

Town of Kentville Council Advisory Committee Meeting

December 8, 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, November 10, 2025

4. PRESENTATIONS

- (a) Community Climate Capacity: Town of Kentville Year 2, Quarter 3 updates – Sofia Munoz, Clean Foundation

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

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

6. NEW BUSINESS

- (a) Engineering & Public Works request - Pre-Approval of Equipment Purchase prior to Capital Budget Meetings
- (b) Kentville Police Service request - One-Year Term (2 years) Police Constable Position
- (c) Policy G34 - Repeal Temporary Development Officer
- (d) Policy G60 - Repeal Styrofoam (Expanded Polystyrene) Products Restriction
- (e) Policy 104 - Public Consultation
- (f) Policy 105 - Expenses and Hospitality
- (g) Policy 106 – Proclamations
- (h) Heritage Advisory Committee - Proposed Heritage Designation of Four Properties
- (i) Re-designation & Rezoning Application – 153 Belcher Street (PID 55265250)
- (j) Housing Diversity and Community Balance in the General Commercial (C1) Zone – Supplemental Update

7. PUBLIC COMMENTS

8. CLOSED SESSION

- (a) Closed Session Minutes – November 10, 2025
- (b) Municipal Government Act - Section 22(2)(a) - Acquisition, Sale, Lease and Security of Municipal Property
- (c) Municipal Government Act - Section 22(2)(a) - Contract Negotiations

9. ADJOURNMENT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: November 10, 2025
Town Hall, 354 Main Street, Kentville, Nova Scotia

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

PRESENT: Mayor Andrew Zebian
Deputy Mayor Debra Crowell
Councillor John Andrew
Councillor Cate Savage
Councillor Rob Baker
Councillor Cathy Maxwell

REGRETS: Councillor Samantha Hamilton

STAFF: Chris McNeill, Chief Administrative Officer
Jason Bethune, IT Manager
Dave Bell, Director of Engineering and Public Works
Wanda Matthews, Director of Finance
Darren Shupe, Director of Planning
Marty Smith, Chief of Police

1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 5:00 p.m. He respectfully acknowledged that Kentville is on the traditional and unceded land of the Mi'kmaq People. The Town honours their deep connection to this land, past, present, and future; and also recognizes and honours the contributions and heritage of African Nova Scotians whose ancestors have shaped and enriched this community for generations.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Rob Baker declared a conflict of interest for item 8(b).
Councillor Cate Savage declared a conflict of interest for item 8(c).

2. APPROVAL OF THE AGENDA

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that the agenda for the Council Advisory Committee meeting of November 10, 2025, be approved.

MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES - October 10, 2025

Mayor Andrew Zebian asked if there were any changes to the minutes of October 10, 2025. With none forthcoming, he declared the minutes approved.

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

a. Planning and Development

Director of Planning Darren Shupe provided highlights from his monthly report. Work is progressing on development of a workplan for MPS/LUB review which will hopefully be ready in December.

Sixteen development permits were issued in October with an estimated value of \$1.2 million and no site plan or subdivision applications were received.

A new re-zoning application was received for 153 Belcher Street to facilitate the re-location of a dental clinic. A public participation meeting will be held on November 20, 2025, at 4:30 p.m.

Funding has been received to hire a person for a one-year term position to help with writing the environmental section of the new MPS/LUB, and other climate change projects.

Kentville's VIC had a great season with numbers up substantially in October with a longer open season and more pumpkin people publicity.

Councillor Andrew inquired about the percentage wage subsidy for the Climate position and was informed that the grant will pay for a vast majority of the wages.

A question related to the re-zoning of 153 was also asked and staff explained that it was to move the existing dental practice next door and make it more accessible.

b. Parks and Recreation

Staff report was included with the agenda and noted updates on capital projects at the arena and outdoor facilities. Additionally, job positings took place for two vacant positions and interviews were expected to take place shortly.

Two staff were recognized this month provincially as well with Manager of Recreation Services being elected the next President of Recreation Nova Scotia and Active Living Coordinator sharing in the Provincial Mayflower Cooperation Award.

Councillor Maxwell inquired about pool pipes that still seem to be exposed at the pool and asked when this work would be completed. Staff agreed to seek clarification and provide Councillor Maxwell with an update in the near future.

c. Kentville Police Service

Chief Marty Smith reviewed his report from September 2025 noting an increase in calls over the same period in 2024. He noted that over 200 hours of foot patrols took place, which is significantly higher than the normal average of 130. Also highlighted was that of the 338 calls for service during September, 141 were related to downtown issues.

Training of members that took place during the month was also noted including dog training with ground search and rescue.

Chief Smith shared that KPS continues to work with key partners downtown and plan to host some meetings in the coming months to strengthen these relations. He noted that the Board Chair will be present at December CAC to make a presentation for early budget consideration.

Councillor Maxwell asked about the drop in criminal code charges and if they would increase in the winter months. Chief Smith noted that loitering type issues are not criminal code offenses. Recently, three persons have been charged as a result of investigations into 4 incidents.

Councillor Rob Baker asked about the number of homeless people now noting that a 2021 report stated 50 people. Chief Smith replied that he would look into this data and provide the information when available.

Councillor Cate Savage asked about the hiring of the Crisis Navigator. Chief Smith answered that the hiring process is currently underway.

Councillor Rob Baker questioned if the reason calls are less is because of the lack of a crisis navigator. Chief Smith replied that this was not specifically the reason, but it does play a part,

d. Engineering and Public Works

Director of Engineering Dave Bell provided an overview of current operating and capital projects including water meter replacement, which is now in year two with Neptune Technologies, and that there are no operational issues with the regional sewer system this month with more work on the system expected this fall.

He shared that curb work on Main Street is now complete and paving will take place later this month.

Donald Hiltz Connector Roadwork is now complete for 2025 including a new watermain and new stormwater infrastructure to help with water runoff. The road is 85% complete with gravel and will be gated and closed until completed. Next project in this area will see the construction of a replacement water tank.

Councillor Rob Baker inquired about unused stormwater money. Director Bell noted that we have funding for work in the east end that was approved but not yet spent. Staff are also looking at other project locations like Spring Garden Road. A design for Mitchell Brook crossing is now complete, but too late in the year to begin that work so it will be tendered in 2026.

Councillor Cate Savage asked if Donald Hiltz Connector is now ready for paving and curbing. Director Bell stated that it was not and the Town would need a few million dollars to do that work. He added that ponds are complete in that area and should help with stormwater retention.

e. Finance

Director of Finance Wanda Matthews reviewed her monthly report and not that we will not be participating in the fall borrowing debenture with the province because our projects are not yet complete.

We have submitted a request to the province for approval to spend in excess of \$250,000 on the water parts of Donald Hiltz Connector and are awaiting that approval.

Our outstanding tax levy is at 4.5% which is the same rate as last year. Our first reminder notices recently went out. The new sanitary sewer rates are now posted on our website and letter and notices have been sent directly to industrial customers.

While our recreation accounts have not had a detailed analysis yet, we are on track for about a \$130,000 year end operating surplus at this point, but that could change with winter approaching.

5. NEW BUSINESS

a. Policy 101 - Traffic Calming

It was moved by Councillor Rob Baker, seconded by Councillor Cate Savage that Council approve Policy 101 respecting traffic calming.

Councillor Cate Savage inquired about the report stating that Council's strategic priorities report was not yet complete. Chris McNeill noted that it was and this wording was just a carry over from the previous report.

Councillor Rob Baker asked Police Chief Smith if there had been any traffic studies completed. Chief Smith noted that there have been some done in the past like in MacDougall Heights and no speeding was detected.

Councillor Rob Baker asked how we define arterial versus thoroughfare. Director Bell shared that MacDougall Heights is considered a minor collector road and all of Bonavista are considered local roads.

Councillor John Andrew suggested that we implement lower speed limits and some areas and more police enforcement.

Councillor Cathy Maxwell suggested that the cost was not justified and that speeding is all a matter of perception.

Deputy Mayor Debra Crowell noted that traffic calming actually creates more noise, comes with a cost, and will be an inconvenience. She suggested more signage and pavement markings.

MOTION DEFEATED WITH Councillor Rob Baker and Councillor Cate Savage voting in favour, and Mayor Andrew Zebian, Deputy Mayor Debra Crowell, Councillor John Andrew, and Council Cathy Maxwell voting against.

b. Policy 102 – Flags

It was moved by Deputy Mayor Crowell, seconded by Councillor Cathy Maxwell that Council approve Policy 102 - Flags

Councillor Cathy Maxwell praised the introduction of this policy that she has been trying to get put in place for nine years.

Councillor Cate Savage asked if Section 7 was from somewhere else. CAO McNeill stated that the policy was written internally and not copied from someone else's policy.

MOTION CARRIED UNANIMOUSLY.

c. Bylaw 202 - Reduced Taxation (first reading)

It was moved by Deputy Mayor Crowell, seconded by Councillor John Andrew that Council give first reading to Bylaw 202 - Reduced Taxation.

Councillor Cate Savage questioned why this seemed so easy now after years of being told no. CAO McNeill said he can't answer for the past but legislation clearly allows it.

MOTION CARRIED UNANIMOUSLY.

d. Bylaw 203 - Sewers (first reading)

It was moved by Deputy Mayor Crowell, seconded by Councillor Cate Savage that Council give first reading to Bylaw 203 respecting Regulation of Connecting and Discharging to Town Sewer System.

Councillor Cate Savage asked what was different from this proposed new bylaw and the current bylaw. CAO McNeill indicated that the only changes are in formatting and the addition of new rates, otherwise it is identical.

Councillor Cathy Maxwell asked if residents were being forced to connect their sum pump to stormwater system. Director Bell stated that nothing has changed in this bylaw from the current version and residents also should not have their rooftop drains going into stormwater system.

MOTION CARRIED UNANIMOUSLY.

e. Land Use Bylaw Amendment - Concurrent Construction and Conditional Permitting

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell, that Council give first reading to the proposed Land Use Bylaw 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.

Director of Planning Darren Shupe explained this requested amendment to allow for easier phased developments. The proposed change is a text amendment that is not site specific and would apply mostly to large developers but would be available to anyone.

MOTION CARRIED UNANIMOUSLY.

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

It was moved by Councillor Rob Baker, seconded by Councillor John Andrew, that Council request staff to prepare amendments to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), substantially as outlined in Appendix D, that:

- **Defines program-based housing and its sub-types (supportive, transitional, and emergency shelter);**
- **Refines 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 Base 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*.

Councillor Cathy Maxwell highlighted the definitions of emergency shelter and supportive housing and recommended that more clarity is needed for them and is hesitant to allow such developments in residential areas.

Councillor John Andrew shared that he is fully supportive of this amendment and that supportive housing and emergency shelters are not supervised all the time.

Councillor Rob Baker asked where faith-based facilities fit in with these changes. Director Shupe noted they are currently zoned institutional and these proposed changes do not affect them.

Councillor Cate Savage suggested that we need standard definitions from the province.

MOTION CARRIED with Mayor Andrew Zebian, Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, and Councillor Cate Savage voting in favour, and Councillor Cathy Maxwell voting against.

g. Policy 103 - Workplace Harassment

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council approve Policy 103 respecting Workplace Harassment.

MOTION CARRIED UNANIMOUSLY.

6. CORRESPONDENCE

a. Kings REMO Regional EM Advisory Committee Meeting Report

The quarterly REMO report was received with no questions.

7. PUBLIC COMMENTS

There were no public comments.

It was moved by Councillor John Andrew, seconded by Deputy Mayor Debra Crowell, that Council move into closed session at 6:47 p.m.

MOTION CARRIED UNANIMOUSLY.

8. CLOSED SESSION

a. Section 22(2)(a) - *Municipal Government Act* - Lease of Municipal Property

Councillor Rob Baker declared a conflict of interest for item 8(a) and left the room at 6:48 p.m.

Councillor Rob Baker returned to the room at 6:55 p.m.

b. Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations

Councillor Cate Savage declared a conflict of interest for item 8(b) and left the room at 7:03 p.m.

Councillor Cate Savage returned to the room at 7:28 p.m.

c. Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations

RETURN FROM CLOSED SESSION

It was moved by Deputy Mayor Crowell, seconded by Councillor Maxwell, that the meeting return from closed session at 8:11 p.m.

MOTION CARRIED unanimously.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 8:12 p.m.

Approval Date

Mayor Andrew Zebian

Community Climate Capacity: Town of Kentville Year 2, Quarter 3 updates

December 8, 2025

Ongoing initiatives



Natural stormwater management

- Providing information about siltation control in the Gorge;
- Integrating floodline mapping data to support planning.



QUEST energy planning

- Community Energy Planning Implementation Workshop completed;
- Final Community Energy and Emissions Plan anticipated early 2026.



Bird friendly Kentville

- On hold as the Town finalizes development plans for Donald E. Hiltz Connector area.

Project updates

- **\$305,000** in funding awarded to support feasibility study for recommended project in Stormwater Management Master Plan.
- **\$70,000** in funding awarded to support Kentville's Climate Risk Assessment through one-year term position with the Town.





Kentville
A BREATH OF FRESH AIR.

Strategic Priorities Plan 2025-2029

“Investing in Kentville’s Future Today”

Aligning Strategic Priorities with Program initiatives

Recreation and asset management plans

- Biodiversity Strategy
- Urban Forest Management Plan
- Funding: Stormwater management projects (design and build)

Updating municipal buildings

- Funding/support to make municipal buildings ***accessible, efficient*** and ***climate resilient***
- Community energy and emissions plan

Growth and development

- Climate risk assessment
- Community engagement support
- Adaptation Action Plan

Program support runs
Apr. 1, 2024 – Mar. 31, 2027

2026 Forecast



Urban forest stewardship

Plan development to coordinate and align the forest-related work in Kentville – **funding available, up to 175k and 90% of project costs.**

Implementation of plans

Project/goal implementation of Biodiversity Strategy, Community Energy Plan, Adaptation Action Plan.



Long-term climate planning

Transitioning away from Program support through establishment of internal capacity and work handover.



Thank you

Sofia Munoz, Climate Lead
E: smunoz@cleanfoundation.ca
P: 782-414-9950



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of November 2025
Department of Parks and Recreation
Presented on December 8, 2025**

Administration and Operations

- The IDEA Coordinator position was filled, and the individual starts December 1
- The Administration Coordinator position was filled, and the individual starts December 2
- Our (2) seasonal landscaping employees have finished for the season, and they will return in April of 2026
- Staff met with Valley United for a discussion pertaining to a new facility or domed multi-purpose field.

Facilities and Operations

- Plow tender closed and awarded in the month of November
- Oakdene Park playground had parts replaced to correct the zip line in early November
- Meadowview AT Trail Bridge resurfaced in the middle of November
- Arena bookings are continuing to fill up. For more information on arena bookings, please email our Supervisor of Facility Operations at ngerrard@kentville.ca

Programs and Outreach

- Staff facilitated a partnership gathering at the Fire Hall with 40 participants in attendance. Topics of discussion included Community Connections Expo, engagement strategies, supports needed to improve participation in engagement, and a presentation from Kings Transit.
- RecConnect
 - On November 6, in partnership with Acadia University, the 2nd Annual RecConnect event occurred - Acadia CODE students created this wonderful opportunity to connect our recreation sector with the students of the community development program.
- Winter Programs registration launches December 8
 - All programs and information can be found at kentville.ca/programs

Events that occurred 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 Days – November 21-23
 - Several activities facilitated by Parks and Recreation staff
 - Great turnout from the community to each of the events hosted by Town of Kentville and Kentville Business Community

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

Oct 2025



| ADMINISTRATION | 2024 | 2025 |
|-----------------------|------|------|
| SOT's | 27 | 26 |
| Foot Patrol | 136 | 154 |
| Criminal Code Charges | 26 | 31 |
| Calls for Service | 335 | 381 |

HIGHLIGHTS/INITIATIVES:

- Trunk or Treat at Family Resource Centre
- Highlight Cst Chelsey Hutley's service with KPS
- Members attended the Fallen Memorial Ceremony
- Valley Harvest Marathon, raised over \$2400
- 1st Annual Battle of the Badges Hockey game. Raiser over \$1500 for Muscular Dystrophy

PATROL:

- 381 calls.
- Charges laid in Robbery file
- High volume of calls dealing with people downtown. 137 of the 381 calls were in the downtown core. Majority being wellbeing checks, mental health, trespass act.
- Completed 6 checkpoints
- Issued 26 Summary Offence Tickets

TRAINING:

- Annual Pistol Qualifications
 - Sexual Assault Investigators Course
- Hate Crime Training

Oct 2025



CES:

- Schedule annual Training
- REMO for Wildfires
- Career Access meeting with NKEC students
- Partner meeting with Oasis
- JOHS Meeting
- Covered shift assisting with many calls

CCN:

- Position vacant in October.

INVESTIGATIVE SECTIONS:

GIS

- 10 active investigations
- 4 search warrants executed
- CDSA Search warrant and arrests - cocaine/ cash seized. 2 persons charged with possession of cocaine for the purpose of trafficking.
- Armed robbery of a business - Search Warrant executed, evidence recovered, suspect identified and arrested.
- CDSA Search Warrant and arrest - cocaine/cash/ replica firearms seized. 1 person charged with possession of cocaine for he purpose of trafficking
- Assisted Patrol with a high-risk domestic investigation. Completed a warrant to enter a dwelling house and did surveillance. Was able to safely arrest the subject.
-

SCEU

- 8 active investigations
- 4 Search warrant/Production Orders executed
- Assisted KPS with CDSA Search Warrant

CISNS

- Nothing significant to report for October

BY-LAW

- 56 parking Tickets
- 52 warnings
- 19 smoking By-Law charges
- Assisted KPS with 9 calls
- 4 Municipal By-Law investigations



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

December 08, 2025

Programs and Operations

- **Kentville Water Commission:** The water meter replacement program is nearing completion. By late December, approximately 380 meters will have been replaced this year, keeping us on track to finish the project by December 22, 2025 completing more than 780 meter replacements of our oldest meters in the last two years of this multi-year project. This upgrade will improve meter accuracy, enhance system monitoring, and support more efficient water service for residents.
- **Sanitary Sewer Area Service:** There were no operational issues this past month with the Town's Sanitary Sewer area service and Capital upgrades at the Regional Sewer Treatment facility in New Minas are nearly complete to remove sludge and add additional aeration lines.

Projects

- **GRID – Main Street Storm, Sidewalk & Paving Project:** The GRID Storm, Curb & Sidewalk Project is now substantially complete and the Provincial Trunk Paving Program that helped fund the repaving of Main Street from Aberdeen to Southview Avenue and sections of Bridge Street and Webster Street. We will be working with the contractor to finalize a few remaining details before winter sets in.
- **Active Transportation Network:** The new sidewalk connecting Church Ave to Academy Street on Prospect Ave is also complete. This connection not only improves pedestrian safety and accessibility but also enhances drainage in the area by providing a more controlled surface for runoff.
- **Donald E. Hiltz Connector Road:** This year's phase of the ICIP funded Donald E. Hiltz Connector Road project will wrap up in December as we prepare for winter. Most pipe work is complete, including the new watermain linking the Business Park

and Prospect systems. Storm infrastructure is nearly finished, and the road is about 85% built to the base gravel level. Once this phase ends, the road will be gated and closed to vehicles until future curbing and paving are done, but it will reopen for Active Transportation once it's no longer a construction zone. Next year's work will include replacing the Business Park Water Tank to improve system reliability.

- **Storm Water Infrastructure Maintenance:** We are wrapping up for the season as we prepare for winter operations.

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
- November 10th – CAC Meeting
- November 27th – Regional Sanitary Sewer Committee Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



TOWN OF KENTVILLE
Staff Report to Council Advisory Committee
For the Month of November 30, 2025
DEPARTMENT- FINANCE

Operations

- Engineering and Public Works, together with Finance, has advanced the steps required to support reimbursement of eligible ICIP DE Hiltz Connector Project expenditures. As funder claim reviews remain outstanding, cash flow management has been critical to ensure sufficient funds are available to cover project costs in the interim.
- The Town has received two Ministerial certificates approving temporary borrowing for capital acquisitions for a period of 24-month period.
- The Draft 2023–2024 Municipal Report for the Town of Kentville (Municipal Profile and Financial Condition Indicator Results) has been circulated for review, with municipal comments to be submitted for inclusion in the report by December 4, 2025.
- Finance and senior leadership are in the preliminary stages of designing and developing the process and timeline for the upcoming budget year.

Financial

- Communication to ratepayers regarding the approved Sanitary Sewer Operating Budget and Rates for 2025–2026 and 2026–2027 has been included in the E-Newsletter and is also available in the Spotlight section on the front page of the Town’s website.
- Year-to-date (YTD) October Statement of Operations results are presented in Appendix A. Revenues total 85.8% and expenses total 60% of their respective annual budgets, 58% through the fiscal year.
- As of December 1, 2025, year-to-date Town General Capital expenditures total \$ 7,785,032, representing 64.9% 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.
- Appendix C presents Reserve projections for March 31, 2026. Approximately \$ 703,000 less utilization is projected due to changes in the status of Town, Water and Sewer capital acquisitions and projects as of November 2025. The Town’s portion, as reported in the Capital Investment Plan update in Appendix B, is \$ 736,000 below budget.
- Final tax billing issued in August 2025 totaled \$ 6,932,659, bringing the 2025–2026 fiscal year total to \$ 13,879,493. As of December 2, 2.9% of the levy remained outstanding.

| Outstanding Tax Receivable Aging | | |
|---|------------------|--------------------|
| 2025-2026 | 2024-2025 | Prior Years |
| \$ 401,944 | \$ 23,228 | \$ 13,672 |

Respectfully submitted,

Wanda Matthews, CPA, CA
 Director of Finance



Town of Kentville Operating Fund

Statement of Operations
 Year to Date October 31, 2025
Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 60 % of **expenditure** budget used and 85.8 % of **revenue** budget recorded creating an overall **surplus of \$ 4,903,820**.

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.

October's statement includes forecast information that aligns with the budget except in areas where known variances exist, including Revenues, General Administration, Protective Services, Environmental Development, Recreation and Cultural, and Financing and Transfers. Senior Leadership and Finance will continue to refine the forecast values as conditions evolve.

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 property assessment values at the time of finalization. Overall, forecasts for taxes, levies, and area rates 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 represent the Town's expected tax base for the year. Throughout the year, successful assessment appeals are processed, and taxes are adjusted to reflect PVSC's valuation. These appeals reduced final tax levies by approximately \$27,000.
- **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.

Expenditures

- **Debt charges** are incurred in accordance with a defined payment schedule, with the principal and first semiannual interest payments now recorded.

Statement of Operations
Year to Date October 31, 2025

Expenditures Continued:

- **Administration**

- Legislative expenditure is lower than expected; however, no adjustment has been made to the forecast presently. Legal and professional fees have been distributed from Administration to departments with greater precision. The forecast reflects a realignment of the budget to match projections for Administration, Protective Services and Transportation Services. This redistribution ensures that professional fees related to code of conduct investigations can be funded.
- Staff turnover has resulted in favourable variances in administrative salaries.

- **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 seven 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**

- 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 with the exception of legal.

- **Planning and Zoning** are fully staffed this year, whereas vacancies existed in these positions at the same time last year. Legal expenses exceeded the full annual budget within the first six months with the overage offset by savings in other areas that are currently under budget.

- **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 October 31, 2025

| Revenue | Annual Budget | Forecast | Preliminary YTD Amount | % Budget Revenue CY | % Budget Revenue PY |
|---|-------------------|-------------------|------------------------|---------------------|---------------------|
| TAXES | | | | | |
| Tax (including Industrial Park) | | | | | |
| Assessable property | 12,902,655 | 12,880,925 | 12,889,926 | 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 | 13,100,267 | 13,109,268 | 99.9% | 99.4% |
| Area rates and frontages | | | | | |
| Area rates | 765,598 | 767,241 | 767,241 | 100.2% | 99.7% |
| Special assessments | 2,000 | 2,000 | 5,616 | 280.8% | 408.5% |
| | 767,598 | 769,241 | 772,857 | 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 | 604,551 | | |
| TOTAL TAXATION | 14,522,342 | 14,577,178 | 14,519,346 | 100.0% | 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% | 19.7% |
| Local government | 98,253 | 98,253 | 24,096 | 24.5% | 48.6% |
| | 228,810 | 228,810 | 92,608 | 40.5% | 31.6% |
| SALES OF SERVICES | | | | | |
| Agencies | 1,270,630 | 1,290,630 | 719,401 | 56.6% | 50.6% |
| OTHER REVENUE-OWN SOURCES | | | | | |
| Fines, fees, permits | 46,700 | 46,700 | 63,208 | 135.3% | 84.6% |
| Rentals | 402,633 | 402,633 | 157,090 | 39.0% | 41.4% |
| Interest | 200,000 | 200,000 | 162,401 | 81.2% | 107.5% |
| Return on investments | 660,000 | 660,000 | - | 0.0% | 0% |
| Other | 41,400 | 41,400 | 34,367 | 83.0% | 74.1% |
| | 1,350,733 | 1,350,733 | 417,065 | 30.9% | 33.1% |
| UNCONDITIONAL TRANSFERS | 450,128 | 450,128 | 280,726 | 62.4% | 82.8% |
| CONDITIONAL TRANSFERS | 183,094 | 177,294 | 94,162 | 51.4% | 72.3% |
| FINANCING AND TRANSFERS | | | | | |
| From reserves | 407,030 | 407,030 | 161,391 | 39.7% | 33.0% |
| TOTAL REVENUE | 18,982,131 | 19,056,577 | 16,284,699 | 85.8% | 85.1% |
| Revenue budget to forecast variance (value) | 74,446 | | | | |
| Revenue budget to forecast variance (%) | 0.39% | | | | |

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period October 31, 2025

| Expenditures | Annual Budget | Forecast | Preliminary YTD Amount | % Budget Expended CY | % Budget Expended PY |
|---|----------------------|-------------------|-----------------------------------|---------------------------------|---------------------------------|
| GENERAL ADMINISTRATION | | | | | |
| Legislative | 297,422 | 297,422 | 157,939 | 53.1% | 54.9% |
| General administration | 2,083,100 | 2,007,840 | 1,185,054 | 56.9% | 56.5% |
| | 2,380,522 | 2,305,262 | 1,342,993 | 56.4% | 56.3% |
| PROTECTIVE SERVICES | | | | | |
| Police- core program | 3,412,349 | 3,418,349 | 2,002,708 | 58.7% | 51.8% |
| Police-sales of service | 193,656 | 193,656 | 89,801 | 46.4% | 43.7% |
| Law enforcement | 148,279 | 170,279 | 71,824 | 48.4% | 52.5% |
| Fire fighting | 1,052,596 | 1,052,596 | 759,035 | 72.1% | 50.0% |
| Protective service- debt charge | 2,120 | 2,120 | 869 | 41.0% | 56.8% |
| Emergency measures and other | 212,205 | 212,205 | 96,677 | 45.6% | 77.0% |
| | 5,021,205 | 5,049,205 | 3,020,914 | 60.2% | 52.0% |
| TRANSPORTATION SERVICES | | | | | |
| Common services | 1,482,448 | 1,487,448 | 732,050 | 49.4% | 49.1% |
| Road transportation | 957,800 | 957,800 | 481,021 | 50.2% | 56.7% |
| Public transit | 437,251 | 437,251 | 368,184 | 84.2% | 81.4% |
| Transportation- debt charge | 62,411 | 62,411 | 17,695 | 28.4% | 111.7% |
| Other | 100,000 | 100,000 | 82,930 | 82.9% | 63.3% |
| | 3,039,910 | 3,044,910 | 1,681,880 | 55.3% | 57.4% |
| ENVIRONMENTAL HEALTH SERVICES | | | | | |
| Solid waste collection and recycling | 826,739 | 826,739 | 665,675 | 80.5% | 57.8% |
| ENVIRONMENTAL DEVELOPMENT | | | | | |
| Planning and zoning | 411,848 | 411,848 | 236,134 | 57.3% | 39.2% |
| Other community development | 497,856 | 497,856 | 298,614 | 60.0% | 57.2% |
| | 909,704 | 909,704 | 534,748 | 58.8% | 49.6% |
| RECREATION AND CULTURAL | | | | | |
| Recreation-Administration | 759,376 | 754,748 | 472,336 | 62.2% | 54.7% |
| -Programmes (net) | 125,505 | 95,534 | 90,910 | 72.4% | 28.2% |
| -Facilities and Trees | 1,037,345 | 976,944 | 649,589 | 62.6% | 64.0% |
| -Debt charge | 44,645 | 44,645 | 7,204 | 16.1% | 73.0% |
| Cultural | 141,184 | 141,184 | 89,827 | 63.6% | 63.5% |
| | 2,108,055 | 2,013,055 | 1,309,866 | 62.1% | 58.4% |
| EDUCATION | 2,324,456 | 2,324,456 | 1,346,212 | 57.9% | 58.3% |
| FINANCING AND TRANSFERS | | | | | |
| Debt charge- principal | 874,040 | 874,040 | 874,040 | 100.0% | 100.0% |
| Transfers to allowances and reserves | 1,497,300 | 1,572,300 | 604,551 | 40.4% | 108.2% |
| | 2,371,340 | 2,446,340 | 1,478,591 | 62.4% | 104.6% |
| TOTAL EXPENDITURE | 18,981,931 | 18,919,671 | 11,380,879 | 60.0% | 61.1% |
| SURPLUS (DEFICIT) | \$ 200 | \$ 136,906 | \$ 4,903,820 | | |
| Expenditure budget to forecast variance (value) | (62,260) | | | | |
| Expenditure budget to forecast variance (%) | -0.33% | | | | |



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2025-2026
YTD December 1, 2025**

| PROJECT BY DEPARTMENT/AREA | BUDGET | FORECAST | VARIANCE | YTD ACTUAL | % Expended |
|--|----------------------|----------------------|---------------------|---------------------|--------------|
| Active Transportation | 611,000 | 580,000 | 31,000 | 553,923 | 90.7% |
| General Administration | 101,500 | 119,100 | (17,600) | 103,686 | 102.2% |
| Protective Services | 186,400 | 199,100 | (12,700) | 147,141 | 78.9% |
| Transportation ^{Note 1} | 4,394,850 | 3,311,910 | 1,082,940 | 1,653,179 | 37.6% |
| Expansion- Donald Hiltz Connector | 5,500,000 | 5,710,000 | (210,000) | 4,561,009 | 82.9% |
| Planning and Development | 78,000 | 48,000 | 30,000 | 4,802 | 6.2% |
| Parks and Recreation ^{Note 2} | 1,128,250 | 826,305 | 301,945 | 761,293 | 67.5% |
| Total | \$ 12,000,000 | \$ 10,794,415 | \$ 1,205,585 | \$ 7,785,032 | 64.9% |

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 | 615,024 | 53.2% |
| Sidewalks | 1,552,850 | 1,520,850 | 32,000 | 366,781 | 23.6% |
| 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 | \$ 1,653,179 | 37.6% |

Note 2 comprised of:

| | | | | | |
|-------------------------|---------------------|-------------------|-------------------|-------------------|--------------|
| Green Spaces | 25,000 | 25,000 | - | 17,564 | 70.3% |
| Parks & Playgrounds | 125,650 | 40,515 | 85,135 | 40,417 | 32.2% |
| Sport Facilities | 906,600 | 712,770 | 193,830 | 673,193 | 74.3% |
| Buildings and Equipment | 71,000 | 48,020 | 22,980 | 30,119 | 42.4% |
| | \$ 1,128,250 | \$ 826,305 | \$ 301,945 | \$ 761,293 | 67.5% |

| Town of Kentville Capital Investment Plan Implementation Status Report December 1, 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 | 580,000 | 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 and Sidewalk | 222,000 | 190,000 | Construction/Procurement |
| 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 | Additional Road Remediation | - | - | |
| Transportation | Prospect Avenue Extension Curb and Street 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 | 17,820 | Tender Awarded |
| 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 | 39,500 | Tender Awarded |
| Parks and Recreation | Tables and Transport Carts for Arena | 15,000 | 12,900 | Construction/Procurement |

Town of Kentville
Capital Investment Plan
Implementation Status Report
December 1, 2025

| | | | | |
|----------------------|---|----------------------|----------------------|--------------------------|
| 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 |
| 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 | \$ 10,794,415 | |

Legend:

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

| TOWN OF KENTVILLE | | |
|---|---|-----------------------|
|  | Reserve Funds Excluding Perpetual Fund | |
| | YTD December 1, 2025 | |
| | March 31, 2025 | March 31, 2026 |
| | Balance | Projection |

Town of Kentville**Town Operating Reserve**

| | | |
|----------------|-----------|-----------|
| Town | 1,751,605 | 1,526,774 |
| Sanitary Sewer | 103,507 | 103,507 |
| | 1,855,112 | 1,630,281 |
| Pension | 74,024 | 78,674 |

Town Capital Reserve

| | | |
|-------------------------------|-----------|-----------|
| Town | 1,877,716 | 1,449,376 |
| Town - Deed Transfer Tax | 360,213 | 1,035,213 |
| Sanitary Sewer | 94,651 | 84,832 |
| Sanitary Sewer - Depreciation | 220,461 | 211,961 |
| | 2,553,041 | 2,781,383 |

Other Reserves

| | | |
|----------------------------|-----------|-----------|
| CCBF, SSGF, Equipment | 949,000 | 800,737 |
| Total Town Reserves | 5,431,178 | 5,291,075 |

Kentville Water Commission

| | | |
|---------------------------|-----------|-----------|
| Operating Reserve | 60,010 | 60,010 |
| Capital Reserve | 350,380 | 287,208 |
| Depreciation Reserve | 1,564,403 | 1,409,289 |
| Total KWC Reserves | 1,974,792 | 1,756,507 |



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

December 2025

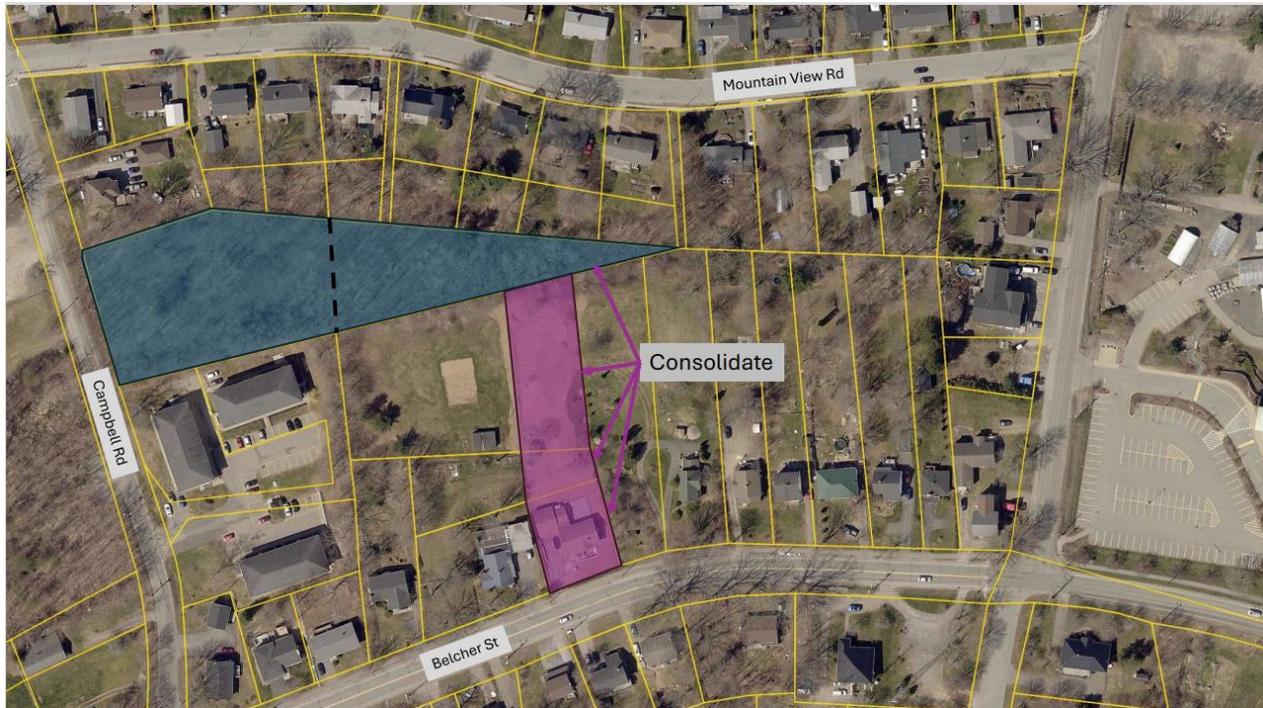
Looking Forward

With workload remaining high into December, our attention will return to the Plan Review workplan later in the month with the expectation of providing a draft to Council in January. The hiring process for the Climate Action Coordinator position will commence this week.

Month in Review

Development Applications

- **Development Permits:** Eight development permits were issued in the month of November with an estimated construction value of \$911,000.
- **Site Plan Approval Applications:** No site plan approval applications were received in November.
- **Subdivision Applications:** One subdivision application was received in November regarding the consolidation of 196 Belcher Street (PID 55265961) and a portion of Campbell Road (no civic) (PID 55258149).



Planning Applications and Reports

New

- A report has been provided by the Heritage Advisory Committee who have recommended four properties to be considered for registration under the Heritage Property Bylaw.

Ongoing

- Staff have prepared 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. A Public Participation Meeting was held on November 25, 2025. A report documenting the public feedback, as well as revisions to definitions, policies, and regulations will be presented later in the agenda.
- 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 was held on November 20, 2025 and a report has been prepared for CAC.

- 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 was prepared for CAC on November 10, 2025. Staff have since confirmed the process with Building Officials and the Solicitor and a revised report appears as part of this package.
- 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

- Planning is starting for the 2026 Annapolis Valley Apple Blossom Festival. Staff are meeting with the events team later this month. Traffic and logistics planning discussions will start early in the new year.
- Marketing plans and draft budgets are being created now, and staff are meeting with media representatives and associates to discuss tourism campaigns for the 2026 fiscal year.

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



November 2025

| | | | |
|-------------------------------|-------------|---------------------|-----------|
| Permit #: | 4521 | Permit Date: | 11/7/2025 |
| Value of Construction: | \$20,000.00 | Fee: | \$0.00 |
| 10' x 20' Utility Shed | | | |

| | | | |
|--|--------------|---------------------|------------|
| Permit #: | 4519 | Permit Date: | 11/14/2025 |
| Value of Construction: | \$490,000.00 | Fee: | \$37.91 |
| Reconstruct Accessory Building containing canteen, washrooms, and electrical room. | | | |

| | | | |
|--|-------------|---------------------|------------|
| Permit #: | 4518 | Permit Date: | 11/14/2025 |
| Value of Construction: | \$50,000.00 | Fee: | \$83.25 |
| Residential addition to expand 2 bedrooms, and create a master bedroom and office. | | | |

| | | | |
|-------------------------------|-------------|---------------------|------------|
| Permit #: | 4525 | Permit Date: | 11/19/2025 |
| Value of Construction: | \$10,000.00 | Fee: | \$0.00 |
| Storage Shed (10' x 20') | | | |

| | | | |
|---|--------------|---------------------|------------|
| Permit #: | 4524 | Permit Date: | 11/20/2025 |
| Value of Construction: | \$150,000.00 | Fee: | \$350.00 |
| Construct office and hallway on second floor to provide access to a new fire escape | | | |

| | | | |
|--|-------------|---------------------|------------|
| Permit #: | 4527 | Permit Date: | 11/27/2025 |
| Value of Construction: | \$1,000.00 | Fee: | \$22.20 |
| Installation of an egress window in basement | | | |

| | | | |
|--|-------------|---------------------|------------|
| Permit #: | 4530 | Permit Date: | 11/28/2025 |
| Value of Construction: | \$90,000.00 | Fee: | \$35.05 |
| Construction of an Attached Garage (342 ft2) | | | |

| | | | |
|--|--------------|---------------------|------------|
| Permit #: | 4529 | Permit Date: | 11/28/2025 |
| Value of Construction: | \$100,000.00 | Fee: | \$240.00 |
| Change of Use and Tenants, and renovations | | | |

Activity Report

Planning & Development



| | November 2025 | | November 2024 | |
|-----------------------------|---------------|--------------------|---------------|--------------------|
| <i>PERMITS</i> | Month Total | Year-to-Date Total | Month Total | Year-to-Date Total |
| Number of Permits | 8 | 74 | 7 | 96 |
| Total Building Value | \$911,000.00 | \$28,729,989.21 | \$161,000.00 | \$41,755,187.60 |
| Permit Revenue | \$768.41 | \$21,794.48 | \$346.76 | \$31,587.55 |



TO: Mayor & Council
SUBMITTED BY: Dave Bell, Director of Engineering & PW
DATE: December 08, 2025
SUBJECT: Pre-Approval to Order a Replacement Single Axel Dump / Plow / Salt Truck

ORIGIN Pre-Approval of Equipment Purchase prior to Capital Budget Meetings.

BACKGROUND Public Works generally replaces trucks and heavy equipment through the Capital Investment Program once they reach 10 years of service. While this approach is common among municipalities and the province, we are finding that some assets are not lasting the full 10 years without expensive rebuilds. This is particularly the case with our two dump/plow trucks. Our oldest single axle dump truck, a 2016 model, has reached the end of its service life, with a severely rusted body and ongoing, time consuming repairs. This winter will be its final season in operation.

DISCUSSION The current build and lead time for a single axle dump truck meeting our specifications exceeds 12 months. To ensure delivery of this critical replacement equipment by next winter, tenders must be issued at the end of December, following the next council meeting.

POLICY IMPLICATIONS Requires Council approval to pre-order equipment before next fiscal year's budget is passed.

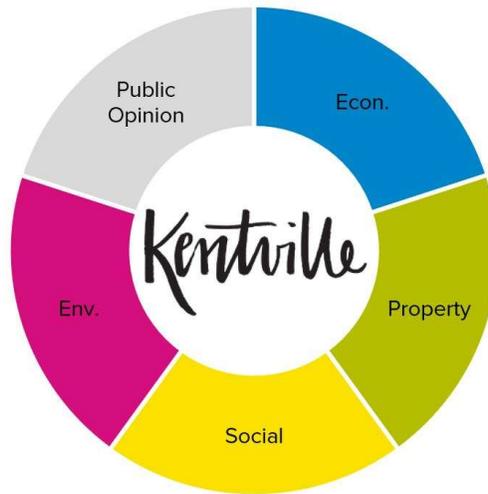
BUDGET IMPLICATION See Policy Implications, above.

ATTACHMENTS N/A.

RECOMMENDATION That Council Advisory Committee recommend for approval up to \$450,000 for the purchase of a replacement single axel dump truck, complete with dump body and plow & wing gear with delivery and payment not expected until late Fall 2026/ 2027.

This \$450,000 would be budgeted in the 2026/2027 Capital Investment Program with funding coming from a combination of the Equipment reserve and/or Capital reserve and/or long term borrowing once the 2026/27 Capital Budget is finalized.

Town of Kentville Decision Wheel:





Kentville Police Service
80 River St.
Kentville, NS
B4N 1G9

Kentville

Martin Smith
Chief of Police

Address all Correspondence to:
The Office of the Chief of Police

Phone: (902) 678-3378
Fax: (902) 678-6600
E-mail: msmith@kentvillepolice.ca

Website
<http://www.kentville.ca/police>

Board of Police Commissioners
354 Main Street, Kentville, NS
B4N 1K6

Re Staffing Issues and Concerns- KPS

Dear Board Members,

Considering recent developments and ongoing staffing challenges, I am writing to emphasize the importance of our recruitment strategy and to propose continued efforts to maintain optimal staffing levels within the Kentville Police Service.

In 2023/24, KPS received approval to recruit and send one person to the Atlantic Police Academy Police Science Program due to staffing shortages. This strategic decision has proven advantageous, as the successful graduation of this member provided us with a one-year term contract, positioning us one above our complement of 18 officers. This additional member allowed us to address potential shortages due to lateral transfers or retirements.

Recently, we received a resignation letter from a member who has decided to lateral to the Royal Canadian Mounted Police in pursuit of more career opportunities. Fortunately, due to our proactive recruitment efforts, we are currently staffed at one above our complement. This means that the departing member's position can be filled immediately, ensuring that our operational capabilities remain unaffected.

While recruiting a member to send to the Atlantic Police Academy has been successful in mitigating immediate staffing gaps, we face ongoing challenges. RCMP has reopened their experienced officer program, which could entice more of our members to seek opportunities elsewhere. Additionally, we have several officers approaching retirement age. These factors emphasize the need for continued recruitment efforts to maintain our staffing levels.

To address these challenges, I propose that we continue to recruit and send at least one more member to the Atlantic Police Academy. This proactive measure will:

- Provide a buffer against unexpected departures and retirements.
- Ensure that we maintain a full complement of officers.
- Enhance our ability to respond effectively to community needs.

COMMITTED TO THE COMMUNITY

In discussions with the APA, there is a possibility we could have a seat for the July 2026 class, and they suggested we start the recruiting process. Offering a one-year contract to a recruit would increase our operating budget by \$85,000. The Kentville Board of Police Commission have agreed with this direction, and we are requesting the Town of Kentville approve a one-year term for a Police Constable for the next 2 fiscal budgets.

By investing in our recruitment strategy, we can safeguard the Kentville Police Service against future staffing shortages and continue to deliver the high standard of service our community expects.

Yours truly,

Chief Martin Smith
Kentville Police Service

Mayor and Council
Town of Kentville
Kentville, NS B4N 1K6

November 26, 2025

Re: Support for Proposed One-Year Term Police Constable Position

Mayor and Council,

The Kentville Board of Police Commissioners has reviewed the Chief's correspondence outlining the current staffing pressures within the Kentville Police Service, including the impact of lateral transfers, projected retirements, and renewed external competition for experienced officers. The Board has also considered the operational risk associated with these pressures if no pre-emptive steps are taken, and the demonstrated value of the recent Atlantic Police Academy recruitment initiative.

In accordance with our mandate under the Nova Scotia Police Act to provide oversight on priorities, budgets, and resource adequacy, the Board confirms its support for the Chief's proposal to recruit and send one additional candidate to the Atlantic Police Academy for the July 2026 class. This includes support for the associated one-year term contract, estimated to increase the Service's operating budget by approximately \$85,000.

The Board's support is informed by the following considerations, among others:

- Continuity of service delivery: Maintaining a staffing buffer helps ensure stability in patrol capacity and community response, particularly in light gaps created by potential retirements or lateral departures.
- Prudent workforce planning: The model previously approved by Council has proven effective in mitigating staffing gaps and ensuring uninterrupted service.
- Sustained recruitment in an extremely competitive environment: With external agencies actively recruiting experienced officers, proactive succession planning is essential to preserve the operational readiness of the Kentville Police Service.

For these reasons, the Board respectfully requests that Council approve the Chief's request for a one-year term Police Constable position for the next two fiscal years, as outlined in his submission.

Thank you for your consideration. We remain committed to supporting effective, sustainable policing, and excellence in public safety for the Town of Kentville.

Sincerely,
Virginia Brooke
Chair, Kentville Board of Police Commissioners

Title: Repeal of Policy G34 - Temporary Development Officer

Meeting Date: December 8, 2025

Department: Administration

RECOMMENDATION

That Council repeal Policy G34 - Temporary Development Officer

SUMMARY

Previously, Council adopted a policy that designated the Assistant Development Officer as a Temporary Development Officer during temporary or unavoidable absences of the Development Officer. This policy has since been amended three times but is not longer relevant or required.

LEGISLATION

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

(1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.

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

(1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.

(2) The council may adopt different policies for different areas of the municipality.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

Section 243(1) of the *Municipal Government Act* states that a council shall appoint a development officer to administer its land-use by-law and subdivision by-law.

BACKGROUND

Council is required to appoint one or more development officers to review and issue permits related to development permits, subdivision plans, site plans,

amongst other planning matters. Currently, Kentville has two persons appointed as Development Officers and there are no persons appointed as assistant development officers.

IMPACT ON STRATEGIC PRIORITIES

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

IMPORTANT DATES OR BENCHMARKS

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

POLICY IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

This is an internal operational matter, and no further communications are required.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



TOWN OF KENTVILLE POLICY STATEMENT G34 TEMPORARY DEVELOPMENT OFFICER

1.0 PURPOSE

The purpose of this policy is to provide for a stand-in or substitute for the Development Officer of the Town, in the event of the vacation, sickness or other temporary absences of the Town's duly appointed Development Officer.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Whereas the Municipal Government Act provides:

191(d) "development officer" means the person or persons appointed by a council to administer a land-use or subdivision by-law;

And whereas

Town Council has determined that it is appropriate to pass a policy whereby a person is duly empowered, ready and able to perform the duties of the Development Officer in the event of the temporary and unavoidable absence of the Development Officer

Therefore,

During all temporary and unavoidable absences of the Development Officer, as declared in writing by either the Development Officer or the Chief Administrative Officer, the Assistant Development Officer is hereby designated and appointed as Temporary Development Officer, to serve until the return to service of the Development Officer (as declared in writing by the Development Officer or the Chief Administrative Officer).

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

| | |
|---------------|---------------------------|
| Date Created: | October 12, 2005 |
| Revisions: | June 28, 2010 |
| | January 2017. Reformatted |
| | May 29, 2017 |



Chief Administrative Officer, Mark Phillips

Title: Repeal of Policy G60 - Styrofoam (Expanded Polystyrene) Products Restriction

Meeting Date: December 8, 2025
Department: Administration

RECOMMENDATION

That Council repeal Policy G60 - Styrofoam (Expanded Polystyrene) Products Restriction

SUMMARY

Previously, Council adopted a policy that prohibited the purchase or use of Styrofoam at events and in town facilities. The availability of Styrofoam has been greatly reduced in society and much of it is now recyclable. Therefore, this policy is no longer needed as many other products are in use now in Kentville.

LEGISLATION

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

(1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.

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

(1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.

(2) The council may adopt different policies for different areas of the municipality.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

BACKGROUND

Styrofoam is now not readily available for purchase or use for food and drink use and its recyclability is improving. Therefore, there is no need to overtly ban the products purchase or use when there are numerous alternatives already available and being used.

IMPACT ON STRATEGIC PRIORITIES

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

IMPORTANT DATES OR BENCHMARKS

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

POLICY IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

This is an internal operational matter, and no further communications are required.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



TOWN OF KENTVILLE POLICY STATEMENT G60 STYROFOAM (EXPANDED POLYSTYRENE) PRODUCTS RESTRICTION

1.0 PURPOSE

The purpose of this policy is to eliminate the use of Styrofoam (Expanded Polystyrene) products within the Towns' operations.

2.0 DEFINITIONS

3.0 SCOPE

Styrofoam (Expanded Polystyrene), a petroleum-based product used primarily in the food industry, is non-recyclable and non-biodegradable. Expanded Polystyrene contributes to Town blight as litter, especially due to its lightweight nature, as it is easily blown by the wind from place to place even when disposed of properly.

Further, there is currently no meaningful recycling of food service expanded polystyrene products, due in part to contamination from food residue. Alternative products, which are biodegradable, reusable and/or recyclable, are readily available at reasonable cost.

4.0 PROCEDURES

- The purchase of any Styrofoam (expanded polystyrene product) for any Council, Staff or Town run community events/festivals shall be restricted.
- All Town facilities are restricted from using Styrofoam (expanded polystyrene) foam disposable food service ware, and no Town department will purchase or acquire polystyrene foam disposable food service ware for use at Town facilities.

5.0 ADDITIONAL DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: October 31, 2011
Revisions: January 2017. Reformatted.

CAO Mark Phillips

Title: Policy 104 - Public Consultation

Meeting Date: December 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 104 - Public Consultation

SUMMARY

Town of Kentville presently has a policy, Policy 64, related to public engagement that was adopted in 2013 and re-formatted in 2017. This policy was created before public use of Facebook was as widespread as it is today, and many people didn't use cell phones or emails as widely as they do today.

Staff have reviewed the current policy and are now proposing updates to be more in line with 2025 and current council practices and similar Town policies to be clearly outline the opportunities for public consultation and public input.

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

Currently, Policy G64 provides ambiguous processes for public engagement and feedback and some parts of the policy are redundant and no longer relevant. As part of staff's commitment to review all policies and bylaws over the next few years, this policy review is part of that standard process.

The proposed new policy also recognizes that with today's technology, council members and staff are available regularly to speak with, or receive feedback from, residents and therefore establishing more formal presentation or feedback opportunities is no longer required. Additionally, with a more litigious society, council must be cognizant of its responsibility to not provide opportunities for members of the public to share intolerant or hate messages in person or on-line, or risk being responsible and liable for the negative outcomes from such public actions and words.

IMPACT ON STRATEGIC PRIORITIES

One of the key strategic priorities of Kentville is to place more focus and resources on becoming a more accessible community. By providing clear processes for Kentville residents, organizations, and businesses to follow when wishing to interact with council and staff, the Town can more effectively respond to and answer questions, or listen to thoughts or ideas to improve the Town on a regular basis.

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 this 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

Upon approval of the proposed policy, the policy will be placed on our website and shared with persons, groups, or businesses that wish to provide thoughts or feedback to council or staff on any particular municipal issue.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 104 PUBLIC CONSULTATION

1. Policy Purpose

The purpose of this policy is to provide opportunities for public participation and discussion in local government matters where decisions are likely to directly impact residents or businesses.

2. Policy Goal

The goal of this policy is to clearly set out when it is appropriate to consult with, or provide information to, members of the public regarding Town policies, processes, programs, services, and infrastructure in a public forum.

3. Definitions

- a. "Chief Administrative Officer" means Chief Administrative Officer or their designate for Town of Kentville.
- b. "Council" means council of the Town of Kentville.
- c. "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. Public Engagement

- a. Council may, at its discretion, chose to hold public participation, public information, town hall, public forums, or other similar public meetings from time to time related to specific issues that Council deems important. The Mayor may also choose to hold similar meetings that are not required to be set by Council.
- b. During public engagement meetings, residents of Kentville, or business owners in Kentville, shall be given the opportunity to address Council, or during the public engagement, to share their thoughts or ideas for a pre-determined time length established by the Chairperson of the meeting.

- c. Town of Kentville does provide regular information to residents on its website and social media platforms. These sites are for sharing information only and not for responding to each comment or question as they are not actively monitored. Individuals seeking responses to questions must email a council member or staff person directly.

6. Public Feedback

- a. Individuals or groups are welcome to submit letters or emails, or contact members of Council directly to share their thoughts or ideas about any municipal issue at any time.
- b. When letters or emails are sent to individual council members or council as a whole, responses may be provided depending on the nature of the letter or email, and the number of letters or emails received by the recipient(s).
- c. Any correspondence by letter, email, or on-line that supports or promotes hate or intolerance, violence, or other forms of discrimination or racism will not be responded to and the individual or business may be blocked from further attempts to contact the Town.

7. Meeting Documents

- a. Prior to meetings of Council Advisory Committee and Council, the full agenda for such meetings shall be posted on the Town's website for public viewing.
- b. When available and appropriate, reports that are to be presented at Council Advisory Committee and Council meetings may also be posted on the Town's website prior to the meeting taking place, considering confidentiality, privacy, and relevance.

8. Requests for Presentations

- a. Incorporated or long-established informal groups may request to make a presentation to the Town to share information related to their programs and services, if the nature of the presentation is directly related to Town operations or is now, or will in the near future, impact Town residents and businesses and is within the legal purview of the Town.
- b. Organizations seeking funding shall submit letters of request or grant applications to the Town and shall not seek permission to make their funding request directly to Council through a presentation. If a presentation is needed, Council will make that request of the organization.

- c. Council shall not make any funding or grant decisions at the same meeting that any such request is made.
- d. Residents or business owners in Kentville, or informal groups now established in Kentville, requesting to address Council shall do so through the Public Comment section at the end of Council Advisory Committee meetings and the subject matter must be directly related to an item on the current meeting agenda. Persons making comments shall be allowed up to three minutes each, and such time is not transferable.

9. Intolerance

The Chairperson of Council, or any Committee or Board established, or under the direction of the Town, shall ensure that all meetings are held with civility and respect. Any person who speaks or displays intolerance through words, actions, signage, or other means, shall be refused the opportunity to address the assembly or have their time halted. If the individual persists, the Chairperson shall take steps to have the person(s) removed from the meeting.

10. Repeal

Policy G64, Public Engagement and Participation at Council Meetings Policy, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: December 8, 2025

Council Approval:

In Effect:

This is to certify that Policy 104, Public Consultation, was approved by Town Council on the th day of , 2025

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G64 PUBLIC ENGAGEMENT AND PARTICIPATION AT COUNCIL MEETINGS

1.0 PURPOSE

To encourage citizens to become more engaged and better informed on municipal issues, and to provide Council members with a broader range of public opinion for their decision-making process.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

1. Regular advertisements will be made in the local newspaper with the times, dates and places for public Council meetings
2. Prior to the meeting, Council agendas will be placed on the Town's website and at the reception desk of Town Hall.
3. Formal Presentations
 - a. Such requests from the public should be directed to the Administration Department, where they will be reviewed by the Chief Administrative Officer (CAO) (or designate) and placed on the appropriate agenda.
 - b. Generally, 10 minutes will be scheduled for each presentation, following which an additional 10 minutes may be permitted for questions and discussion from Council.
 - c. To expedite such presentations, and to provide Council with background information, any written documentation relating to the issue should be received at the Administration Office in time to be included with the other agenda documents. When possible, this information should be submitted in electronic format for ease of distribution.
 - d. Council reserves the right to:
 - i. Restrict the number of presentations at each meeting, so as to ensure that the regular business of Council is conducted;
 - ii. Restrict the number of presentations on a particular issue, if Council feels the point has been previously made and further presentations are redundant;

- iii. Refuse a presentation, should the subject be irrelevant to the business of municipal government;
 - iv. Reschedule debate and decision on the issue, should additional information be required from the solicitor, Town Staff or other resources of Council.
4. Regular Council Meetings
- a. Written correspondence (if signed by the author) will be included on a Council agenda and will be considered during Council discussion and debate, if applicable.
 - b. At the end of both the Council Advisory Committee meeting and the regular Council Meeting, citizens will be given a 10 minute time period to offer comments regarding any agenda item.
 - c. Items not in the meeting agenda, but brought forward by a citizen during the public meeting, may be rescheduled for a future Council meeting, if time does not permit or if further information may be required by Council.
5. Ad Hoc Public Meetings
- a. Specific community concerns may be addressed in an informal public meeting, whose purpose will be for the sharing of information and opinions between Council and citizens.
 - b. Most often, attendance will be taken and comments recorded for future reference. If a vote on action is required, this may be rescheduled for another meeting, or, if appropriate, be conducted by a show of hands at that meeting.
6. Electronic Information Sharing
- a. Notices of meetings and agendas will be placed on the Town's website prior to the meeting.
 - b. Copies of approved minutes will be placed on the Town's website for Council Advisory Committee Meetings, regular meetings of Council, Special Council Meetings and other Committee/Commission meetings.
 - c. At time, specific issues may be placed on Facebook, Twitter or another form of social media, when such feedback and discussion appears warranted.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: January 28, 2013
Revisions: January 2017. Reformatted.



CAO Mark Phillips

Title: Policy 105 - Expenses and Hospitality

Meeting Date: December 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 105 - Expenses and Hospitality

SUMMARY

Town of Kentville presently has five different policies that have some relation to professional development, regular expenses, and hospitality. The policies were all adopted at different times and are not correlated to create simplified and consistent rules and processes. One new policy has been drafted to mesh the five policies into one and make the processes much simpler and user friendly.

Staff have reviewed the current policies and are now proposing updates to be more in line with 2025 and current council practices to clearly outline the importance of ongoing professional development and training, as well as its importance for recruitment and retention.

LEGISLATION

Section 23(3) of the *Municipal Government Act* states that each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

(a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;

(b) identify the persons who have signing authority to authorize the reimbursement of an expense;

(c) where applicable, set out rules respecting the use of corporate credit cards;

(d) apply to every reportable individual in the municipality; and

(e) comply with the regulations.

(5) A hospitality policy must

(a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;

(b) establish the approval process for authorizing hospitality expenses;

(c) establish the scope and applicability of the policy; and

(d) comply with the regulations.

(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.

(7) By the January 31st immediately following a regular election held under the *Municipal Elections Act*, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

BACKGROUND

Kentville now has five different policies that cover areas related to training, attendance at meetings and conference, carbon off-set charges, and other travel and meals. As part of staff's commitment to review all policies and bylaws over the next few years, these policies were reviewed together as they all relate to similar issues.

The proposed new policy attempts to simplify the approval process for council, staff and public committee members, while refining formal approval processes and professional development amounts each year within operating budgets. The proposal gives each member of council more control over their own personal development needs related to Town matters each year.

IMPACT ON STRATEGIC PRIORITIES

One of the key strategic priorities of Kentville is to ensure appropriate training and development of council, staff and community volunteer members takes place. By providing clear dedicated funding and processes for professional development, staff and council are showing leadership in making personal development and organizational development a priority, including for recruitment and retention.

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 policies 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

Upon approval of the proposed policy, the policy will be placed on our website and shared with staff, community volunteer committee members, and Board of Police Commissioners.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 105 EXPENSES AND HOSPITALITY

1. Policy Purpose

The purpose of this policy is to clearly outline the approval process, claims process, and reporting for all expenses incurred by authorized Town representatives when working on authorized Town business or attending meetings or functions.

2. Policy Application

The policy shall apply to all council members, Town staff, public volunteer committee members, and others authorized to travel or incur expenses that will be reimbursed by the Town when carrying out business of the Town according to various policies and legislation.

3. Definitions

- a. "Chief Administrative Officer" means Chief Administrative Officer or their designate for Town of Kentville.
- b. "Council" means council of the Town of Kentville.
- c. "Town" shall mean Town of Kentville.

4. Legislation

Section 23(3) of the *Municipal Government Act* states that each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;
- (c) where applicable, set out rules respecting the use of corporate credit cards;
- (d) apply to every reportable individual in the municipality; and
- (e) comply with the regulations.

(5) A hospitality policy must

- (a) establish the expenditures, including an alcohol purchase, that may be a

hospitality expense;

- (b) establish the approval process for authorizing hospitality expenses;
- (c) establish the scope and applicability of the policy; and
- (d) comply with the regulations.

(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.

(7) By the January 31st immediately following a regular election held under the *Municipal Elections Act*, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

5. Expense Process and Reimbursement

- a. All claims for expense reimbursement shall be submitted on Town approved forms and shall include required receipts and the original signature of the claimant.
- b. Any part of an expense claim that is contrary to Town approved policy, or not authorized prior to the expense being incurred if prior approval was required, shall be excluded from reimbursement.
- c. Expense Claims for the Mayor shall be reviewed and approved in whole or in part, according to this policy, by the Chief Administrative Officer. Expense Claims for council members and community committee members shall be reviewed and approved in whole or in part, according to this policy, by the Mayor. Expense Claims for the Chief Administrative Officer shall be reviewed and approved in whole or in part, according to this policy, by the Mayor. Expense Claims for all staff other than the Chief Administrative Officer shall be reviewed and approved in whole or in part, according to this policy, by the respective Department Director.

6. Professional Development Approval

- a. Each year, council shall allocate an amount in the operating budget for professional development for council, staff, and community committee members.
- b. An annual budget allocation for Council members shall recognize the importance of professional development. The budget shall include funding for attendance for Mayor, Chief Administrative Officer, and up to two council members on a rotational basis, to attend Federation of Canadian Municipalities each year, as well as an allocation for each

member of council to use to attend other professional development opportunities directly related to their Town work at their own discretion.

- c. Professional development for each department shall be planned ahead of budget approval each year and budgeted accordingly. Approvals to expend professional development money thereafter must be approved by the Department Director or Chief Administrative Officer, as applicable.
- d. Travel time to and from professional development when outside of normal working hours, is considered the employees contribution to their own training and development and is not eligible for overtime or time off in lieu of overtime pay.
- e. Board of Police Commissioners shall establish their own professional development budget and approval processes, including for council and public members.
- f. Council members and public committee members attending conferences shall provide a written report to their appropriate body as soon as practical after the event.

7. Travel

- a. Employees, council members and volunteer committee members are responsible for booking their own travel plans including hotels, vehicle rentals, and flights when applicable, using the most economical means.
- b. Travel should be planned as far ahead of time as possible and cancelled within required cancellation dates to avoid unnecessary charges.
- c. If travel includes personal days before or after the authorized Town professional development or meetings, such incremental costs shall be at the full cost of the council member, staff person, or volunteer committee member.
- d. Personal vehicle usage shall be reimbursed at the provincial mileage rate, updated annually on April 1st, for the fiscal year when the travel took place.

8. Meals

- a. When required to be away from home during approved professional development or meetings, council members, staff, or committee volunteer members shall be reimbursed for meals based on submitted receipts to a maximum of the below rates. If an overnight stay is required, the incidental amount may also be claimed.

| | |
|--------------|---------|
| Breakfast: | \$18.00 |
| Lunch: | \$20.00 |
| Dinner: | \$45.00 |
| Incidentals: | \$15.00 |

- b. Meal charges may not be claimed if the person is within one hour of being home at the time of the meal, or when a meal is provided as part of professional development or meeting.
- c. Under no circumstance is alcohol to be expensed or reimbursed.

9. Hospitality

No hospitality expenses shall be incurred, expensed, or reimbursed for any member of staff or Council.

10. Repeal

Policy G4, Travel, Meal and Miscellaneous Expenses Policy, approved on the 10th day of September 2008, is hereby repealed.

Policy G51, Carbon Off-Setting Policy, approved on the 17th day of January 2017, is hereby repealed.

Policy G68, Hospitality Policy, approved on the 27th day of November 2017, is hereby repealed.

Policy G21, FCM Conference Attendance Policy, approved on the 17th day of January 2017, is hereby repealed.

Policy G82, Council Conference Attendance and Professional Development Policy, approved on the 31st day of March 2025, is hereby repealed.

Seven Day Notice of Policy: December 8, 2025

Council Approval:

In Effect:

This is to certify that Policy 105, Expenses and Hospitality, was approved by Town Council on the th day of , 2025

Mayor

Clerk

TOWN OF KENTVILLE POLICY STATEMENT G82

COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT



1.0 PURPOSE

- 1.1 To provide a procedure which allows the Town of Kentville to be represented by elected officials at provincial and national conferences
- 1.2 To give fair and equitable opportunity for Council participation at conferences by all members of Council.
- 1.3 To provide elected officials with opportunities to learn and use effective and modern practices for the conduct of municipal business in the best interest of the Town of Kentville.

2.0 DEFINITIONS

- 2.1 CAPG means the Canadian Association of Police Governance
- 2.2 FCM means the Federation of Canadian Municipalities
- 2.3 NSAPG means the Nova Scotia Association of Police Governance
- 2.4 NSFMM means the Nova Scotia Federation of Municipalities (previously named UNSM - Union of Nova Scotia Municipalities)
- 2.5 SCC means the Sustainable Communities Conference
- 2.6 CAO means the Chief Administrative Officer of the Town of Kentville
- 2.7 Mayor means the Mayor of the Town of Kentville
- 2.8 Members of Council means all council members including the mayor of the Town of Kentville
- 2.9 Professional Development – Seminars, courses, meetings, and any other training opportunity related to understanding or improving municipal business.
- 2.10 Representative – Elected officials, Town employees, Committee members and CAO.

3.0 SCOPE

- 3.1 This Policy is applicable to members of council who wish to attend conferences as representatives of the Town of Kentville.

4.0 PROCEDURES

- 4.1 Annually, staff shall prepare a list of known conferences, including locations, for consideration by Council. The list of conferences shall be shared with the CAO and Mayor, and then with Council.
- 4.2 Members of Council shall submit requests to attend conferences annually by December 31 (or as appropriate). Lists shall be submitted to

- the Mayor and CAO for review. These opportunities must have a benefit to the work of council.
- 4.3 Council will review the list of conference preferences and will determine attendance. Staff will use this list to determine budgets for Council Travel Expenses.
- 4.4 Elected officials shall not exceed their budgeted amount unless authorized by Council. Council may change the maximum allotted budget amounts by resolution, through the budget process or by amendment of this Policy.
- 4.5 Members of Council wishing to attend any other conferences or professional development event shall submit their request to the Mayor and CAO, who will review the request and make a recommendation to Council.
- 4.6 Any approval for conference attendance and professional development shall be subject to the budgetary funds available.
- 4.7 After attending a conference, at the next scheduled meeting of Council, members of council shall include in their Council report of any learned knowledge and opportunities from the event (see Policy Statement G69 Council Reports section 5.3 for the Trip Report template).
- 4.8 If an organization invites an elected official to a conference or professional development event, the travel expenses will be paid from the elected official's budget, subject to availability of funds. If an organization invites a specific elected official to speak or present at a conference, the inviting organization will be expected to pay for the travel expenses of that elected official.
- 4.9 The Fall NSFAM conference shall be a separate budgeted amount for all Council to attend annually.

5.0 FCM ANNUAL CONFERENCE

- 5.1 The CAO and Mayor will have a budget allocation to attend the annual conference of FCM.
- 5.2 All Councillors will be given the opportunity to attend an FCM conference during the duration of their current term of office in council (4 years).
- 5.3 A maximum of 2 elected officials will be eligible to attend FCM each year.
- 5.4 When the FCM conference takes place in New Brunswick, Prince Edward Island, Nova Scotia or Newfoundland and Labrador, conference participation shall be open to all Council members using a budget amount that is separate from the allocated amount for other conferences and professional development.

6.0 ASSOCIATED DOCUMENTS

7.0 POLICY REVISION HISTORY

Date Created: March 31, 2025
Revisions: None



Interim Chief Administrative Officer, Kevin Matheson



TOWN OF KENTVILLE POLICY STATEMENT G68 HOSPITALITY

1.0 PURPOSE

The purpose of this policy is to provide direction to staff and elected officials on matters of hospitality. The Town of Kentville recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

2.0 DEFINITIONS

- 2.1 Hospitality: Expenses incurred while hosting individuals from outside of government for reasons outlined above including receptions, ceremonies, conferences, performances, or other group events. Allowable expenses may include meals, beverages or other approved items.

Note: The expenses are not connected to an employee's traveling expense while on the Town of Kentville business.

3.0 SCOPE

- 3.1 This policy applies to all departments, employees and elected officials of the Town of Kentville who incur hospitality expenses while conducting Town of Kentville business.

4.0 PROCEDURES

- 4.1 To provide direction and guidance to departments/employees with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.
- 4.2 To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- 4.3 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

4.4 Hospitality may be offered under the following circumstances;

- 4.4.1 hosting foreign dignitaries;
- 4.4.2 engaging in official public matters with representatives from other governments;
- 4.4.3 business, industry / labour leaders; or other community leaders;
- 4.4.4 sponsoring conferences;
- 4.4.5 hosting prestigious ceremonies / recognition events; or
- 4.4.6 other official functions, as approved by the CAO.

Note: This policy is not to be used when expensing costs associated with Town of Kentville employee only events, such as retirement ceremonies or office social events.

4.5 Authorization: All hospitality events require prior authorization by the CAO. Any request for prior authorization for hospitality events requires the following detail;

- 4.5.1 rationale/purpose of the event;
- 4.5.2 estimated numbers of attendees and their respective affiliations, and;
- 4.5.3 estimated itemized costs including gratuities and supplementary expenses.

4.6 A copy of the signed prior authorization must accompany the claim for reimbursement. In instances where prior approval was not possible, claims for reimbursement must provide the details outlined above, and also include a document outlining the reasons prior approval was not possible. These claims shall be submitted to the CAO for approval as noted above. The claim for reimbursement will provide itemized receipts, in addition to a copy of the signed prior authorization.

4.7 Alcohol: While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event shall have prior approval by the CAO, in advance of the event.

Note: Alcohol is not an allowable expense for councillors or an employee on travel status.

4.8 The hosting department and its employees are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol. The hosting department will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests, and food must be served. Preference will be given to wine, beer or spirits produced in Nova Scotia.

4.9 Gifts: For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is deemed appropriate. Any giving of gifts requires prior approval by the CAO of the request.

4.10 The following accountabilities shall be observed for all hospitality, alcohol and gift expensing:

4.10.1 CAO is responsible for: Approving all hospitality events and related expenses for Council, Directors, and employees. Ensuring compliance with the requirements established by this policy with respect to hospitality expenses. Consistent application of this policy. Monitoring hospitality expenses or appropriate usage and consistency with policy directives; and, Processing hospitality-related expense claims.

4.10.2 Members Council are responsible for: Ensuring all hospitality events and related expenses initiated or incurred are approved by the CAO.

4.10.3 Directors are responsible for: Communicating this policy to their employees.

4.11 Using discretion to make decisions and choices with some degree of flexibility, while maintaining compliance with this policy. When exercising discretion, the following factors must be considered:

4.11.1 Subject to good judgment and knowledge of the situation;

4.11.2 Exercised in appropriate circumstances; and

4.11.3 Comply with the requirements set out in this policy.

4.12 When a situation arises and discretion needs to be exercised, Managers should consider whether the request is:

4.12.1 Able to stand up to scrutiny by auditors and members of the public;

4.12.2 Properly explained and documented;

4.12.3 Fair and equitable;

4.12.4 Reasonable; and,

4.12.5 Appropriate.

4.13 All Town of Kentville staff and elected officials are responsible for: Acting in accordance with this policy and the Conflict of Interest Policy with respect to the acceptance of gifts and hospitality. Breaches of conduct shall not be tolerated. Any breach of this Policy shall result in corrective or disciplinary action in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.

5.0 ASSOCIATED DOCUMENTS:

5.1 G16 - Code of Conduct for Elected Officials

5.2 Municipal Government Act

5.3 Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299

6.0 POLICY REVISION HISTORY:

Date Created: November 27, 2017

Revisions:



Chief Administrative Officer, Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G51 CARBON OFF-SETTING POLICY

1.0 PURPOSE

The purpose of this policy is to establish a procedure by which the Mayor, Town Council members and staff will help reduce greenhouse gas emissions and thereby help fight climate change, deforestation, bio-diversity loss, and watershed degradation.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

When Council and staff members travel by air on Town business, each will use a calculator to tabulate the amount of carbon generated during that trip.

Carbon neutral credits can be tabulated through the website of www.zerofootprint.com or a similar provider.

A monetary contribution in the amount calculated will be made to the program, which will in turn, be used for the purchase of trees.

As an alternative and when possible, the Mayor, Council and staff will use a means of transportation, other than air travel.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

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

CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G21 FCM CONFERENCE ATTENDANCE

1.0 PURPOSE

To provide a procedure, under which the Town of Kentville will be properly represented at this conference, and to allow a fair schedule for attendance by the Mayor, Council members and the CAO.

2.0 DEFINITIONS

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

3.0 SCOPE

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

4.0 PROCEDURES

The CAO and the Mayor will be given the opportunity, and will be encouraged, to attend the annual conference of the Federation of Canadian Municipalities each year.

Each Councilor will be given the opportunity to attend a conference during the duration of his/her term of office in council. (4 years)

A schedule will be established for attendance, and a maximum of 3 Councilors will be eligible to attend each year.

The exception to the number of Councilors permitted to attend, will be that if the conference is held in the Maritime Provinces, in which case additional representatives may be eligible to attend.

If a Councilor is unable to attend his or her scheduled conference, he or she will be eligible for a future conference, only if a vacancy allows.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: February 14, 2001
January 2017. Reformatted



CAO Mark Phillips

TOWN OF KENTVILLE POLICY STATEMENT G4

TRAVEL, MEAL AND MISCELLANEOUS EXPENSES



1.0 PURPOSE

- 1.1 The purpose of this policy is to provide direction for reimbursement of necessary, actual and reasonable travel expenses incurred in the conduct of Town of Kentville business.

2.0 DEFINITIONS

- 2.1 Domestic business: Town of Kentville business, council, staff, council meetings, Town Committee meetings.
- 2.2 Non-domestic business: Committee meetings, such as Valley Waste, Kings Transit or Valley Regional Library, meetings which are held in support of another municipal entity.

3.0 SCOPE

- 3.1 This policy applies to all elected officials and staff of the Town of Kentville.

4.0 PROCEDURES

- 4.1 Travel should be planned and reservations made as far in advance as possible to take advantage of discounts provided by airline for early booking. The traveler should prepare a Travel Request Form to ensure all necessary approvals are in place prior to booking travel.
- 4.2 Prior to making travel commitments, personnel are to ensure that the travel has been budgeted and is approved:
 - 4.2.1 It is the responsibility of each employee to ensure that the appropriate approvals are in place from the Director.
 - 4.2.2 It is the responsibility of Directors to ensure that the appropriate approvals are in place from the CAO.
 - 4.2.3 It is the responsibility of each member of council to ensure that the appropriate approvals are in place from the CAO.
- 4.3 Employees and elected officials are responsible to make all travel bookings including hotel, and transportation.
 - 4.3.1 Employees and elected officials are required to use the lowest logical airfare.

4.3.2 The payment of airline tickets shall be made using a Town of Kentville credit card.

4.3.2.1 Travel points associated with the purchase of the tickets shall be used to defray for future travel costs.

4.3.2.2 Town of Kentville credit cards provide additional travel insurance for the cancellation of flights, lost baggage and medical care.

4.3.3 Employees and elected officials are required to use the hotels specified in the current NS government lodging guide.

4.4 Employee and councillor use of a personal automobile for domestic business purposes will be reimbursed for actual vehicle use based on mileage outside of Kings County.

4.4.1 The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate.

4.4.2 Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.

4.4.3 For travel exceeding 300 kilometres, it may be more economical to rent a vehicle. If an employee or elected official elects to use their personal automobile the maximum reimbursement allowed is to be consistent with the cost of rental.

4.4.4 When more than one employee or elected official are travelling to a common destination a rental car shall be used and no mileage will be paid unless prior arrangements are agreed to by the CAO.

4.5 Employee and councillor use of a personal automobile for non-domestic external business purposes will be reimbursed for actual vehicle use based on mileage.

4.5.1 The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate.

4.5.2 Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.

4.6 All necessary, actual and reasonable travel expenses incurred by an employee or elected official for the purpose of conducting Town of Kentville business as reported and approved in accordance with the provisions of this policy will be reimbursed.

4.7 Meal allowances, shall be paid on a per diem basis.

| | |
|-----------|----------------|
| Per Diem | Canada (CDN\$) |
| Breakfast | \$17.00 |

| | |
|-------------|---------|
| Lunch | \$17.25 |
| Dinner | \$45.25 |
| Incidentals | \$17.30 |
| Total | \$96.80 |

- 4.7.1 Per Diem for one day trips with no overnight stay will be the lunch allocation if returning before 6:00 pm and the lunch and dinner allocation if returning after 6:00 pm.
 - 4.7.2 Full per diem can be claimed if travelling before 6:00 am and returning after 6:00 pm. After 6:00 am, Per Diem will be reduced by the breakfast allocation. After 12:00 pm per diem will be reduced by the lunch allocation. If travel commences after 6:00 pm no Per Diem can be claimed.
 - 4.7.3 Per Diem is reduced for each business conference meal provided, including meals provided by host organizations or other parties.
 - 4.7.4 Incidentals may only be claimed if staying overnight, after the second night.
 - 4.7.5 Specific high cost destinations will be addressed by the CAO on a case by case basis and authorized prior to travel planning.
- 4.8 Employees and elected officials may claim all registration fees and/or course enrolment fees as an expense.
- 4.9 The consumption of alcoholic beverages on Town of Kentville time, in connection with Town of Kentville business or in a manner that would influence the performance of tasks, responsibilities is generally prohibited. Under no circumstances are alcoholic beverages to be expensed.
- 4.10 For business entertainment, the cost of meals provided to customers must be reasonable and a receipt shall be provided for re-imbusement. Alcoholic beverages shall not be expensed.
- 4.11 In some cases there may be a social requirement for the purchase or expensing of alcoholic beverages. In all cases the expense shall be itemized as alcoholic beverage and only the original receipt is acceptable, a credit card statement or stat declaration shall not be acceptable receipts. The expensing shall be authorized by the appropriate level as directed at paragraph 4.2 in accordance with Town of Kentville Hospitality Policy.
- 4.12 When out-of-pocket expenses are anticipated to exceed \$200, an advance amounting to 75% of the costs, may be paid to the individual traveling on Town business, if deemed necessary by the CAO and the Department Head.

- 4.13 Personal charges (i.e. in-room movies, bar fridge, etc.) shall not be expensed to the Town.
- 4.14 When individuals travel on Town business, additional miscellaneous expenses may be incurred. Items such as ground transportation, laundry and dry cleaning (where length of stay exceeds 3 days), parking, tips, etc. may be eligible for reimbursement.
- 4.15 Travel expenses incurred in foreign currency, must be converted by the traveler to equivalent Canadian dollars based on the rate charged on the credit card or bank exchange on day of transaction.
- 4.16 The Travel Expense form must be submitted to the CAO or Department Director within twenty (20) business days of returning to the Town of Kentville.
- 4.17 All expenses incurred by Elected Officials and the CAO shall be posted on the Town of Kentville website for public access, monthly.
- 4.18 Any breach of this Policy shall be reviewed and may result in corrective or disciplinary action in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Mileage Rate
- 5.2 Schedule B: Expense Form

6.0 POLICY REVISION HISTORY

- Date Created: March 29, 1999
- Revisions: Travel Expenses Policy (1979 and 1991) is repealed.
September 10, 2008.

This policy, or portions thereof, may be superseded by a Collective Agreement.

Chief Administrative Officer, Dan Troke

SCHEDULE A: KENTVILLE MILEAGE RATE

| | EXPENDITURE | CURRENT REIMBURSEMENT RATE |
|----|-------------------------------|---|
| 1. | Travel (vehicle) 2022-2023 | <ul style="list-style-type: none">• Beyond Kings County: 0.5113 cents per km• Beyond 300 kilometers: costs for rental vehicle (if more economical) |

SCHEDULE B: 2023-2024 KENTVILLE EXPENSE CLAIM

| | | | | | | | |
|--|------------------------------|-------------------|---------------------|---------------|-------------------|-------------|--------|
| Name: | | | | Date: | | | |
| Date | Time | Travelled From | | | Travelled To | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Purpose of Trip: | | | | | | | |
| Section A- Calculation of Per Diem (Actual costs to be reported on Per Diem line) | | | | | | | |
| Date | | | | | | | Total |
| Breakfast, \$17.00 | | | | | | | \$0.00 |
| Lunch, \$17.25 | | | | | | | \$0.00 |
| Supper, \$45.25 | | | | | | | \$0.00 |
| *Carried Over to Per Diem | | | | | | | \$0.00 |
| Expenses | | | | | | | |
| Mileage Rate | 0.5770 | Domestic Expenses | US/Foreign Expenses | Exchange Rate | US/Foreign to CAD | Total | |
| Mileage | | \$ - | | | | \$ - | |
| Parking/Tolls | | \$ - | \$ - | | \$ - | \$ - | |
| Telephone/Internet | | \$ - | \$ - | | \$ - | \$ - | |
| Hotel | | \$ - | \$ - | | \$ - | \$ - | |
| Incidentals, \$17.30/full day | | \$ - | \$ - | | \$ - | \$ - | |
| Taxi/Shuttle etc. | | \$ - | \$ - | | \$ - | \$ - | |
| Laundry | | \$ - | \$ - | | \$ - | \$ - | |
| Gas | | \$ - | \$ - | | \$ - | \$ - | |
| Per Diem (from Section A)* | | \$ - | \$ - | | \$ - | \$ - | |
| Conference Fee | | \$ - | \$ - | | \$ - | \$ - | |
| Other Exp** | | \$ - | \$ - | | \$ - | \$ - | |
| Air/ Rail Fare Paid | | \$ - | \$ - | | \$ - | \$ - | |
| Auto Rental Paid | | \$ - | \$ - | | \$ - | \$ - | |
| TOTAL EXPENSES | | \$ - | \$ - | | | \$ - | |
| PREPAID EXPENSES | Subtract from total expenses | | | | | \$ - | |
| VISA EXPENSES | Subtract from total expenses | | | | | \$ - | |
| CASH ADVANCE | Subtract from total expenses | | | | | \$ - | |
| OTHER DEBITS | Subtract from total expenses | | | | | \$ - | |
| TOTAL EXPENSES TO BE PAID TO CLAIMANT | | | | | | \$ - | |
| Claimant - Signature & Print Name | | | | | | | |
| CAO or Dept. Head Approval - Sign & Print | | | | | | | |
| Finance Approval - Sign & Print | | | | | | | |
| Signatures certify that the expenses were incurred in the performance of Council and/or Town of Kentville Business | | | | | | | |
| Finance Office Use Only | | | | | | | |
| Primary Legislative Expense Account Number | | | | Account Total | | \$ - | |
| Secondary Expense Account Number | | | | Account Total | | \$ - | |

*Conference provided meals shall not be claimed, subtract meal amount from per diem

** Requires completion of Other Expense Explanation sheet and requires receipt

*** Use of Travel Points or Cash Repayment for Personal Expenses

Title: Policy 106 - Proclamations

Meeting Date: December 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 106 - Proclamations

SUMMARY

Town of Kentville currently has a proclamations policy that was adopted in 1999 and updated in 2021. The policy using outdated language and it is unclear who approves such proclamations and what happens to them after approval or denial. This revised policy attempts to assign the responsibility for approving with the Mayor and provides a process for sharing with council, staff and public.

LEGISLATION

Section 47 of the *Municipal Government Act* states that

(1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.

Section 48 of the *Municipal Government Act* states that

(1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

BACKGROUND

Established organizations often use proclamations from governments as a positive way to promote and celebrate important work, milestones, and community achievements.

Recently, the Town has been asked to support certain proclamations but have been hesitant to do so without a clear process for reviewing and approving. Therefore, a new updated, clearer, policy is being proposed.

IMPACT ON STRATEGIC PRIORITIES

One of our strategic priorities discusses the importance of partnerships and a second relates to diversity and inclusion. Both of these areas are often the proponents and issues that are reflected in proclamations. Proclamations are feel good statements about the great work and achievements of community groups and it is important that the Town celebrate and note these items through the issuance of public proclamations.

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 this policy will allow the Town to simplify its processes and reduce time spent on interpreting this policy.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Upon approval of the proposed policy, the policy will be placed on our website and shared with staff and community organizations when requested.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer

TOWN OF KENTVILLE POLICY STATEMENT G14

PROCLAMATION POLICY



1.0 PURPOSE

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

2.0 DEFINITIONS

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

3.0 SCOPE

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

4.0 PROCEDURES

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

'for profit' business, governments, or causes likely to result in riots or civil disorder, or other issues that Council may feel inappropriate;
4.5 Proclamation requests may be submitted in writing to the Executive Assistant a minimum of six weeks before the preferred date of proclamation.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 12, 1999
Date Revised: November 29, 2021



Chief Administrative Officer, Dan Troke

Recommendations from the Heritage Advisory Committee Regarding the Proposed Heritage Designation of Four Properties

To: Council Advisory Committee
Meeting Date: December 8, 2025
Department: Planning and Development

RECOMMENDATION

THAT the Council Advisory Committee recommend to Council that consideration be given to adding the following four properties to its Registry of Municipal Heritage Properties, and prior to doing so, provide the required notice to each property owner:

Heritage Centre (Former CN Rail Station) – 66 Station Lane
Main Street Station (Former Cornwallis Inn) – 325 Main Street
Stagecoach Inn Properties (Multiple Addresses)
Oak Grove Cemetery – 95 Main Street

Purpose of Report

The purpose of this report is to introduce the first four properties recommended by the Heritage Advisory Committee (HAC) at their meeting on November 13, 2025, for consideration as Municipal Heritage Properties under the Town of Kentville Heritage Property By-law. This is the first set of candidate registrations reviewed through the new By-law. The Council Advisory Committee (CAC) is asked to review the information, consider the HAC's recommendations, and forward a recommendation to Council directing staff to proceed with the notification and registration steps outlined in the By-law.

Background: Heritage Property By-law Overview

Authority

The Town of Kentville Heritage Property By-law establishes the Registry of Heritage Property and sets out procedures for evaluating, recommending, and registering properties of architectural, historical, and cultural significance.

- Section 3.4 empowers the Heritage Advisory Committee to advise Council on the inclusion of buildings, streetscapes, and landscapes into the Town's Registry.

- Section 4.2(a) states that the registration process may begin through recommendation of the Heritage Advisory Committee.

Purpose of the By-law

As outlined in Section 2.0, the Town maintains a Registry of Heritage Property for the purpose of recognizing and conserving properties of special heritage value. Registration ensures formal acknowledgment, public visibility, and long-term protection under the By-law.

First Implementation of the By-law

This report represents the first occasion on which properties have been evaluated and brought forward under the By-law. As such, this report also outlines the process for the benefit of CAC and Council.

Summary of the Registration Process

Step 1 — Identification & Evaluation (HAC)

Using the heritage evaluation criteria in the By-law (age, architect/builder, historic associations, architectural style, craftsmanship, integrity, and contextual value), HAC reviewed submitted materials and completed a checklist for each candidate property.

Step 2 — HAC Recommendation to Council (Section 3.4)

HAC passed motions the November 13, 2025 meeting recommending that each of the four properties be forwarded to Council for consideration of registration.

Step 3 — Council Direction to Staff (Section 4.2(a))

If Council accepts CAC's recommendation, staff prepare and send a Notice of Recommendation to each property owner, as required by the By-law.

Step 4 — Owner Notification (Sections 14(2)–(3) of the Act)

The Notice of Recommendation must include:

- reasons for registration,
- the consequences of registration,
- a statement that no person shall alter or demolish the property for 120 days after service of the notice, and
- notification of the owner's right to be heard before Council, including the time and place for the hearing.

Step 5 — Council Decision (Section 15 of the Act)

After serving notice for at least 30 days and providing the owner an opportunity to be heard, Council may:

- confirm registration,
- refuse registration, or
- defer pending additional information.

Step 6 — Entry into the Registry

If approved, the Town Clerk records the property in the Registry, consistent with Section 2.0.

Candidate Properties Recommended by HAC

The following four properties were evaluated using the criteria outlined in the Heritage Property By-law (Pages 7–8). Each summary below provides a concise description of the property's significance and justification for consideration of registration.

Heritage Centre (Former CN Rail Station) – 66 Station Lane

The Heritage Centre is a well-preserved early 20th-century railway station with strong associations to the growth of the Cornwallis Valley Railway and the development of Kentville as a regional transportation hub. The building demonstrates high architectural integrity, retains original massing and materials, and continues to convey its historic rail-era character. The property meets the criteria for architectural design value, historical associations, and contextual importance to the town's railway heritage.

Main Street Station (Former Cornwallis Inn) – 325 Main Street

Main Street Station is a landmark brick structure constructed during the early 20th century as a hotel in part of the domain of Sir William Mackenzie's rail network. The property exhibits period architecture, significant craftsmanship, and strong associations with Kentville's role as a regional service centre. Its scale and prominence contribute materially to the downtown streetscape. The property meets the criteria for architectural style, age, historic associations, and contextual value.

Stagecoach Inn Properties (Multiple Addresses)

The Stagecoach Inn properties include historically significant commercial buildings associated with early transportation, commerce, and main-street development patterns. Their forms, façades, and contextual relationships contribute strongly to the heritage character of the downtown. Although some alterations have occurred, key architectural elements remain intact. The properties meet criteria related to streetscape value, age, and historical use.

Oak Grove Cemetery – 95 Main Street

Oak Grove Cemetery is a historically important burial ground containing grave markers dating to Kentville's early settlement period. The site reflects local cultural history, community identity, and funerary practices. Integrity of layout, materials, and marker craftsmanship remains high. The property meets criteria for age, historical association, and cultural landscape value.

Policy Context

The following sections of the By-law and Act support the evaluation and registration process:

- Heritage Property By-law Sections 3.4, 4.0, and 4.2(b)
- Heritage Evaluation Criteria (By-law Pages 7–8)
- Heritage Property Act Sections 14 and 15, which establish the notification, hearing, and registration requirements.

Financial and Administrative Considerations

There are no direct financial implications associated with issuing Notices of Recommendation and completing the registration process. Staff time is required to prepare notices, manage any owner responses, and update the Heritage Registry.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Appendices:

APPENDIX A — HERITAGE PROPERTY COVERSHEETS

A1 — HERITAGE PROPERTY COVERSHEET

Property: Kentville Heritage Centre (Former CN Rail Station)

Property Information

- Civic Address: 66 Station Lane
- PID: 55496673
- Owner(s): Town of Kentville
- Year Built: 1988

Heritage Description (Summary)

The Heritage Centre is a former CN rail station associated with the Cornwallis Valley Railway line. It retains original form, roofline, materials, and rail-era massing. The structure has high architectural integrity and conveys the character of Kentville's transportation history. Its cultural value is strengthened by its continued use and its contextual prominence near the rail corridor.

Heritage Value Checklist (per Heritage Property By-law)

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: "That the Heritage Advisory Committee recommend to Council that the property known as the Heritage Centre (Former CN Rail Station) be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee."

Date of HAC Meeting: November 13, 2025

A2 — HERITAGE PROPERTY COVERSHEET

Property: Main Street Station (Former Cornwallis Inn)

Property Information

- Civic Address: 325 Main Street
- PID: 55246870
- Owner(s): Private Owner
- Year Built: 1920s (railway hotel)

Heritage Description (Summary)

The Main Street Station building is a large brick edifice originally constructed as a hotel, part of the railway-driven development of downtown Kentville. The building features period brickwork, grand scale, landmark presence, and historically intact elements reflective of early 20th-century commercial rail-era architecture. It has strong historical associations with regional transportation, tourism, and Kentville's development as a commercial centre.

Heritage Value Checklist

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: "That the Heritage Advisory Committee recommend to Council that the property known as the Main Street Station be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee."

Date of HAC Meeting: November 13, 2025

A3 — HERITAGE PROPERTY COVERSHEET

Property: Stagecoach Inn Properties (Multiple Addresses)

Property Information

- Addresses: Multiple
- PID(s): 55260012, 55246771, 55260004, 55259998
- Owner(s): Private Owner
- Year Built: Approximately late 19th to early 20th century

Heritage Description (Summary)

The Stagecoach Inn properties represent an intact cluster of early transportation-related commercial buildings in downtown Kentville, historically connected to stagecoach routes and main-street commercial development. Despite some alterations, the structures retain defining features such as scale, rooflines, window proportions, and façades that contribute strongly to the heritage streetscape. They hold significant contextual and associative value.

Heritage Value Checklist

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ● (partially intact)
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: “That the Heritage Advisory Committee recommend to Council that the properties collectively known as the Stagecoach Inn Properties be considered for registration as Municipal Heritage Properties under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee.”

Date of HAC Meeting: November 13, 2025

A4 — HERITAGE PROPERTY COVERSHEET

Property: Oak Grove Cemetery

Property Information

- Civic Address: 95 Main Street
- PID: 55260756
- Owner(s): Private Owner
- Year Established: 19th century

Heritage Description (Summary)

Oak Grove Cemetery is one of Kentville's earliest burial grounds, containing gravestones and funerary monuments significant to the Town's early settlement and cultural history. The site retains original layout, historic plantings, and marker craftsmanship. It contributes a unique cultural landscape value and holds strong historic associations with early residents and community development.

Heritage Value Checklist

- Architectural / Design Value — ✓ (stonework, monument craft)
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: "That the Heritage Advisory Committee recommend to Council that Oak Grove Cemetery be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee."

Date of HAC Meeting: November 13, 2025

Redesignation & Rezoning Application – 153 Belcher Street (PID 55265250)

To: Council Advisory Committee
Meeting Date: December 8, 2025
Department: Planning and Development

FOR RECOMMENDATION

RECOMMENDATION

THAT the Council Advisory Committee recommend that Council give First Reading to amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 153 Belcher Street (PID 55265250) from Residential / One and Two Unit Dwelling (R2) to Commercial / Highway Commercial (C2) to permit the relocation of an existing dental clinic.

Purpose of the Report

To consider an application to amend the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to redesignate 153 Belcher Street from Residential to Commercial and rezone it from One and Two Unit Dwelling (R2) to Highway Commercial (C2) to allow the relocation of an existing dental clinic from the adjacent property.

Background

The existing dental clinic at 145 Belcher Street operates under a legacy Development Agreement (DA) approved under a previous planning framework. The applicant proposes to construct a fully accessible, purpose-built clinic on the adjacent parcel at 153 Belcher Street, relocate the existing practice, and potentially discharge the existing DA. Following discharge, the current clinic property would revert to full residential use consistent with the Residential Designation.

Site Context

- Current Designation/Zoning: Residential / R2 (One and Two-Unit Dwelling)
- Proposed Designation/Zoning: Commercial / C2 (Highway Commercial)
- Surrounding Uses: Predominantly residential with an existing dental clinic adjacent
- Servicing: Full municipal water, wastewater, and stormwater services available
- Street Classification: Major Collector

Relevant Municipal Planning Strategy (MPS) Policies

Section 7.2.2.2 describes the Highway Commercial (C2) Zone as generally intended for high-visibility, automobile-oriented, land-intensive commercial uses. It also states that new Highway Commercial uses should be restricted to existing locations. As this application relocates an established clinic laterally within the same Belcher Street commercial node, it does not represent the introduction of new C2 capacity.

Policy C-8 applies the C2 Zone to existing commercial areas on Park Street and Belcher Street. The subject property lies directly adjacent to existing C2 zoning, permitting compatible continuation of an existing commercial presence without expanding the overall commercial footprint.

Policy GD-30(a) requires that development or redevelopment of a lot in the C2 Zone undergo Site Plan Approval when the lot abuts an R1 or R2 Zone. As 153 Belcher Street abuts R2-zoned residential properties, any future development will be reviewed through this process.

Site Plan Approval must address building location, parking layout, driveway access, landscaping and buffering, vegetation retention, pedestrian access, lighting, solid waste storage, easements, grading, stormwater management, signage, and maintenance provisions. This process ensures strong oversight and compatibility between the new clinic and adjacent residential uses.

Implementation Policies IM-1 through IM-7 apply to all MPS and LUB amendments. These require Council to consider compatibility, servicing adequacy, traffic impacts, site suitability, fiscal implications, and consistency with the intent of the MPS. The proposal aligns with these requirements by relocating a long-standing use, improving conformity through the discharge of the DA, and maintaining neighbourhood compatibility.

Analysis

The proposal represents relocation rather than expansion of commercial activity. The existing dental clinic has operated compatibly on Belcher Street for many years. The requirement for Site Plan Approval provides additional assurance that buffering, landscaping, access, lighting, parking, and stormwater management will be appropriately addressed. The discharge of the DA allows the original clinic property to return to residential use, improving long-term conformity with the Residential Designation.

Public Engagement

A Public Participation Meeting was held at 430pm in Council Chambers on November 20, 2025 in accordance with Policy 62: Public Participation Policy. Public notice was provided on the Town's website on October 31, 2025 and was shared through the Town's social media and newsletter. This meeting was not livestreamed.

Notes taken at the meeting are as follows:

Q1. Concerns were expressed over a new commercial use coming to the existing dental practice once vacated. Staff explained that the existing use was permitted by development agreement which was limited to dental use and would be likely be discharged.

Q2. Comment was made about the existing practice remaining residential.

Q3. Questions were asked about the existing development agreement. Staff explained the origin and next steps.

Q4. A question was asked about how much of the property will be built out. Staff shared the site plan and applicant confirmed that ~50% would remain undeveloped.

Next Steps



*anticipated dates; final dates set by Council

Respectfully submitted,

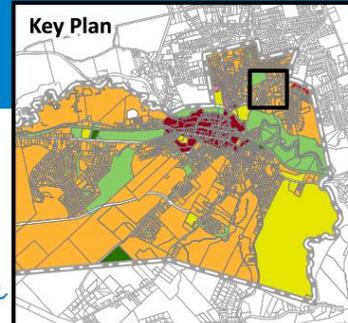
Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

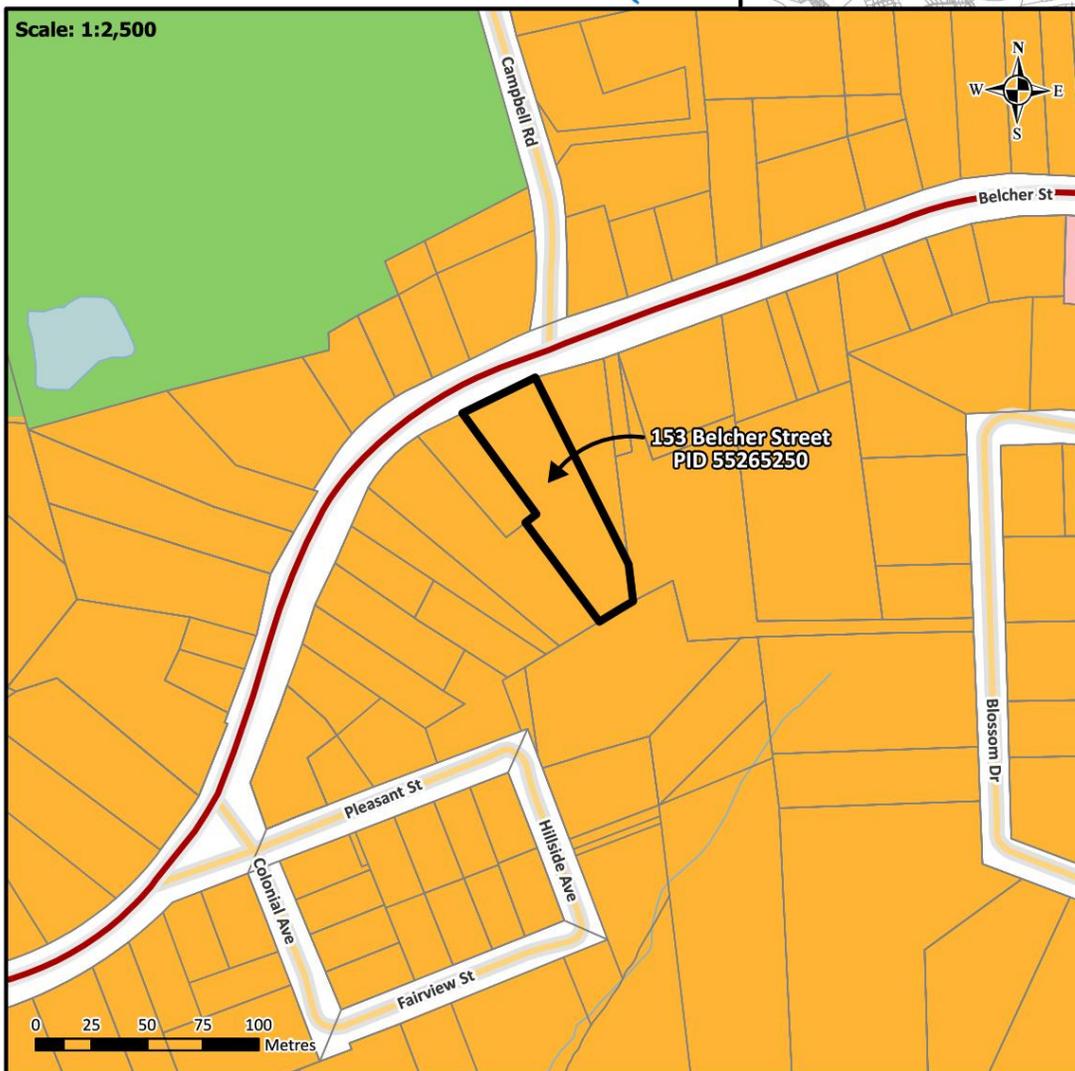
1. Current Designation and Zoning Maps
2. Aerial Map of Proposed Development
3. Proposed Site Plan and Renderings

General Future Land Use Map 153 Belcher Street, PID 55265250

- | | |
|--|--|
|  Subject Property | Generalized Future Land Use |
|  Property Lines |  Neighbourhood Commercial |
| Road Classifications |  Park and Open Space |
|  Major Collector |  Residential |
|  Local Street | |



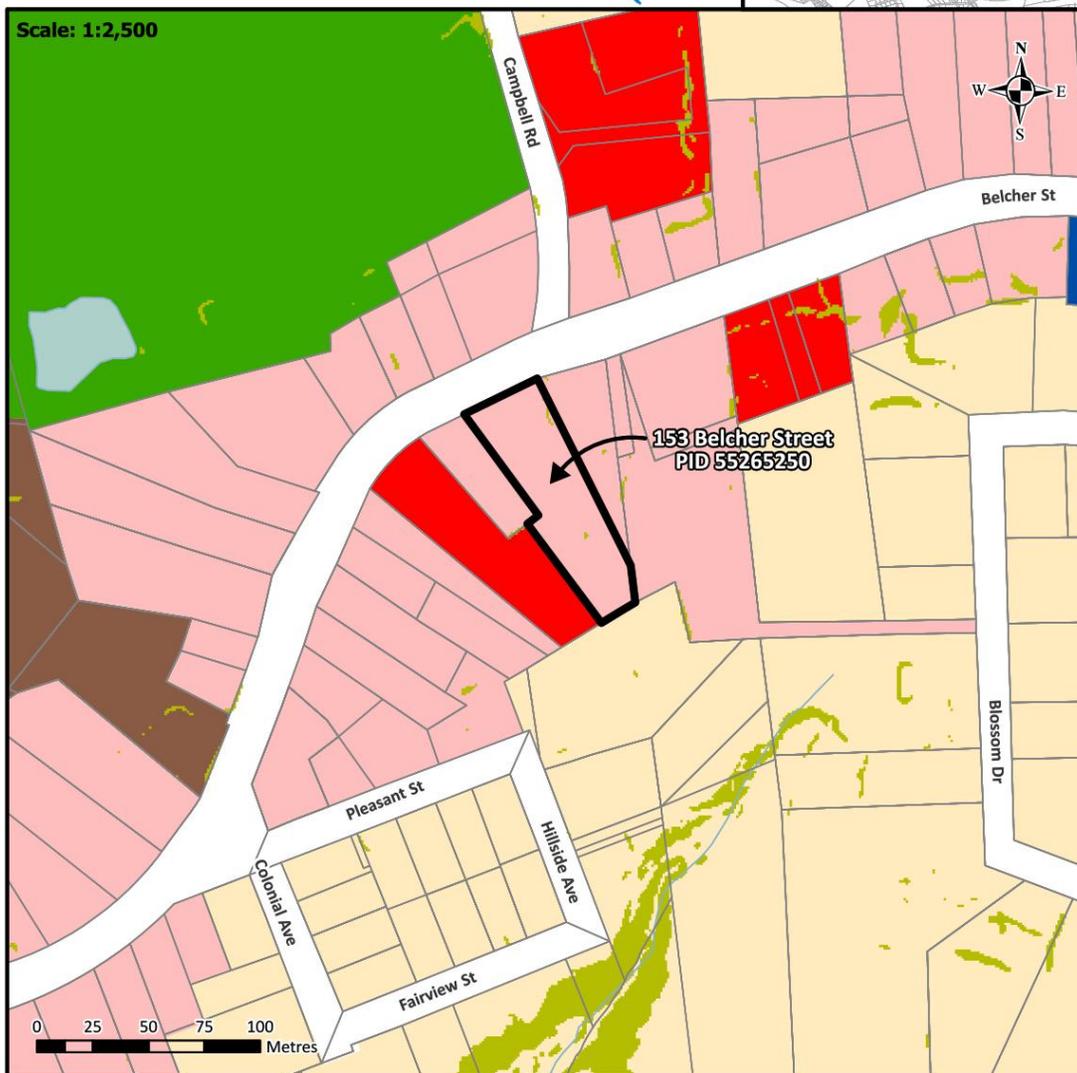
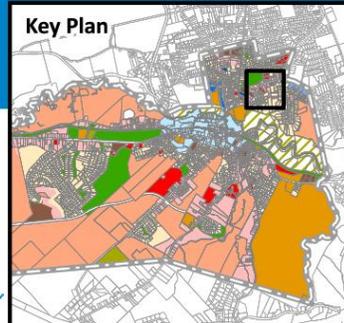
Kentville



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

Zoning Map 153 Belcher Street, PID 55265250

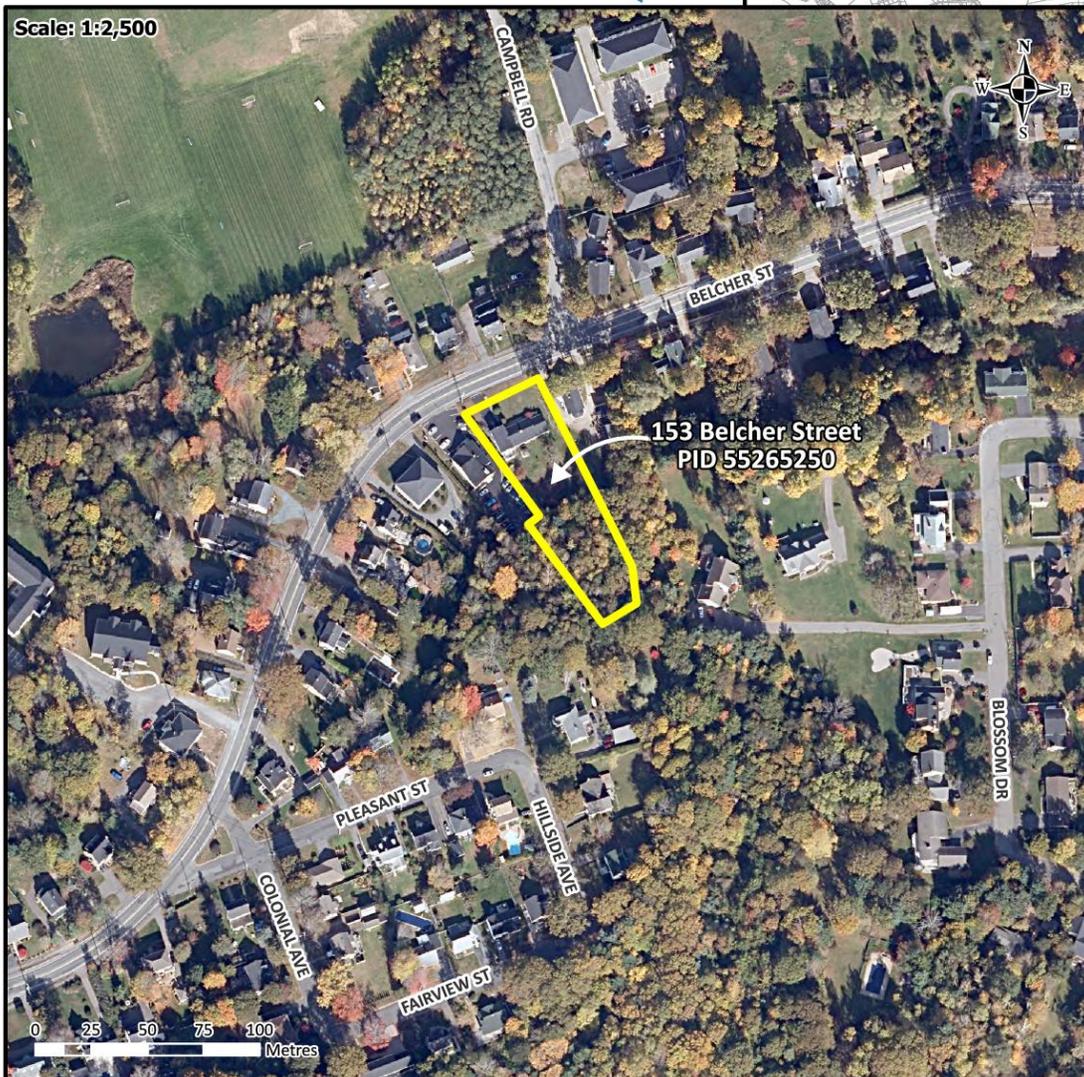
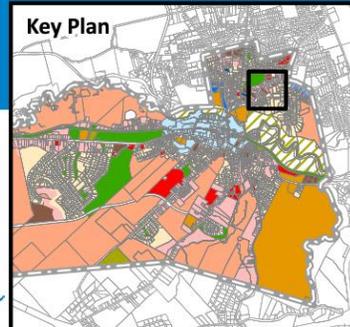
- | | |
|---|---|
|  C4 - Neighbourhood Commercial |  P - Park and Open Space |
|  R1 - Single Unit Dwelling Residential |  Slope >25% |
|  R2 - One and Two Unit Dwelling Res |  Subject Property |
|  R3 - Medium Density Residential |  Property Lines |
|  R4 - High Density Residential | |



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

Aerial Imagery Map 153 Belcher Street, PID 55265250

 Subject Property



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



SHEET LIST

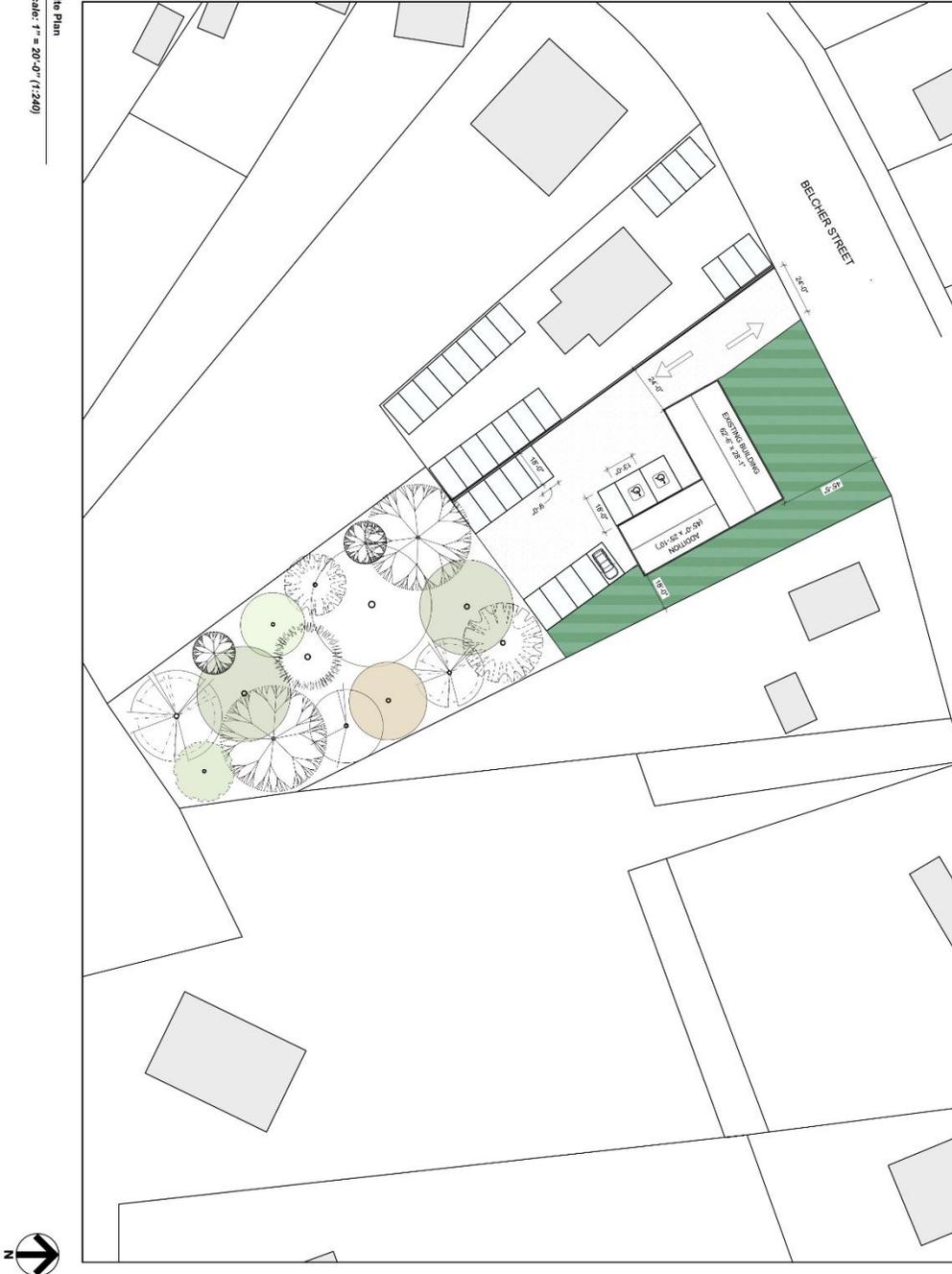
- A01 - Property Lines
- A02 - Site Plan
- A03 - Model View - Up Belcher
- A04 - Model View - Down Belcher
- A05 - Front Elevation
- A06 - Right Elevation
- A07 - Rear Elevation
- A08 - Left Elevation



| | | | | | |
|--|---|------------------------------------|---|----------------------------|-----------------------------------|
| CLIENT Kentville Dental Centre 153 Belcher Street | PROJECT Kentville Dental Centre Expansion | PROJECT NO. 2023.123.KDC | ISSUE (mm/dd/yyyy) 10/22/2025 | DRAWN BY M.A./MN | DESCRIPTION COVER SHEET |
|--|---|------------------------------------|---|----------------------------|-----------------------------------|

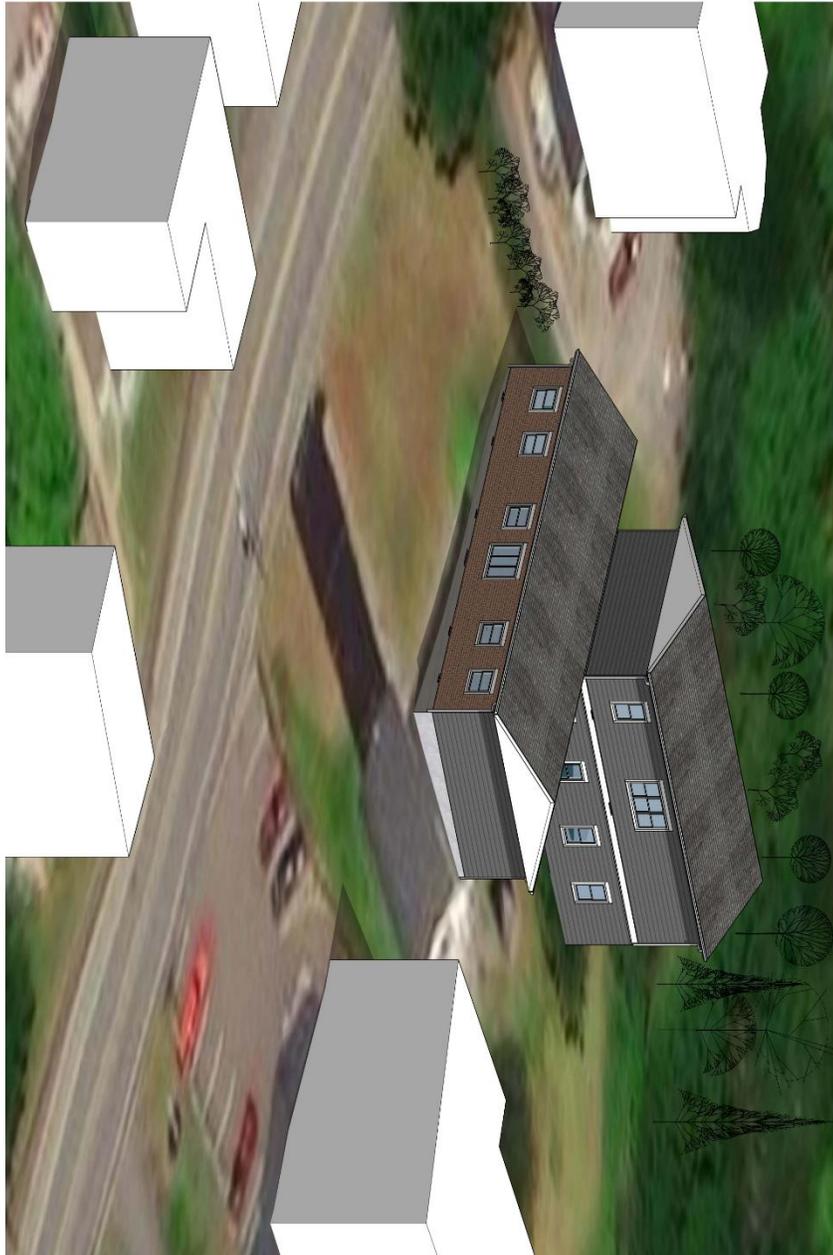
1 Property Lines
A01 Scale: N.T.S.

1
A02 Site Plan
Scale: 1" = 20'-0" (1:240)



| | | | | | | | |
|----|---|---------------------------------|--|-----------------------------|--|--|--|
| 02 | A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia | |
| | | DESCRIPTION Site Plan | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | | | |

1 Model View - Up Belcher
A03 Scale: 3/16" = 1'-0"



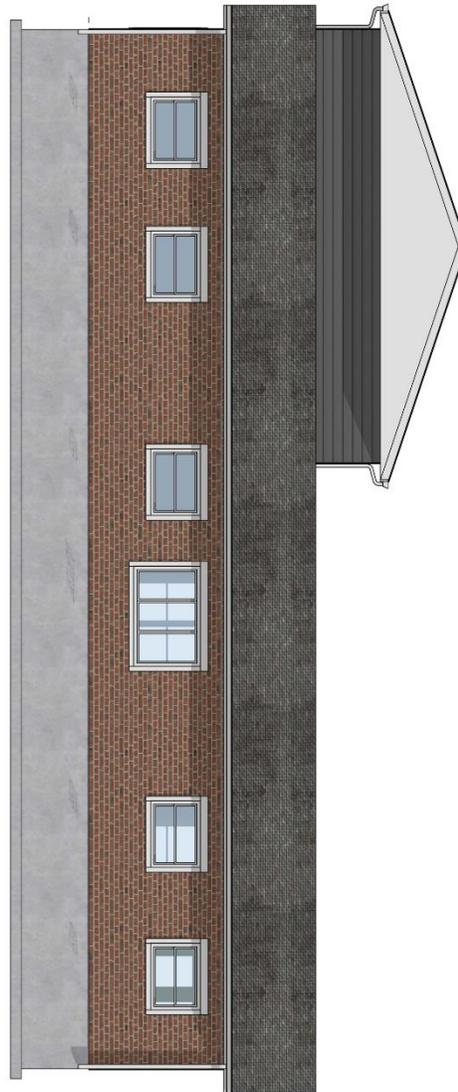
| | | | | | | |
|----------------|--|--|-----------------------------|--|--|--|
| 03 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia | |
| | DESCRIPTION Model View - Up Belcher | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | | | |

1 Model View - Down Belcher
 ADM Scale: 3/16" = 1'-0"



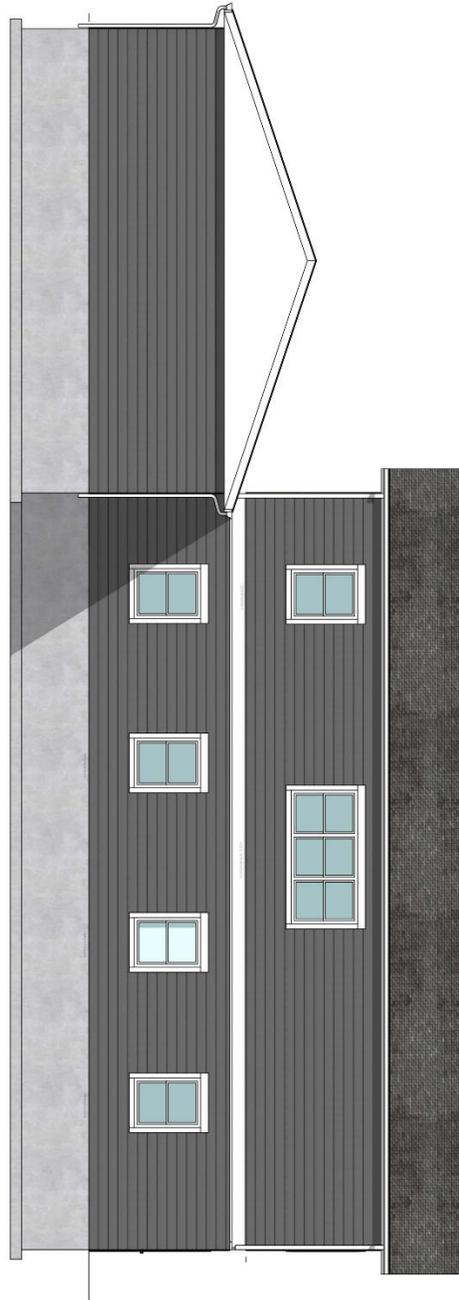
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| 04 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | |
| | DESCRIPTION Model View - Down Belcher | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia | |

1
A05 Front Elevation
Scale: 3/8" = 1'-0"



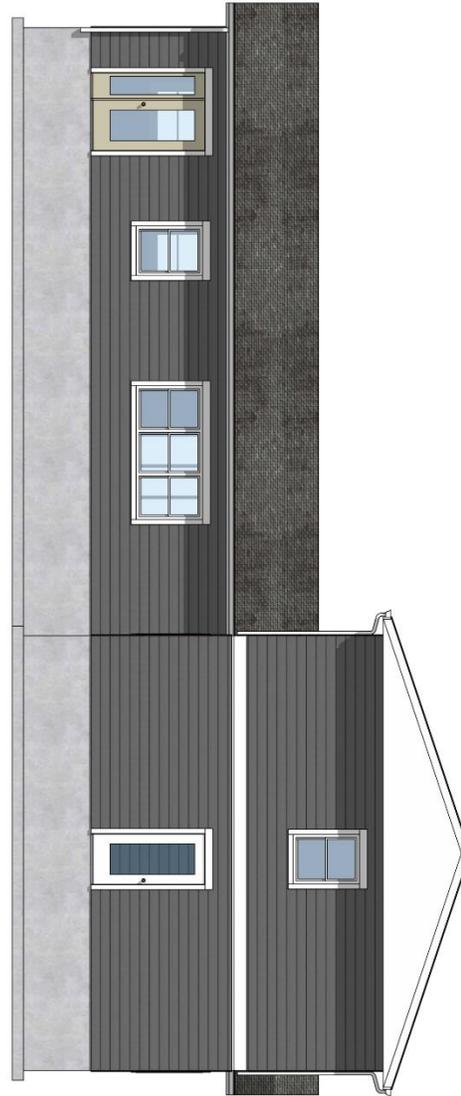
| | | | | | | |
|---------|---------------------------------------|--|-----------------------------|--|--|---|
| 05 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia |  |
| | DESCRIPTION Front Elevation | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | | | |

1
A/B
Right Elevation
Scale: 3/8" = 1'-0"



| | | | | | | |
|---------|---------------------------------------|--|-----------------------------|--|--|--|
| 06 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia | |
| | DESCRIPTION Right Elevation | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | | | |

1
A07 Rear Elevation
Scale: 3/8" = 1'-0"



| | | | | | | |
|---------|--------------------------------------|--|-----------------------------|--|--|---|
| 07 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia |  |
| | DESCRIPTION Rear Elevation | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | | | |

1
A.08 Left Elevation
Scale: 3/8" = 1'-0"



| | | | | | |
|---------|--------------------------------------|--|-----------------------------|--|---|
| 80 A | DRAWN BY MA | PROJECT NO. 2025.123.KDC | ISSUE 2025.10.09 | CLIENT Kentville Dental Centre 153 Belcher Street |  |
| | DESCRIPTION Left Elevation | PROJECT Kentville Dental Centre Expansion | RE-ISSUE MM.DD.YY | Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia | |

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

Meeting Date: December 8, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT Council Advisory Committee recommend to Council that first reading be given to the following amendments to Kentville's Municipal Planning Strategy and Land Use Bylaw:

AMEND:

D.1 Draft Municipal Planning Strategy Policies

5.14 Program-Based Housing

Policy RS-28: It shall be the intention of Council to recognize *Program-Based Housing*—including *Supportive Housing, Transitional Housing, and Emergency Shelters*—as residential uses providing lodging accommodation with structured supports for individuals seeking stability, safety, or independence.

Policy RS-29: It shall be the intention of Council to 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-29 It shall be the intention of Council to enable *Program-Based Housing* as-of-right within the Medium Density Residential (R3) Zone, subject to the Land Use By-law standards that ensure the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

Policy RS-30: It shall be the intention of Council to Include standards within the LUB regulating 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.

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 Site Plan Criteria for Program-Based Housing Developments

- 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) No exterior signage identifying client type or program;
- e) General criteria in accordance with Section 5.1.12 of this By-law.
- d) Adequate on-site parking, lighting, and screening;
- e) Buffered outdoor amenity/gathering areas adjacent to residential properties;

REPORT SUMMARY

This Supplemental Update provides Council Advisory Committee (CAC) with new information received since the November 10, 2025 staff report on Program-Based Housing. It summarizes results from the November 25 Public Participation Meeting (PPM), presents the refined definitions review, and identifies clarifications made to the draft MPS/LUB amendments.

Key Takeaways

1. No Substantive Change to Policy Direction

The public feedback and updated definitions review support the overall approach introduced on November 10:

- Program-Based Housing (Supportive, Transitional, Emergency Housing) permitted as-of-right in the R3 Zone;
- IM-7(c) used for C1-to-R3 rezonings where lands are physically adjacent to a residential designation;
- GD-30 Site Plan Approval applied to all Program-Based Housing developments abutting R1 or R2;

- Clear definitions distinguishing Program-Based Housing from Institutional Uses and Emergency Services.

All refinements to date are clarifications only—no changes have been made to the underlying permissions, zoning outcomes, or regulatory tools.

2. Public Participation Meeting Themes

Feedback focused on:

- Clarity of definitions and permitted uses;
- Rezoning pathways and adjacency requirements;
- Neighbourhood impacts and public safety;
- Institutional terminology and the Emergency Services definition;
- Process transparency, timelines, advertising, and opportunities for further input.

Staff have responded by strengthening definitions and clarifying Site Plan Approval triggers.

3. Definitions Review Complete (Operational + Legal)

The proposed definitions:

- Are enforceable through Development Officer practice;
- Are aligned with MGA s.220(1) land-use authority;
- Avoid regulating internal program operations (outside municipal jurisdiction);
- Reduce ambiguity between Program-Based Housing and Institutional Uses.

These definitions have received initial legal review before First Reading.

Next Steps Toward First Reading

1. Present full package for Council First Reading – December 15, 2025 (target);
2. Public Hearing and Second Reading (January 2026, tentative);
3. Ministerial Review and Appeal Period (February–March 2026).

Section 1 – Update Overview

1. Purpose of This Update

This report supplements the November 10, 2025 staff report titled “*Recommendation for Amendments to Planning Documents Related to Program-Based Housing.*” The original report introduced a proposed regulatory framework for defining and permitting program-based housing, including Supportive Housing, Transitional Housing, and Emergency Shelters.

The purpose of this update is to:

- Provide the results of the November 25 Public Participation Meeting (PPM);
- Present the revised Definitions Review (operational implementability + legal authority);
- Present revised policies and regulations;
- Confirm whether staff continue to recommend the same direction; and
- Outline next steps for Council First Reading.

The original November 10 report remains the foundational document. This update provides **new information only** and is intended for CAC consideration prior to forwarding the amendments to Council.

Section 2 - Summary of Public Participation Meeting Feedback (Nov 25, 2025)

Full notes have been appended as Appendix A.

The PPM generated a wide range of comments and questions from residents, business owners, and stakeholders. Feedback is summarized below by theme.

2.1 Clarity of Proposed Uses and Definitions

Participants requested clarity on:

- Whether the R3 changes would allow only sleeping facilities or also program/support spaces;
- How greenspace, outdoor gathering areas, buffering, and screening would be applied;
- Whether Site Plan Approval (SPA) could be required in all cases, not only when abutting R1/R2.

Staff clarified:

- Sleeping facilities remain the primary permitted use;
- Accessory program spaces are permitted where clearly subordinate;
- Outdoor amenity requirements are already addressed through General Provisions;
- SPA is triggered automatically when abutting R1/R2, and Council may expand this requirement.

2.2 Rezoning Pathways and Adjacency

Residents sought clarification regarding:

- Whether R1 or R2 zones could be rezoned to R3;
- Whether C1-to-R3 rezonings require physical adjacency under IM-7(c);
- Whether program-based housing could be placed in commercial zones without adjacency.

Staff confirmed:

- R1 upzoning is inconsistent with MPS direction and is not supported;
- R2 upzoning is possible and reviewed on its merits;
- Adjacency is required for C1-to-R3 rezonings under IM-7(c).

Requests were made for a map of existing R3 areas. Staff will include mapping with the First Reading report.

2.3 Definitions and Institutional Terminology

Comments addressed:

- Whether changes to Emergency Services affect REMO operations;
- Whether the term “Institutional Use” is being applied appropriately;
- Whether language in the definitions is discriminatory or stigmatizing.

Staff confirmed:

- The definitions create a clear separation between Program-Based Housing, Institutional Uses, and Emergency Services;
 - Legal review is ongoing;
 - Institutional terminology is being refined for clarity and neutrality.
-

2.4 Neighbourhood Impact and Public Safety

Participants raised concerns about:

- Perceived increases in downtown social challenges;
- The possibility of impacts migrating into R1/R2 areas if uses are relocated;
- Quiet enjoyment of surrounding residential properties;
- Enforcement limitations for noise or public disturbances.

Staff emphasized that:

- SPA provides design-based mitigation (screening, lighting, access);
 - Land use regulation cannot govern individual behaviour;
 - Operational issues fall under the Police Act and municipal by-laws.
-

2.5 Process Transparency, Timelines, and Consultation

Public comments included:

- Confusion about MGA timelines;
- A desire for additional opportunities for feedback;
- Questions about provincial oversight and whether the Province can override Town decisions;
- Requests for larger venues and improved advertising.

Staff clarified:

- Timelines are set by the MGA and may be extended but not shortened;

- Consultation continues through First Reading and the Public Hearing;
 - The Province is involved only at the end, during Ministerial Review.
-

2.6 Broader Social and Community Context

Several attendees discussed:

- The need for centralizing services near transit;
- The importance of clear communication to avoid misinformation;
- The value of inclusive planning and housing options across the spectrum.

A number of residents also expressed support for program-based housing and emphasized its role in building a balanced and compassionate community.

SECTION 3 - Revised Definitions Review (Operational & Legal)

Following the PPM and further internal review, staff completed an updated analysis of the proposed definitions.

3.1 Definitions Review

The following definitions for Program-Based Housing and related uses are proposed for inclusion in the Land Use By-law (LUB). These are provided up front to support clarity in the subsequent operational and legal review.

Proposed Definitions

Supportive Housing

Supportive Housing means *a form of program-based housing that provides long-term lodging together with on-site supports intended to assist residents in daily living, stability, and community integration*. Supports may include case management, counselling, life-skills training, or similar services delivered by qualified staff or partner agencies.

Transitional Housing

Transitional Housing means *a time-limited form of program-based housing intended to provide temporary lodging and structured on-site supports for individuals moving from crisis or short-term situations toward more permanent housing*. Programs generally include case management, skills development, and housing placement support.

Emergency Shelter

Emergency Shelter means *a short-term lodging use that provides immediate, low-barrier shelter for individuals experiencing homelessness, displacement, or crisis*. Services may include meals, basic needs, referrals, or on-site staffing, but the extent of supports varies by operator.

Program-Based Housing (Umbrella Term)

Program-Based Housing means *a collective term used in this Plan and By-law to describe Supportive Housing, Transitional Housing, and Emergency Shelter*. This term is used for organisation and clarity; individual housing forms are regulated separately.

Institution (Revised Definition)

Institution means *a non-commercial use of land or buildings operated by a public, non-profit, or community organisation that provides educational, health, social, religious, cultural, or civic services to the public*. Examples include schools, hospitals, places of

worship, 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 any Program-Based Housing form, which is regulated separately under this By-law, nor does it include Emergency Services.

Emergency Services (Revised Definition)

Emergency Services means *uses related to fire protection, policing, ambulance, and municipal emergency response operations*, including comfort centres, and is distinct from Emergency Shelter.

3.2.1. Operational Review (Development Officer Implementation)

Staff conducted an operational assessment to confirm that the above definitions can be consistently implemented by the Development Officer (DO) during permit review, issuance, and enforcement.

An operational definition must be clear, observable, and linked to a land-use form—not to internal program requirements. The definitions meet this standard because:

- They describe physical or functional characteristics of the land use (e.g., duration of stay, presence of supports, type of lodging).
- They avoid mandating service standards, staffing models, or program content, all of which fall outside DO authority.
- They enable DOs to rely on site plans, floor plans, and operator statements of intended use, which are standard and enforceable materials.
- The distinction between Emergency Shelters, Transitional and Supportive Housing is sufficiently clear for DO interpretation without additional policy guidance.
- The revised Institution definition reduces ambiguity and prevents misclassification of housing programs as institutional uses.

Staff conclude that the definitions are operationally implementable and will support consistent decision-making.

3.2.2. Legal Review (MGA and LUB Authority)

Staff also completed a legal review to confirm that the definitions fall within municipal authority under the Municipal Government Act (MGA).

The definitions are legally sound because:

- They regulate land use, which is explicitly permitted under MGA s. 220(1).
- They do not impose operational obligations, program standards, or staffing requirements that exceed municipal jurisdiction.
- They provide clarity and predictability, reducing interpretive risk and aligning with legal expectations for enforceable by-law language.
- The separation of Program-Based Housing from Institutional Uses is well within municipal zoning authority.

4. Summary

The definitions proposed for Program-Based Housing and related uses are both operational and legally appropriate. They provide a clear and implementable regulatory structure, support consistent Development Officer decisions, and fall squarely within the municipal mandate to regulate land use. Staff recommend that these definitions be advanced for inclusion in the draft Land Use By-law amendments.

SECTION 4 – Review and Amendments to Proposed MPS and LUB Sections

The November 10, 2025 CAC Staff Report contained proposed draft text for the Municipal Planning Strategy and Land Use Bylaw. Additional review has led to edits of these sections as described below:

D.1 Draft Municipal Planning Strategy Policies

5.14 Program-Based Housing

Policy RS-28: It shall be the intention of Council to recognize *Program-Based Housing*—including *Supportive Housing*, *Transitional Housing*, and *Emergency Shelters*—as residential uses providing **lodging** accommodation with structured supports for individuals seeking stability, safety, or independence.

(Note: Used ‘lodging’ to avoid existing ‘accommodations’ definition and removed language describing types of persons)

Policy RS-29: It shall be the intention of Council to 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-29 It shall be the intention of Council to enable Program-Based Housing as-of-right within the Medium Density Residential (R3) Zone, subject to the Land Use By-law standards that ensure the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

For clarity:

a) Program-Based Housing developments within the Medium Density Residential (R3) Zone shall be subject to Site Plan Approval criteria where the development abuts the Single Unit Dwelling (R1) and/or One and Two Unit Dwelling (R2) Zones to mitigate potential impacts related to building placement, access, parking, lighting, buffering, and neighbourhood interface.

b) Program-Based Housing developments proposing twelve (12) or more units shall be considered only by Development Agreement, to allow for a comprehensive review of building design, massing, servicing, phasing, amenity provision, and neighbourhood compatibility. Nothing in this Policy shall prevent Council from regulating such developments more specifically through a Development Agreement pursuant to the Municipal Government Act.

(Note: Corrected policy to indicate that this form of housing is enabled either as-of-right, by site-plan-approval or by development agreement based on the nature and location of the development)

Policy RS-30: It shall be the intention of Council to Include standards within the LUB ~~regulating 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.~~

(Note: Removed as this policy is redundant)

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 Site Plan Criteria for Program-Based Housing Developments

- 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) No exterior signage identifying client type or program;
- e) **General criteria in accordance with Section 5.1.12 of this By-law.**
- ~~d) Adequate on-site parking, lighting, and screening;~~
- ~~e) Buffered outdoor amenity/gathering areas adjacent to residential properties;~~

(Note: Revised language to remain consistent with other Residential zone site plan criteria.)

5. Next Steps

- **Council First Reading** (Dec 15, 2025);
- **Public Hearing and Second Reading** (January 2026);
- **Ministerial Review** (February 2026);
- **Appeal Period** (March 2026).

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Attachments:

- Appendix A – Public Participation Meeting Notes
- Appendix B – Public Correspondence
- Appendix C – Definition Status Table

Appendix A - Public Participation Meeting Notes

November 25, 2025

Town Hall, 354 Main Street, Kentville, Nova Scotia

Town Hall was open to the public

STAFF PRESENT

Staff in attendance included Director Darren Shupe, Development Officer Kirsten Duncan and Economic Development Officer and Moderator, Lindsay Young

OPENING REMARKS

Lindsay Young gave an overview of how the meeting will be held. Set expectations, informed public in attendance of speaking time limits and to keep comments germane to the topic.

PRESENTATION

Director Shupe provided an overview of the proposed amendments.

PUBLIC COMMENTS

Jim Morton – Concerned about issues related to this topic. Experience is that proposed developments don't end up occurring. Will these amendments make it easier or more complicated for developments to happen? The Town should be making it easier to happen. These services need to be central so that people who use them can also access transit services, which make it more affordable, etc. Mr. Morton was supportive of developments such as these.

Staff – Rephrased to ensure clarity. Currently the planning documents are silent on the specific language and topic. DA's would be a more complex process but are appropriate and useful for some developments.

Julie Ogilvie – Clarifying question about rezoning from C1 to R3, is adjacency required?

Staff – yes, must be adjacent

Julie Ogilvie – Would the amendments to R3 only allow for sleeping facilities?

Staff – Yes, however accessory uses could be considered as long as the sleeping facility is the main use.

Genevieve Hearn – Is Greenspace a consideration for these developments?

Staff – Yes. The proposed amendments under the General Provisions speak to having outdoor amenity/gathering areas adjacent to residential properties.

Christine Moreau – How does the new definition for Emergency Services impact on Regional Emergency Management Operations? How have these amendments been considered in conjunction with the Human Rights Violation cases that have been dealt with/are ongoing? *Something about the terminology in the definitions re: institutional use and not being politically correct*. Language was discriminatory when talking about institutional uses.

Staff – We will seek legal advice on the amendments before they move forward.

Kathy Boutilier – Can R1/R2 be rezoned to R3? Do you foresee it likely that a request would be made to rezone those? Do residents have an opportunity to comment on such files?

Staff – R1 – no, strong language in the MPS against rezoning to higher densities. R2 – possible. Cannot comment on likeliness, however the Town did just complete a rezoning application for R2 to R3. Council reviews each request and are the final decision makers. Public can comment as part of the process.

Pat Norton – What specific proposals? What's a complete project? What is buffering? What is screening? Etc. Lots of questions.

Staff – offered the ability to meet one-on-one to clarify

Carolyn Houston – This is happening quickly. The meeting should have been held at the Fire Hall and not at 4:30pm on a weekday. The meeting should have been better advertised (radio). Does the Province have the ability to override Town decisions? If these changes go through, can the province stop them or ignore them?

Staff – Noted on the advertising part.

Lloyd Schmidt – Is this dictated from the Provincial Government? It's affecting Downtown core. People are needing escorts to access banks. Need proper supports for these uses, this is not a democracy.

Staff – No direction from Province. Direction from CAO.

Ian Doucette – Significant deterioration in the downtown. Naïve for us to think issues aren't going to spread into the residential area if the uses are moved there. Need to listen to the residents. Certain services attract certain people. Is staff acting in the best interest of the citizens of Kentville?

Staff – Staff try to ensure that the report is balanced. There are planning tools available to help mitigate these issues, which council is aware of.

David Ritcey – Mr. Ritcey has had discussions with lawyers who deal with Municipal Law, and they are concerned about existing town laws and how they are being applied.

Staff – Noted.

Laura Mesher – Of the municipalities researched, has anyone asked how it going? Whether the municipalities have any regrets with the policies? Any ways that could have been crafted better?

Staff – We can reach out and ask those questions.

Laura Mesher – If Program Based Housing is in a residential area, and on private property, how does that impact the surrounding residential uses and them being able to have quiet enjoyment of their property?

Staff – there are different laws that the police force can apply. Also, amendments proposed consider buffering as part of the Site Plan Approval process from R1/R2 properties.

Kathy Boutilier – Who’s in charge of the timeline? Will there be another opportunity for public consultation?

Staff – The MGA dictates the timeline. Council can also decide to adjust the timeline. Timeline can be adjusted to be longer, but not shorter.

Andrew Zebian – Stood up to speak and clarify the process that these amendments have to go through with council.

Leanne Jennings – How do the definitions impact someone seeking VON care in an R1 zone? Same question but for multi-unit dwellings? How do the definitions impact the ability for the Town to respond to extreme weather emergency shelters that aren’t activated by REMO or other provincial authorities? Will there be an opportunity to provide more feedback? Why is R3 the best zone?

Staff – Thank you for the feedback, we will look into this to make any adjustments. Someone who lives in the R1 zone that receives care, doesn’t affect the main use.

Andrew Bagley – Not a town resident, but owns a business. What are the timelines? What does ”provincial review” mean?

Staff – explained the process of provincial oversight on all approved amendments.

Robyn Manning – What is happening? There is a lot of mixed information (regarding property sales and information on social media channels). How are public supposed to make an opinion when there is so much misinformation? Robyn lives downtown and owns a business very close to Town Hall. There is a lot of public drug use, has there been any work

towards a harm reduction site for the Town? We need more communication and transparency.

Staff – We are not privy to property sales/transactions. We are only aware once someone applies for a Development Permit.

Travis Mesher – Where can we access documents?

Staff – Town website, all files related to planning applications are on the website.

Barb Jess – a map of all the R3 zones would be helpful for future documents and meetings.

Michelle Parker – Can future presentations include a map of R3? She asked everyone to reflect, that: if not in the R3 zone, then where?

Travis Mesher – Can R3 be rezoned to C1?

Staff – Clarifying that they meant C1 to R3. Only if the property immediately abuts a residential designation

Donnie Cleveland – How many beds can a shelter have?

Staff – Proposed amendments are for 12 units or sleeping rooms. There is another layer that is missing from this conversation, which is Building Official review and the Building Code. The Building Code can dictate the number of units for a facility based on area of building available and design.

Lloyd Schmidt – Where is John Lohr?

Staff – We need to keep questions and comments germane to the meeting.

Ian Doucette – Speaking to the crowd: Lets work together to get more people’s opinions. If everyone talked to 3 people there could be more people paying attention to this topic and the amendments.

Christine Moreau – Wanted it reflected in the comments that not everyone has scary stories of downtown. Christine lives in the town and does not feel this way. Question related to the timeline, when will legal opinion be sought? Did Amherst get legal review?

Staff – noting legal review, hoping to have the report and relevant information pulled together by the end of Friday. Report needs to be submitted early next week to get into the Council package. Can’t speculate on Amherst’s process.

Cate Savage – For the as-of-right development proposal, could it be required through Site Plan Approval?

Staff – SPA would be required if they abutted R1/R2. We could also make the adjustment to require it through SPA no matter what.

Carolyn Houston – Speaking from experience with the Healy property and the Special Events that they host, the police officers will only enforce the noise bylaw after 10pm. Question about the amendments: how do these changes affect halfway houses or facilities for people leaving jail?

Staff – these things are a little off topic and we need to keep comments and questions germane to the meeting.

Travis Mesher – Does the Provincial Government know that Kentville’s bylaws are weak and that’s why they’re funding more shelters here?

Staff – We’re not going to comment on the provinces motives. We’re addressing our documents deficiencies through these amendments.

Michelle Parker – Statement – everyone has a right to housing. Please be respectful when talking on this subject. Lots of people who have mental health issues, addictions and criminal records live in R1/R2 zones too.

Ann – When it comes to recommending and approving these amendments, does the town consider whether we have adequate services to support these uses? There are social costs to these decisions.

Staff – Planning staff look at permits, we have a smaller mandate.

Cathy Maxwell – Would like to give a bit of background context – Cathy has attended 2 meetings recently (Mayor’s meeting and a meeting with John Lohr) lots of questions were asked about this topic. It was noted that there are no other shelters between Yarmouth and Kentville, so anyone who needs the services are brought to Kentville. A number of years ago, the government identified 5 major areas in the province to focus the services – Kentville is the area for this end of the Province. Council has not been involved in discussions around the funding decisions that have been made. Councilor Maxwell has asked to sign up for a Provincial committee that will deal with these issues. If anyone has questions they are welcome to meet with her. Also reach out to the local MLA – they should be able to answer questions.

Unknown – Bigger venue for the next meeting and advertise on the radio.

Christine Moreau – Inquiring on staff opinion on best planning practices and centralizing services so they are accessible to the demographic that require it.

Staff – We put services where people need them.

Jim Morton – The report is clear. It defines what it is that we are dealing with but it's only a snip it of what needs to be done. Kentville is a beneficiary to have these assets. We need to build a community that involves all parts.

MEETING ADJOURNED

6:45pm

APPENDIX B – PUBLIC CORRESPONDENCE

Emailed Letter from Leanne Jennings, Open Arms Resource Centre

November 28, 2025

Dear Mayor Zebian and members of Council,

I am writing on behalf of Open Arms Resource Centre to express my deep concerns regarding the proposed amendments to the Town's MPS and LUB as it relates to what is being referred to as 'Program Based Housing'. I believe that the amendments that have been drafted are discriminatory in nature and are inconsistent with Council's policies and priorities. Please consider the following:

- In section 5.2.2.3 of the MPS, council states the intent of the R3 zone in reference to the density that this zone allows. Requiring 'Program Based Housing' in this zone is not consistent with the intent of the zone because it has nothing to do with density. The definitions associated with 'Program Based Housing' simply speak to the fact that some residents of Kentville require support.
- Not all housing that requires support is included in these amendments. Planner Shupe indicated at the Public Participation Meeting that an individual who perpetually requires VON to visit their home is not counted in these new definitions.
- Section 5.13 of the MPS states "...on a small scale, community-based residential facilities provide community integration for people with various disabilities." Following this assertion, the corresponding Policy (RS-27) allows Residential Care Facilities, Homes for Special Care, and similar uses in any Residential Zone. This applies to residential uses for residents with physical and or intellectual disabilities, or are marginally disadvantaged. How is a residential use for those requiring housing supports any different and why would Council seek to subject them to more stringent land use regulation? This must be explained as it appears that these individuals are being discriminated against because of stigma and fear.
- MPS Section 5.8 outlines Council's commitment to affordable housing and states, "As with all communities, Kentville is characterized by a disparity of wealth and is committed to ensuring that adequate housing is available to all its residents. Adequate housing means shelter that is habitable and structurally sound with sufficient space to protect against cold, damp, heat, rain, wind and other threats to health." The restriction on residential uses for individuals who require supports goes against Council's commitment to adequate housing for all.

- The proposed Policy RS-28 states that Council wishes to regulate housing that provides support to individuals “seeking stability, safety, and independence.” Doesn’t every human being desire and deserve stability, safety and independence? These are the characteristics that distinguish someone who is housed from someone who is unhoused. Why should individuals seeking these outcomes be set apart from anyone else?
- Proposed policies RS-29 and RS-30 suggests that housing that provides someone with support in achieving stability, safety and independence must be subject to standards with regards to form, scale, and intensity of development. It goes on to call for buffering and separation distances. What are we regulating with these proposed amendments? Do we need to separate those who need support in achieving stability and safety from those who have already achieved it? The MPS and LUB already regulate land use according to density. New policies and regulations are not needed, and in fact are not legal, in their attempt to regulate people who need support.
- These proposed amendments are also inconsistent with Council’s Strategic Priority around Diversity, Inclusion, Equity and Accessibility.

I urge you to reconsider your approach to regulating people who need supports and invite you to meet with myself and my staff to discuss and collaborate on any concerns you may have, so we can achieve our common goals together.

Regards,

Leanne Jennings

Executive Director,

Open Arms Resource Centre

Emailed from Patrick Vitale – November 28, 2025

Dear Mr. Shupe:

I was unable to attend the meeting this week and wanted to register my concern about the proposed changes for Program Based Housing. I am both a Kentville resident and have a Ph.D. in geography from the University of Toronto and have published research on the history of exclusionary zoning. Please pass on this email to the appropriate parties.

I am opposed to this change for a variety of reasons. The first is that it is in keeping with a long history of municipalities using land use planning to exclude vulnerable people and "undesirable" uses. The current action is reactive and is using land use regulations to respond to growing public concern that may or may not be reasonable. I would hope that land use planning would proceed with greater deliberation and integrity, especially given the troubling history of exclusionary zoning.

The second reason is that the land area devoted to R3 is much smaller than C1. If Program Based Housing is restricted to R3, then it is likely that very little will be built. I suspect that is the point.

Furthermore, C1 is often more appropriate than R3 for such housing. C1 is walkable. There are existing service providers and social support in C1. In some instances residential neighbourhoods would be less appropriate for supportive housing than downtown Kentville.

Finally not only will this change limit unhoused people (the current bete noire in the town) from finding housing in Kentville, but it will also apply to people with disabilities, people fleeing abusive relationships, children in the foster care system, and anyone else who would live in a supportive setting.

I live adjacent to Miner's Marsh and have zero concerns about my or my young children's safety downtown, which we walk through often. I realize that some residents and business owners do have concerns about disorder. However, I think these concerns are best addressed with compassion and without resorting to rewriting land use regulations in an exclusionary fashion.

Sincerely,

Patrick Vitale

APPENDIX C – Definition Status Table

Comprehensive Definitions Status Table (December 8, 2025 Update)

| Definition | Status | Reason / Notes |
|---|------------------|---|
| Dwelling Unit | Unamended | Remains the baseline residential use; defines self-contained units with independent living facilities. No changes required. |
| Institutional Care Facility | Unamended | Provincially regulated (Homes for Special Care Act). Remains distinct from Program-Based Housing. No amendments required. |
| Affordable Housing | Unamended | Policy-level definition only; not tied to land-use permissions. Remains unchanged. |
| Market Rental / Market Ownership Housing | Unamended | Policy concepts linked to Housing Needs work; no regulatory amendments needed. |
| Residential Care Facility / Small Options Home (if applicable) | Unamended | Remains under Institutional or Residential-Institution categories; no interaction with Program-Based Housing definitions. |

Amended or Newly Added Definitions

| Definition | Status | Reason / Notes |
|--|-----------------------|--|
| Program-Based Housing (Umbrella Term) | New | Non-regulatory organizing term grouping Supportive, Transitional, and Emergency Housing. Clarifies structure; permissions apply at sub-type level. |
| Supportive Housing | New | Provides long-term accommodation with non-medical supports. Modern, enforceable, land-use-based definition. |
| Transitional Housing | New | Time-limited housing with structured supports. Clarifies duration, function, and regulatory distinctions. |
| Emergency Shelter | New / Expanded | Consolidates all short-term, low-barrier shelter uses under one definition; avoids confusion with Emergency Services or REMO-activated weather shelters. |

| | | |
|---|------------------|---|
| Sleeping Room | New | Critical for defining the 12-room threshold; distinguishes sleeping rooms from dwelling units; supports DO interpretation. |
| Institution (Revised Definition) | Amended | Now explicitly excludes Program-Based Housing and Emergency Services. Prevents misclassification and aligns with MGA authority. |
| Emergency Services | Clarified | Clearly restricted to police, fire, ambulance, and municipal emergency operations. Eliminates ambiguity noted at PPM. |

Definitions Removed or Not Carried Forward

| Removed Draft Definition | Status | Reason Removed / Why Not Used |
|--------------------------------------|----------------|---|
| Institutional Support Housing | Removed | Created overlap with both Institutional uses and Program-Based Housing. Removed to ensure clean separation. |