymous reports will be reviewed to the extent possible, recognizing that anonymity may limit investigation outcomes.

7. Investigation Process

Upon receiving a complaint:

- a. The Town will acknowledge receipt promptly and ensure safety and confidentiality.
- b. A qualified investigator (internal or external) will be assigned to conduct a fair and impartial investigation.
- c. Both the complainant and respondent will have the opportunity to provide information and identify witnesses.
- d. Findings will be documented in a written report.
- e. The Town will determine appropriate actions based on the findings.

All parties will be informed of the outcome, within the limits of privacy legislation.

8. Corrective Action

If harassment is substantiated, the Town may take disciplinary action up to and including termination of employment, removal from volunteer roles, or exclusion from Town facilities or programs.

9. Protection from Retaliation

The Town strictly prohibits retaliation against anyone who:

- Reports harassment in good faith, or
- Participates in an investigation.

Any act of reprisal will itself be treated as a serious violation of this policy.

10. Confidentiality

All reports, investigations, and records will be handled with discretion and confidentiality, consistent with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and related municipal policies.

11. Training and Awareness

The Town will provide ongoing education for all staff and Council members on workplace respect, harassment prevention, and reporting procedures.

12. Policy Review

This policy will be reviewed every three years or as required by legislative changes.

Seven Day Notice of Policy: November 10, 2025

Council Approval:

In Effect:

This is to certify that Policy 103, Workplace Harassment, was approved by Town Council on the th day of , 2025

Mayor

Clerk

“APPENDIX A”

Town of Kentville – Workplace Harassment Incident Report Form

Confidential Document

This form is to be used by any employee, volunteer, or contractor who wishes to report a concern or incident of workplace harassment.

All information will be handled confidentially in accordance with Town policy and privacy legislation.

Section 1: Reporter Information

Name: _____

Job Title/Role: _____

Department: _____

Phone Number: _____

Email Address: _____

- ☐ I am reporting on my own behalf
- ☐ I am reporting as a witness to harassment
- ☐ I am reporting on behalf of another individual (with their consent)

Section 2: Details of the Incident

Date(s) of Incident: _____

Time(s): _____

Location(s): _____

Person(s) alleged to have engaged in harassment:

Relationship to you (e.g., coworker, supervisor, member of the public):

Describe what happened:

(Please include as much detail as possible — what was said or done, by whom, and how you responded.)

[illegible]

Were there any witnesses?

☐ Yes ☐ No

If yes, please list their names and contact information:

Section 3: Previous Action Taken (if any)

Have you spoken to anyone about this incident (supervisor, colleague, union rep)?

☐ Yes ☐ No

If yes, please describe what actions were taken and when:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Section 4: Impact

Please describe how this incident has affected you (e.g., emotionally, physically, professionally):

[illegible]

Section 5: Desired Outcome

What outcome or resolution are you seeking? (e.g., investigation, mediation, corrective action, support)

[illegible]

Section 6: Supporting Documentation

Please list any documents, emails, screenshots, or other evidence you are submitting with this report:

Section 7: Declaration

I confirm that the information provided above is accurate to the best of my knowledge.

I understand that submitting this report may initiate an investigation under the Town of Kentville's Workplace Harassment Policy.

Signature: _____

Date: _____

Section 8: Office Use Only

Date Received: _____

Received By: _____

File Number: _____

Action Taken:

- ☐ Acknowledgement Sent
- ☐ Investigation Initiated
- ☐ Informal Resolution
- ☐ No Further Action (explain below)

Assigned Investigator: _____

Investigation Start Date: _____

Investigation Completed: _____

Outcome/Decision Summary:

[illegible]

Reviewed By: _____

Date: _____

TO: Council

SUBMITTED BY: Dan Stovel, Kings REMO REMC

DATE: November 10, 2025

SUBJECT: Kings REMO Regional EM Advisory Committee Meeting,
2025-10-20

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

BACKGROUND

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 20, 2025.

Key issues of discussion included:

Presentation: [Nova Scotia Department of Public Works](#) (NS DPW), Sergey Averin

Overview of July 11, 2024, Flood Event in Kings County:

- Initial calls started at 17:00 on Thursday, July 11, 2024
- Sergey Averin was on-call supervisor for Kings County (deployed to investigate)
- Widespread damage to road infrastructure found, more calls coming in, called other internal resources for help.
- Closing roads, communicating with staff and superiors (notified Operations Contact Centre, AM, Kings REMO, Public Works EMO Support Group)
- Emergency work went on for 2.5 months; all regular maintenance work was delayed.
- Total highway infrastructure and bridge damage in Kings County:
 - 41 Roads damaged
 - 22 Bridges damaged
 - 31 Environmental culverts need to be replaced.
 - 17 replaced in 2024
 - 7 replaced or will be replaced in 2025
 - 7 will be replaced in the future.
- Total cost of damage to-date: \$7,683,500

Kings REMO Hurricane Preparedness & Response Plan (HPRP), Change 2

REMC summarized the changes being put forward in Change 2 to the Kings REMO Hurricane Preparedness & Response Plan (HPRP)

- Cover Page – date updated for Change 2: September 2025
- Foreword – amended signature block to chair of Kings REMO REMAC
- Section 1.1 Background: additional paragraph highlighting climate change contribution to shifts in hurricane behaviour.
- Section 1.3 References: updates to references and footnotes added for URL web addresses.
- Section 1.5 Aim & Scope: additional detail on a coordinated, inclusive, and effective approach to preparedness, response and recovery from hurricanes
- Section 2.1 Planning Assumptions: additions
 - Climate change will increase storm unpredictability, intensity, and overlapping hazards.
 - Communication infrastructure may be compromised for up to 72 hours post-storm.



- Section 2.7 ECC Activation Triggers: Matrix specific to Hurricane hazard as referenced to the Kings REMO Regional Emergency Management Plan (Change 4)
- Section 2.12 Rapid Damage Assessment and Insurance Coordination: new section to ensure a structured and timely approach to conducting initial damage assessments following a hurricane and to facilitate coordination with insurance representatives to support recovery, claims processing, and disaster assistance applications.
- Section 2.13 Mental Health and Wellness Supports: new section to ensure coordinated mental health and psychosocial support (MHPSS) services are available to residents, responders, and vulnerable groups during the recovery phase of a hurricane-related event.
- Section 3.2.2 NS Department of Emergency Management: new name for department, replacing NS EMO
- Section 5.2 Plan Review & Maintenance: updates with dates of review and change
- Section 6.0 Distribution List: updates to organization names
- Annexes:
 - E – Resource Distribution Management Plan – new Annex
 - L – Abbreviations and Acronyms – updated

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS REMO HURRICANE PREPAREDNESS AND RESPONSE PLAN (HPRP), DATED SEPTEMBER 2025

Kings REMO Debris Management Plan (DMP)

EMC presented the Draft Kings REMO Debris Management Plan

- Purpose: The Debris Management Plan (DMP) outlines a coordinated strategy to manage debris resulting from a severe weather event within the Kings County Regional Emergency Management Organization (REMO) jurisdiction. It supports the timely removal, collection, segregation, recycling, and disposal of debris to restore public safety, mobility, and critical services.
- The Kings REMO is structured in the same format as the other Kings REMO Hazard-specific Contingency Plans:
 - 1.0 Introduction
 - 2.0 Concept of Operations (CONOPS)
 - 3.0 Responsibilities
 - 4.0 Public Education & Awareness of Debris Management
 - 5.0 Mental Health & Community Stress
 - 6.0 After Action Review & Improvement Planning
 - 7.0 Plan Testing, Review & Maintenance
 - 8.0 Distribution List
- Annexes Include:
 - A. Declaring a State of Local Emergency (SOLE)
 - B. DMP Phases & Action Required
 - C. Debris Management – Variance Request Example
 - D. Expected Debris by Hazard for Kings County
 - E. Critical Infrastructure Impact and Debris Management Considerations
 - F. Debris Volume Estimates by Area (Kings County)
 - G. Debris Visual Estimation References
 - H. Priority Road Clearance Routes
 - I. Public Communication Samples
 - J. Sample AAR/IP Survey Questions

K. Abbreviations & Acronyms

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO DEBRIS MANAGEMENT PLAN (DMP), DATED SEPTEMBER 2025

Kings REMO SOP004 – ECC Activation

Purpose:

- To provide a standardized procedure for activating and operating the Kings REMO Emergency Coordination Centre (ECC) to support coordinated response efforts for emergencies and disasters affecting Kings County. It ensures clarity in activation triggers, levels, and roles, and promotes consistent decision-making across all partners. This SOP aligns with the Nova Scotia Emergency Management Act and ICS Canada principles.
- Annexes Include:
 - A. ECC Activation Flowchart
 - B. ECC Activation Decision Matrix
 - C. ECC Activation Checklist
 - D. ECC ICS Management Functions
 - E. ECC Layout (181 Coldbrook Village Park Dr)
 - F. ECC General Staff Responsibilities
 - G. Notification Templates
 - H. Situation Report (SitReP) Template

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO STANDARD OPERATING PROCEDURE (SOP004) FOR KINGS COUNTY ECC ACTIVATION

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 21 DNR reported wildfires in Kings County
- The NS Burn Safe Map is updated daily at 2:00 pm

Lake George Wildfire (2025-09-29 to 2025-10-11)

2025-09-29

- 1630 Kings Emergency Coordination Centre activated.
- 1645 Contact Red Cross Arrange for Reception Centre/Shelter
- 1700 Evacuation Alert – Lake George
- 1755 State of Local Emergency
- 1800 Evacuation Order
- 2030 VSAR mobilized
- 2059 Evacuation Order Update
- 2133 Evacuation Order Update
- 2007 Evacuation Alert
- 2215 Evacuation Order Update

2025-10-06 State of Local Emergency Renewed

2025-10-09	Evacuation Rescind No Structures Lost No Power outage to evacuated residences.
2025-10-10	De-activation of Kings ECC (1900)
2025-10-11	DNR Reported Lake George Wildfire "Under Control" (1901) 288 hectares.
2025-10-13	State of Local Emergency Expired

Full details of the After-Action Review/Improvement Plan will be brought forward when completed.

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
- 12 named storms in the Atlantic, as of 2025-10-20
- 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)

Comfort Centres

www.kingsremo.ca/Comfort-Centres

- 30 Comfort Centres (as of 2025-10-20)

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

- Aylesford Lions Club
- Berwick Lions Club
- Salvation Army Church (Kentville)
- Hants Border Community Hall
- Bethany Memorial Baptist Church (Aldershot)

Community Outreach

2025 presentations as of 2025-10-20: 17

2025 Presentations scheduled:

- 2025-10-24 Kings County Seniors Safety Program (Canning)
- 2025-12-10 Acadia University Admin Assistants PD Day
- 2025-12-17 Kingston Legion – Veterans & First Responders

Presentations to be confirmed:

- Acadia University Lifelong Learners (Fall / 2026 program)
- Filipino Community Group (Kentville)
- Aylesford Lions Club
- Blomidon Court Staff (Greenwich)

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:

▪ 10,212	2024-09-19	+ 2,982
▪ 16,257	2025-10-20	+ 6,045

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
- 2025-10-20 64 registrations

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

Training & Exercises

i. 2025-07-03 Hurricane Workshop After-Action Review/Improvement Plan (AAR/IP):

- 35 participants from Municipal staff & Agency Representatives
- What went well:
 - Relevant use of Lessons Learned from Upper Tantallon 2023 Wildfire
 - Very well structured, presented & relevant
 - A lot of relevant agencies present at the Workshop – useful to have a lot of stakeholders in the same room
- Areas for Improvement
 - More engagement, time and opportunity for discussion with participants
 - Increased number of exercises with participation from Municipal units and Agency Reps
 - More maps and relevance to area in Kings County

IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 11th HURRICANE-ECC ACTIVATION WORKSHOP AFTER ACTION REVIEW

ii. 2025 Training Schedule:

- BEM
 - 2025-03-13 (Thu)
 - 2025-06-26 (Thu) Cancelled – insufficient registrations
 - 2025-09-25 (Thu) Cancelled – insufficient registrations
 - 2025-12-11 (Thu)
- ECC
 - 2025-02-20 (Thu)
- I100
 - 2025-03-12 (Wed)
 - 2025-06-05 (Thu) – 23 registered New
- I200
 - 2025-04-23/24 (Wed/Thu)
 - 2025-09-23/24 (Tue/Wed) New
- I300
 - 2025-10-15/16/17 Cancelled – Lake George Wildfire

2026 Training program for Kings REMO

- BEM (Quarterly)
 - 2025-03-19 (Thu)
 - 2025-06-25 (Thu)
 - 2025-09-24 (Thu)



- 2025-12-10 (Thu)
- I200
 - 2026-04-22/23
- I300
 - 2026-10-21/22/23
- I400
 - 2026-11-to be confirmed

iii. 2025 Exercise program for Kings REMO:

2025-11-20 (Thu) Winterstorm – Shelter TTX

- This timeframe forecast to be used for the Lake George Wildfire After-Action Review/Improvement Plan discussion

2026 Exercise program for Kings REMO

- 2026-02-19 Evacuation Workshop
- 2026-04-09 Flood Tabletop Exercise/Discussion
- 2026-05-tbcNS DEM Exercise Nova Delta
- 2026-07-09 Hurricane Tabletop Exercise/Discussion
- 2026-11-19 Winter Storm-Shelter Tabletop Exercise

Roundtable Discussion

Mayor Mike Trinacty, Town of Berwick

- The Berwick Lions Club is very interested in becoming a Comfort Centre to support Kings REMO and is further investigating the installation of a generator to support their operations.

Councillor Howard Williams, Town of Wolfville

- If, as in the case of the Floods of 2024, staff can't get to the regional Emergency Coordination Centre (ECC), how are operations planned on being supported.
Kings REMO REMC: Staff are being cross trained in various positions to enable support across all 4 municipal units
Glenn Horne, CAO Town of Wolfville: With 4 municipal units available within REMO, available staff can be pulled from any of the 4 municipal units, giving Kings REMO a huge advantage
- How could residents who were evacuated get back to their properties once the Evacuation Order was in place?
Kings REMO REMC: With the benefit of having a municipal EMO liaison embedded within the Incident Command Post, any queries regarding re-entry were first reviewed at the ECC level, before being forwarded to the EMO Liaison to coordinate with DNR for escorted re-entry for any priority items, such as medications

Chris McNeill, CAO Town of Kentville

- In addition to the scheduled ICS training and Tabletop Exercises, is there an opportunity for additional training for an ECC Course, PIO training and Evacuations
Kings REMO REMC: For any PIO specific training that used to be provided by Communications Nova Scotia (CNS), this would not have to be separate training that is contracted out. Outside of ICS training, additional sessions for ECC courses and Evacuation Workshop (recommended for February 2026) can be scheduled at any time.
- Further to the Kings REMO Evacuation Plan and other detailed EM Hazard-Specific Plans, are there any prepared details for one-way in/one-way out communities?
Kings REMO REMC: Beyond the continued Kings REMO Emergency Preparedness Community outreach program, there is nothing as of today, for specific community planning to address those areas of Kings County that face one-way in/one-way out travel.

Councillor Wendy Elliott, Town of Wolfville

- There is a huge amount of gratitude from evacuees to First Responders & Kings REMO for keeping their properties safe during the Lake George Wildfire

Councillor Samantha Hamilton, Town of Kentville

- Reported hearing comments that the Lake George Wildfire was one of the best managed incidents. There is a common misconception amongst residents that structural Firefighters with Municipal Fire Departments were not adequately called upon to support DNR during the Wildfire – recognized as an education piece to ensure that residents are aware that structural Firefighters from Departments will be called upon for support, but not for internal Wildland firefighting

Craig Gibson, Municipality of the County of Kings Alt EMC

- Inquired about briefing EM Advisory Committee on NS Alert App
Kings REMO REMAC: Highlighted that the NS Alert App is available to all residents of Nova Scotia and they are encouraged to download the app as it bridges the Wi-Fi deficiencies with the National Alert Ready System.

**Councillor Robbie Hiltz, Municipality of the County of Kings
Kings REMO REMAC Chair**

- Thanks to the province for support during the Lake George Wildfire and gratitude to Kings REMO as an organization.

Next Meeting: Monday, January 19, 2026

Town of Kentville Decision Wheel:

