

Town of Kentville Council Advisory Committee Meeting

January 12, 2026, 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, December 8, 2025

4. PRESENTATIONS

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

5. NEW BUSINESS

- (a) Policy G41 – Repeal Anti-Idling Standard Operating Procedure
- (b) Bylaw 300 – Repeal Idling Control (First Reading)
- (c) Policy 107 – Traffic Authority
- (d) Policy G23 – Repeal Smoke-Free Town-Owned Vehicles
- (e) Bylaw 301 Chapter 99 - Repeal Smoke-Free Public Place (First Reading)
- (f) Policy 101 – Council Remuneration
- (g) Policy 108 – Fire Services
- (h) Policy 109 – Community Investment Program (CIP)
- (i) 2026 FCM Council Members Attendance
- (j) Town Hall Accessibility Renovations

6. PUBLIC COMMENTS

7. ADJOURNMENT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE

Meeting Minutes: December 8, 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
Councillor Samantha Hamilton

STAFF: Chris McNeill, Chief Administrative Officer
Victoria Martin, Deputy Clerk
Craig Langille, Director of Parks and Recreation
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

None

2. APPROVAL OF THE AGENDA

Item 4A, the presentation was postponed due to the weather and will be rescheduled in the new year.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that the agenda for the Council Advisory Committee meeting of December 8, 2025, be approved as updated.

MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES - November 10, 2025

Mayor Andrew Zebian asked if there were any changes to the minutes of November 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.

Significant workload in November caused delays in plan review work. The plan remains to review before the end of the month though it won't likely not be ready before New Year.

Recruitment for Climate Action Coordinator underway with ads expected to be posted this week and additional support anticipated from Clean Foundation.

Eight development permits were issued for an Estimated Construction Value of \$900,000 and one Subdivision Applications was received (Belcher & Campbell).

Three Planning Applications & Reports:

- Heritage Advisory Committee recommendations.
- Review of Support Program-Based Housing.
- Rezoning/redesignation application for 153 Belcher (Dr. McGregor).

Three Ongoing Processes:

- Bryson Developments, early permits report under legal review.
- Development agreement with Feed Living still in process.
- Belma Bell Tower, no updates; follow-up required.

From a Community & Economic Development, preparations for Apple Blossom Festival have begun and marketing and draft budgets for upcoming year in progress.

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Councillor Cathy Maxwell asked about the subdivision map (Campbell & Mountain View/Belcher) and Director Darren Shupe clarified the green piece is being subdivided, the triangle on east side consolidated with another piece, and development intent are unclear since waterway present in the area.

Councillor Samantha Hamilton asked about change in use/tenant renovation permits and Director Darren Shupe clarified that they are processed by development officer. The report reflects officer's summary.

b. Parks and Recreation

Director of Parks and Recreation Craig Langille provided highlights that were not from his monthly report.

Planning for 2026–2027 has begun and application for Canada Summer Jobs grant was submitted. They identified twelve additional grant opportunities for summer students and programming funding.

The Holly Days Festival was a major success with over 500 attendees at the tree lighting, 30 attendees for the movie night in the square (The Grinch), and 40 attendees to the Carol singing at Oakdene Park with Community Garden Group.

from a staffing lens, two permanent positions were filled and one arena staff accepted into refrigeration ticket course (starting in spring).

Regarding the pool, all pipe connections have been completed and capped. The only remaining tasks are pressure testing, backfilling and replacing pavers.

Councillor Cathy Maxwell asked about timing for backfilling and pavers, and Director Craig Langille responded his preference was to complete it now, but it would likely be spring for stability. Councillor Maxwell asked if there was a risk to the tank or piping if it was delayed; and Director Langille responded the pipes were capped and dry.

Councillor Rob Baker inquired about winter program availability and Director Craig Langille responded programs launched that day; with many openings remaining.

c. Kentville Police Service

Call volume wise, 381 calls for service were received in October 2025 (14% increase compared to October 2024) and under 300 in November 2025.

Community Involvement & Initiatives: KPS participated in Trunk or Treat event, the Fallen Memorial Ceremony (Halifax), the Valley Harvest Marathon (raised \$2,400 for cancer) and the First annual Battle of the Badges hockey game.

Out of the 381 calls received in October, 137 calls (≈36%) were related to downtown core issues. One robbery file was solved.

Training update: annual pistol qualifications completed and sexual assault and hate crime training underway. Hate crime training aligns with the strategic plan, and an upcoming community engagement session is planned with a trainer.

The Community Engagement Sergeant was busy in October; assisted with wildfire response and REMO, managed GIS, 10 active investigations, executed CDSA warrant and search, and handled armed robbery case (solved).

SCEU and Community Crisis Navigator positions were largely vacant in October.

d. Engineering and Public Works

Water Commission: Meter Replacement Program, 380 meters scheduled for replacement by end of month; on track for completion before Christmas. A total of approximately 780 meters replaced over two years, allowing, improved accuracy, enhanced system monitoring, and more efficient water service and billing. The new meters are radio-read, non-mechanical; and offer a future capability for remote reading.

Under sanitary sewer service, there were no operational issues with the town's sanitary sewer service. Capital upgrades at the regional sewer plant continue and are nearly complete (sludge removal and additional aeration lines installed).

Three major capital projects:

- Main Street grid project includes storm, sidewalk, curbing, and provincial paving. The grid portion has been substantially completed and provincial paving finished last week; final details pending before winter.
- Prospect avenue sidewalk, new sidewalk connecting Church Ave to Academy St completed to improve pedestrian safety and drainage.
- Hilts road project, ICIP-funded phase wrapping up in December. Pipe work and storm infrastructure nearly completed. Road 85% built to base gravel level and will close to vehicles for winter; AT trail access remains. Next year: replace business park water tank; curbing and paving pending funding.

Stormwater Infrastructure Maintenance: Seasonal wrap-up underway including catch basin repairs (Park Street), ditching along major drainageways (Harvest Moon Trail), culvert

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replacements in subdivisions (e.g., Acadia Drive), improvements from capital projects reducing runoff intensity. Upcoming project: design work for East End (Millbrook/Crescent Ave) under tidal influence. Funding secured for design phase; construction funding TBD.

Mayor Andrew Zebian thanked Director Dave Bell, his team and the contractors for the great job downtown.

Councillor Cate Savage asked about water meter charges and Hilts Road paving timeline. Director Dave Bell clarified that charges will be more accurate, not higher and that funding for curbing/paving was still uncertain; estimated \$4–5M.

Councillor Cathy Maxwell raised concerns about paving cutouts on Belcher Street and potholes on Bridge Street and Director Dave Bell confirmed plans to address before asphalt plants close.

Councillor Samantha Hamilton asked about reopening Hilts Road for AT use and Director Dave Bell said it was expected by mid-December after water line pressure testing.

Councillor Rob Baker asked about ditching frequency on Harvest Moon Trail and Director Dave Bell explained that now it was every two years due to erosion; depending on storm events.

e. Finance

Kentville Water Commission Rate Study: the draft has been received and a meeting scheduled for mid-December.

Draft 2023–24 Municipal Report: the report has been received in draft and will be circulated soon. Comments provided on residential tax effort indicator:

- Ratio based on 2021 census median income (outdated).
- Updated income would make ratio more favorable.
- Will review with Audit & Finance Committee.

Sanitary Sewer Rate Changes: communication ongoing, including a letter to accompany December billing to explain changes.

Tax Billing & Collections: 35% drop in outstanding accounts month-over-month. Role numbers consistent with last year, and strong collection efforts noted.

Statement of Operations: forecast updated for revenue and expenses. Adjustments include, deed transfer tax revenue (\$75,000), expense transfer offset by savings in administration,

Public Works & Engineering adjustments pending next month and appeals reduced tax revenue by \$27,000.

Capital & Reserves: capital plan updated; completed and deferred projects noted. The reserve fund projection for March 2026 is \$1,756,507. Town reserves approximately \$700K better than budget due to deferred projects. Most projects on target; overruns offset by savings elsewhere.

Councillor Cate Savage asked about operating line/borrowing and Director of Finance Wanda Matthews explained that the town has ministerial approval for temporary borrowing for capital projects, that cash flow challenges was due to delayed provincial reimbursements, and that there wasn't any overdraft yet so borrowing will be avoided to minimize interest costs.

Councillor Cate Savage asked about PVSC appeals and Director of Finance Wanda Matthews answered that the town receives list of appeals and success rate varies. Large adjustments mainly from commercial rentals and apartment buildings, it was budgeted for \$18K and the actual is \$27K.

Councillor Cate Savage asked about tax rebate thresholds and Director of Finance Wanda Matthews explained that the current methodology is based on CPI and income thresholds. The last major change was two years ago, and Council could request a review and methodology change for 2026–27. Council asked for a comparison to other comparable towns for the next meeting.

Councillor Cathy Maxwell asked about deferred projects Park Street/Mitchell Brook, Apple Tree, and Spring Garden deferred to 2026–27. Director of Finance Wanda Matthews responded that tendering was planned for January prior to next fiscal year.

Before moving to 5. New Business, Mayor Andrew Zebian had a message regarding the Home Town Takeover HGTV show application for Town of Kentville. Having passed the selection, he is required to send a video to the production. Mayor Andrew Zebian set up a town meet-up at Centre Square on Sunday, December 14 at 4pm for everyone to gather for the video. He invited everyone to join.

5. NEW BUSINESS

- a. Engineering & Public Works request - Pre-Approval of Equipment Purchase prior to Capital Budget Meetings

The current oldest dump truck (2016 model) has reached end of service life. Severe rust on dump body (20 years old, used on two trucks) and ongoing costly repairs. Current winter will be final season for 2013 plow truck.

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Procurement Timeline:

- Lead time for new truck: 10–12 months.
- Early procurement required to ensure delivery by next winter.
- Tenders to be issued by end of December.

Cost & Funding

- Updated estimate: \$400,000 (includes non-recoverable HST).
- Previous estimate: \$450,000.
- Funding source: Equipment Reserve (no borrowing required).
- Budgeted in 2026–27 Capital Investment Program.

The new truck will include wing for expanded snow-clearing needs (e.g., Hilts Road) and will provide redundancy if other truck is down for repairs.

Deputy Mayor Debra Crowell asked about resale value of 2016 truck. Director Dave Bell responded it will be sold after the new truck arrives; minimal value expected, but current tender for other trucks shows interest.

Councillor Samantha Hamilton asked about rust prevention and longevity. Director Dave Bell responded the rust primarily affects dump body due to salt exposure; bodies are painted steel, not stainless. Current body lasted 20 years across two trucks: truck lifespan ~10 years.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that that Council Advisory Committee recommend to the December 15th Council meeting for approval up to \$400,000 for the purchase of a replacement single axle dump truck complete with dump body and plow and wing gear with delivery payment not expected until late fall 2026-27.

MOTION CARRIED UNANIMOUSLY.

- b. Kentville Police Service request - One-Year Term (2 years) Police Constable Position

Background: national staffing shortages in policing and competitive hiring environment. KPS vacancies caused by retirements, disabilities, and lateral moves (recent loss to RCMP). Recruitment through Atlantic Police Academy requires planning; seats limited. The Training timeline is 6 to 18 months; next possible intake July 2026.

Current challenges: staffing gaps lead to reduced service (e.g., fewer foot patrols, delayed response), increased overtime costs (estimated \$100K+ over extended periods), and risk of burnout among existing staff.

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Proposal: to hire one recruit for a one-year term, renewable for another term. The estimated cost is \$85,000 per year (salary & benefits). The recruit pays their own academy tuition (~\$35,000) and the town provides employment post-graduation for one year with no long-term guarantee. The process is reviewable and has proven successful (recent example filled gap after RCMP departure).

Timing & Budget: The request is for authorization to secure a seat at the academy for July 2026 intake. The financial impact will occur in 2027–28 fiscal year (after graduation) and funding currently anticipated in future budgets; not required immediately.

Deputy Mayor Debra Crowell asked if funds needed now or during next budget cycle and Chief Marty Smith clarified that no immediate funds were required; costs incurred post-graduation (2027–28).

Councillor Cate Savage confirmed timing aligns with future budget planning.

Councillor Cathy Maxwell asked about service commitment and Chief Marty Smith responded that there was no contractual guarantee; recruits asked to repay uniform/equipment costs if leaving within 2 years.

Councillor Rob Baker asked if one position is sufficient given upcoming retirements and Chief Marty Smith answered that one position was a start and that future cohorts (Jan/July 2027) may present additional opportunities.

Councillor Samantha Hamilton confirmed next academy cohorts after July 2026 are January and July 2027.

c. Policy G34 - Repeal Temporary Development Officer

It was moved by Councillor Cate Savage, seconded by Councillor Samantha Hamilton that Council Advisory Committee recommend to the December 15th Council meeting to repeal policy G34 – Temporary Development Officer.

MOTION CARRIED UNANIMOUSLY.

d. Policy G60 - Repeal Styrofoam (Expanded Polystyrene) Products Restriction

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council Advisory Committee recommend to December 15th Council meeting to repeal policy G60 – Styrofoam Products Restriction.

MOTION CARRIED UNANIMOUSLY.

e. Policy 104 - Public Consultation

Deputy Mayor Debra Crowell moved, seconded by Councillor Andrew, to amend the motion by adding "...and that official communications related to this policy shall come from the Mayor."

Amendment discussed and carried unanimously by hand vote.

Councillor Samantha Hamilton asked about mayoral letterhead; confirmed that official letterhead exists and states "Office of the Mayor."

Councillor Cate Savage praised section 5A – Public Engagement, noting its importance and value.

Councillor Rob Baker raised concern about section 8A regarding presentations only by incorporated or long-established groups and CAO Chris McNeill clarified the requirement ensures formal group representation, not ad-hoc individuals, that incorporation is simple and inexpensive, and necessary for liability and funding considerations.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell, Council Advisory Committee recommend to the December 15th Council meeting to approve Policy 104 – Public Consultation, and that official communications related to this policy shall come from the Mayor.

MOTION CARRIED UNANIMOUSLY.

f. Policy 105 - Expenses and Hospitality

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council Advisory Committee recommend to the December 15th meeting of Council to approve policy 105 – Expenses and Hospitality.

MOTION CARRIED UNANIMOUSLY.

g. Policy 106 – Proclamations

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Samantha Hamilton that Council Advisory Committee recommends to the December 15th meeting of Council to approve policy 106 – Proclamations.

MOTION CARRIED UNANIMOUSLY.

h. Heritage Advisory Committee - Proposed Heritage Designation of Four Properties

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The Heritage Advisory Committee reviewed candidate properties over the past 4 to 6 months and recommended four properties for heritage designation consideration:

- Heritage Centre – Former rail station; significant historical value; high structural integrity.
- Main Street Station – 1920s landmark hotel; strong downtown presence.
- Stagecoach Inn Properties – Early commercial buildings; high streetscape value.
- Oak Grove Cemetery – 19th-century burial ground; cultural landscape with notable interments.

Process: the Heritage Advisory Committee identifies and evaluates properties before CAC reviews and forwards recommendations to Council. Once approved, Council issues notices to property owners including reasons for designation, consequences, hearing rights, and 120-day protection period. Council decision occurs within 30–120 days; registry updated upon approval.

Councillor Cathy Maxwell suggested adding two historic railway bridges (behind curling club and near Shanax) to the list and Director Darren Shupe confirmed bridges may be town-owned and mentioned in report; further review needed.

Councillor Cate Savage asked if property owners could decline designation and Director Darren Shupe clarified owners receive notice and can object. Heritage Property Act allows Council to make designation mandatory initially, but owners may apply for removal after two years. Insurance costs for heritage properties noted as a consideration.

It was moved by Councillor John Andrew, seconded by Councillor Cathy Maxwell that Council Advisory Committee recommend to the Council meeting on December 15th that consideration be given to adding the following four properties to his registry of municipal heritage properties and prior to doing 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

MOTION CARRIED UNANIMOUSLY.

i. Re-designation & Rezoning Application – 153 Belcher Street (PID 55265250)

Application overview: request to re-designate and rezone property at 153 Belcher Street from Residential (R1) to Highway Commercial (C2). The purpose is to relocate existing dental clinic to adjacent lot and construct a purpose-built, accessible clinic. The current clinic is C2 under a development agreement; will revert to residential once vacated.

Location: Belcher Street, primarily residential with some commercial designations. Proposed change maintains overall status quo (relocation, not expansion).

Policy Considerations: MPS Policy C2, new highway commercial development restricted to existing C2 zones; relocation permitted. Policy C8, requires site plan approval for compatibility with adjacent residential zones. Site plan will address building placement, parking and access, landscaping and buffering, lighting and signage, vegetation retention, stormwater grading, and solid waste storage.

Councillor Rob Baker is concerned about reduced parking in conceptual plan compared to current site and Director Darren Shupe clarified that green area shown is landscaped space and that parking requirements will be enforced during development officer review. Buffering and tree retention will be considered in final design.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council Advisory Committee recommend to the December 15th council meeting 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.

MOTION CARRIED UNANIMOUSLY.

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

Purpose: follow-up after public participation meeting on program-based housing and define currently undefined land uses (supportive housing, transitional housing, emergency shelters) and recommend where they fit within town through policy and land use bylaw amendments.

Key updates: revised definitions for program-based housing and related uses after legal and operational review. Clarified existing definitions for institutional and emergency services and proposed policy and regulatory changes to enable program-based housing in Medium Density Residential (R3) zone.

Councillor Cathy Maxwell asked about adjacency and abutting rules for R1 and R2 properties and Director Darren Shupe clarified that R1 cannot be rezoned to R3 and R2 may be considered for R3 rezoning.

Councillor Cate Savage asked about amendment process after public hearing and Director Darren Shupe explained that changes can be made if council directs staff post-hearing. Public hearing typically held same night as second reading but can be separated.

Councillor Samantha Hamilton asked if definitions align with provincial standards and Director Darren Shupe clarified that there was limited standardization across province; effort is relatively new.

Councillor Rob Baker asked about opportunities beyond R3 and Director Darren Shupe responded it would require defeating current motion and redirecting staff for new approach.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council Advisory Committee recommend to the next Council meeting 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 with structured supports.

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 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.

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.

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.

6. PUBLIC COMMENTS

There were no public comments.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell, that Council move into closed session at 6:55 p.m.

MOTION CARRIED UNANIMOUSLY.

7. CLOSED SESSION

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

RETURN FROM CLOSED SESSION

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew, that the meeting return from closed session at 7:31 p.m.

MOTION CARRIED UNANIMOUSLY.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:32 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.





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

Title: Repeal of Policy G41 - Anti-Idling Standard Operating Procedure

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council repeal Policy G41 - Anti-Idling Standard Operating Procedure

SUMMARY

Town of Kentville currently has a policy that prohibits employees, councillors, and committee members of the Town of Kentville from idling vehicles owned by the Town, to reduce emissions of greenhouse gases and diesel exhaust particulate matter into the atmosphere.

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

In 2007, Town of Kentville passed Policy G41 respecting Anti-Idling Standard Operating Procedure. The policy was later amended in January 2017.

The policy applies to numerous persons who do not operate Town-owned vehicles, and the emissions performance of new vehicles are very different today than they were nearly 20 years ago when this policy was adopted.

Vehicles are currently idled for more than 10 seconds, and more than 30 seconds for varying reasons, when required for operational and safety needs. This policy is now seen as redundant and should be repealed.

IMPACT ON STRATEGIC PRIORITIES

The repeal of this policy has no impact on Council's strategic priorities as it is a minor operational policy matter.

IMPORTANT DATES OR BENCHMARKS

If Council approves the repeal of this policy, the policy will be removed from our website and policy book. Going forward, all infractions for any environmental pollution would be handled by Nova Scotia Environment.

POLICY IMPLICATIONS

This current policy is not up-to-date with today's vehicle emission and driving standards. Therefore, it is believed to be 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 G41 ANTI-IDLING STANDARD OPERATING PROCEDURE

1.0 PURPOSE

To eliminate unnecessary idling of vehicles owned by the Town of Kentville, or by employees, councilors and committee members of the Town of Kentville, so as to reduce the emission of greenhouse gases and diesel exhaust particulate matter into the atmosphere.

2.0 DEFINITIONS

Idle

The operation of a vehicle engine while the vehicle is not in motion and “idling” has the same meaning.

Vehicle or Motor Vehicle

Any vehicle that is capable of being driven or drawn on or off roads by any means other than muscular power exclusively.

Vehicle with Power Take-Off

A vehicle containing work equipment that must be powered by the vehicle engine.

3.0 SCOPE

This Procedure shall apply to all vehicles owned by the Town of Kentville and operated by Town of Kentville employees, and personal vehicles owned by Town Employees, Town Council members and members of Town Committees, while such vehicles are parked in a posted “No Idle” zone on Town owned property.

4.0 PROCEDURE

No employee shall allow for a Town of Kentville Vehicle to idle in excess. Natural Resources Canada recommends idling for no more than 10 seconds (30-seconds for vehicle cold start).

This Procedure does not apply to the following vehicles or vehicles operating during the following circumstances:

- Vehicles operating during an emergency operation.
- Vehicles for which, idling is required to service engine or to conduct repairs.
- Vehicles engaged in the course of a parade or race or any other event authorized by the C.A.O. or Department Head.
- Vehicles when the ambient temperature outside warrants the provision of a warming station for workers assigned to outdoor duties.
- Vehicle is idling for the purpose of operating power take off or electrical equipment.
- Engine Warm-ups or Cool-downs are required by the manufacture specifications.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

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



CAO Mark Phillips

Title: Repeal of Bylaw 77 - Idling Control

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council give first reading to Bylaw 300 - Idling Control Bylaw 77 Repeal

SUMMARY

Town of Kentville currently has a policy that prohibits employees, councillors, and committee members of the Town of Kentville from idling vehicles owned by the Town, to reduce emissions of greenhouse gases and diesel exhaust particulate matter into the atmosphere.

Additionally, council has a bylaw that prohibits individuals from idling their vehicle for more than three minutes with numerous exemptions. No known charges have ever been laid related to this bylaw which dates back to 2008.

LEGISLATION

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

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 168 of the *Municipal Government Act* states that:

(1) A by-law shall be read twice.

(2) At least fourteen days before a by-law is read for a second time, notice of the council's intent to consider the by-law shall be published in a newspaper circulating in the municipality or posted on the municipality's website.

(2A) A notice published on the municipality's website under subsection (2) must include the date the notice is posted and remain posted until the bylaw has been read a second time.

(3) The notice shall state the object of the by-law, the date and time of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected.

BACKGROUND

In 2007, Town of Kentville passed Policy G41 respecting Anti-Idling Standard Operating Procedure. The policy was later amended in January 2017.

The policy applies to numerous persons who do not operate Town-owned vehicles, and the emissions performance of new vehicles are very different today than they were nearly 20 years ago when this policy was adopted.

In 2008, council adopted Bylaw 77 respecting idling control which prohibited idling of vehicles within Kentville for more than 3 minutes without an approved defense. This bylaw is seen as a companion document to Policy G41. It is no longer felt that this bylaw is appropriate or needed.

IMPACT ON STRATEGIC PRIORITIES

The repeal of this bylaw has no impact on Council's strategic priorities as it is a minor operational matter.

IMPORTANT DATES OR BENCHMARKS

If Council approves first reading of this bylaw repeal, the bylaw will be advertised on our website and brought forward for second reading in February. The public has the opportunity to make comments about the proposed bylaw between the two readings.

POLICY IMPLICATIONS

This current bylaw is not up-to-date with today's vehicle emission and driving standards. Therefore, it is believed to be redundant and should be repealed like other bylaws 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.

STAFF REPORT



Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Town of Kentville Bylaw 300

A BYLAW TO REPEAL BYLAW 77 RESPECTING IDLING CONTROL

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

1. Bylaw 77, Chapter 77, Idling Control, adopted by the Council of Town of Kentville on the 23rd day of September, 2008, and any amendments thereto, is hereby repealed.

THIS IS TO CERTIFY that Bylaw 300 respecting A Bylaw to Repeal Bylaw 77 Respecting Idling Control, has been duly approved by the Council of Town of Kentville on the day of February, 2026.

SIGNED by the Mayor and Clerk this day of February, 2026.

Mayor

Clerk

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: January 26, 2026
Date of advertisement of Notice of Intent to Consider:
Date of second reading:
Date of advertisement of Passage of Bylaw:
Date of mailing a certified copy to Minister:
Effective Date:



TOWN OF KENTVILLE BY-LAW CHAPTER 77 IDLING CONTROL

WHEREAS Section 172 of the Municipal Government Act authorizes the Town to regulate with respect to the health, well-being, safety and protection of persons and nuisances, activities and things that, in the opinion of Council, may be or may cause nuisances, including odours and fumes;

AND WHEREAS motor vehicles are sources of particulate matter, nitrogen oxide, carbon monoxide, sulphur oxide, volatile organic compounds and greenhouse gas emissions;

AND WHEREAS such emissions have negative effects on local, regional and global climate and air quality and, as such, constitute a nuisance and negatively affect the health safety and well-being of residents of the Town of Kentville;

THEREFORE the Council of the Town of Kentville enacts this By-law.

SHORT TITLE

This by-law may be cited as the “Idling Control By-law”.

DEFINITIONS

2. In this By-law:

- a. “idle” means the operation of a Vehicle’s internal combustion engine while the vehicle is not in motion and “idling” has a corresponding meaning;
- b. “Public Transport Vehicle” means a bus or van, other than one being operated as a taxi, for the conveyance of passengers from any point within the Town of Kentville to any other point within the Town, including a bus or van for the conveyance of passengers to points outside the Town from within the Town; and
- c. “Vehicle” means any motorized vehicle but does not include any vehicle designed to run exclusively on rails.

GENERAL PROHIBITIONS

3. No person shall cause or permit a Vehicle to idle for more than three consecutive minutes.

EXEMPTIONS

4. It shall be a defence to a charge pursuant to section 3.0 of this By-law if the Vehicle was:
 - a. idling for a purpose required by provincial or federal legislation;
 - b. engaged in an emergency response and idling was necessary for such response;
 - c. engaged in work where the engine was required to provide power for auxiliary equipment being used in that work, and the auxiliary equipment is typically found in or attached to the type of vehicle in question, which auxiliary equipment could not operate without the Vehicle idling;
 - d. an armoured Vehicle in which a person remains inside the Vehicle while guarding the contents, or while the armoured Vehicle is being loaded or unloaded, and idling was necessary for the safety of the occupant of the Vehicle or bystanders;
 - e. standing as a result of an emergency, traffic, weather conditions, a funeral or mechanical difficulties over which the driver has no control;
 - f. engaged in the course of a parade or race;
 - g. idling where the engine was required to provide power or heat for defogging or de-icing the windshield and no reasonable alternative was available to clear the condensation or ice;
 - h. idling for the purpose of being mechanically maintained or fixed; or
 - i. a Public Transport Vehicle engaged in the embarking or disembarking of passengers.

ADMINISTRATION AND ENFORCEMENT

5. The By-law shall be administered and enforced by an Officer of the Town of Kentville Police and any Town employee appointed to do so by the Chief Administrative Officer of the Town.

PENALTIES

6.
 - a. Any person who contravenes section 3.0 of this Bylaw is guilty of an offence and punishable on summary conviction by a fine of not less than \$150.00 and not more than \$10,000, and in default of payment to imprisonment for a period not exceeding one year.
 - b. Any person who contravenes any provision of this By-law and who is given notice of the contravention may pay to the Town, at the place specified in the notice, an out of court settlement in the amount as set out in the notice, pursuant to the Summary Proceedings Act, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

| | |
|---|----------------------|
| Date of first reading: | July 9, 2008 |
| Date of advertisement of Notice of Intent to Consider: | August 21, 26, 2008 |
| | September 2, 9, 2008 |
| Date of second reading: | September 10, 2008 |
| *Date of advertisement of Passage of By-Law: | September 23, 2008 |
| Date of mailing to Minister a certified copy of By-Law: | September 23, 2008 |

I certify that this Idling Control Bylaw – Chapter 77 was adopted by Council and published as indicated above.



CAO Mark Phillips

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

Title: Policy 107 - Traffic Authority

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council approve Policy 107 - Traffic Authority

SUMMARY

Town of Kentville currently has a policy related to the appointment of a traffic authority. This policy was created in 2012 and updated in 2019 with a change in staff. This policy was reviewed during our regular review and updating of policies and recognized that an alternate traffic authority has not been named and should be.

LEGISLATION

Section 311 of the *Municipal Government Act* states

- (2) The council may, by policy, appoint a traffic authority for all or part of the municipality.
- (3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the Motor Vehicle Act.
- (4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.
- (5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.
- (6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.
- (7) The Provincial Traffic Authority has, with respect to
 - (a) highways vested in His Majesty in right of the Province;
 - (b) highways in areas of a municipality for which there is no traffic authority; and
 - (c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.
- (8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has

authority, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.

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

The position of traffic authority oversees the safe use of streets owned by the Town of Kentville and used for various purposes each day. Authority with this appointment gives the traffic authority control over who can access streets and what use they can make of them, street signage, road line markings, temporary closure of certain streets for things such as parades, road access to install infrastructure services, as well as other legal powers granted to the position by the *Motor Vehicle Act*.

IMPACT ON STRATEGIC PRIORITIES

This policy change is an internal matter that will assist with processing applications from citizens, community organizations, and businesses, ensuring that the services are always available in a timely manner with two persons appointed.

POLICY IMPLICATIONS

Clear and effective policies allow for better decision making, saving time and resources, and timely decisions with fewer delays. It is felt that updating this policy will allow the Town to enhance this service by having more people trained in traffic regulations.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes other than normal training or purchasing of updated manuals that may be required on an ongoing basis.

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



Policy 107 TRAFFIC AUTHORITY

1. Policy Purpose

The purpose of this policy is to appoint a person to act as a traffic authority for the Town of Kentville pursuant to Section 86(6) of the *Motor Vehicle Act*, as well as an alternate in their absence.

2. Policy Application

This policy shall designate persons as traffic authorities who shall have power to consider granting access to, special use, temporary closure, erection or removal of signage, and other powers granted, on any street within the legal boundaries of Town of Kentville.

3. Definitions

- a. "Chief of Police" means Chief of Police of Kentville Police Service for Town of Kentville.
- b. "Engineer" means Director of Engineering and Public Works of the Town of Kentville.
- c. "Town" shall mean Town of Kentville.

4. Legislation

Section 311 of the *Municipal Government Act* states

(2) The council may, by policy, appoint a traffic authority for all or part of the municipality.

(3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.

(4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

(5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to

- (a) highways vested in His Majesty in right of the Province;
 - (b) highways in areas of a municipality for which there is no traffic authority;
and
 - (c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.
- (8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.

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.

5. Appointment of Traffic Authority and Alternate Traffic Authority

- a. Director of Engineering and Public Works, David Bell, as Engineer for Town of Kentville, is hereby appointed Traffic Authority for Town of Kentville.
- b. Chief of Police, Martin Smith, as Chief of Police for Kentville Police Service, is hereby appointed as Alternate Traffic Authority for Town of Kentville in the absence of Traffic Authority.

6. Repeal

Policy G65, Appointment of Traffic Authority Policy, approved on the 28th day of October 2019, is hereby repealed.

Seven Day Notice of Policy: January 12, 2026

Council Approval:

In Effect:

This is to certify that Policy 107, Traffic Authority, was approved by Town Council on the th day of , 2026

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G65 APPOINTMENT OF TRAFFIC AUTHORITY

1.0 PURPOSE

Pursuant to PART XII, Section 311 of the Municipal Government Act, Kentville Town Council may appoint a Traffic Authority for all or a portion of the Town of Kentville.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Council has appointed Dave Bell, the current Director of Engineering of the Town of Kentville, to be the Traffic Authority for the Town of Kentville, effective October 28, 2019.

5.0 ADDITIONAL DOCUMENTS

6.0 POLICY REVISION HISTORY

| | |
|---------------|------------------|
| Date Created: | March 26, 2012 |
| Revisions: | October 28, 2019 |

Acting Chief Administrative Officer, Debra Crowell

Title: Repeal of Policy G23 - Smoke-free Town-Owned Vehicles

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council repeal Policy G23 - Smoke-free Town-Owned Vehicles

SUMMARY

Town of Kentville currently has a policy that prohibits employees, passengers, and others from smoking in town-owned vehicles. The policy applies to cigarettes, cigars, and pipes, as evidenced by the giving-off of tobacco smoke.

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

In 2002, Province of Nova Scotia introduced the *Smoke-free Places Act* that ultimately banned smoking in all public places across Nova Scotia. Just prior to that date, Town of Kentville passed its own Smoke-free Town-Owned Vehicles Policy, which was later amended in 2013 and 2017.

The provincial legislation is much more comprehensive than the current town policy as it applies to all public spaces, work vehicles, parks, playgrounds, etc.

whereas the current Town policy only applies to vehicles. This policy is now seen as redundant and should be repealed.

IMPACT ON STRATEGIC PRIORITIES

The repeal of this policy has no impact on Council's strategic priorities as it is a minor operational policy matter.

IMPORTANT DATES OR BENCHMARKS

If Council approves the repeal of this policy, the policy will be removed from our website and policy book. Going forward, all infractions for smoking in public will be handled through enforcement of provincial smoking regulations.

POLICY IMPLICATIONS

This current policy is not up-to-date with today's smoking materials or habits and is covered by other provincial legislation. Therefore, it is believed to be 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 G23 SMOKE-FREE TOWN –OWNED VEHICLES

1.0 PURPOSE

Whereas PART 7 , Section 172, ss. (a) and (b) of the Municipal Government Act, allows for the protection of persons and property from unhealthy and unsafe situations, and whereas, the Town has created a bylaw known as Chapter 84 – Smoke-Free Public Places Bylaw, this policy addresses the issue of smoking in Town owned vehicles.

2.0 DEFINITIONS

“Smoking”

As per its definition in Chapter 84 means “the act of smoking tobacco, including smoking a cigarette, cigar or pipe, as evidenced by the giving-off of tobacco smoke. In absence of evidence to the contrary, where smoke is given-off from a cigarette, cigar, or pipe, it shall be presumed that the substance being smoked is tobacco.

"Vehicle"

As per the Nova Scotia Motor Vehicle Act means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting a motorized wheelchair and devices moved by human power or used exclusively upon stationary rails or tracks.

3.0 SCOPE

4.0 PROCEDURES

No employee of the Town of Kentville, passenger, nor any other individual, shall be permitted to smoke while in a town-owned vehicle.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

| | |
|---------------|---------------------------|
| Date created: | December 12, 2001 |
| Revisions: | November 25, 2013 |
| | January 2017. Reformatted |



CAO Mark Phillips

Title: Repeal of Bylaw 99 - Smoke-free Public Places

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council give First Reading to Bylaw 301 - Repeal of Bylaw 99 Respecting Smoke-free Public Place

SUMMARY

Town of Kentville currently has a bylaw that prohibits smoking in all public buildings and in public parks, lands, sidewalks, streets, etc. The bylaw was established in 2019 to coincide with provincial legislation that contained the same provisions. After review, current enforcement only takes place through provincial legislation which is more comprehensive than our bylaw and no charges have been laid related to our bylaw in recent memory. All charges have been laid under provincial law. Therefore, it is recommended that this bylaw is no longer needed and should be repealed.

LEGISLATION

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

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

Section 168 of the *Municipal Government Act* states that

- (2) (1) A by-law shall be read twice.
- (2) At least fourteen days before a by-law is read for a second time, notice of the council's intent to consider the by-law shall be published in a newspaper circulating in the municipality or posted on the municipality's website.
- (2A) A notice published on the municipality's website under sub section (2) must include the date the notice is posted and remain posted until the by law has been read a second time.
- (3) The notice shall state the object of the by-law, the date and time of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected.

BACKGROUND

In 2002, Province of Nova Scotia introduced the *Smoke-free Places Act* that ultimately banned smoking in all public places across Nova Scotia. In 2019, Town of Kentville established its own Smoke-free Public Places Bylaw.

The provincial legislation is much more comprehensive than the current town bylaw as it applies to all public spaces, work vehicles, parks, playgrounds, etc. This bylaw is now seen as redundant and should be repealed.

IMPACT ON STRATEGIC PRIORITIES

The repeal of this bylaw has no impact on Council's strategic priorities as it is a minor operational bylaw matter.

IMPORTANT DATES OR BENCHMARKS

If Council approves the repeal of this bylaw, the bylaw will be removed from our website and placed in our bylaw repeal book. Going forward, all infractions for smoking in public will be handled through enforcement of provincial smoking regulations.

POLICY IMPLICATIONS

This current smoking bylaw issues are now covered by other provincial legislation. Therefore, it is believed to be redundant and should be repealed like other policies and bylaws 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 Bylaw 301 A BYLAW TO REPEAL BYLAW 99 RESPECTING SMOKE-FREE PUBLIC PLACE

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

1. Bylaw 99, Chapter 99, Smoke-Free Public Place, adopted by the Council of Town of Kentville on the 27th day of May, 2019, and any amendments thereto, is hereby repealed.

THIS IS TO CERTIFY that Bylaw 301 respecting A Bylaw to Repeal Bylaw 99 Respecting Smoke-Free Public Place, has been duly approved by the Council of Town of Kentville on the day of February, 2026.

SIGNED by the Mayor and Clerk this day of February, 2026.

Mayor

Clerk

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: January 26, 2026
Date of advertisement of Notice of Intent to Consider:
Date of second reading:
Date of advertisement of Passage of Bylaw:
Date of mailing a certified copy to Minister:
Effective Date:



TOWN OF KENTVILLE BY-LAW CHAPTER 99 SMOKE-FREE PUBLIC PLACE

1.0 PURPOSE

- 1.1 Sections 172 (a), (b), and (d) of the Municipal Government Act provides municipalities with the power to make bylaws respecting the health, well-being, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours and fumes.

2.0 DEFINITIONS

In this bylaw:

- 2.1 “Cannabis” means: any part of cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not; any substance or mixture of substances that contains or has on it any part of such a plant; and/or any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.
- 2.2 “Electronic Cigarette” means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, containing a power source and heating element designed to heat a substance and produce a vapor intended to be inhaled;
- 2.3 “Public Place” means
- 2.3.1 all lands, structures and facilities located within the boundaries of the Town owned by or leased to the Town and, without restricting the generality of the foregoing, includes streets (and sidewalks), parks, and trails; and
 - 2.3.2 all lands, structures and facilities located within the boundaries of the Town not owned by or leased to the Town accessible by the public and where smoking is prohibited by visible signage which notifies the public of the prohibition.
- 2.4 “Smoke” means smoke, inhale or exhale smoke or vapour from, burn, carry, hold or otherwise have control over a lit or heated cigarette, cigar, pipe, bong, Water Pipe, Electronic Cigarette, or any other device that burns or heats Tobacco or Cannabis . In the absence of evidence to the contrary, where smoke is given off from a cigarette, cigar, pipe, Water
-

Pipe, Electronic Cigarette, or any device that burns or heats a substance intended to be smoked or inhaled, it shall be presumed that the substance being smoked is Tobacco or Cannabis.

2.5 “Tobacco” means tobacco in any form.

2.6 “Town” means the Town of Kentville.

2.7 “Water Pipe” means any lighted or heated smoking equipment used to burn Tobacco or Cannabis or any combination thereof and draw the resulting Smoke through a liquid before it is inhaled.

3.0 SCOPE

3.1 No person shall Smoke in any Public Place.

4.0 BY-LAW

Offences and Penalties

4.1 Any person who contravenes or fails to comply with Section 3.1 of this bylaw shall be liable to a penalty not less than \$50 and not exceeding \$200 for a first offence and a fine of not less than \$100 and not more than \$300 for a second or subsequent offence.

Effective Date

4.2 This bylaw shall become effective upon publication of Notice of Passing.

Repeal

4.3 This bylaw hereby repeals Chapter 84 Smoke Free Public Places.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

| | |
|---|----------------|
| Date of first reading: | April 29, 2019 |
| Date of advertisement of Notice of Intent to Consider: | May 7, 2019 |
| Date of second reading: | May 27, 2019 |
| *Date of advertisement of Passage of By-Law: | June 4, 2019 |
| Date of mailing to Minister a certified copy of By-Law: | May 28, 2019 |
| <i>*Effective Date of the By-Law unless otherwise specified in the By-Law</i> | |

I certify that this Smoke-Free Public Places Bylaw – Chapter 99 was adopted by Council and published as indicated above.

May 28, 2019



Clerk and Chief Administrative Officer
Mark Phillips

Title: Policy 101- Council Remuneration

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council approve Policy 101- Council Remuneration

SUMMARY

Town of Kentville adopted Policy G5 respecting Council Remuneration and Benefits in 1999 and subsequently amended it ten times, with the most recent update taking place on June 19, 2019. The policy is cumbersome and hard to implement because of the nature of the criteria in the policy.

A review of the policy by staff has determined that a new, more simple policy can be implemented and be much easier for council members and the public to understand. Therefore, this report proposes a new Policy 101 respecting Council Remuneration to replace the current Policy G5, that increases remuneration to the average show in the chart.

LEGISLATION

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing

- (i) the annual remuneration to be paid to the mayor,
- (ii) the annual remuneration to be paid to the deputy mayor,
- (iii) the annual remuneration to be paid to councillors,
- (iv) that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,
- (v) the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and
- (vi) the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.

Section 23(2) of the *Municipal Government Act* states that the the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position,

excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

BACKGROUND

Town of Kentville's current policy states that all council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increases of the previous calendar year by motion of council. The policy does not clearly state what CPI method is to be used.

In the past several years, it seems that this practice as not followed and Council received a CPI increase the same as other non-union employees. Only in 2025-2026 was the policy followed.

A review of other current councils in the valley and other similar larger towns across mainland Nova Scotia show the following remuneration rates as of December 2025.

| 2025 Mayor, Deputy Mayor and Councillor Remuneration Comparisons | | | |
|--|----------|--------------|------------|
| | Mayor | Deputy Mayor | Councillor |
| Amherst | \$41,178 | \$27,723 | \$25,050 |
| Berwick | \$26,747 | \$14,711 | \$13,373 |
| Bridgewater | \$75,375 | \$44,403 | \$30,247 |
| New Glasgow | \$41,202 | \$28,327 | \$26,094 |
| Truro | \$55,765 | \$34,944 | \$31,054 |
| Wolfville | \$53,583 | \$31,825 | \$29,074 |
| County of Annapolis | \$72,412 | \$48,029 | \$36,206 |
| County of Kings | \$96,006 | \$63,440 | \$53,764 |
| West Hants Regional | \$68,752 | \$37,814 | \$34,376 |
| Kentville | \$54,065 | \$32,111 | \$29,335 |
| Average | \$58,509 | \$36,333 | \$30,857 |
| Variation from Average | -\$4,444 | -\$4,222 | -\$1,522 |

IMPACT ON STRATEGIC PRIORITIES

There is no direct impact on council's priorities with this recommendation however it is important that council members are fairly compensated and these pay rates are reviewed every few years to ensure they continue to be inline with similar counterparts across Nova Scotia. Strong remuneration also ensures that highly qualified people continue to seek public office.

POLICY IMPLICATIONS

There are no policy implications other than a need to update the current policy and put in place within that new policy a process for regular review.

BUDGET IMPLICATIONS

Overall, the impact of the proposed policy changes for remuneration for mayor and councillors will be \$16,276 beginning on April 1, 2026.

COMMUNICATION IMPLICATIONS

No communication regarding this matter is required other than sharing of regular council meeting decisions.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 101 COUNCIL REMUNERATION

1. Policy Purpose

The purpose of this policy is to articulate the remuneration amounts and benefits available to each member of council when elected to office, including processes for accessing and public reporting.

2. Policy Application

The policy shall apply to all council members of the Town while elected to office until their successor is sworn in.

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 of the *Municipal Government Act* states that

- (1) The council may make policies
 - (d) providing for and fixing
 - (i) the annual remuneration to be paid to the mayor,
 - (ii) the annual remuneration to be paid to the deputy mayor
 - (iii) the annual remuneration to be paid to councillors,
 - (iv) that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,
 - (v) the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and
- (2) The council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

5. Remuneration

- a. Beginning on April 1, 2026, the Mayor's remuneration shall be \$58,509, and will increase each April 1st thereafter by the average percentage wage increase given to all non-union employees of the Town for the year previous.
- b. Beginning on April 1, 2026, the Deputy Mayor's remuneration shall be \$36,333, and will increase each April 1st thereafter by the average percentage wage increase given to all non-union employees of the Town for the year previous.
- c. Beginning on April 1, 2026, a Councillor's remuneration shall be \$30,857, and will increase each April 1st thereafter by the average percentage wage increase given to all non-union employees of the Town for the year previous.

6. Benefits

All members of council shall be entitled to enroll in the Town's medical plan and Employee Assistance Program (EAP), subject to eligibility requirements, under the same terms and conditions as non-union staff.

7. External Appointments

Where a council member is nominated or appointed by council to an external board, commission or other position or is otherwise appointed as a representative of the Town, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the Town.

8. Repeal

Policy G5, Council Remuneration and Benefits Policy, approved on the 24th day of June 2019, is hereby repealed.

Seven Day Notice of Policy: January 12, 2026

Council Approval:

In Effect:

This is to certify that Policy 101, Council Remuneration, was approved by Town Council on the th day of , 2026.

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G5 COUNCIL REMUNERATION AND BENEFITS

1.0 PURPOSE

- 1.1 To establish a policy for fixing the annual remuneration for elected members of Town Council.

2.0 DEFINITIONS

- 2.1 This policy applies to all elected officials of the Town of Kentville.

3.0 SCOPE

4.0 PROCEDURES

- 4.1 The Mayor, Deputy Mayor and each councillor will be remunerated for conduct of their duties as an elected member of Town Council. Including but not limited to attendance at all council meetings, committee meetings and Town events.
- 4.2 Where a Council member is nominated:
 - 4.2.1 To a committee established by the council member is not entitles to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member; and
 - 4.2.2 Or appointed by Council to an external board, commission or other position, or is otherwise appointed as a representative of the Town of Kentville, any remuneration from that position will be paid to the Town of Kentville and may be reimbursed for expenses incurred as a committee member.
- 4.3 The Chief Administrative Officer shall conduct a market analysis, for reporting to Council in September, prior to the regular municipal election, with any new rates effective upon appointment of the council for the upcoming term of office.
 - 4.3.1 The market analysis will include, but will not be restricted to, a history of the number of meetings held, number of committees and overall time commitment and an average of the remuneration paid to the elected officials for towns with similar size, level of service and responsibility.
 - 4.3.2 The statistics pertaining to the current term of office will be incorporated in Schedule A attached.
- 4.4 All council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increases of the previous calendar year by motion of council.
- 4.5 The annual remuneration will be divided into weekly instalments and paid out in accordance with the Town's payroll procedure. The last pay for remuneration

in any year, will allow for any deductions for unexcused meetings, as outlined in Policy Statement G70 - Council Meeting Policy.

4.6 All councillors will be eligible to participate in the health, dental, and Employee Assistance Program (EAP) for the Town of Kentville, as outlined in the Human Resources Manual.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A: Council Remuneration and Allowances, 2016-2020 Term of Office

5.2 Municipal Government Act - PART 1, Section 23(1) (d) (i) (ii) (iii) (v)

5.3 Municipal Government Act - PART 1, Section 23(2)

5.4 Municipal Government Act - PART 1, Section 24(5)

5.5 Policy G70 Council Meeting Policy

5.6 Policy G57 Committees of Council Policy

6.0 POLICY REVISION HISTORY

| | |
|---------------|----------------------------|
| Date Created: | March 29, 1999 |
| Revisions: | July 9, 2008 |
| | October 8, 2008 |
| | January 24, 2011 |
| | September 24, 2012 |
| | November 25, 2013 |
| | May 30, 2016 |
| | November 28, 2016 |
| | January 2017. Reformatted. |
| | November 26, 2018 |
| | June 24, 2019 |



Chief Administrative Officer, Mark Phillips

Schedule A: Council Remuneration

Up to October 2020

| Municipality | Population 2016 | Mayors/Warden Remuneration | Dep. Mayor – Warden Remuneration | Councillors Remuneration |
|-----------------------|----------------------------|---------------------------------------|---|-------------------------------------|
| Amherst | 9,413 | \$41,178 | \$27,723 | \$25,050 |
| Berwick | 2,509 | \$16,316 | \$9,690 | \$8,824 |
| Bridgewater | 8,241 | \$36,525 | \$23,560 | \$20,230 |
| New Glasgow | 9,562 | \$30,351 | \$20,867 | \$19,222 |
| Port Hawkesbury | 3,214 | \$35,699 | \$20,486 | \$18,268 |
| Truro | 12,059 | \$49,317 | \$30,909 | \$27,456 |
| Wolfville* | 4,260 | \$34,614 | \$23,162 | \$20,712 |
| County of Kings | 60,589 | \$58,766 | \$43,394 | \$36,316 |
| Windsor/West Hants | 19,016 | \$53,000 | \$27,950 | \$26,500 |
| Kentville | 6,094 | \$46,318 | \$27,510 | \$25,132 |

*Wolfville Council moved not to include their COLA increases starting in March 2020

Starting November 2020.

| Municipality | Population 2016 | Mayors/Warden Remuneration | Dep. Mayor – Warden Remuneration | Councillors Remuneration |
|-----------------------|----------------------------|---------------------------------------|---|-------------------------------------|
| Amherst | 9,413 | \$41,178 | \$27,723 | \$25,050 |
| Berwick | 2,509 | \$16,316 | \$9,690 | \$8,824 |
| Bridgewater | 8,532 | \$62,300 | \$36,700 | \$25,000 |
| New Glasgow | 9,562 | \$30,351 | \$20,867 | \$19,222 |
| Port Hawkesbury | 3,214 | \$36,412 | \$20,895 | \$18,633 |
| Truro | 12,059 | \$49,317 | \$30,909 | \$27,456 |
| Wolfville** | 4,195 | n/a | n/a | n/a |
| County of Kings | 60,600 | \$58,766 | \$43,394 | \$36,316 |
| Windsor/West Hants | 19,016 | \$53,000 | \$27,950 | \$26,500 |
| Kentville | 6,271 | \$46,455 | \$27,591 | \$25,206 |

** Wolfville Council will re-evaluate remuneration in November 2020

Title: Policy 108 - Fire Services

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council approve Policy 108 - Fire Services

SUMMARY

Town of Kentville currently has three policies related to fire services. One relates to the process for annually establishing an area rate, the second relates to the registration process for the fire department, and the final one concerns setting water rates for fire protection services.

This proposed new policy simplifies and streamlines the first two policies and repeals the third policy because it is outside the scope of a municipal policy as it is regulated by the Nov Scotia Regulatory and Appeals Board.

The new policy removes the requirement for annual area rate meetings for Kentville Fire Department each year to approve a capital area rate, and all associated processes and procedures related to it. The registration process is updated and more comprehensive.

LEGISLATION

Section 294 of the *Municipal Government Act* states

(1) A body corporate may apply to a municipality for registration as a fire department.

(2) A municipality shall not refuse to register a body corporate that complies with this Act if the

(a) municipality is satisfied that the body corporate is capable of providing the services it offers to provide;

(b) body corporate carries liability insurance, as required by the municipality;

(c) body corporate does not provide the fire services for profit; and

(d) municipality does not provide the same services for the same area.

(3) A fire department, including a fire department of a municipality, village or fire protection district, shall register in each municipality in which it provides emergency services.

- (4) A registered fire department shall provide the municipality with a list of specific emergency services it will endeavour to provide and the area in which the services will be provided.
- (5) Registration continues in force until withdrawn by the municipality for cause or the fire department requests that the registration be revoked.
- (6) A municipality may grant or lend money to, or guarantee a loan for, a registered fire department for operating or capital purposes.
- (7) A municipality may grant or lend assets, without charge, to a registered fire department.
- (8) Registration does not make a fire department an agent of a municipality.
- (9) A registered fire department is not a municipal enterprise pursuant to the *Finance Act*.

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

Town of Kentville is required to ensure that any fire or other emergency services being provided within its jurisdiction are approved by council. Additionally, council has the authority to levy area rates for specific services and has in the past chosen to have a policy for that process for Kentville Volunteer Fire Department capital purchases.

A new 10-year fire service agreement is being proposed now as well which eliminates the need for annual area rate meeting and thus this policy is being updated to reflect the terms and conditions of the new fire agreement. The current policies are older and now out-of-date.

IMPACT ON STRATEGIC PRIORITIES

One of the strategic priorities of the Town is to strengthen its relationship with community partners like Kentville Volunteer Fire Department. This new policy along with the new fire services agreement will clarify the relationship between the parties going forward, simplify reporting, increase accountability, and decrease red tape for both the Town and fire department. Therefore, this proposed new policy will improve relations between the parties and meet the goals of council's strategic priorities.

POLICY IMPLICATIONS

Clear and effective policies allow for better decision making, saving time and resources, and timely decisions with fewer delays. It is felt that updating this policy and repealing the three older policies will allow the Town to strengthen its relationship with Kentville Volunteer Fire Department, while reducing its own internal bureaucratic processes and paperwork.

BUDGET IMPLICATIONS

This new policy will maintain the current capital area rate levy at 4.5 cents per \$100 of taxable assessment going forward so it provides stability to the tax rates while allowing the Fire Department to continue to receive increased funding through annual increases in assessment values. The future budget impact is limited to transferring the increased funding gathered from the area rate to the Fire Department but no new costs are expected.

COMMUNICATION IMPLICATIONS

Upon approval of the proposed policy, the policy will be placed on our website and shared with Kentville Volunteer Fire Department and appropriate staff. The policy does not have direct community impact and therefore does not need to be shared widely.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 108 FIRE SERVICES

1. Policy Purpose

The purpose of this policy is provide for the annual municipal registration of Kentville Volunteer Fire Department, as well as establishment of a fire area rate for capital purchases for the Department.

2. Policy Application

This policy shall apply solely to Kentville Volunteer Fire Department, and any successors according to law.

3. Definitions

- a. "Fire Chief" means Fire Chief of Kentville Volunteer Fire Department.
- b. "Kentville Volunteer Fire Department" means the Kentville Volunteer Fire Department incorporated under the *Societies Act* of Nova Scotia.
- c. "Town" shall mean Town of Kentville.

4. Legislation

Section 294 of the *Municipal Government Act* states

- (1) A body corporate may apply to a municipality for registration as a fire department.
- (2) A municipality shall not refuse to register a body corporate that complies with this Act if the
 - (a) municipality is satisfied that the body corporate is capable of providing the services it offers to provide;
 - (b) body corporate carries liability insurance, as required by the municipality;
 - (c) body corporate does not provide the fire services for profit; and
 - (d) municipality does not provide the same services for the same area.
- (3) A fire department, including a fire department of a municipality, village or fire protection district, shall register in each municipality in which it provides emergency services.
- (4) A registered fire department shall provide the municipality with a list of specific emergency services it will endeavour to provide and the area in which the services will be provided.

- (5) Registration continues in force until withdrawn by the municipality for cause or the fire department requests that the registration be revoked.
- (6) A municipality may grant or lend money to, or guarantee a loan for, a registered fire department for operating or capital purposes.
- (7) A municipality may grant or lend assets, without charge, to a registered fire department.
- (8) Registration does not make a fire department an agent of a municipality.
- (9) A registered fire department is not a municipal enterprise pursuant to the *Finance Act*.

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.

5. Fire Services Registration

- a. Fire Chief of Kentville Volunteer Fire Department shall annually apply for registration as a fire service provider within Town of Kentville, by filling out and submitting the required form as designated by the Town from time to time.
- b. The application for fire service registration shall be submitted by January 31st of each year for the following year, and include the services to be provided and the qualifications held to provide such services.
- c. Prior to March 31st of each year, the Town shall review Kentville Volunteer Fire Department's application for fire service registration and either approve, decline, or seek further clarification for such application.

6. Fire Capital Area Rate

- a. Town of Kentville agrees to levy an area rate of 4.5 cents per one hundred dollars of assessment on all taxable properties within the Town each year beginning on April 1, 2026, to be provided to Kentville Volunteer Fire Department for the acquisition of fire fighting capital assets only.
- b. Notwithstanding Section 6a, the Town shall levy a 4% administration fee for the billing, collection, and remittance of the fire capital area rate, with such fee to be withheld by the Town according to the same pro-rated percentage of scheduled payments throughout the year.

- c. Payment of the fire capital area rate shall be as denoted in the agreement between Town of Kentville and Kentville Volunteer Fire Department entered into in January 2026.

7. Repeal

Policy G13, Fire Area Rate, approved on the 24th day of January, 2017, is hereby repealed.

Policy G8, Registration of Fire and Emergency Service, approved on the 24th day of January, 2017, is hereby repealed.

Policy G15, Fire Protection Rate, approved on the 24th day of January, 2017, is hereby repealed.

Seven Day Notice of Policy: January 12, 2026

Council Approval:

In Effect:

This is to certify that Policy 108, Fire Services, was approved by Town Council on the th day of , 2026

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G8 REGISTRATION OF FIRE AND EMERGENCY SERVICE

1.0 PURPOSE

The purpose of registration is to ensure the municipality knows who is providing emergency services and that the providers meet some minimum standards. It also lets the municipality know what emergency services are available in the municipality.

2.0 DEFINITIONS

As of April 1st, 1999, the legislation contained in the Municipal Government Act requires all providers of fire and emergency services to be registered with the municipality in which the service may be required.

3.0 SCOPE

4.0 PROCEDURES

All providers of fire and emergency services who respond to emergencies within the Town of Kentville must register with the town by April 1, 1999.

All providers of fire and emergency services must complete and sign an application form. Copy of registration form and fire and emergency services guide attached to policy.

All providers of fire and emergency services will abide by the legislation as outlined in the Municipal Government Act, Part X.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999
January 2017. Reformatted.


CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G13 FIRE AREA RATE

1.0 PURPOSE

Fire services have been provided in the Town of Kentville, substantially through the efforts of volunteers, both in the direct provision of the service, and in fund-raising activities undertaken to finance these endeavors. The demands of modern living have made it more difficult for volunteers to undertake all of the work necessary to provide these services, particularly the fund-raising aspect.

2.0 DEFINITIONS

Municipalities have a broad range of area rate powers. Section 75 of the Municipal Government Act provides that area rates may be used to finance all or part of the cost of any municipal service or facility that council deems to be of benefit to an area.

3.0 SCOPE

4.0 PROCEDURES

1. Council

The Council shall consider the establishment of an area rate upon receipt of an application submitted in accordance with the terms of this policy.

2. Applicant

An application for the establishment or continuation of a fire area rate shall be submitted to the town, having as its objective, the provision of fire services, respectively, and referred to in this policy as the “applicant.”

3. Ratepayer

“Ratepayer” means a person residing within the Town and rated on the current assessment roll of the Town **and the spouse of such person as defined in the Matrimonial Property Act.**

4. Area to which the rate applies

An application for the establishment of an area rate shall define the area to which the rate is to apply, with sufficient clarity to allow for proper implementation of the rate for billing purposes. The area shall be defined by resolution of the Council at the time of the setting of the area rate.

5. Multiple Jurisdictions

If the area to be served by the area fire rate includes more than one municipal unit, or partly includes the area of an existing fire commission, the provisions of subsection 46(5) of the Rural Fire District Act will be applied to apportion the amounts raised in each jurisdiction.

6. Administration Fee

An administration fee of 4% will be charged by the Town to offset the costs involved in billing, collecting and forwarding the area rate funds. Applicants should include this fee in their budget calculations and area rate submissions.

7. Public Participation

Prior to the submission of an application for an area rate, an applicant shall call a public meeting. Notice of the meeting shall be given by two advertisements in a newspaper, having circulation in the area to which the rate will apply.

The first such notice shall be published not less than 14 days prior to the date of the meeting and the second notice not less than 7 days prior to the date of the meeting. In addition to the newspaper notice, the applicant shall post the notice of the meeting in 5 conspicuous places in the area to which the rate is to be applied, not less than 14 days prior to the date of the meeting. The notice shall contain the date, time and place of the public meeting; the name of the applicant; the amount of the area rate to be requested in the application; the area to which the rate will apply; what ratepayers will be entitled to vote; and the method of voting.

8. Extent of Public Support

The public meeting shall be conducted by the Applicant. The applicant shall have a register in which those ratepayers attending the meeting may place their names and addresses. Prior to a vote being called, the applicant shall make a presentation to the meeting, setting out the reasons and proposed purposes for use of the area rate funds and the amount of the rate. The support for the proposed area rate shall be determined by majority vote of the ratepayers present and voting at the meeting.

9. Application

An application shall set out evidence of the organization's incorporation and good standing under the Societies Act, and shall include a budget in support of the proposed area rate; a definition of the area to which the rate shall apply; a declaration setting out the fulfillment of the public notice and public meeting process required by this policy.

10. Timing of Area Rate Submissions

Area rate applications will be considered by Council only during the Town's budget process. Applications must be submitted by March 1 in each year. However, in the year 2000, applications will be received until April 30.

11. Annual Applications and Accountability

An area rate does not continue automatically from year to year. An application must be submitted each year for the continuation of an area rate. In each year following the setting of an area rate, an applicant shall submit to Council, audited financial

statements covering the preceding year, and a statement of activities carried on in that year. A public meeting, as required in section 7, must be held at which the audited financial statements and a statement of activities of the preceding year are presented, in addition to a budget and the amount of the proposed rate for the coming year. Support for the proposed area rate shall be determined by majority vote of the ratepayers present and voting at the meeting. **Any portion of a proposed rate that was approved at the prior year's meeting related to repayment of debt shall be considered to be approved in each subsequent year to the extent as disclosed in the audited financial statements.**

12. Application of the Area Rate

An area rate for fire services established under this policy, shall be applied to the taxable property assessment for the area defined by the resolution of the Council.

13. Town Staff

Town staff shall provide mapping and assessment data to applicants and such advice to Council, as Council requires.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

| | |
|---------------|----------------------------|
| Date Created: | April 12, 2000 |
| Revision: | February 13, 2002 |
| | January 2017. Reformatted. |



CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G15 FIRE PROTECTION RATE

1.0 PURPOSE

To establish a policy for the establishment of an annual area rate for fire protection as permitted under the Municipal Government Act, Section 80.

2.0 DEFINITIONS

3.0 SCOPE

The council may levy a rate on the value of all assessable property and business occupancy assessment in the area served by the Kentville Water Commission, as defined by Council, in order to recover that part of the cost of the water system that is attributable to fire protection.

4.0 PROCEDURES

CALCULATION OF CHARGE

The Fire Protection Charge is the total charge by the Kentville Water Utility to the Town Operating Fund, in any fiscal year, and is referred to by the Nova Scotia Utility and Review Board as “Public Fire Protection Rate”. The Board approved this rate April 1, 1995 as per Schedule “C”-Schedule of Rates Supplied by the Kentville Water Commission. This rate is calculated as follows:

- a) the sum of \$ 250,200.00; or
- b) the sum of:
 - i. 37.0% of the depreciation and taxes charged as expense by the Commission in the immediately preceding fiscal year.
 - ii. 37.0% of 10.52% of the rate base of the Commission as at the last day of the immediately preceding year.
 - iii. 17.35% of all operating expenses, exclusive of depreciation and taxes charged by the Commission to operating expenses in the immediately preceding fiscal year.

whichever is greater.

In order to recover the Fire Protection Charge, the Town of Kentville shall levy a rate by resolution per one hundred dollars of assessed value of all assessed properties within the Town of Kentville served by the Kentville Water Utility.

No property, except property of Her Majesty in right of the Province, in the Town of Kentville is exempt from the rate.

The rate is a first lien on the real property and may be collected in the same manner as taxes.

The Town of Kentville policy on interest charges on overdue taxes shall also apply to Fire Protection Area Rate bills.

In order to recover the Fire Protection Charge for those properties protected outside the Town of Kentville boundaries, the respective municipal unit will be billed yearly “en bloc” based on the percentage of meters in service.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: June 14, 2000
January 2017. Reformatted.



CAO Mark Phillips

Title: Policy 109 - Community Investment Program (CIP)

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council approve Policy 109 - Community Investment Program

SUMMARY

Town of Kentville Policy G28, Request for Funding from Organizations was created in 2003 and has since gone through four amendments with the last adopted on May 31, 2021. This current policy is vague in many areas, is cumbersome to fill out for community groups, and is seen as too complicated for a fair review of application submissions. Therefore, a new, simpler policy has been created as Policy 109, Community Investment Program.

Proposed Policy 109 simplifies the application process and expands the program to not only community groups for facilities, events, programs, and services, but also includes a new section for businesses to apply for accessibility upgrades to their buildings and properties.

LEGISLATION

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.

Section 57 of the *Municipal Government Act* states that:

- (2) A municipality shall not grant a tax concession or other form of direct financial assistance to a business or industry.
- (3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

Section 65C of the *Municipal Government Act* provides that:

- (1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the

amounts of those grants.

(2) A policy adopted under subsection (1) must include the

- (a) frequency and timing of disclosure;
- (b) content to be included in a disclosure; and
- (c) form in which the disclosure must be made.

(3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.

BACKGROUND

Council in the past has annually allocated a certain amount of funding for grants to community organizations and this amount has fluctuated each year. It is being proposed that the amount be standardized for the next two years at \$25,000, but this amount is not subject to the policy approval. A maximum amount of funding per applicant is proposed to be limited to \$2,500.

Additionally, municipalities are now permitted to assist businesses with accessibility upgrades to their properties, and this coincides with the Town's plans to make its own programs, services, and infrastructure more inclusive and accessible. It is being recommended that this part of the grant program be funded from a modest area rate on all businesses in Kentville to be re-invested back into the businesses at a 70% contribution rate to greatly encourage accessibility improvements throughout Kentville. A maximum amount of eligible funding for each applicant is being proposed to cap at \$10,000.

IMPACT ON STRATEGIC PRIORITIES

This proposed policy impacts two of Council's five strategic priorities. The first being investments in inclusion, diversity, equity and accessibility. The second relates to investment in growth and development by strengthening local non profit community organizations and businesses for the future and to be more welcoming to all.

POLICY IMPLICATIONS

One of Council's strategic priorities is the updating and simplifying of its policies and bylaws to be less restrictive and more focused on community efforts and positive improvements. Clear and effective policies allow for better decision making, saving time and resources, and timely decisions with fewer delays. It is felt that updating this policy and repealing the old policy will allow the Town to strengthen its relationship with community groups and businesses, while supporting Kentville community groups and businesses.

BUDGET IMPLICATIONS

The budget implications for this new policy should be minimal as the annual operating budget has traditionally provided for community grant funding in the past five years from \$14,000 in 2020-2021 to \$25,500 in 2022-2023, and various in-between amounts during other years.

Funding for the business accessibility program is proposed to be funded from a business area rate to be invested back into the business community so the impact on standard tax rates is unaffected.

Both programs overall are expected to cost about \$65,000 annually for the next two years. This funding will allow for at least five business accessibility upgrades per year for the next two years.

COMMUNICATION IMPLICATIONS

Once this policy is approved, it will be promoted through our website and social media platforms. All council members will be provided with electronic and paper copies to share with their community group and business contacts, and staff will hold at least one information session on the program in early February 2026 for interested community groups and businesses.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 109 COMMUNITY INVESTMENT PROGRAM (CIP)

1. Policy Purpose

The purpose of this policy is to provide criteria for a non-repayable grant funding program to eligible non-profit organizations and business within Kentville that provide facilities, buildings, programs, and services that serve the needs of Kentville residents through the provision of safe, inclusive, and accessible properties and amenities.

2. Policy Application

This policy shall apply solely to any registered non-profit organization or business based within the Town of Kentville. Non-profit organizations based outside Town of Kentville but can show that a majority of their members or users are Town of Kentville residents will also be considered for investment funding.

3. Definitions

- a. "Designated Staff" means Director of Parks and Recreation and Community Economic Development Coordinator, or their designates.
- b. "Non-profit organization" means a formally incorporated or legislated not for profit organization, including a charity, that carries on its activities with the goal of re-investing its people and financial resources back into the community without a profit-making goal.
- c. "Town" shall mean Town of Kentville.

4. Legislation

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.

Section 57 of the *Municipal Government Act* states that:

(2) A municipality shall not grant a tax concession or other form of direct financial assistance to a business or industry.

(3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

Section 65C of the *Municipal Government Act* provides that:

(1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.

(2) A policy adopted under subsection (1) must include the

(a) frequency and timing of disclosure;

(b) content to be included in a disclosure; and

(c) form in which the disclosure must be made.

(3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.

5. Non-Profit Organization Investments

a. Subject to an annual budget allocation by Council, eligible non-profits can apply for investment funding of up to 50% of the total cost of facilities, programs, services, or events that are open to all persons and provide strong community benefits at little cost.

b. Applicants must provide a copy of their most recent audited financial statements and show a financial need for the requested funding.

c. To be eligible for facility investments, the non-profit organization must own the facility or have a long-term lease for at least 10-years beyond the application date.

d. The maximum funding available per non-profit organization is \$2,500.

6. Business Investments

a. Subject to an annual budget allocation by Council, eligible businesses can apply for investment funding of up to 70% of the total cost of accessibility upgrades that meet or exceed Nova Scotia Building Code Regulation accessibility standards.

b. Eligible accessibility investments include front entrances, washrooms, seating areas, countertops and reception areas, on-site signage, written materials, website and e-commerce platforms, elevators and lifts, and other pre-approved amenities.

c. To be eligible for facility investments, the applicant must own the business or have a long-term lease for at least 10-years beyond the application date.

- d. The maximum funding available per business is \$10,000.

6. Application Process

- a. Designated Staff of the Town will accept and review applications beginning in mid-January of each year with an initial deadline of March 15th. If funding is not all disbursed by this deadline, then the Designated Staff will continue to accept applications until all funding is exhausted each year on a first-come, first-served basis.
- b. All applications must be submitted by authorized agents of the non-profit organization or business and include all required documents noted on the application form.
- c. Approved applicants will have 50% of their approved funding paid upon approval, and the remaining 50% paid upon completion of the project and the final report submitted to the Designated Staff.
- d. Applicants must provide details in their application of where the remaining project costs will be funded from, with in-kind costs and refundable Harmonized Sales Tax not eligible for cost-sharing.

7. General Criteria

- a. Non-profit organizations may only receive funding once per fiscal year.
- b. Businesses receiving funding for accessibility upgrades or improvements may only receive grant investments once for any one building or property.
- c. In order for a business to be eligible for funding assistance, all current taxes and rates on that property must be paid in full as of the application date.
- d. At the completion of each applicant's project that is being funded, the applicant must provide a full financial and written project report on the form provided for such by the Town. Failure to provide this report will make the applicant ineligible for future project funding.
- e. All applicants receiving funding will be required to publicly acknowledge the Town's investment in the project through signage, social media platforms, website, or other positive ways to promote their development and the benefits that the upgrades or improvements will bring.
- f. Annually prior to May 31st of the ensuing year, the Town shall publish on its website a full list of all grant investments made during the previous fiscal year, highlighting the nature of the investments made and the amounts granted.

- g. Political organizations, labour unions, religious groups other than halls used for general community purposes, groups already receiving funding from the Town, general mass appeals, and other governments, are ineligible for grant investments through these programs.
- h. Any applicant prior to approval or after approval, that engages in any form of discrimination, racial intolerance, hate, or conduct that is contrary to the values of the Town may have its funding withdrawn, at the sole discretion of council.

8. Repeal

Policy G28, Request for Funding from Community Organizations, approved on the 31st day of May 2021, is hereby repealed.

Seven Day Notice of Policy: January 12, 2026

Council Approval:

In Effect:

This is to certify that Policy 109, Community Investment Program, was approved by Town Council on the th day of , 2026

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS

1.0 PURPOSE

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program.

2.0 DEFINITIONS

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

3.0 SCOPE

- 3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations that:
 - 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
 - 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
 - 3.1.3 Coordinate and implement local events in the Town of Kentville.

4.0 PROCEDURES

- 4.1 Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15th and March 31st. Late applications will not be considered.
- 4.2 The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period using the Appendix A Funding Application form. The application will be received by the Chief Administrative Officer and considered by Council subject to paragraph 4.8 of criteria and availability of funds.
- 4.3 Applications may be submitted as follows:
 - 4.3.1 Mailed to 354 Main Street, Kentville NS, B4N 1K6;
 - 4.3.2 Hand delivered to the Town Hall (354 Main Street);
 - 4.3.3 Emailed to cao@kentville.ca; or
 - 4.3.4 Complete an Online application and budget forms and submit through our website.
- 4.4 All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at www.kentville.ca
- 4.5 The applicant must meet the requirements outlined in section 3.0. The Town reserves the right to request additional information prior to distributing funding.
- 4.6 Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.
- 4.7 Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
 - 4.7.1 There may be a requirement to present to Council; and
 - 4.7.2 The maximum amount available through this program is \$2,000 per fiscal year.
- 4.8 Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:

- 4.8.1 Application is received on time;
 - 4.8.2 Applicant meets Section 3.0 Scope;
 - 4.8.3 The Town's contribution does not exceed 50% of total revenue;
 - 4.8.4 All documentation has been received, including:
 - 4.8.4.1 purpose of the project;
 - 4.8.4.2 description of the project;
 - 4.8.4.3 target demographic served;
 - 4.8.4.4 detailed budget;
 - 4.8.4.5 previous year's financial statements;
 - 4.8.4.6 proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;
 - 4.8.4.7 proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;
 - 4.8.4.8 list of other revenue sources, final report from previous year etc.); and
 - 4.8.4.9 confirmation of partner funding (if applicable).
 - 4.8.5 Project takes place within the Town of Kentville or has a strong presence in the Town.
- 4.9 The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:
- 4.9.1 Financial Sustainability & Management: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.
 - 4.9.2 Community Benefit: Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

- 4.9.3 Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.
- 4.9.4 Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.
- 4.10 The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.
- 4.11 The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and in a newspaper circulating in the municipality in accordance with the Municipal Governance Act paragraph 65C.
- 4.12 Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

5.0 ASSOCIATED DOCUMENTS

Application Form
Budget Form
Evaluation Form
Final Report Form

6.0 POLICY REVISION HISTORY

Date Created: April 9, 2003
Revisions: January 27, 2014
June 29, 2015
January 29, 2018
May 31, 2021



Chief Administrative Officer, Dan Troke

APPENDIX A: FUNDING APPLICATION FORM

| | | |
|---|---|--|
| Name of Organization: | | |
| Type of Organization: | Charitable <input type="checkbox"/> | CRA Charitable Status #: |
| | Non-Profit <input type="checkbox"/> | Business Number: |
| | Other <input type="checkbox"/> | |
| | Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> |
| | Heritage and Art <input type="checkbox"/> | Emergency Funding <input type="checkbox"/> |
| | Amount of Grant Requested: | |
| | Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Contact Person: | | |
| Mailing Address/PO Box: | | |
| Town: (Postal Code) | | |
| E-mail Address: | | |
| Telephone: | | |
| Website Address: Social Media Contact: | | |
| Application | <p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) | |
| Location of Project | | |
| Project Timelines | | |

| | |
|-----------------------------------|--|
| Purpose of the Project | |
| Description of the Project | |
| Target Demographic Served | |
| | |
| | |

| | | | | |
|----------------------|---|--|-------|--|
| Certification | I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent. | | | |
| | Name | | Title | |
| | Signature | | Date | |

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

APPENDIX B: BUDGET FORM

| | | | | |
|--|--|--------------------------------|-----------------|---------------------|
| Name of Organization: | | | | |
| Contact Person: | | | | |
| Total Cost of Project/Activity: | | Request from Kentville: | | |
| Funding of Project | Applicant | | | |
| Contribution | Source | Amount | Approved | Not Approved |
| Fundraising | | \$ | | |
| Cash on Hand | | \$ | | |
| Bank Loans | | \$ | | |
| Donated Material | | \$ | | |
| Donated Labour | | \$ | | |
| Donated Equipment | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| Federal | | \$ | | |
| Provincial | | \$ | | |
| Municipal | | \$ | | |
| Municipal | | \$ | | |
| Municipal | | \$ | | |
| Other (Specify) | | \$ | | |
| Other (Specify) | | \$ | | |
| Certification | I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent. | | | |
| | Name | | Title | |
| | Signature | | Date | |

APPENDIX C: FUNDING EVALUATION FORM

| | | |
|--|--|---|
| Name of Organization: | | |
| Type of Organization: | Charitable <input type="checkbox"/> | Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/> |
| | Non-Profit <input type="checkbox"/> | Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/> |
| | Other <input type="checkbox"/> | Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/> |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> |
| | Heritage and Art <input type="checkbox"/> | Emergency Funding <input type="checkbox"/> |
| | Date of last grant from Town of Kentville: | |
| | Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Application | The following documentation is mandatory: | |
| | Application Date: | |
| | Completed application form <input type="checkbox"/> | |
| | Proposed budget <input type="checkbox"/> | |
| | Previous year's financial statements if applicable. <input type="checkbox"/> | |
| | Confirmation of partner funding and (if applicable). <input type="checkbox"/> | |
| | List of other revenue sources <input type="checkbox"/> | |
| | Amount requested | |
| | Percentage of Budget | < 50% <input type="checkbox"/> > 50% <input type="checkbox"/> |
| Evaluation Score Card | | |
| 1. Program/Service Obligation | | 3 <input type="checkbox"/> |
| Core – service the Town would otherwise provide | | 2 <input type="checkbox"/> |
| Important – service the Town might otherwise provide | | 1 <input type="checkbox"/> |
| Discretionary – service the Town does not normally provide | | 0 <input type="checkbox"/> |
| No Mandate – not enabled by legislation, should not do or not now | | |
| 2. Council Strategic Plan | | 3 <input type="checkbox"/> |
| Vital – fundamental to Council's Strategic Plan | | 2 <input type="checkbox"/> |
| Notable – solid fit within Council's Strategic Plan | | 1 <input type="checkbox"/> |
| Non-Critical – some relevance to Council's Strategic Plan, not strategic | | |
| 3. Public Need | | 3 <input type="checkbox"/> |
| Community at Large – general need, broad-based | | 2 <input type="checkbox"/> |
| Multiple Interests – some need, a number of areas/communities | | 1 <input type="checkbox"/> |
| Vested Interest – special interest group(s), localized | | |
| 4. Public Benefit | | 3 <input type="checkbox"/> |
| Public Interest – all residents derive benefit | | 2 <input type="checkbox"/> |
| Mixed Interest – some residents derive benefit | | 1 <input type="checkbox"/> |
| Private Interest – specific residents benefit | | |

Town of Kentville, Policy G28: Request for Funding From Organizations

| | | |
|--|---|----------------------------|
| 5. Recreational | | 3 <input type="checkbox"/> |
| High – the core purpose is developing social, active, and healthy lifestyles | | 2 <input type="checkbox"/> |
| Moderate – components improve social, active, and healthy lifestyles | | 1 <input type="checkbox"/> |
| 6. Human Development and Inclusion – Volunteer | | 3 <input type="checkbox"/> |
| High – equality of access and opportunity (demographic, geographic) | | 2 <input type="checkbox"/> |
| Moderate – range of demographic groups and/or development potential | | 1 <input type="checkbox"/> |
| Low – limited opportunity, access or development potential | | |
| 7. Human Development and Inclusion – Participant | | 3 <input type="checkbox"/> |
| High – equality of access and opportunity (demographic, geographic) | | 2 <input type="checkbox"/> |
| Moderate – range of demographic groups and/or development potential | | 1 <input type="checkbox"/> |
| Low – limited opportunity, access or development potential | | |
| 8. Quality of Life | | 3 <input type="checkbox"/> |
| Livable Community – important to livable/sustainable community | | 2 <input type="checkbox"/> |
| Community Image – enhances image or public perception | | 1 <input type="checkbox"/> |
| Community Pride – instills pride, sense of community | | |
| 9. Alternate Service Providers | | 3 <input type="checkbox"/> |
| Limited – no other potential providers | | 2 <input type="checkbox"/> |
| Some – some potential alternate providers | | 1 <input type="checkbox"/> |
| Many – many potential or existing alternate providers | | |
| 10. Financial Need | | 1 <input type="checkbox"/> |
| High – financial statements and/or budget demonstrate significant need | | 0 <input type="checkbox"/> |
| Low – financial statements and/or budget demonstrate limited need | | |
| 11. Participation Levels | | 1 <input type="checkbox"/> |
| Under 100 | | 2 <input type="checkbox"/> |
| 100-200 | | 3 <input type="checkbox"/> |
| 200-500 | | 4 <input type="checkbox"/> |
| 500-1000 | | 5 <input type="checkbox"/> |
| Over 1000 | | |
| 12. Accountability | | 1 <input type="checkbox"/> |
| Yes – annual report and/or financial statements of previous year received | | 0 <input type="checkbox"/> |
| No (or New Org.) – no annual report and/or financial statements received | | |
| Total Score | If score is above 24; applications should be considered for funding | |
| | If score is below 23; applicant shall not receive funding | 34 |

| | | | |
|---|--|--|---|
| Date of Evaluation: | | Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/> | Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/> |
| Name and Signature of Evaluator: | | | |

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

| | | |
|---|--|--|
| Name of Organization: | | |
| Type of Organization: | Charitable <input type="checkbox"/> | |
| | Non-Profit <input type="checkbox"/> | |
| | Other <input type="checkbox"/> | |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> |
| | Heritage and Art <input type="checkbox"/> | Emergency Funding <input type="checkbox"/> |
| Contact Person: | | |
| Mailing Address: | | |
| Town: (Postal Code) | | |
| E-mail Address: | | |
| Telephone: | | |
| Website Address: Social Media Contact: | | |
| Purpose of the Project | | |
| Description of the Conduct of Project | | |

| | | | | |
|--|--|--|-------|--|
| Project Participation | | | | |
| Location of Project | | | | |
| Project Timelines | | | | |
| Project Budget and Financial Statements | Attached <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Uses of Grant | | | | |
| Certification | I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent. | | | |
| | Name | | Title | |
| | Signature | | Date | |

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.

APPENDIX A: FUNDING APPLICATION FORM

| | | |
|---|---|--|
| Name of Organization: | | |
| Type of Organization: | Charitable <input type="checkbox"/> | CRA Charitable Status #: |
| | Non-Profit <input type="checkbox"/> | Business Number: |
| | Other <input type="checkbox"/> | |
| | Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> |
| | Heritage and Art <input type="checkbox"/> | Emergency Funding <input type="checkbox"/> |
| | Amount of Grant Requested: | |
| | Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Contact Person: | | |
| Mailing Address/PO Box: | | |
| Town: (Postal Code) | | |
| E-mail Address: | | |
| Telephone: | | |
| Website Address: Social Media Contact: | | |
| Application | <p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) | |
| Location of Project | | |
| Project Timelines | | |

| | | | | |
|-----------------------------------|---|--|-------|--|
| Purpose of the Project | | | | |
| Description of the Project | | | | |
| Target Demographic Served | | | | |
| Certification | I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent. | | | |
| | Name | | Title | |
| | Signature | | Date | |

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

APPENDIX B: BUDGET FORM

| | | | | |
|--|--|--------------------------------|-----------------|---------------------|
| Name of Organization: | | | | |
| Contact Person: | | | | |
| Total Cost of Project/Activity: | | Request from Kentville: | | |
| Funding of Project | Applicant | | | |
| Contribution | Source | Amount | Approved | Not Approved |
| Fundraising | | \$ | | |
| Cash on Hand | | \$ | | |
| Bank Loans | | \$ | | |
| Donated Material | | \$ | | |
| Donated Labour | | \$ | | |
| Donated Equipment | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| Federal | | \$ | | |
| Provincial | | \$ | | |
| Municipal | | \$ | | |
| Municipal | | \$ | | |
| Municipal | | \$ | | |
| Other (Specify) | | \$ | | |
| Other (Specify) | | \$ | | |
| Certification | I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent. | | | |
| | Name | | Title | |
| | Signature | | Date | |

APPENDIX C: FUNDING EVALUATION FORM

| | | | |
|--|--|---|---|
| Name of Organization: | | | |
| Type of Organization: | Charitable <input type="checkbox"/> | Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/> | |
| | Non-Profit <input type="checkbox"/> | Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/> : | |
| | Other <input type="checkbox"/> | Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/> | |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> | Heritage and Art <input type="checkbox"/> |
| | Date of last grant from Town of Kentville: | | |
| | Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Application | The following documentation is mandatory: | | |
| | Application Date: | | |
| | Completed application form <input type="checkbox"/> | | |
| | Proposed budget <input type="checkbox"/> | | |
| | Previous year's financial statements if applicable. <input type="checkbox"/> | | |
| | Confirmation of partner funding and (if applicable). <input type="checkbox"/> | | |
| | List of other revenue sources <input type="checkbox"/> | | |
| | Amount requested | | |
| | Percentage of Budget | < 50% <input type="checkbox"/> > 50% <input type="checkbox"/> | |
| Evaluation Score Card | | | |
| 1. Program/Service Obligation | | 3 <input type="checkbox"/> | |
| Core – service the Town would otherwise provide | | 2 <input type="checkbox"/> | |
| Important – service the Town might otherwise provide | | 1 <input type="checkbox"/> | |
| Discretionary – service the Town does not normally provide | | 0 <input type="checkbox"/> | |
| No Mandate – not enabled by legislation, should not do or not now | | | |
| 2. Council Strategic Plan | | 3 <input type="checkbox"/> | |
| Vital – fundamental to Council's Strategic Plan | | 2 <input type="checkbox"/> | |
| Notable – solid fit within Council's Strategic Plan | | 1 <input type="checkbox"/> | |
| Non-Critical – some relevance to Council's Strategic Plan, not strategic | | | |
| 3. Public Need | | 3 <input type="checkbox"/> | |
| Community at Large – general need, broad-based | | 2 <input type="checkbox"/> | |
| Multiple Interests – some need, a number of areas/communities | | 1 <input type="checkbox"/> | |
| Vested Interest – special interest group(s), localized | | | |
| 4. Public Benefit | | 3 <input type="checkbox"/> | |
| Public Interest – all residents derive benefit | | 2 <input type="checkbox"/> | |
| Mixed Interest – some residents derive benefit | | 1 <input type="checkbox"/> | |
| Private Interest – specific residents benefit | | | |
| 5. Recreational | | 3 <input type="checkbox"/> | |
| High – the core purpose is developing social, active, and healthy lifestyles | | 2 <input type="checkbox"/> | |

Town of Kentville, Policy G28: Request for Funding From Organizations

| | |
|---|----------------------------|
| Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles | 1 <input type="checkbox"/> |
| 6. Human Development and Inclusion – Volunteer | 3 <input type="checkbox"/> |
| High – equality of access and opportunity (demographic, geographic) | 2 <input type="checkbox"/> |
| Moderate – range of demographic groups and/or development potential | 1 <input type="checkbox"/> |
| Low – limited opportunity, access or development potential | |
| 7. Human Development and Inclusion – Participant | 3 <input type="checkbox"/> |
| High – equality of access and opportunity (demographic, geographic) | 2 <input type="checkbox"/> |
| Moderate – range of demographic groups and/or development potential | 1 <input type="checkbox"/> |
| Low – limited opportunity, access or development potential | |
| 8. Quality of Life | 3 <input type="checkbox"/> |
| Livable Community – important to livable/sustainable community | 2 <input type="checkbox"/> |
| Community Image – enhances image or public perception | 1 <input type="checkbox"/> |
| Community Pride – instills pride, sense of community | |
| 9. Alternate Service Providers | 3 <input type="checkbox"/> |
| Limited – no other potential providers | 2 <input type="checkbox"/> |
| Some – some potential alternate providers | 1 <input type="checkbox"/> |
| Many – many potential or existing alternate providers | |
| 10. Financial Need | 1 <input type="checkbox"/> |
| High – financial statements and/or budget demonstrate significant need | 0 <input type="checkbox"/> |
| Low – financial statements and/or budget demonstrate limited need | |
| 11. Participation Levels | 1 <input type="checkbox"/> |
| Under 100 | 2 <input type="checkbox"/> |
| 100-200 | 3 <input type="checkbox"/> |
| 200-500 | 4 <input type="checkbox"/> |
| 500-1000 | 5 <input type="checkbox"/> |
| Over 1000 | |
| 12. Accountability | 1 <input type="checkbox"/> |
| Yes – annual report and/or financial statements of previous year received | 0 <input type="checkbox"/> |
| No (or New Org.) – no annual report and/or financial statements received | |
| Total Score | 34 |

| | | | |
|---|--|--|---|
| Date of Evaluation: | | Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/> | Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/> |
| Name and Signature of Evaluator: | | | |

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

| | | | |
|---|--|--|---|
| Name of Organization: | | | |
| Type of Organization: | Charitable <input type="checkbox"/> | | |
| | Non-Profit <input type="checkbox"/> | | |
| | Other <input type="checkbox"/> | | |
| Type of Grant: | Community Benefit <input type="checkbox"/> | Active Living <input type="checkbox"/> | Heritage and Art <input type="checkbox"/> |
| Contact Person: | | | |
| Mailing Address/PO Box: | | | |
| Town: (Postal Code) | | | |
| E-mail Address: | | | |
| Telephone: | | | |
| Website Address: Social Media Contact: | | | |
| Purpose of the Project | | | |
| Description of the Conduct of Project | | | |

| | | | |
|--|--|--|-------|
| Project Participation | | | |
| Location of Project | | | |
| Project Timelines | | | |
| Project Budget and Financial Statements | Attached <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Uses of Grant | | | |
| Certification | I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent. | | |
| | Name | | Title |
| | Signature | | Date |

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and, in a newspaper, circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.

Title: 2026 FCM Conference

Meeting Date: January 12, 2026

Department: Administration

RECOMMENDATION

That Council approve the attendance of _____ and _____ at the 2026 Federation of Canadian Municipalities Annual Conference and Trade Show in Edmonton, scheduled for June 4-7, 2026.

SUMMARY

Each year, the national organization that advocates on behalf of most local governments across Canada, Federation of Canadian Municipalities (FCM) hosts an annual conference and trade show that rotates between provinces. In 2026, it will be hosted in Edmonton.

Council recently approved a new policy that includes an opportunity for up to two councillors to attend. Staff are requesting that these persons be selected early to allow time to book hotel rooms which sell out quick and drive-up costs for other hotels and provide flexibility for seat sales for flights over the coming months.

LEGISLATION

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

Section 6(b) of Town of Kentville Policy 105, Expenses and Hospitality, provides that the annual budget shall include funding for attendance for Mayor, Chief Administrative Officer, and up to two council members on a rotational basis to attend FCM each year.

IMPACT ON STRATEGIC PRIORITIES

One of council's strategic priorities is investing in people including council and staff. This recommendation provides an opportunity for up to two council members to attend a national conference to share and learn from up to 1000 other municipalities and municipal suppliers from across Canada.

IMPORTANT DATES OR BENCHMARKS

Approval of certain council members to attend the FCM Conference at this time will allow for the best chance of lower hotel and flight costs.

POLICY IMPLICATIONS

There are no policy implications with this recommendation.

BUDGET IMPLICATIONS

The cost for each person to attend the FCM Conference in 2026 in Edmonton, Alberta is estimated at \$3,000.

COMMUNICATION IMPLICATIONS

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

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: December 15, 2025

In Effect: December 15, 2025

This is to certify that Policy 105, Expenses and Hospitality, was approved by Town Council on the 15th day of December, 2025.

Mayor

Clerk

Title: Town Hall Accessibility Upgrades

Meeting Date: January 12, 2026

Department: Administration

SUMMARY

Over the past number of years there have been discussions and work carried out to find ways to make Kentville Town hall more accessible. The current building is two buildings combined into one over three floors with one elevator that moves from the main floor to the second floor. Parts of the building are still inaccessible with the elevator and council chambers are inaccessible when the elevator is out of service.

A recent report by an external consultant prepared potential building renovation plans and capital maintenance that will extend the life of the current building by several decades and make much of the building accessible, including moving council chambers to the main level to eliminate the need for an elevator to attend meetings.

A Request for Proposals (RFP) has now been issued for firms to bid on the first part of the contract which is for design fees and construction management costs only. Once this part has been decided, hopefully by the end of January, the consultant will then work with the selected firm to price up the full construction work in pieces so that the projected can be fully costed and priced to allow for some items to be changed or delayed if prices come in too high.

LEGISLATION

Section 9A of the *Municipal Government Act* states that the purposes of a municipality are to:

- (a) provide good government;
- (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and
- (c) develop and maintain safe and viable communities.

Section 14(2) of the *Municipal Government Act* states that in the general exercise of its powers, the council shall take into account the principle of accessibility for its citizens with disabilities.

BACKGROUND

The *Accessibility Act* requires prescribed public sector bodies to have an accessibility advisory committee and accessibility plan. Accessibility plans must be developed by prescribed public sector bodies and updated every 3 years. The deadline for updating plans is every 3 years from the initial deadlines. Town of Kentville has met and continues to meet this requirement.

The *Accessibility Act's* Built Environment Standard Regulations are now law. Government recognizes that organizations need time to learn about their responsibilities under the standard in order to comply. For this reason, compliance with the Built Environment Accessibility Standard Regulations will not be enforced until April 1, 2026. Nova Scotia Building Code Regulations follow a separate enforcement process. All work requiring building permits under the Nova Scotia Building Code Regulations must meet the requirements of the Building Code which are separate from accessibility regulations and must be followed.

The Built Environment Accessibility Standard mostly applies to new construction. There are some requirements for re-developed infrastructure as specified in the regulations. The standard will prevent new barriers from being created. The standard does not require all existing buildings and spaces to be retrofitted. Many organizations will choose to go beyond the minimum requirements of the accessibility standard.

IMPACT ON STRATEGIC PRIORITIES

Council approved a 4-Year Strategic Priorities Plan on October 27, 2025, which included under Strategic Priority 4, Investing in Inclusion, Diversity, Equity, and Accessibility (IDEA). This priority stated:

"To lead by example, Kentville will re-design Town Hall so that it is physically accessible for all Council meetings by the public by moving the council chamber to the first floor if possible and renovating the building so everyone can enter safely and access services, including an accessible washroom."

This proposed plan if approved and implemented will achieve this priority strategy.

IMPORTANT DATES OR BENCHMARKS

Once the RFP has been reviewed, a recommendation will come to Council for review and a decision concerning whether to move forward or not will be made. If the decision is made to approve the hiring of a construction manager on January 26, 2026, then a further tender document will be issued once final designs and costing are completed. When this is finalized, the project will go to public tender for a future decision on start date and what components are to be included, along with expected project Class "C" costs.

POLICY IMPLICATIONS

This recommendation aligns with Council's plans to become a more inclusive and accessible community by improving facilities, programs and services, one at a time over a period of years where financial capacity exists, and programs or facilities are due for change or renewal. It is imperative that this process begin now and continue for the next decade, including supporting the private sector with similar upgrades.

BUDGET IMPLICATIONS

The estimated cost for these capital upgrades is estimated at \$2.5 million dollars including HVAC and fire suppression improvements. The costs can be financed over a 10–20-year period depending on the final decision of council at budget time.

COMMUNICATION IMPLICATIONS

This potential development is now a matter of public record and will continue to be shared with the general public throughout the planning and development process. Once the first RFP has been awarded, we will ensure that the IDEA Committee is involved and consulted on design work and plans to ensure that first voices are provided an opportunity for meaningful and timely input.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



