

Town of Kentville Council Meeting

January 26, 2025, 5:00pm, Kentville Town Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES
 - (a) Council Meeting, December 15, 2025
4. INFORMATION REPORTS
 - (a) Valley REN presentation – Emily Boucher, CEO
5. DEPARTMENT REPORTS
 - (a) Planning and Development
 - (b) Parks and Recreation
 - (c) Kentville Police Service
 - (d) Engineering and Public Works
 - (e) Finance
6. RECOMMENDATIONS
 - (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
 - (k) Land Use Bylaw Amendment - Concurrent Construction and Conditional Permitting
 - (l) Nominating Committee Report
 - (m) Redesignation & Rezoning Application – 153 Belcher Street (PID 55265250) (second reading)
7. COUNCIL REPORTS
 - (a) Mayor Andrew Zebian
 - (b) Deputy Mayor Debra Crowell
 - (c) Councillor John Andrew
 - (d) Councillor Rob Baker
 - (e) Councillor Samantha Hamilton

- (f) Councillor Cathy Maxwell
- (g) Councillor Cate Savage

8. ADJOURNMENT



COUNCIL MEETING

Meeting Minutes: December 14, 2025

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

(1) CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 5:01 p.m.

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

STAFF: Chris McNeill, Chief Administrative Officer
Victoria Martin, Deputy Clerk

Mayor Andrew Zebian 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.

Mayor Andrew Zebian extended warm holiday greetings on behalf of council and staff, wishing everyone a happy and healthy new year. He reflected on an extraordinary year for Kentville, noting a renewed sense of momentum, community spirit, and optimism.

His key highlights included:

- Saving the Centennial Pool in partnership with the province.
- Significant downtown infrastructure upgrades.
- Supporting Kings County Academy's lunch program.
- Collaborating on a regional recreational facility and exploring a new Kentville rink.

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 1

Mayor Andrew Zebian shared a personal highlight from Apple Blossom and expressed gratitude to CAO Chris McNeill for his leadership since joining six months ago. He praised the strength and collaboration of the community, council, staff, and partners, emphasizing pride in Kentville. Special thanks were given to staff for their dedication and professionalism, recognizing them as the heart and soul of the town. He concluded with wishes for a joyful holiday season and a bright year ahead.

DECLARATIONS OF CONFLICT OF INTEREST

None.

(2) APPROVAL OF THE AGENDA

It was moved by Councillor Cathy Maxwell, seconded by Deputy Mayor Debra Crowell that the agenda of December 15, 2025, be approved as presented.

MOTION CARRIED UNANIMOUSLY.

(3) APPROVAL OF THE MINUTES

(a) November 24, 2025, Council Meeting Minutes

There being no changes, the minutes were approved.

(4) INFORMATION REPORTS

(a) Destination Management and Marketing Organizations (DMMO) – Genevieve Allen Hearn, Valley REN

Background: The DMMO concept emerged from extensive consultations during the STAR Tourism Strategy (2020–2023), including 27 in-person sessions and 150 survey responses.

The tourism industry requested an entity to support regional needs and sustainable growth.

Purpose of DMMO: A collaborative, industry-led body to brand and market the region as a destination. Manages visitor experience, tourism assets, and connects municipalities, businesses, and communities. Complements existing business improvement districts (BIDs), focusing on destination-level marketing.

Funding Model: Recommended starting with a marketing levy and membership model. Municipal funding not requested initially; levy proposed at up to 3% on registered accommodations per Nova Scotia Municipal Government Act (Section 75A). Exemptions include medical stays, long-term accommodations (>30 days), emergency evacuations, student residences, and accommodations under \$20 daily rate.

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 2

Current Status: Industry consultations show sufficient buy-in for a marketing levy. Brand strategy and assets (website, itinerary app) are in development to ensure readiness. Annapolis Valley is the second-largest tourism region in Nova Scotia but lacks a DMMO.

Examples & Best Practices: St. John's DMMO model highlighted (4% levy, visitor resources, event support). Over half of Nova Scotia municipalities have a marketing levy; most others are implementing one. Other regions have successful DMMOs funded by levies and municipal contributions.

Discussion:

Councilor Savage asked about responses from other municipalities and integration of Kentville Business Community (KBC). Genevieve confirmed positive engagement from West Hants and Glooscap First Nation; other councils pending. KBC would collaborate similarly to its role in economic development, supporting campaigns and events.

Councilor Maxwell asked about involvement of community economic development, recreation department, and trail associations. Genevieve confirmed partnerships with Trails Coalition and municipalities for tourism infrastructure gap analysis.

Next Steps: Municipal staff to review and recommend whether to proceed with a marketing levy. Continued stakeholder engagement and consultation. Development of levy bylaw, service agreement, and remittance software if approved.

(5) RECOMMENDATIONS

(a) Bylaw 202 - Reduced Taxation (second reading)

It was moved by Councillor John Andrew, seconded by Councillor Cate Savage that Council give second reading to Bylaw 202 respecting Reduced Taxation.

MOTION CARRIED UNANIMOUSLY.

(b) Bylaw 203 - Sewers (second reading)

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

MOTION CARRIED UNANIMOUSLY.

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 3

(c) Pre-Approval of Equipment Purchase – Salt Truck

It was moved by Councillor John Andrew, seconded by Councillor Cathy Maxwell that Council approve 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 and payment not expected until late fall 2026-27.

MOTION CARRIED UNANIMOUSLY.

(d) Kentville Police Service - Police Constable Position

It was moved by Councillor Cate Savage, seconded by Councillor Samantha Hamilton that Council approve continuation of a one FTE Constable position in the amount of \$89,031 within the 2027-28 Operating Budget, and further approve the addition of one FTE Constable position in the amount of \$92,815 within the 2028-29 Operating Budget, for the purpose of establishing two one-year full-time contract positions for Atlantic Police Academy graduates.

MOTION CARRIED UNANIMOUSLY.

(e) Policy G34 - Repeal Temporary Development Officer

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell that Council repeal Policy G34 - Temporary Development Officer.

MOTION CARRIED UNANIMOUSLY.

(f) Policy G60 - Repeal Styrofoam (Expanded Polystyrene) Products Restriction

It was moved by Councillor Cate Savage, seconded by Councillor John Andrew that Council repeal Policy G60 - Styrofoam (Expanded Polystyrene) Products Restriction.

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

(g) Policy 104 - Public Consultation

It was moved by Councillor Cate Savage, seconded by Councillor John Andrew that Council approve Policy 104 - Public Consultation.

MOTION CARRIED UNANIMOUSLY.

(h) Policy 105 - Expenses and Hospitality

Councillor Cate Savage asked if under section 6A the allocation for professional development (for council, staff, and community committee members) would be one lump sum or three separate line items. CAO Chris McNeill responded that allocations differ with Council having its own amount and Committees/commissions (e.g., Police Commission) having separate accounts. Depending on the nature of the committee, there may or may not be additional funds in the budget.

Councillor Savage asked about section 6B, regarding FCM (Federation of Canadian Municipalities) and whether it is included in one line item or separate from other training (e.g., NSFM, courses). CAO Chris McNeill responded that the current system has FCM budgeted under one line item and other training budgeted separately. This approach will remain unless council directs otherwise.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council approve Policy 105 - Expenses and Hospitality.

MOTION CARRIED UNANIMOUSLY.

(i) Policy 106 – Proclamations

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council approve Policy 106 - Proclamations.

MOTION CARRIED UNANIMOUSLY.

(j) Heritage Advisory Committee - Proposed Heritage Designation of Six Properties

It was moved by Councillor Cathy Maxwell, seconded by Councillor Rob Baker that Council give consideration to adding the following six heritage sites to its Registry of Municipal Heritage Properties, and prior to doing do, provide the required notice to each property owner:

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 5

- Heritage Centre (Former CN Rail Station) – 66 Station Lane
- Cornwallis Valley Rail Bridge (north of Shannex)
- Dominion Atlantic Rail Bridge (north of Curling Club)
- Main Street Station (Former Cornwallis Inn) – 325 Main Street
- Stagecoach Inn Properties (Multiple Addresses)
- Oak Grove Cemetery – 95 Main Street

MOTION CARRIED UNANIMOUSLY.

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

It was moved by Councillor Cate Savage, seconded by Councillor John Andrew 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.

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

Councillor Rob Baker asked if since the maximum of 12 units or sleeping rooms per lot, does anything above requires a development agreement; and if since there is a 60-meter separation between program-based housing uses, can multiple programs (e.g., supportive housing, emergency housing) can coexist on the same site. Director Darren Shupe explained that multiple programs can operate on the same site; the 60-meter separation applies between different sites.

Councillor Cate Savage mentioned that she supports moving the amendment forward to a public hearing and emphasized that minor changes can be made after public input, but significant changes would require restarting the process with examples of minor changes being typos, and small adjustments (e.g., 60m to 50m) and significant changes being changing zoning from R3 to R1.

Councillor Cathy Maxwell expressed reservations about placing certain housing types in residential areas (R3 zones) due to proximity to children and therefore cannot support the amendment based on these concerns.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council give first reading 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 limiting occupancy, establishing minimum separation distances, and requiring buffering, residential form, and appropriate site design. Larger or specialized projects may be considered by Development Agreement where warranted by scale or service complexity.

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, Councillor Samantha Hamilton, and Councillor Cate Savage voting in favour, and Councillor Cathy Maxwell voting against.

(m) Nominating Committee Report

Councillor Cate Savage expressed appreciation to the nominating committee for refreshing committee assignments and highlighted changes, including Councillor Maxwell joining Regional Sewer and adjustments to Finance and Investment Advisory Committees. She requested consideration to remain on the Board of Police Commissioners for the next two years, noting prior experience and interest and acknowledged that making an amendment would require a motion and seconder, but was hesitant to displace another member. She ultimately decided to leave the matter for now.

Mayor Andrew Zebian explained the nominating committee's approach to diversify assignments and balance expertise across committees. He emphasized the effort to rotate members for broader experience.

Councillor Cathy Maxwell advocated for diversity on the Police Commission, noting the current composition is entirely female.

Councillor John Andrew thanked Deputy Mayor Debra Crowell for guidance on new committee responsibilities and appreciated the challenge and opportunity to learn beyond areas of expertise. He recognized the complexity of fitting members into committees and expressed willingness to adapt.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve the following appointments to Committees and Police Commission effective January 1, 2026, to December 31, 2027:

Finance and Audit Committee:

Councillor John Andrew

Councillor Rob Baker

Deputy Mayor Debra Crowell

Bursary Committee:

Councillor Rob Baker

Councillor Cate Savage

Alexander Faye

Laurie Bolland

Investment Committee:

Councillor Cate Savage

Councillor Rob Baker

Councillor John Andrew

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 8

Planning Advisory Committee:

Councillor Cate Savage
Councillor John Andrew
Councillor Cathy Maxwell
Scott Hearn
Jakub Ziolkowski
Louis Comeau

Water Commission:

Councillor Samantha Hamilton
Deputy Mayor Debra Crowell
Councillor Cathy Maxwell
Mayor Andrew Zebian

Inclusion, Diversity, Equity, and Accessibility:

Isaac Melanson
Bernie Zinck
Matilda Jararuse
Kait Bowser
Kim Clark

Police Commission:

Councillor John Andrew
Councillor Samantha Hamilton
Penny Hart
Kim Clark

Valley Regional Services:

Mayor Andrew Zebian
Deputy Mayor Debra Crowell, Alternate

Kentville Business Community:

Councillor Cathy Maxwell
Deputy Mayor Debra Crowell, Alternate

Annapolis Valley Regional Library:

Councillor Samantha Hamilton
Councillor John Andrew, Alternate

Annapolis Valley Trails Coalition:

Councillor Cathy Maxwell

Council Meeting Minutes, December 15, 2025

Approved January 26, 2026

Page 9

Kings Point-to-Point:
Deputy Mayor Debra Crowell
Councillor Samantha Hamilton, Alternate

Kings Regional Sewer:
Councillor Cathy Maxwell
Councillor Rob Baker, Alternate

Kings Regional Emergency Management Organization:
Councillor Samantha Hamilton
Councillor Cate Savage, Alternate

Valley Regional Enterprise Network:
Councillor Rob Baker
Councillor John Andrew, Alternate

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

(n) Lease of former Kentville Railway Station, 66 Station Street

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council enter into the proposed 5-year lease agreement with Kentville Historical Society dates December 15, 2025, for 66 Station Lane, bearing PID #55496673.

MOTION CARRIED UNANIMOUSLY.

(6) COUNCIL REPORTS

Mayor Zebian noted that council members' monthly reports were included with the agenda in the meeting documents. He asked if there were any comments or questions on them and Councillor John Andrew acknowledged missing the email requesting reports. He assumed there would be no December meeting based on past practice and only realized the oversight after seeing another councillor's email. Due to timing and family commitments, he was unable to prepare the report but plans to include the missed items in his next report.

(7) PUBLIC COMMENTS

There were no public comments made at this time.

(8) CLOSED SESSION

It was moved by Councillor Cathy Maxwell, seconded by Councillor Cate Savage that Council move into closed session at 5:53 p.m.

MOTION CARRIED UNANIMOUSLY.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council move back into open session at 6:38 p.m.

MOTION CARRIED UNANIMOUSLY.

(9) ADJOURNMENT

There being no further business, the meeting adjourned at 6:39 p.m.

Signed by Mayor Zebian

Approval Date

valleyren.ca

VALLEY REN

YOUR PARTNER IN ECONOMIC DEVELOPMENT



Tiers of Economic Development Overview



Valley REN:

- acts as a liaison with all tiers of economic development
- tackles major sector development projects
- identifies gaps and opportunities for regional economic growth
- undertakes projects and programs to help fill gaps
- provides regional business support services

Collective Impact: Highlight

- Secured funding, staff lead, and established industry-led working committee to implement regional tourism strategy
- Strengthened business readiness and industry engagement across municipalities (e.g., AMR project, AVTN events)
- Delivered evidence-based analysis to guide municipal investment (e.g. - sustainable funding model framework, best practice missions, infrastructure and services gap analysis, etc.)
- Produced Economic Impact Report and continues to lead discussions to address tourism program reductions



Support Services



Business Support Services

- BusinessNOW & BRE
- Immigration & Settlement Navigation
- Valley REN Connector Program



Investment Readiness Tools

- Site Selector Tool (Land and Asset Database)
- EcoSystem Tool (*NEW)
- Asset-based Community Development



Regional Preparedness

- Business Continuity (Disaster Response with REMO)
- Action Team Facilitation (e.g. - wildfire and drought support/coordination)

Collective
Impact:
Leveraged
Funds for
2025-2026

Project	Valley REN \$	Leveraged \$	Total
Connector Program	\$0	\$100,000 - NS	\$100,000
Immigration and Settlement Navigation	\$9,500	\$42,500 - NS \$42,500 - ACOA	\$94,500
STAR Program	\$7,925	\$30,000 - ACOA	\$37,925
Tourism Implementation	\$30,000	\$122,500 - ACOA	\$152,500
Marketing Levy Framework (MIP) <i>(began work in 24-25)</i>	\$0	\$34,774 - NS	\$34,774
Agri-Food Tech <i>(formerly MIT REAP Valley Team)</i>	\$0	\$68,523 - ONSIDE	\$68,523
TOTAL	\$47,425	\$440,797	\$488,222
<i>REN's investment is leveraged by a multiplier of 10.8</i> <i>For every \$1 Valley REN contributes, \$10.8 are leveraged</i>			

THANK YOU



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

January 2026

Looking Forward

The Plan Review workplan will be a primary focus over the next few months with staff reviewing the draft plan in January.

Interviews for the one-year Climate Action Coordinator position are in the process of being conducted with an expected start date in early February.

Month in Review

Development Applications

- Development Permits: Two development permits were issued in the month of December with an estimated construction value of \$368,000.
- Site Plan Approval Applications: No site plan approval applications were received in December.
- Subdivision Applications: One subdivision application was received in December regarding the subdivision of 45 Donald E Hiltz Connector Road (PID 55291710) (Braveheart First Aid).

Planning Applications and Reports

New

An application has been received to rezone 160 Main Street (PID 55246573) from the One and Two Unit Dwelling (R2) Zone to the Medium Density Residential (R3) Zone, along with a text amendment, to facilitate the conversion of a bed and breakfast to residential units. A

Public Participation Meeting was held on January 22, 2026, and public comments have been included in the staff report.

- Staff have initiated amendments to the Municipal Planning Strategy and Land Use by-law to clarify how larger residential developments are reviewed in the Large Lot Residential (R5) Zone. The amendments would support coordinated multi-unit housing in high-density areas and large-scale housing and community developments, using Development Agreements where appropriate. These changes are intended to align policy with existing regulations and ensure consistent, transparent decision-making. A Public Participation Meeting was held on January 22, 2026, and public comments have been included in the staff report.

Ongoing

- A report has been provided by the Heritage Advisory Committee who have recommended four properties to be considered for registration under the Heritage Property Bylaw. Letters are being prepared for distribution to the property owners.
- Staff have prepared amendments to the Town's planning documents to clarify how diverse forms of housing—such as supportive, transitional, and emergency housing—are addressed within Kentville's planning framework. First Reading was given to the proposed amendments on December 15, 2025.
- Dr. Corey MacGregor has requested a rezoning for 153 Belcher Street (PID 55265250) from the One and Two Unit Dwelling (R2) Zone to the Highway Commercial (C2) Zone to facilitate the relocation a dental clinic. A Public Hearing is scheduled for January 26, 2026.
- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-law that would allow, under specific conditions, the issuance of building permits prior to final subdivision approval. A Public Participation Meeting was held on October 30, 2025 and report on the public feedback was prepared for CAC on November 10, 2025. Staff have since confirmed the process with Building Officials and the Town Solicitor and a revised report appears as part of this package.

- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024. Staff and the applicant are working towards advancing the application.
- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. Council directed staff to provide a letter of non-concurrence at the July 28, 2025 meeting. Staff has corresponded recently with the application regarding alternative siting locations.

Community and Economic Development

- Changes are being made to the process for issuing Public Event Permits. New parameters around approvals for event support requests are being discussed and will be implemented for the upcoming season. A new application form will be available in February for groups looking to host large scale events and activities in Public Spaces and Facilities in Kentville.

Respectfully Submitted,

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

Kirsten Duncan
Development Officer,
GIS/Planning Technician

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer,
Planning Coordinator

Permit Report

Planning & Development



December 2025

Permit #:	4517	Permit Date:	12/4/2025
Value of Construction:	\$68,000.00	Fee:	\$56.40
Addition of front entry, rear mudroom, and rear deck. Renovations to roofline.			

Permit #:	4526	Permit Date:	12/4/2025
Value of Construction:	\$300,000.00	Fee:	\$443.85
Reconstruct garage and interior renovations			

Activity Report

Planning & Development



	December 2025		December 2024	
PERMITS	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
Number of Permits	2	74	5	101
Total Building Value	\$368,000.00	\$28,729,989.21	\$601,075.00	\$42,356,262.60
Permit Revenue	\$500.25	\$21,794.48	\$1,406.37	\$32,993.92



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of December 2025
Department of Parks and Recreation
Presented on January 26, 2026

Administration and Operations

- Recent hiring:
 - IDEA Coordinator – started December 1
 - Administrative Coordinator – started December 2
- Our Director for the Nature Kids After School program has moved on to another opportunity outside of the Town of Kentville
 - The Directors role will be replaced internally
 - Posting for Nature Kids leader is open
- Staff applied to the Canada Summer Jobs wage subsidy
 - This is a program designed to provide financial support in the employment of youth and skilled employees between the ages of 15-30 to gain paid summer work experience and develop skills for the job market.
 - This program has specific local priorities set by the Federal Government, which these positions would need to support to receive potential funding.
 - Ex: Cultural community support, community events, regional tourism
 - Positions applied for:
 - Summer Recreation Manager
 - Summer Fun Crew (3)
 - Total Funding Request - \$15,015
- Staff applied to the Celebrate Canada Grant through the Federal Government
 - This funding supports the implementation of one or more days for National Indigenous Peoples Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day and Canada Day

Facilities and Operations

- All capital projects are now complete, including pool piping, pressure testing and backfilling. Pavers for the pool renovation are to be completed in the Spring once ground thawing occurs.
- Staff attended the Annapolis Valley Trails Coalition meeting on December 5th. More information is to come in the near future, as a change in direction has been suggested from the original structure.

Programs and Outreach

- Program registration
 - Pickleball – 75% of registration spaces filled
 - All programs are facilitated at KCA Gymnasium
 - Other Programs – 108/132 registration (81% of spots filled).
 - Our senior programming “Active for Life” was 100% filled and it has been recognized as valuable and popular program in our community for seniors to stay active
- Unstructured Play program has averaged 120 participants per session
 - This program takes place at the Soccer Dome every Saturday 10am-11:30am
- The loan equipment program will be available starting January, and more information can be found at kentville.ca/ELP

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

Dec 2025



ADMINISTRATION	2024	2025
SOT's	22	24
Foot Patrol	123	136
Criminal Code Charges	13	16
Calls for Service	271	292

HIGHLIGHTS/INITIATIVES:

- Sgt Trevor MacNeil received 30 year Police Exemplary Service Bar
- Sgt David MacDonald received 20 year Police Exemplary Service Medal
- Sgt Michael Goss received 25 year Provincial Service Bar
- Cst Nicole Cleaves received 15 year Provincial Service Medal
- Sgt Chris Burke and Csr Eric Macdonald received the bronze award for MADD Canada (6-14 impaired driving charges in 2024)
- Cram the Cruiser in support of Kings County Family Resource, Kings Senior Safety and Fundy Food Bank. Total \$2967.75 plus a lot of food and toys
- Holiday Brunch in Support of Make-A-Wish Canada-Total raised \$2639.50
- Police Cadet Recruitment Program

PATROL:

- 39% of the calls were in the downtown core dealing with suspicious persons/trespassing/wellbeing checks and mental health calls.
- 4 impaired driving files
- Participated in MADD checkpoint and Operation Christmas
- Cst Mark Hall and Cst Ryan Yould located a missing person who was in serious medical distress and was located in cold conditions. Possibly saved his life

TRAINING:

- 270+ hours of training
- Immediate Action Rapid Deployment
- Major Crime Exercise with Municipal Agencies
- Phased Interview Course

Dec 2025



COMMUNITY ENGAGEMENT SERGEANT:

- Continued meetings with Community Partners to build relationships - Oasis Outreach team, Portal Outreach & Valley Regional
- 2 individuals taken to VRH under IPTA
- KPS Youth Program Interviews
- Kings Senior Safety Year End Board meeting
- Training new CCN

COMMUNITY CRISIS NAVIGATOR:

- Emme Manuel started December 11th
- 7 Agency Meetings - Domestic Violence/Mental Health Court, Income Assistance, Portal Outreach, Open Arms Outreach, Schools Plus, Project H.O.P.E., Coordinated Access
- 7 Community Presence/Involvement - Assist Dept. of Opportunities and Social Development, individuals taken to VRH in crisis, Met with Portal trying to develop plan for clients housing, Assisted shift with several calls, individuals dealing with housing, mental health and addictions issues.
- 6 Referrals Received - 4 from KPS, 2 external
- 14 Client Interactions

INVESTIGATIVE SECTIONS:

GENERAL INVESTIGATIVE SECTION

- 9 active investigations
- 8 Search Warrants/Production Orders executed
- Fraud Over \$5,000 ongoing investigation-6 separate judicial authorizations completed so far)
- Significant Fraud over \$5,000 ongoing investigation
- Home Invasion/Assault with a weapon file resulting in 8 Criminal charges.

STREET CRIME ENFORCEMENT UNIT

- Vacant, will be filled in January 2026

CRIMINAL INTELLIGENCE SERVICE NOVA SCOTIA

- Admin source debriefs
- Intel shared which resulted in an arrest and stolen property recovered
- Site visits in Digby/New Minas
- Surveillance conducted

BY-LAW

- 109 hours Foot Patrol
- 13 parking Tickets
- 85 Warning tickets
- 10 smoking infractions
- 10 Assist KPS with calls
- 1 Municipal By-Law investigations



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

1

Preliminary YTD December 2025		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Remuneration					
122-11-011	Remuneration- Administration	478,599	345,824	72.3%	-27.7%
122-11-012	Remuneration- Sergeant	595,576	449,031	75.4%	-24.6%
122-11-013	Remuneration-Constable	1,038,434	764,203	73.6%	-26.4%
122-11-014	Stat pay	50,000	55,163	110.3%	10.3%
122-11-015	Overtime-Sergeant	18,385	17,295	94.1%	-5.9%
122-11-016	Overtime-Constable	47,134	61,292	130.0%	30.0%
122-11-017	Secondment	105,379	84,676	80.4%	-19.6%
122-11-019	Special event overtime- S & C	12,000	12,909	107.6%	7.6%
		2,345,507	1,790,393	76.3%	-23.7%
Benefits 122-12-02X		478,240	329,857	69.0%	-31.0%
Internal Allocation 122-13-010		10,012	-	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	400	33.3%	-66.7%
122-14-034	Meeting-Commission	5,000	1,776	35.5%	-64.5%
122-14-036	Director's expense	7,500	5,876	78.3%	-21.7%
122-14-037	Inspector's expense	4,000	2,947	73.7%	-26.3%
122-14-039	Training	30,000	12,448	41.5%	-58.5%
122-14-041	Auxiliary program	4,600	2,414	52.5%	-47.5%
122-14-042	Insurance-liability/E&O	54,139	55,639	102.8%	2.8%
122-14-045	Office expense & supplies	18,000	16,888	93.8%	-6.2%
122-14-048	Telephone	30,000	18,796	62.7%	-37.3%
122-14-051	Equipment rental	5,000	3,045	60.9%	-39.1%
122-14-058	Other expense	5,600	2,638	47.1%	-52.9%
		165,039	122,867	74.4%	-25.6%
Occupancy-Police Building					
122-15-011	Custodial	10,000	6,427	64.3%	-35.7%
122-15-042	Insurance	3,325	3,325	100.0%	0.0%
122-15-060	Heat	7,000	2,514	35.9%	-64.1%
122-15-061	Electricity	13,500	12,765	94.6%	-5.4%
122-15-062	Water/sewer	2,400	1,170	48.8%	-51.2%
122-15-068	Maintenance- Other costs	24,700	23,385	94.7%	-5.3%
		60,925	49,586	81.4%	-18.6%
Operations-Communication					
122-16-048	Communications	120,000	102,396	85.3%	-14.7%
122-16-051	Radio license	2,000	859	42.9%	-57.1%
122-16-053	Maintenance	1,500	537	35.8%	-64.2%
		123,500	103,792	84.0%	-16.0%
Operations-Technology (122-16-148)					
		60,500	24,563	40.6%	-59.4%
Operations-Vehicle					
122-17-042	Insurance	20,626	20,626	100.0%	0.0%
122-17-070	Gasoline	47,000	29,061	61.8%	-38.2%
122-17-071	Operations & maintenance	25,000	18,368	73.5%	-26.5%
		92,626	68,055	73.5%	-26.5%



TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION

2

Preliminary YTD December 2025

		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Programmes					
122-18-080	Special projects	22,000	3,428	15.6%	-84.4%
122-18-082	Crime prevention/community relations	4,000	1,869	46.7%	-53.3%
122-18-085	Custody and detention of prisoners	50,000	33,375	66.8%	-33.3%
122-18-086	KPS Youth Program	-	-	-	-
		76,000	38,672	50.9%	-49.1%
TOTAL POLICE PROTECTION EXPENDITURE		3,412,349	2,527,786	74.1%	-25.9%
LESS: POLICE PROTECTION REVENUE					
	Secondment- Province	130,557	68,511	52.5%	-47.5%
	Fines and fees- Province	30,000	61,334	204.4%	104.4%
	Police Miscellaneous	500	17,025	3405.0%	3305.0%
TOTAL POLICE PROTECTION REVENUE		161,057	146,871	91.2%	-8.8%
NET POLICE PROTECTION EXPENDITURE		3,251,292	2,380,915	73.2%	-26.8%
SALES OF SERVICE REVENUE					
	Sales of service- Police	517,650	412,961	79.8%	-20.2%
LESS: SALES OF SERVICE EXPENDITURE					
	Remuneration	165,909	101,755	61.3%	-38.7%
	Benefits	27,747	16,303	58.8%	-41.2%
TOTAL SALES OF SERVICE EXPENDITURE		193,656	118,058	61.0%	-39.0%
NET SALES OF SERVICES REVENUE (EXCESS REVENUE OVER EXPENDITURE)		323,994	294,903	91.0%	-9.0%
LAW ENFORCEMENT					
Provincial Mandatory					
122-22-200	Transfers to Correctional Services	-	-	-	-
Other					
122-31-080	Prosecution	12,000	6,900	57.5%	-42.5%
122-31-082	Legal	10,000	32,038	320.4%	220.4%
122-31-084	Other-Crossing guards	31,396	19,001	60.5%	-39.5%
122-31-085	Parking/By law enforcement officer	70,394	53,233	75.6%	-24.4%
122-31-086	Benefits	19,489	14,278	73.3%	-26.7%
122-31-088	Other-Grant	5,000	5,000	100.0%	0.0%
		148,279	130,450	88.0%	-12.0%
TOTAL LAW ENFORCEMENT EXPENDITURE		148,279	130,450	88.0%	-12.0%
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	2,600	655	25.2%	-74.8%
	Parking Tickets	11,000	8,390	76.3%	-23.7%
TOTAL LAW ENFORCEMENT REVENUE		13,600	9,045	66.5%	-33.5%
NET LAW ENFORCEMENT EXPENDITURE		134,679	121,405	90.1%	-9.9%

Occurrence Stats

Violation group - Traffic Offences - Traffic Accidents	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9930 0030 Traffic Collision(s) - Property Damage - Reportable	6	0	6	2	1	0	16.7%	0	0	0	0	0
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	7	0	7	3	0	0	0.0%	0	0	0	0	0
	13	0	13	5	1	0	7.7%	0	0	0	0	0
Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	1	0	1	0	1	0	100.0%	0	1	0	0	0
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	1	0	1	0	0	0	0.0%	0	0	0	0	0
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	3	0	3	0	1	1	66.7%	0	0	0	0	0
9900 0060 Parking Offences (Provincial/Territorial)	1	1	0	0	0	0	0.0%	0	0	0	0	0
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	7	0	7	0	7	0	100.0%	4	2	0	0	0
9900 0100 Dangerous Driving (Provincial/Territorial)	2	0	2	1	0	0	0.0%	0	0	0	0	0
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	2	0	2	1	1	0	50.0%	1	0	0	0	0
	17	1	16	2	10	1	68.8%	5	3	0	0	0
Violation group - Traffic Offences - Other Criminal Code Traffic Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9313 0020 Failure to stop after accident	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Traffic Offences - Municipal By-laws	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9950 0010 Municipal Bylaws - Traffic	2	0	2	0	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0	0.0%	0	0	0	0	0
Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	3	1	2	1	1	0	50.0%	1	0	0	0	0
9235 0070 Operation while impaired (drug) of Motor Vehicle	1	0	1	1	0	0	0.0%	0	0	0	0	0
	4	1	3	2	1	0	33.3%	1	0	0	0	0

Occurrence Stats

Violation group - Traffic offences - Dangerous Operation of Motor	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
9130 0030 Dangerous operation of motor vehicle	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Provincial Statutes {except traffic}	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	1	0	1	0	1	0	100.0%	1	0	0	0	0
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	2	0	2	0	0	0	0.0%	0	0	0	0	0
8840 0306 Family Law Act – Other Activities	3	0	3	1	0	0	0.0%	0	0	0	0	0
8840 0336 Mental Health Act - Other Activities	16	0	16	1	0	0	0.0%	0	0	0	0	0
8840 0341 911 Act - Other Activities	8	0	8	0	0	0	0.0%	0	0	0	0	0
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	60	0	60	1	0	2	3.3%	0	0	0	0	0
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	8	1	7	0	0	0	0.0%	0	0	0	0	0
	98	1	97	3	1	2	3.1%	1	0	0	0	0
Violation group - Provincial Statutes - Municipal By-laws	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
9955 0010 Municipal Bylaws - Other	4	0	4	0	0	0	0.0%	0	0	0	0	0
	4	0	4	0	0	0	0.0%	0	0	0	0	0
Violation group - Other Criminal Code - Other Criminal Code	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
3410 0050 Failure to comply with undertaking	1	0	1	0	1	0	100.0%	1	0	0	0	0
3410 0060 Failure to comply with order	6	0	6	1	5	0	83.3%	3	1	0	1	0
3430 0010 Disturbing the peace/Causing a disturbance	7	2	5	3	1	1	40.0%	1	0	0	0	0
3520 0010 Fail to comply probation order	1	0	1	0	1	0	100.0%	0	0	0	0	0
	15	2	13	4	8	1	69.2%	5	1	0	1	0

Occurrence Stats

Violation group - Other Criminal Code - Offensive Weapons	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
3365 0035 Weapons transfer without authority	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Drug Enforcement - Possession	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
4150 0010 Possession - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	0	0	1	100.0%	0	0	0	0	0
	1	0	1	0	0	1	100.0%	0	0	0	0	0
Violation group - Crimes Against the Person - Sexual Offences	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
1330 0010 Sexual Assault	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
1627 0010 Uttering threats against a person	2	1	1	1	0	0	0.0%	0	0	0	0	0
	2	1	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
1420 0010 Assault With Weapon or Causing Bodily Harm	3	0	3	0	3	0	100.0%	1	0	0	0	0
1430 0010 Assault	2	0	2	2	0	0	0.0%	0	0	0	0	0
	5	0	5	2	3	0	60.0%	1	0	0	0	0
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2140 0011 Other theft under \$5000	1	0	1	0	1	0	100.0%	0	1	0	0	0
2143 0010 Theft under or equal to \$5000 - Shoplifting	5	0	5	3	0	2	40.0%	0	0	0	0	0
	6	0	6	3	1	2	50.0%	0	1	0	0	0

Occurrence Stats

Violation group - Crimes Against Property - Mischief	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	1	0	1	1	0	0	0.0%	0	0	0	0	0
2170 0100 Mischief - Obstruct enjoyment of property	1	0	1	1	0	0	0.0%	0	0	0	0	0
	2	0	2	2	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Fraud	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2160 0070 Fraud (money/property/security) greater than \$5000	2	0	2	2	0	0	0.0%	0	0	0	0	0
2160 0150 Theft, forgery, misuse of credit card	1	0	1	0	0	1	100.0%	0	0	0	0	0
	3	0	3	2	0	1	33.3%	0	0	0	0	0
Violation group - Crimes Against Property - Break and Enter	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2120 0020 Break and Enter - Residence	2	1	1	1	0	0	0.0%	0	0	0	0	0
	2	1	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Related Police Activities	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8550 0030 Suspicious Person/ Vehicle/ Property	10	0	10	0	1	0	10.0%	0	0	0	0	0
8550 0040 Animal Calls	3	0	3	0	0	0	0.0%	0	0	0	0	0
8550 0050 False Alarms	18	0	18	0	0	0	0.0%	0	0	0	0	0
8550 0060 Items Lost/Found - except passports	12	0	12	5	0	0	0.0%	0	0	0	0	0
8550 0080 Person Reported Missing	1	0	1	0	0	0	0.0%	0	0	0	0	0
8550 0090 Property Check	1	0	1	0	0	0	0.0%	0	0	0	0	0
8550 0140 Breach of Peace	2	0	2	1	0	0	0.0%	0	0	0	0	0
	47	0	47	6	1	0	2.1%	0	0	0	0	0
Violation group - Common Police Activities - Information Files	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8535 0010 Information File	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0

Occurrence Stats

Violation group - Common Police Activities - Assistance to General Public	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8546 0010 Assist General Public	16	0	16	2	0	0	0.0%	0	0	0	0	0
8550 0190 Wellbeing Check	41	0	41	3	0	0	0.0%	0	0	0	0	0
	57	0	57	5	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Assistance Files	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agency	7	0	7	0	0	0	0.0%	0	0	0	0	0
8545 0030 Assistance to Non-Government Canadian Agency	2	0	2	0	0	0	0.0%	0	0	0	0	0
	9	0	9	0	0	0	0.0%	0	0	0	0	0
Totals	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
	292	7	285	43	26	8	11.9%	13	5	0	1	0



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

January 26, 2026

Programs and Operations

- **Kentville Water Commission:** The water meter replacement program has been completed for this year, with approximately 380 meters replaced by late December. The project was delivered on budget. We will be proposing Phase 3 in the next fiscal year to continue the program and replace another round of aging meters throughout the Town.
Our 21-year Water Operator employee, LeRoy Dillman is set to retire at the end of February. On behalf of the Town, I would like to thank LeRoy for his many years of service and wish him all the best in retirement. We will be posting his position, first internally as per the CUPE Collective Agreement and then externally should it not be filled with current CUPE staff.
- **Sanitary Sewer Area Service:** The first draft of the Regional Sewer Budget was presented to the Committee on January 15, 2026. We have suggested some edits to the budget to reduce the year-over-year increase and we expect to have an updated budget to bring to either CAC or Council in February for approval.
- **Traffic Authority:** A new traffic island was constructed on Main Street to enhance pedestrian safety, along with repairs to existing crosswalks to improve accessibility and overall pedestrian safety and will be completed in the spring.
The traffic lights at Aberdeen and Main Street require upgrades and equipment replacements and some of our aging solar radar speed signs throughout Town need upgrades or new components to make them more reliable. These will be items will be brought forward in our Capital Budget discussions in the coming weeks.

Projects

- **Mitchell Brook Culvert Replacement:** The tender for the Mitchell Brook Culvert replacement is currently open and will close Thursday January 29th. Once the tender closes, we will have accurate numbers to include in the 2026/27 Capital Budget and we will also bring a recommendation to award at next month's CAC so the successful contractor can book their upcoming construction season work. This work needs to be completed between June & September to satisfy both Environment & Fisheries requirements and is a vital upgrade in our multi-year stormwater masterplan.
- **Donald E. Hiltz Connector Road:** We are currently preparing the design for Phase Two of the project, which will involve replacing the water tank in the Kentville Business Park.

Public Engagement

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

Meetings and Events

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- December 8th – CAC Meeting
- December 17th – Special KWC Water Rate Meeting
- January 15th – Regional Sanitary Sewer Committee Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



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

Operations

- Significant capital project expenditure incurred during the first three quarters of the year, combined with delayed cash recoveries from funding sources, has resulted in cashflow pressure. This matter is being closely monitored and managed.
- The Final 2023–2024 Municipal Report for the Town of Kentville (Municipal Profile and Financial Condition Indicator Results) has been published on the DMA Website December 17, 2025.
- Finance and senior leadership have completed the design and development of the process and timeline for the 2026-2027 budget year. The first meeting is for scheduled late January 2026.

Financial

- Communication to ratepayers regarding the approved Sanitary Sewer Operating Budget and Rates for 2025–2026 and 2026–2027 was publicly communicated in October at the beginning of the billing period through the E-Newsletter and the Spotlight section on the Town’s website. As bills are issued in mid-January, additional communication will occur through website updates, and email and letter notifications to quarterly billed customers.
- Kentville Water Commission water rate study was submitted to the Nova Scotia Regulatory and Appeals Board (NSRAB) on December 18, 2025. As of January 9, 2026, NSRAB has scheduled a hearing for the Utility on April 7, 2026 at 10:30 am. In accordance with NSRAB direction, public communication through the Annapolis Valley Register and the Utility’s website and social media channels will commence on January 15th, 2026.
- Year-to-date (YTD) November Statement of Operations results are presented in Appendix A. Revenues represent 87.0% and expenses represent 66.2% of their respective annual budgets, 67% through the fiscal year. Overall, the forecast indicates a surplus position.
- As of January 16, 2026, year-to-date Town General Capital expenditures total \$ 9,549,102, representing 79.6% of the overall General Capital Budget or 90% of the General Capital Forecast. The capital project reallocations and resulting forecasted savings approved by Council on September 29, 2025, have been incorporated into this report. Please refer to Appendix B and B.1 – Capital Investment Plan Update for details.
- Tax billing for the 2025–2026 fiscal year totaled \$ 13,879,493, based on the approved property tax rate and August assessment values. As of January 5, 2026 2.0% of the levy remained outstanding.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 281,233	\$ 21,971	\$ 12,672

Respectfully submitted,

Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville Operating Fund

Statement of Operations

Year to Date November 30, 2025

Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 66.2 % of **expenditure** budget used and 87.0 % of **revenue** budget recorded creating an overall **surplus of \$ 3,947,436**.

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

November's statement includes forecast information that aligns with the budget except in areas where known variances exist. Senior Leadership and Finance will continue to refine the forecast values as conditions evolve.

Explanations of significant changes in revenue or expenditure rates between the current and prior year as well as budget to actual are provided below.

Revenue

- Final **taxes** levied for the 2025–2026 fiscal year total \$ 13,879,493, based on the approved property tax rate and property assessment values at the time of finalization.
 - Overall, forecasts for taxes, levies, and area rates have been adjusted downward to reflect updated and finalized estimates, ensuring revenue projections align with the most current assessment data and accurately represent the Town's expected tax base for the year.
 - Throughout the year, successful assessment appeals are processed, and taxes are adjusted to reflect PVSC's valuations.
 - A further \$ 18,000 forecast reduction is shown.
 - Total assessment-related adjustments are now expected to be approximately \$ 32,000, which is \$ 14,000 more than budgeted.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4. Based on the federal payment received in Q3 and the statement of estimates provided to the province, a reduction of \$ 34,755 and an additional \$ 5,410, respectively, have been forecasted.
- **Other Revenues – Own Sources** include returns on investments and year-end transfers.
 - Volumes for police service criminal record checks have increased by approximately 19–25% compared to the prior year; however, demand remain unpredictable. Assuming activity levels remain consistent with the prior year for the remainder of the year and no rate increases (as budgeted), a favourable variance of \$ 20,000 is reflected in the forecast.
 - Interest on deposits was budgeted conservatively. Actual results are approximately \$ 60,000 lower than the same period last year due to cash flow challenges (\$ 2.1 M average balance) and lower interest rates (4.2% versus 2.7%).
- **Conditional and unconditional transfers** – Variances compared to the prior year are primarily due to the timing of grant and provincial funding receipts, as well as the filling of a previously vacant, funded specialized police position in 2025. In addition, Canadian Parks and Recreation Association job grants were significantly reduced this year, and the Town's application was not successful. The budgeted amount of \$ 7,000, net of an increase of \$ 1,200 from the Canada Summer Jobs program, results in an overall forecasted revenue reduction of \$ 5,800.
- **Other – Deed Transfer Tax** – Budget estimates were originally based on nine (9) months of deed transfer tax collections; however, with 18 months of transactions now available (as the tax was started on July 1, 2024), revenue estimates have been increased by \$ 150,000.

Statement of Operations
Year to Date November 30, 2025

Expenditure

- **Debt charges** are incurred in accordance with a defined payment schedule, with the principal and both semiannual interest payments now recorded for all debentures except July's issuance, for which interest of \$ 2,620 will be paid in January.
- **Administration**
 - Legislative expenditure is lower than expected; however, no adjustment has been made to the forecast presently. Legal and professional fees have been distributed from Administration to departments with greater precision. The forecast reflects a realignment of the budget to match projections for Administration, Protective Services and Transportation Services. This redistribution ensures that professional fees related to code of conduct investigations can be funded.
 - Staff turnover has resulted in favourable variances in administrative salaries.
- **Protective Services**
 - Police Core
 - Vacancy levels are lower this year compared to the same period last year.
 - Overtime expenses are nearing the annual budget, and they are forecasted to be over budget by \$ 6,000. Coverage for schedule changes due to sick calls is expected to continue placing pressure on the overtime budget. Some overtime costs have been reimbursed by a third party and recorded as revenue.
 - The gasoline allocation from Public Works has been accrued for eight months based on last year's actuals.
 - Fire
 - The annual transfer of \$ 351,342 to the Kentville Volunteer Fire Department from the area rate has occurred.
- **Transportation Services**
 - Maintenance costs at the Public Works building are higher than anticipated for this point in the year, with an over-expenditure of \$ 8,500 forecast. However, the introduction of new equipment has reduced the need for external equipment repairs. These savings are expected to offset the increased building maintenance costs.
 - The vacant manager position, net of additional leadership premiums and other compensation variances, is expected to result in a forecasted surplus of \$ 70,000 in this area by year- end.
 - Snow removal expenditures are expected to begin earlier in the season than the prior year. No forecast adjustments have been made at this time; however, utilization will continue to be monitored closely.
 - Expenditures in other areas remain consistent with the prior year.
- **Planning and Zoning** are fully staffed this year, while vacancies existed in these positions at the same time last year. Legal expenses exceeded the full annual budget within the first six months with the overage offset by savings in other areas that are currently under budget.
- **Parks and Recreation** – A forecasted under-expenditure of \$ 43,336 is expected primarily due to:
 - Lower net costs associated with swimming program, summer outreach initiatives, the HWA program and seasonal parks staffing.
 - Arena allocated salaries exceeding budget.
 - Expansion of the Before and After School Program being limited due to staffing constraints, with additional revenues anticipated.
 - Receipt of a \$ 25,000 grant from CCTH for Active Communities funding, which has been recorded as revenue.

Town of Kentville Operating Fund

Statement of Operations

APPENDIX A

For the Period November 30, 2025

Revenue	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,884,655	12,852,742	12,870,742	99.9%	99.4%
Resource	77,661	77,661	77,661	100.0%	99.5%
Economic development	141,758	141,681	141,099	99.5%	99.9%
	13,104,074	13,072,084	13,089,503	99.9%	99.4%
Area rates and frontages					
Area rates	765,598	767,241	766,070	100.1%	99.7%
Special assessments	2,000	2,000	5,616	280.8%	408.5%
	767,598	769,241	771,686	100.5%	100.5%
Based on revenue					
Business property	32,670	32,670	32,670	100.0%	100.0%
Other					
Deed Transfer Fee	600,000	750,000	663,386		
TOTAL TAXATION	14,504,342	14,623,995	14,557,244	100.4%	99.5%
PAYMENTS IN LIEU OF TAXES					
Federal and agencies	390,774	356,019	-	0.0%	0.0%
Provincial and agencies	178,590	184,000	-	0.0%	0.0%
	569,364	540,019	-	0.0%	0.0%
SERVICES TO OTHER GOVERNMENTS					
Provincial government	130,557	130,557	68,511	52.5%	19.7%
Local government	98,253	98,253	24,096	24.5%	48.6%
	228,810	228,810	92,608	40.5%	31.6%
SALES OF SERVICES					
Agencies	1,270,630	1,290,630	800,331	63.0%	56.0%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	46,700	46,700	68,535	146.8%	91.7%
Rentals	402,633	402,633	207,422	51.5%	53.0%
Interest	200,000	200,000	191,234	95.6%	125.8%
Return on investments	660,000	660,000	-	0.0%	0%
Other	41,400	41,400	34,896	84.3%	76.9%
	1,350,733	1,350,733	502,087	37.2%	39.5%
UNCONDITIONAL TRANSFERS	450,128	450,128	282,166	62.7%	82.8%
CONDITIONAL TRANSFERS	183,094	177,294	101,162	55.3%	72.3%
FINANCING AND TRANSFERS					
From reserves	407,030	407,030	161,391	39.7%	33.0%
TOTAL REVENUE	18,964,131	19,068,639	16,496,989	87.0%	85.9%
Revenue budget to forecast variance (value)	104,508				
Revenue budget to forecast variance (%)	0.55%				

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period November 30, 2025

Expenditures	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	297,422	297,422	178,830	60.1%	62.8%
General administration	2,065,100	1,989,840	1,317,786	63.8%	66.0%
	2,362,522	2,287,262	1,496,616	63.3%	65.6%
PROTECTIVE SERVICES					
Police- core program	3,412,349	3,418,349	2,256,656	66.1%	59.7%
Police-sales of service	193,656	193,656	103,419	53.4%	52.3%
Law enforcement	148,279	170,279	120,799	81.5%	60.7%
Fire fighting	1,052,596	1,052,596	759,035	72.1%	50.0%
Protective service- debt charge	2,120	2,120	2,090	98.6%	56.8%
Emergency measures and other	212,205	212,205	98,914	46.6%	78.5%
	5,021,205	5,049,205	3,340,914	66.5%	58.0%
TRANSPORTATION SERVICES					
Common services	1,482,448	1,412,448	829,343	55.9%	56.7%
Road transportation	957,800	957,800	484,783	50.6%	62.3%
Public transit	437,251	437,251	368,184	84.2%	81.4%
Transportation- debt charge	62,411	62,411	59,546	95.4%	116.9%
Other	100,000	100,000	96,999	97.0%	82.2%
	3,039,910	2,969,910	1,838,855	60.5%	63.7%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	826,739	826,739	670,000	81.0%	58.5%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	411,848	411,848	265,663	64.5%	45.8%
Other community development	497,856	497,856	400,018	80.3%	75.4%
	909,704	909,704	665,680	73.2%	62.9%
RECREATION AND CULTURAL					
Recreation-Administration	759,376	754,519	513,059	67.6%	63.8%
-Programmes (net)	125,505	111,390	97,921	78.0%	20.3%
-Facilities and Trees	1,037,345	1,012,752	725,833	70.0%	71.0%
-Debt charge	44,645	44,645	26,680	59.8%	73.0%
Cultural	141,184	141,413	98,040	69.4%	69.3%
	2,108,055	2,064,719	1,461,533	69.3%	65.0%
EDUCATION	2,324,456	2,324,456	1,538,528	66.2%	66.6%
FINANCING AND TRANSFERS					
Debt charge- principal	874,040	874,040	874,040	100.0%	100.0%
Transfers to allowances and reserves	1,497,300	1,647,300	663,386	44.3%	108.2%
	2,371,340	2,521,340	1,537,426	64.8%	104.6%
TOTAL EXPENDITURE	18,963,931	18,953,335	12,549,552	66.2%	67.5%
SURPLUS (DEFICIT)	\$ 200	\$ 115,304	\$ 3,947,436		
Expenditure budget to forecast variance (value)	(10,596)				
Expenditure budget to forecast variance (%)	-0.06%				



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2025-2026
YTD January 16, 2026**

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Active Transportation	611,000	580,000	31,000	546,861	89.5%
General Administration	101,500	119,100	(17,600)	103,686	102.2%
Protective Services	186,400	199,100	(12,700)	147,416	79.1%
Transportation ^{Note 1}	4,394,850	3,311,910	1,082,940	3,092,700	70.4%
Expansion- Donald Hiltz Connector	5,500,000	5,500,000	-	4,820,202	87.6%
Planning and Development	78,000	48,000	30,000	12,712	16.3%
Parks and Recreation ^{Note 2}	1,128,250	827,585	300,665	825,525	73.2%
Total	\$ 12,000,000	\$ 10,585,695	\$ 1,414,305	\$ 9,549,102	79.6%

Note 1	comprised of:					
	Equipment	496,000	493,150	2,850	493,415	99.5%
	Buildings	136,000	137,610	(1,610)	137,538	101.1%
	Streets & Lights	1,157,000	1,118,750	38,250	991,098	85.7%
	Sidewalks	1,552,850	1,520,850	32,000	1,429,922	92.1%
	Flood Mitigation	665,000	33,100	631,900	32,308	4.9%
	Storm Sewer	388,000	8,450	379,550	8,417	2.2%
		\$ 4,394,850	\$ 3,311,910	\$ 1,082,940	\$ 3,092,700	70.4%
Note 2	comprised of:					
	Green Spaces	25,000	26,280	(1,280.00)	21,622	86.5%
	Parks & Playgrounds	125,650	40,515	85,135	40,417	32.2%
	Sport Facilities	906,600	712,770	193,830	715,550	78.9%
	Buildings and Equipment	71,000	48,020	22,980	47,937	67.5%
		\$ 1,128,250	\$ 827,585	\$ 300,665	\$ 825,525	73.2%

Town of Kentville Capital Investment Plan Implementation Status Report January 16, 2026				
Department	Project Description	Budget (\$)	Forecast (\$)	Status
Administration	Server Room - Town Hall	71,500	89,100	Planning
Administration	IT Projects for Administration Systems	20,000	20,000	Planning
Administration	Fencing- Generator	10,000	10,000	Planning
Transportation	Downtown Sidewalk Phase 2 (GIF)	611,000	580,000	Construction/Procurement
Transportation	Building Fire Escape Upgrades - Public Works	45,000	44,200	Construction/Procurement
Transportation	Building Paint & Siding Upgrades - Public Works	24,000	32,300	Construction/Procurement
Transportation	Two Way Radios	25,000	23,310	Construction/Procurement
Transportation	Fuel Pump Replacement- Town Fleet	42,000	37,800	Construction/Procurement
Transportation	Ornamental Street Lights	25,000	25,000	Planning
Transportation	Street Sweeper	496,000	493,150	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Design	150,000	360,000	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Phase 1 (ICIP)	5,350,000	5,140,000	Construction/Procurement
Transportation	Storm Water Master Plan Phase 1	500,000	6,100	Planning
Transportation	Park Street - Mitchell Brook Crossing Replacement	165,000	27,000	Deferred
Transportation	South Main Street Sidewalk and Storm Sewer Replacement (Phase 1)	1,330,850	1,330,850	Construction/Procurement
Transportation	Prospect Avenue Curb and Sidewalk	222,000	190,000	Construction/Procurement
Transportation	Spring Garden Road Storm Sewer Upgrades	320,000	-	Deferred
Transportation	Apple Tree Lane Storm Sewer	68,000	6,550	Deferred
Transportation	Memorial Park Storm Sewer	-	1,900	Construction/Procurement
Transportation	Provincial Trunk Roads Routes- Paving	1,000,000	1,000,000	Construction/Procurement
Transportation	Prospect Avenue Extension Curb and Street Paving	132,000	93,750	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	-	Cancelled
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	28,000	Planning
Planning and Development	Ornamental Lights	20,000	20,000	Planning
Protective Services	Marked Patrol Vehicle	89,000	80,000	Construction/Procurement
Protective Services	Firearms - Sig Sauer P320 9mm pistols	37,700	37,700	Construction/Procurement
Protective Services	Body Armour Level 2	34,700	34,700	Construction/Procurement
Protective Services	SAFEKEEPER Evidence Drying Chamber	25,000	18,000	Construction/Procurement
Protective Services	Police - Technology	-	28,700	Construction/Procurement
Parks and Recreation	Tractor Bay Garage Door Replacement (Repair - Operating)	20,000	-	Construction/Procurement
Parks and Recreation	New Plow and Mounting Hardware	16,000	17,820	Tender Awarded
Parks and Recreation	Buyout of Tractor Lease	35,000	30,200	Construction/Procurement
Parks and Recreation	Gorge Bridge	-	1,280	Cancelled (PY carryforward)
Parks and Recreation	Electrical Services and Distribution - Safety fix	10,000	5,600	Construction/Procurement
Parks and Recreation	Arena Bleachers - Fix Seating	10,000	-	Construction/Procurement
Parks and Recreation	Condenser	221,600	165,220	Construction/Procurement
Parks and Recreation	Arena - Paving back parking lot Arena - Dehumidifier	150,000	39,500	Tender Awarded
Parks and Recreation	Tables and Transport Carts for Arena	15,000	12,900	Construction/Procurement
Parks and Recreation	Pool Renovation	500,000	489,550	Construction/Procurement
Parks and Recreation	Culvert Bridge -Entry at Memorial Park and Walter Wood Playground	25,000	25,000	Construction/Procurement

Town of Kentville
Capital Investment Plan
Implementation Status Report
January 16, 2026

Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,300	Construction/Procurement
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	21,600	Construction/Procurement
Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	10,615	Construction/Procurement
Parks and Recreation	Batting cages (3)	75,000	-	Cancelled
Budget Total		\$ 12,000,000	\$ 10,585,695	

Legend:

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

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

Meeting Date: January 26, 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 26, 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 26, 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 26, 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 26, 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 26, 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 26, 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 26, 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 26, 2026

Department: Administration

RECOMMENDATION

That Council approve the attendance of Councillor Samantha Hamilton and Councillor Rob Baker 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 26, 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

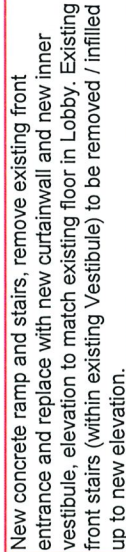
The estimated cost for these capital upgrades is estimated at \$2.5 million dollars including HVAC and fire suppression improvements. The costs can be financed over a 10–20-year period depending on the final decision of council at budget time.

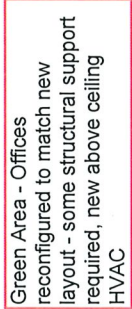
COMMUNICATION IMPLICATIONS

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





Concurrent Construction and Permitting – Proposed Amendments to Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw

Meeting Date: January 26, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

FOR RECOMMENDATION

RECOMMENDATION

THAT Council:

give First Reading to the proposed Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw amendments permitting issuance of development permits within subdivisions under a Servicing Agreement, and that Council direct staff to schedule a Public Hearing prior to Second Reading.

BACKGROUND

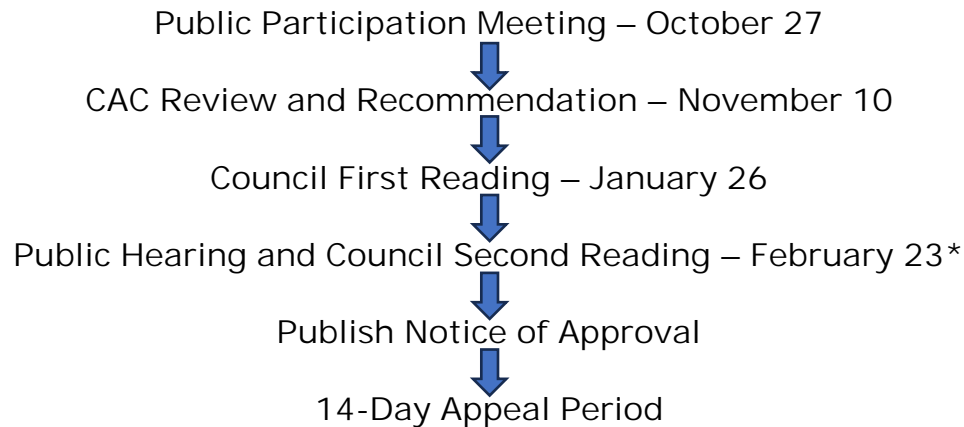
Following the recommendation of the Council Advisory Committee on November 10, 2025, Staff reviewed and confirmed the process, policy, and regulations with the Town Solicitor, Town Public Works, and Building Officials. Through these discussions, staff have suggested additional amendments to the Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw to facilitate the proposal (Appendices A-C).

These amendments will require changes to the Chapter 95 - Building Bylaw.

RECOMMENDATION

THAT Council give First Reading to the proposed Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw amendments permitting issuance of development permits within subdivisions under a Servicing Agreement, and that Council direct staff to schedule a Public Hearing prior to Second Reading.

NEXT STEPS



*anticipated dates; final dates set by Council

Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

- Appendix A – Municipal Planning Strategy Amendments
- Appendix B - Land Use By-law Amendments
- Appendix C – Subdivision Bylaw Amendments

APPENDIX A – DRAFT MUNICIPAL PLANNING STRATEGY AMENDMENTS

4.2.7 One Main Building on a Lot

The general intent of the Municipal Planning Strategy is to limit one main building on a lot with accessory buildings and structures. In certain instances, however, more than one main building may be necessary to accommodate certain types of development. For example, industrial uses may require several main buildings; or multiple residential buildings within a high-density residential development.

Policy GD-9 It shall be the intention of Council to allow more than one main building on a lot for the following zones:

- a) General Commercial (C1);
- b) Highway Commercial (C2);
- c) Industrial (M1);
- d) Medium Density Residential Dwelling (R3); ~~and~~
- e) High Density Residential Dwelling (R4);
- f) Single Unit Dwelling (R1); and
- g) One and Two Unit Dwelling (R2).

APPENDIX B – DRAFT LAND USE BY-LAW (LUB) AMENDMENTS

Part 1 Definitions (proposed definition)

Non-Occupied Dwelling means a single unit dwelling or a two unit dwelling that is not connected to sewer and water services.

Section 3.7 – Concurrent Construction (New Clause)

3.7.1 Conditional Permitting within Tentatively Approved Subdivisions

Notwithstanding any other provision of this By-law, the Development Officer may issue a development permit for construction of a structure on a proposed lot within a subdivision that has received Tentative Approval, provided that:

- a) a Tentative Agreement for Early Construction and Servicing, as required under Section 5C of the Subdivision By-law, has been executed between the Developer and the Town;
 - b) financial securities acceptable to the Town have been provided to the Town in accordance with the Subdivision By-law; and
 - c) all other applicable requirements of this By-law, the Subdivision By-law, and the Building Code Act are met.
- a) Issuance of a development permit during tentative subdivision approval does not guarantee final approval of the aforementioned plan of subdivision.

3.7.2 Limitations of Issuance of Non-Occupied Dwelling Development Permits

The number of development permits eligible for approval, and the conditions under which the development permits may be issued, shall be governed by:

- a) the Tentative Agreement executed for the development; and
- b) the requirements set out in Subdivision By-law Section 5C – Early Construction Following Tentative Subdivision Approval.

3.7.3 Occupancy Restrictions

Nothing in this section permits occupancy of the Non-Occupied Dwelling constructed prior to satisfaction of all conditions in:

- a) the Tentative Agreement;
- b) Subdivision By-law; and
- c) issuance of a Development Permit for a Non-Occupied Dwelling.

3.7.4 Authority Not Limited

Nothing in this section limits the Town's ability to impose additional conditions on any construction of a structure that is conditionally permitted through:

- a) the subdivision approval process,
- b) phasing approvals,
- c) engineering approvals, or
- d) any other applicable municipal instrument or approval.

3.7.5 Withholding or Suspension of Development Permits

Where servicing is not progressing in accordance with approved engineering plans or the Tentative Agreement, or where required security has not been maintained, the Development Officer shall:

- (a) refuse to issue additional development permits for Non-Occupied Dwellings;
- (b) suspend any development permits already issued; or
- (c) require additional security as a condition of continuing construction.

3.7.6 Occupancy of a Non-Occupied Dwelling

Only once a final plan of subdivision is approved, the Development Officer may issue a Development Permit for Change of Use from the Non-Occupied Dwelling to the appropriate permitted use.

4.1.19 One Main Building on a Lot

More than one main building may be permitted on a lot within the:

- a) General Commercial (C1) Zone;
- b) Highway Commercial (C2) Zone;
- c) Industrial (M) Zone;
- d) Medium Density Residential (R3) Zone;
- e) High Density Residential (R4) Zone subject to the following requirement:

The minimum distance between the buildings shall be 20 ft (6.10 m), or one-half the height of the highest abutting wall, whichever is greater.

Notwithstanding anything in this bylaw, more than one Non-Occupied Dwelling may be permitted in the Single Unit Dwelling (R1) zone and One and Two Unit Dwelling (R2) zone subject to Section 3.7, and any other zoning regulation.

5.2 Single Unit Dwelling (R1) Zone

5.2.2 Permitted Uses with Conditions

The following uses shall be permitted in the Single Unit Dwelling (R1) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law
- c) Non-Occupied Dwellings subject to Section 3.7 of this By-law

5.3 One and Two Unit Dwelling (R2) Zone

5.3.2 Permitted Uses with Conditions

The following uses shall be permitted in the One and Two Unit Dwelling (R2) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law.
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law.
- c) Bed and Breakfast, in accordance with Section 5.1.4 of this By-law
- d) Inns, in accordance with Section 5.1.5 of this By-law.
- e) Converted dwellings subject to 5.1.11 of this By-law
- f) Public and Private Schools subject to 5.1.13 of this By-law
- g) Non-Occupied Dwellings subject to Section 3.7 of this By-law

5.4 Medium Density Residential (R3) Zone

5.4.2 Permitted Uses with Conditions

The following uses shall be permitted in the Medium Density Residential (R3) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses in accordance with Section 5.1.2 and 5.1.3 of this By-law
- c) Bed and Breakfast, in accordance with Section 5.1.4 of this By-law
- d) Inns, in accordance with Section 5.1.5 of this By-law
- e) Non-Occupied Dwellings subject to Section 3.7 of this By-law

5.5 High Density Residential (R4) Zone

5.5.2 Permitted Uses with Conditions

The following uses shall be permitted in the High Density Residential (R4) Zone subject to the

a) requirements of this By-law:

- i. Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law
- ii. Bed and Breakfast, in accordance Section 5.1.4 of this By-law
- iii. Inns, in accordance with Section 5.1.5 of this By-law
- iv. Local commercial uses shall include the following and be approved as part of the site plan approval process, in accordance with 5.1.12.
 - Animal Hospital
 - Automobile Service Station
 - Bakery
 - Catering Establishment
 - Club (Commercial or Private)
 - Convenience Store
 - Commercial schools & recreation
 - Craft Products
 - Day-Care & Nursery Schools
 - Dog Grooming
 - Dry Cleaning
 - Garden Centres
 - Golf Courses and Driving Ranges
 - Small Scale Grocery Stores (Under 3,000 square feet)
 - Medical Clinics
 - Restaurant
 - Small Scale Retail Space (Under 3,000 square feet)
- v. **Non-Occupied Dwellings subject to Section 3.7 of this By-law**

5.6 Large Lot Residential (R5) Zone

5.6.2 Permitted Uses with Conditions

The following uses shall be permitted in the Large Lot Residential (R5) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law
- c) Bed and Breakfast, in accordance Section 5.1.4 of this By-law

- d) Special Events, in accordance with Section 5.1.7 of this By-law
- e) Non-Occupied Dwellings subject to Section 3.7 of this By-law

APPENDIX C – DRAFT SUBDIVISION BYLAW AMENDMENTS

1. Addition of New Section 5C – Early Construction Following Tentative Subdivision Approval

The Subdivision By-law is amended by inserting the following new section immediately after existing Section 5B:

C. Early Construction Following Tentative Subdivision Approval

5.14 Purpose

The purpose of this Section is to establish the conditions under which construction of any structure may occur on proposed lots after Tentative Approval but before the completion and acceptance of all Primary and Secondary Services, and to ensure that no structure is occupied until all required servicing and life-safety infrastructure is complete.

5.15 Tentative Agreement Required

Where an applicant proposes to commence construction of a structure prior to final approval of the proposed subdivision, the applicant shall enter into a Tentative Agreement for Early Construction and Servicing with the Town.

The Tentative Agreement shall include terms respecting:

- a) construction sequencing and permitted early works;
- b) required servicing milestones;

- c) security to be provided pursuant to subsection 5.16;
- d) restoration obligations;
- e) inspection and certification requirements; and
- f) occupancy restrictions pursuant to Chapter 95 - Building Bylaw.

5.16 Site Stabilization Security for Early Construction

- a) In addition to any security required elsewhere in this By-law, the Town shall require the
- b) applicant to provide security in order to:
 - i. restore the site if final approval of the subdivision application is not granted;
 - ii. undertake emergency servicing works; or
 - iii. remedy any default under the Tentative Agreement.
- c) The value of Security shall be \$5,000 per non-occupied dwelling, in a form deemed satisfactory to the Town.
- d) Site Stabilization Security shall be released once the proposed subdivision obtains final approval.

5.17 Application to Phased Subdivisions

For multi-phase subdivisions, the requirements of this Section apply to each phase individually. Security and servicing milestones may be imposed on a per-phase basis.

Council Committee and Commission Appointments

Meeting Date: January 26, 2026
Department: Administration

RECOMMENDATION

That Council approve the following appointments to Committees and Water Commission effective January 26, 2026, to December 31, 2027:

Finance and Audit Committee:

Mike MacLean

Gwen Le

Investment Committee:

Logan Morse

Water Commission:

Carol Goodwin

Inclusion, Diversity, Equity, and Accessibility Committee:

Emma Rose Tupper

Yiyun Zhou

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

To: Council
Meeting Date: January 26, 2026
Department: Planning and Development

RECOMMENDATION

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

Purpose of the Report

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

Background

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

Site Context

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

Relevant Municipal Planning Strategy (MPS) Policies

Section 7.2.2.2 describes the Highway Commercial (C2) Zone as generally intended for high-visibility, automobile-oriented, land-intensive commercial uses. It also states that

Recommendations Regarding Redesignation and Rezoning 153 Belcher Street (PID 55265250) December 15, 2025, Staff Report

new Highway Commercial uses should be restricted to existing locations. As this application relocates an established clinic laterally within the same Belcher Street commercial node, it does not represent the introduction of new C2 capacity.

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

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

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

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

Analysis

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

Public Engagement

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

Notes taken at the meeting are as follows:

Recommendations Regarding Redesignation and Rezoning 153 Belcher Street (PID 55265250) January 26, 2026, Staff Report

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

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

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

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

A Public Hearing was held at 4pm in Council Chambers on January 26, 2026. Public notice was provided on the Town's website on January 6, 2026 and was shared through the Town's social media and newsletter. This meeting was not livestreamed.

Next Steps



Respectfully submitted,

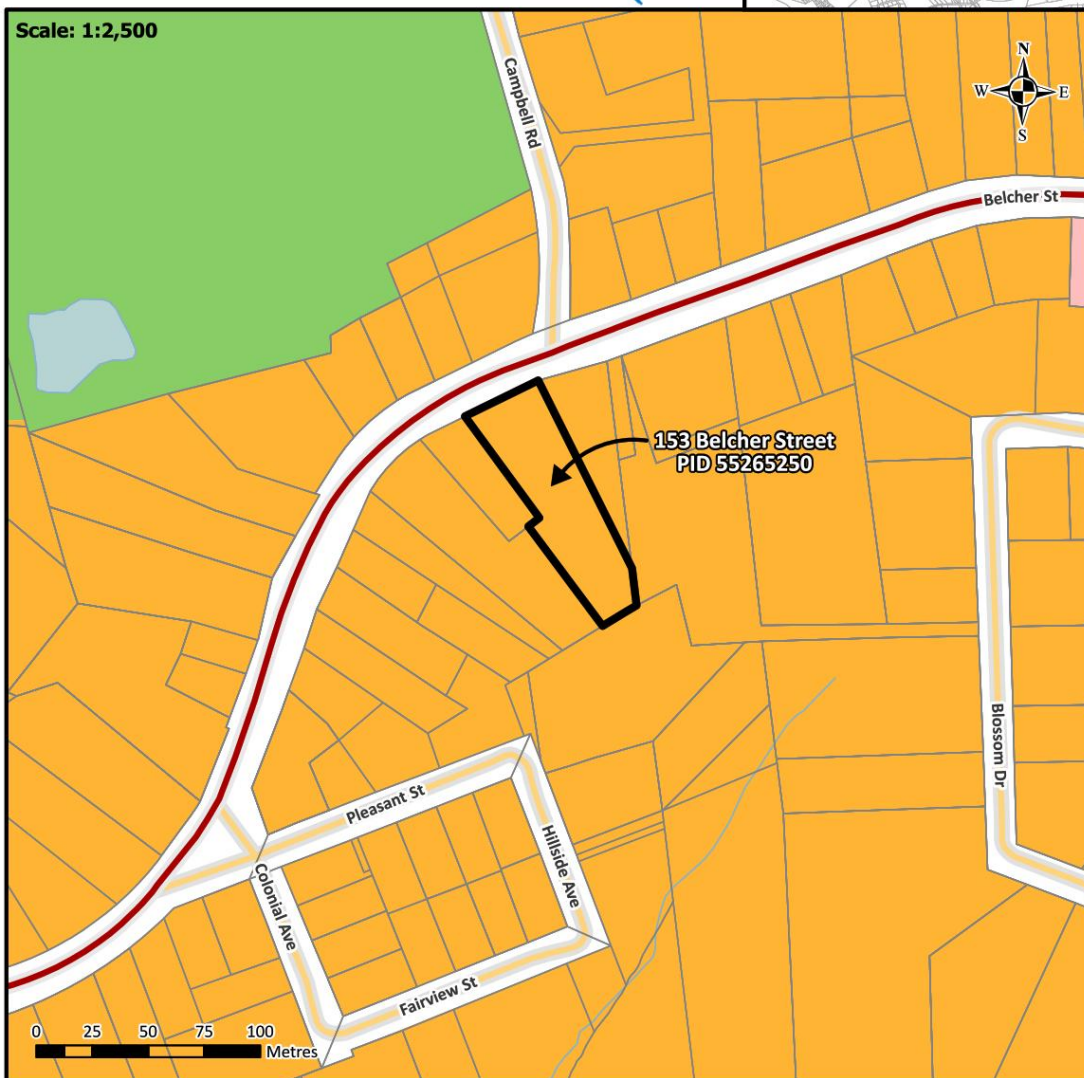
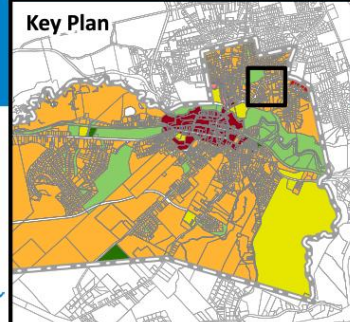
Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

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

General Future Land Use Map 153 Belcher Street, PID 55265250

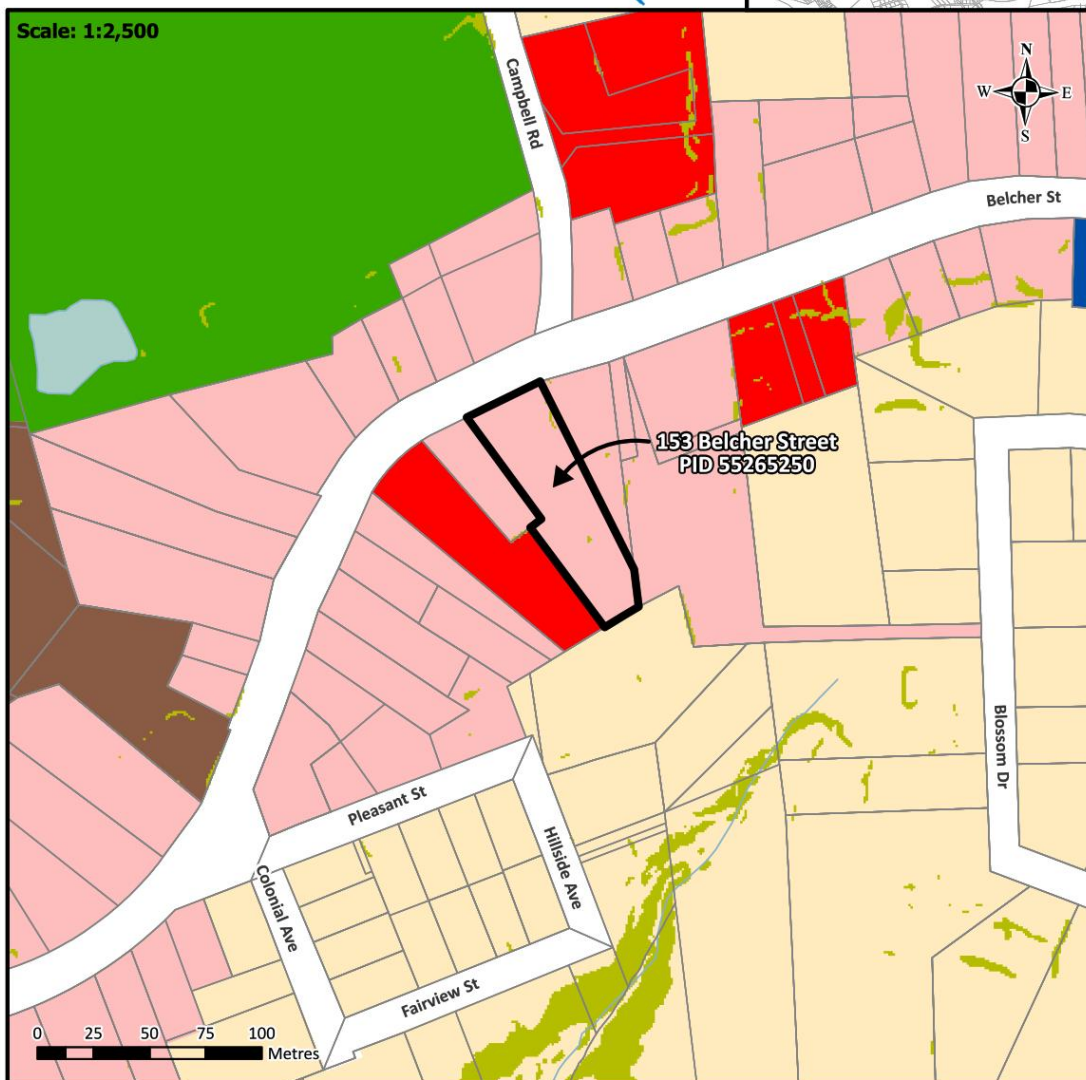
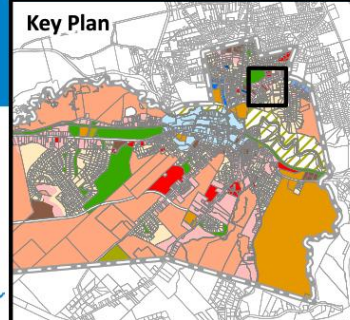
- | | |
|--|--|
|  Subject Property | Generalized Future Land Use |
|  Property Lines |  Neighbourhood Commercial |
| Road Classifications |  Park and Open Space |
|  Major Collector |  Residential |
|  Local Street | |



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

Zoning Map 153 Belcher Street, PID 55265250

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

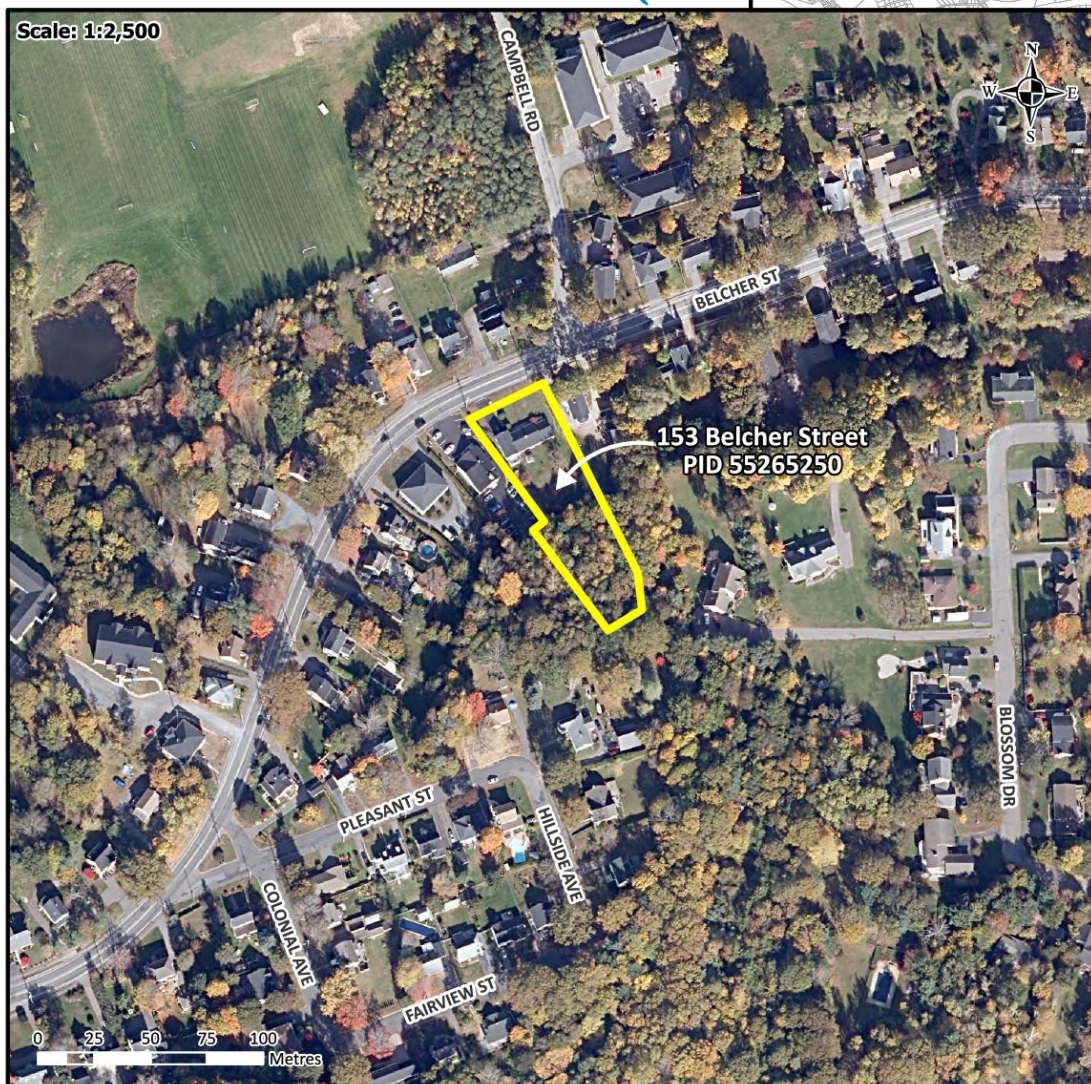
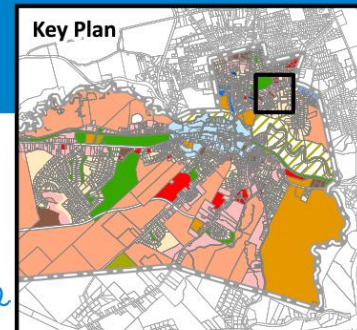


This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document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

Aerial Imagery Map 153 Belcher Street, PID 55265250

 Subject Property

Kentville



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



SHEET LIST

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



CLIENT	PROJECT	PROJECT NO.	ISSUE (mm-dd-yyyy)	DRAWN BY	DESCRIPTION
Kentville Dental Centre 153 Belcher Street	Kentville Dental Centre Expansion	2023.123.KDC	10-22-2023	MA/WH	COVER SHEET

1

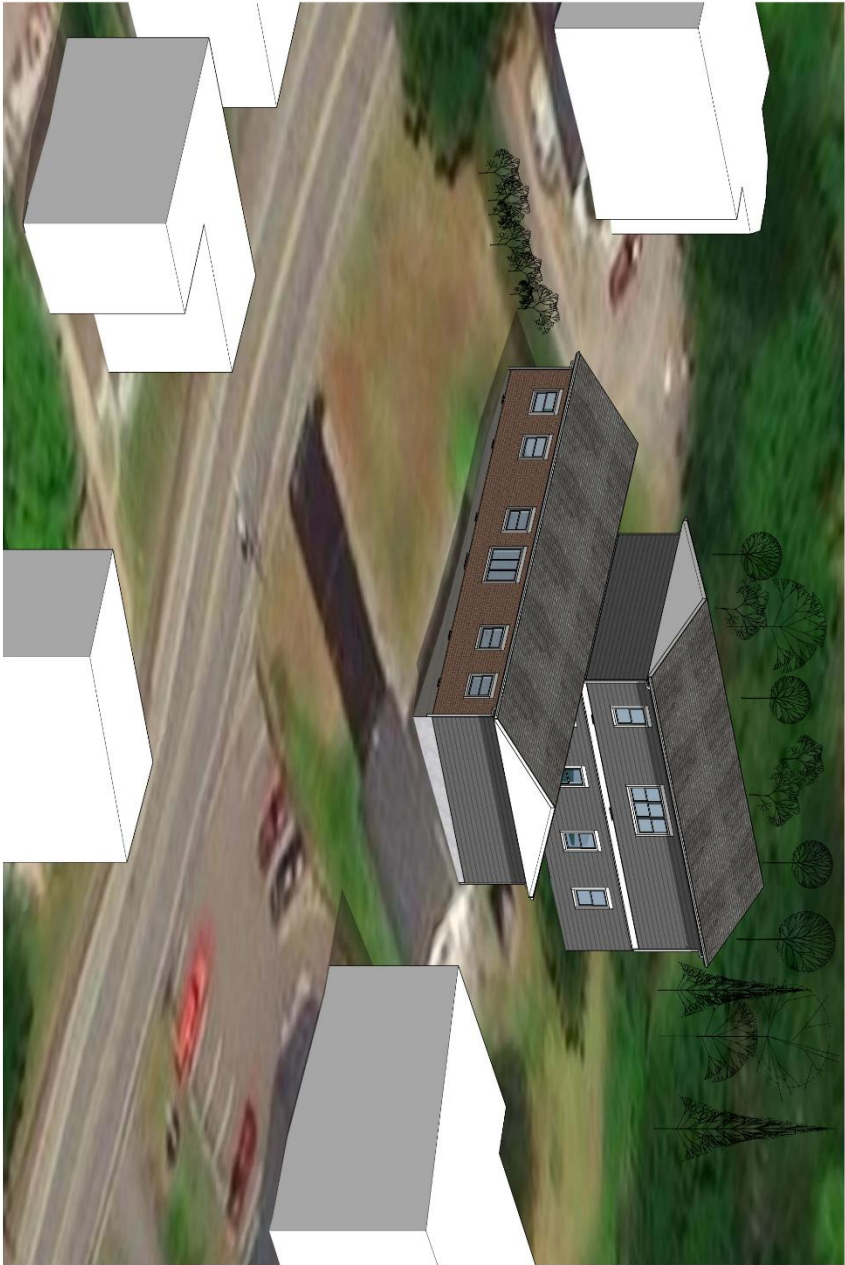
Property Lines

A01

Scale: N.T.S.



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



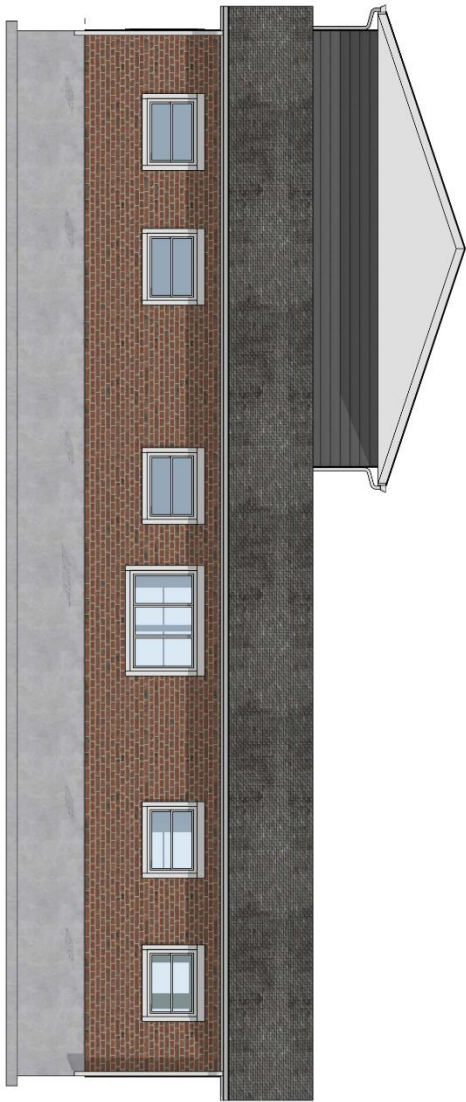
03	A	DRAWN BY MA	PROJECT NO. 2025.123.KDC	ISSUE 2025.10.09	CLIENT Kentville Dental Centre 153 Belcher Street	Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia	
		DESCRIPTION Model View - Up Belcher	PROJECT Kentville Dental Centre Expansion	RE-ISSUE MM.DD.YY			

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



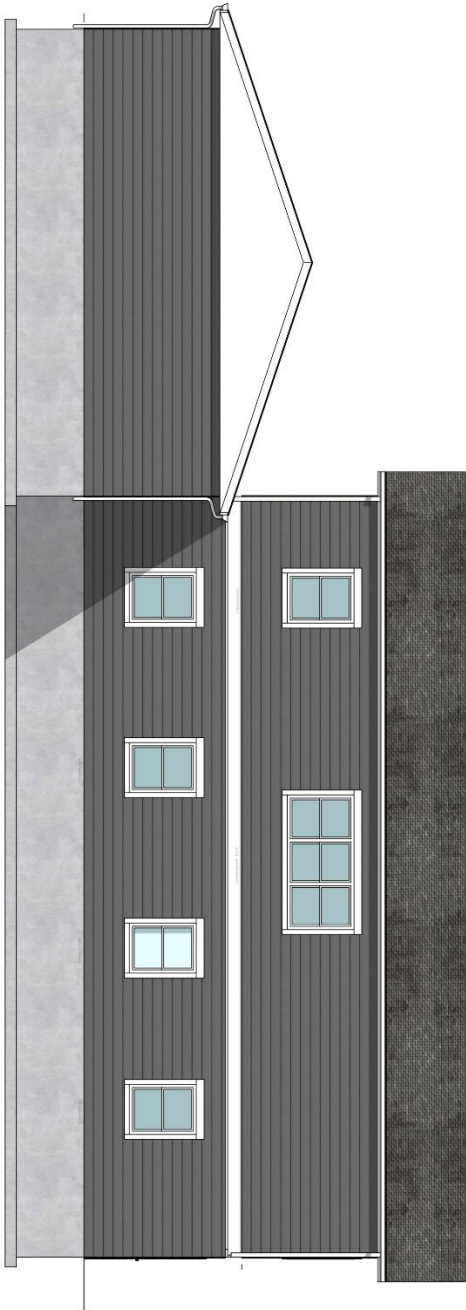
04	A	DRAWN BY MA	PROJECT NO. 2025.123.KDC	ISSUE 2025.10.09	CLIENT Kentville Dental Centre 153 Belcher Street	
		DESCRIPTION Model View - Down Belcher	PROJECT Kentville Dental Centre Expansion	RE-ISSUE MM.DD.YY	Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia	

1
A.05 Front Elevation
Scale: 3/8" = 1'-0"



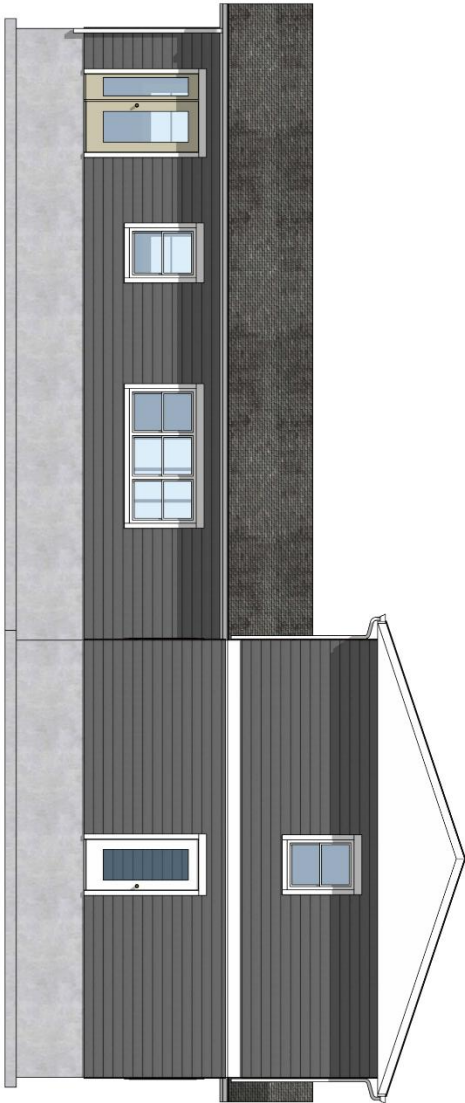
05	A	DRAWN BY MA	PROJECT NO. 2025.123.KDC	ISSUE 2025.10.09	CLIENT Kentville Dental Centre 153 Belcher Street	Equilibrium Engineering Inc 12 Bridge Street Kentville, Nova Scotia	
		DESCRIPTION Front Elevation	PROJECT Kentville Dental Centre Expansion	RE-ISSUE HH.DD.YY			

1
A.06 Right Elevation
Scale: 3/8" = 1'-0"



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

1
A.07
Rear Elevation
Scale: 3/8" = 1'-0"



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

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



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

Mayor Andrew Zebian

January 26th, 2025

Highlights:

Committee and Commission Appointments:

Emergency Council Meeting December 1st, 2025:

Acquisition, Sale, Lease and Security of Municipal Property

Council Advisory Committee : December 8th 2025

Received Staff Reports.

Pre-Approval of Equipment Purchase prior to Capital Budget Meetings

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

Policy G34 - Repeal Temporary Development Officer

Policy G60 - Repeal Styrofoam (Expanded Polystyrene) Products Restriction Policy 104 –
Public Consultation

Policy 105 - Expenses and Hospitality

Policy 106 - Proclamations

Heritage Advisory Committee - Proposed Heritage Designation of Four Properties

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

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

Council Meeting : December 15th, 2025

Bylaw 202 - Reduced Taxation (second reading)

Bylaw 203 - Sewers (second reading)

Pre-Approval of Equipment Purchase – Salt Truck

Kentville Police Service - Police Constable Position

Policy G34 - Repeal Temporary Development Officer

Policy G60 - Repeal Styrofoam (Expanded Polystyrene) Products Restriction Policy 104 - Public Consultation

Policy 105 - Expenses and Hospitality

Policy 106 – Proclamations

Heritage Advisory Committee - Proposed Heritage Designation of Six Properties

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

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

Nominating Committee Report

Lease of former Kentville Railway Station, 66 Station Street

Special Council Meeting: January 12th, 2025-

Operating Agreement – Kentville Volunteer Fire Department

Sale of Land – F.W. Robinson Property – to Leftside Investments. This new building will have a mix of residential and commercial with underground parking.

CAC Meeting: January 12th, 2025

Presentation: Community Climate Capacity: Town of Kentville Year 2, Quarter 3 updates
– Sofia Munoz, Clean Foundation

Policy G41 – Repeal Anti-Idling Standard Operating Procedure

Bylaw 300 – Repeal Idling Control (First Reading)

Policy 107 – Traffic Authority

Policy G23 – Repeal Smoke-Free Town-Owned Vehicles

Bylaw 301 Chapter 99 - Repeal Smoke-Free Public Place (First Reading)

Policy 101 – Council Remuneration

Policy 108 – Fire Services

Policy 109 – Community Investment Program (CIP)

2026 FCM Council Members Attendance

Town Hall Accessibility Renovations

Meetings & Events:

December 1st, 2025: Meeting with Paul Dixon (KDCL)

December 2nd 2025: Radio Ads Town of Kentville Magic 94.9/AVR

December 2nd, 2025: Meeting with Deputy Mayor Crowell

December 3rd, 2025: CAC Meeting Review

December 3rd, 2025: Kentville Heritage Centre Meeting

December 4th, 2025: Meeting with CAO & Open Arms Representatives

December 4th, 2025: Meeting with Councillor Baker

December 4th, 2025: CBC Interview regarding Home Town Takeover HGTV

December 9th, 2025: Nominating Committee Meeting

December 10th, 2025: Kentville Police Holiday Brunch

December 13th, 2025

Kentville Volunteer Fire Department Banquet. I brought greetings from the Town and was present for long service awards.

December 14th, 2025:

Organized an event in Centre Square to create clips for the HGTV Home Town Takeover contest. Approximately 100 people showed up to be part of the clip. Folks volunteered to capture the event with drone footage. Town Crier, Lloyd Smith attended and brought greetings as well. I was very proud of this initiative and the community for coming together on short notice.

December 15th, 2025:

Meeting with CAO McNeill, Director Matthews (Finance), Director Bell (Public Works), Deputy Mayor Crowell: To discuss water rate study and next steps.

December 17th, 2025:

Kentville Water Commission : Presentation regarding water rate study.

December 17th, 2025:

Presented holiday cards to recreation and administrative staff @ Town Hall. Also presented long service awards.

December 18th, 2025:

Presented holiday cards to public works staff as well as long service awards.

January 8th, 2026: Meeting with Paul Dixon/Gary Morse (KDCL)

January 8th, 2026: Meeting regarding CAC agenda review

January 12th, 2026: Special Council Meeting

January 12th, 2026: CAC meeting

January 13th, 2026: Meeting with Mayors of Bridgewater, Amherst, New Glasgow & Truro to discuss current challenges.

January 13th, 2026: Interview with Saltwire.

January 15th, 2026: Meeting regarding Capital Budget

January 15th, 2026: Nominating Committee Meeting

January 21st, 2026: IMSA

January 21st, 2026: Library Meeting (more info to follow)

January 22nd, 2026: Minister Lohr+KDCL Joint meeting @ Fire Hall

January 22nd, 2026: Public Participation Meeting – amendments to MPS + 160 Main Street proposed rezoning.

Debra Crowell Deputy Mayor January 2026

Highlights:

I wish everyone a very happy 2026!
Joint meeting regarding Regional Library Services
Provincial meeting on homelessness, mental health, service provision, etc.

Committee and Commission Appointments:

Nominating Committee

Agenda items: Review recent citizen applications for various committees

Decisions: Selections were made and appointments will be ratified by Council

Kings Point to Point (January 21)

Agenda items: appoint COK representative, Tidal Transit Authority, Video surveillance

Decisions:
(Meeting held after this report- will report in February)

Events and Meetings:

Meeting 1: January 8, 2026- CAC review- Mayor, CAO, Town Clerk
Meeting 2: January 12, 2026- Special Council meeting
Meeting 3: January 12, 2026- Council Advisory Committee
Meeting 4: January 15, 2026- Meeting- future capital- Mayor, CAO, Director Bell
Meeting 5: January 15, 2026- Nominating Committee
Meeting 6: January 21, 2026- Annapolis Valley Regional Library- joint meeting
Meeting 7: January 21, 2026- Kings Point to Point
Meeting 8: January 22, 2026- Public Participation Meeting re: 160 Main
Meeting 9: January 22, 2026- Provincial meeting on homelessness issues
Meeting 10: January 26, 2026- Public Hearing re: 153 Belcher
Meeting 11: January 26, 2026- Council
Meeting 12: January 28, 2026- Preliminary Budget session

John Andrew
January 22, 2026

Highlights:

Christmas was a busy time of volunteering and simply passing along community generosity to people in need. Calls continued and discussions are ongoing regarding concerns over the high visibility of homelessness and associated high-risk behaviors around Town. A committee has formed to help calm community concerns. I am happy to say that the TOK has been proactive in supporting an emergency warming centre.

Committee and Commission Appointments:

Appointments January 1, 2026 - December 31, 2027 are:

Finance and Audit Committee, Investment Committee, Planning Advisory Committee, Police Commission and I will serve as Alternate Rep. for Annapolis Valley Regional Library and Valley Regional Enterprise Network for Councillors Hamilton and Baker respectively.

Events and Meetings:

Community Christmas Dinner @ Rec Centre: Thursday, December 25

Community New Years Dinner @ Rec Centre: Thursday, January 1

CAC Meeting: Monday, January 12

Investment Committee: Wednesday, January 14

Police Commission: Thursday, January 15

Homelessness Group Discussion: Monday, January 21

Annapolis Valley Regional Library Meeting: Wednesday, January 21

PPM 160 Main & R5 Policy: Thursday, January 22

Public Engagement Meeting: Thursday, January 22

Rob Baker, Councilor January 26, 2026

Highlights:

1. Public Works folks doing a great job at keeping the Town and roads safe
2. Expect many potholes with the freeze / thaw that creates a soft road surface
3. New committees – I'm no longer on the Annapolis Valley Library – to be determined who will represent Kentville on MOK Diversity Kings Committee

Committee and Commission Appointments:

January 12 – CAC Meeting
January 14 – Investment Advisory Committee
January 21 – Annapolis Valley Regional Library for all Councils and CAOs
January 22 – Public Meetings re: Planning applications
January 22 – Public Meeting on Homelessness hosted by MLA John Lohr
January 28 – All day session on Budgeting for 2026-27

Looking forward to a productive new year following through on our vision for the future of Kentville from the Strategic Plan.

Samantha Hamilton, Councillor December 13-January 21, 2026

Highlights:

This report covers the period from December 12, 2025, to January 21, 2026. The reporting period included a wonderful Christmas break, allowing time for rest and reflection before returning to council, committee, and community responsibilities in the new year. January was a transition period, with a continued focus on public safety, governance, and community engagement, as well as important leadership changes and forward-looking discussions. Concerns about downtown are being raised regularly by community members.

Committee and Commission Appointments:

Board of Police Commission: January 2

- Participated in a transition meeting with Chief Marty Smith and Virginia Brooke, the former Chair of the Board of Police Commission. I would like to take a moment to sincerely thank Virginia Brooke for her exceptional service, dedication, and countless hours of service to her community. Much of the Board's foundational work is a result of her passion, leadership, and tenacity, and her contributions have had a lasting impact.

Board of Police Commission: January 15

- Attended monthly meeting. Congratulations to Paula Huntley on being appointed Chair of the Board of Police Commission. I was also honoured to be re-elected vice chair for another term, and I look forward to continuing this important work alongside the board and the police service.

Nominating Committee: January 15

- I was unable to attend this meeting due to the short notice.

REMO (Regional Emergency Management Organization): January 19

- This meeting was cancelled due to the weather and will be rescheduled at a later date.

Meetings:

- **Council Advisory Committee (CAC)** – January 12
- **Special Council Meeting** – January 12

Community Engagement:

- **Meeting with Resident** – December 19
- **Meeting with Resident** – January 5
- **Meeting with Resident** – January 9
- **Meeting with Resident** – January 18

These one-on-one meetings provided valuable opportunities to hear residents' concerns, answer their questions, and stay connected with them about issues important to them.

Closing Remarks:

This reporting period marked both a pause for the holidays and a strong start to the new year. I am grateful for the opportunity to continue serving our community, particularly during a time of transition and renewal. I appreciate the trust placed in me through my continued role as Vice Chair of the Board of Police Commission, and I look forward to working closely with Chair Paula Huntley, council colleagues, staff, and community partners. As always, I remain committed to listening, collaboration, and thoughtful decision-making in the best interests of Kentville.

Respectfully submitted, Councillor Samantha Hamilton

NAME AND TITLE – Cathy Maxwell

COUNCIL MEETING DATE – January 26/26

Highlights: Highlights for this time period includes: Participating in the HGTV Competition for Hometown Makeover. I salute the mayor for taking on this challenge and I think our video was top notch! Also, thanks to all citizens who showed up to take part! Fingers Crossed as we await the results. At the top of highlights was also the wrapping up of the downtown road work! Finally, a highlight was also the switching up of committees for many of us on Council. For my committees some stayed the same and some changed. You will notice those changes for me and others in our reports.

I also attended the Kentville Historical Monthly Speaker event with speaker Kevin Wood! It was a fantastic look at the tools used by various groups living in and around our local area through the decades.

Committee and Commission Appointments:

Committee 1: Homelessness Dec. 15th and Jan. 19th

Key Agenda Items/ Discussions and Decisions: This committee was set up by MLA Lohr after an initial meeting with stakeholders to look at this issue in our town. I volunteered to sit on this committee at the time. Although it is not a Committee of Council, I felt it was important for someone to represent our town. We have had a couple of meetings so far and in those meetings the committee discussed what the terms of reference would be and what direction we should take. Minister Lohr along with our Downtown Business group will be holding a public meeting on this issue at the Firehall On Thursday Jan. 22 at 7pm. We are hoping for a good community turnout to help direct the direction of the committee.

Committee 2: Water Commission Dec: 17th/25

Key Agenda Items/ Discussions and Decisions: The focus of this committee meeting was to go over the results of the Water Rate Study. The result was a motion to apply to the province for an increase in our water rates based on the results of the study. The recommendation passed. Citizens need to realize that the towns cost of providing services is going up and setting our budget will not be easy this term.

Committee 3 : Regional Sewer Committee January 15/26

Key Agenda Items/ Discussions and Decisions: - This was my first time on this committee. There are a few terms I will need to learn! The largest part of this meeting was a review

of the capital projects that have taken place and recommendations for future operations. Part of all this was the upcoming budget. Unfortunately, the asset (of which we are a partner and largest user) has not been upgraded for awhile and as we start to complete necessary upgrades the cost of sewer service is going to rise. In out going sewer bills you will see a letter explaining this.

Events and Meetings:

Dec. 15/25 – Homelessness Committee

Dec 15/25 - Council Meeting

Dec 17/25 – Water Commission Meeting

Jan. 12/26 – Special Council Meeting

Jan 12/26 – CAC Meeting

Jan 15/26 – Regional Sewer Meeting

Jan 15/26 – Kentville Historical Society Monthly Speaker Event

Cate Savage – Councillor Savage

Highlights:

Last Council Meeting – December 15th

Last CAC – January 12th 2026

Committee and Commission Appointments:

Committee 1:

IAC – January 14th 2026

Our IA provided a fulsome update particularly where we had 2 new members join – he was open to questions around the IPS and the changes that were made and signed off a couple of years ago by the Minister of Finance.

The market update was around CUSMA and the upcoming review in 2026.

December 10th minutes were ratified at the Jan meeting and are provided for this report.

North of \$15MM in the funds – money weighted net 11.217% against the balanced income CAD of 10.86

Committee 2:

RSC – no meeting and no longer sit on this committee. Maxwell is the new committee member

Committee 3: BOPC

I will ask that Councillor Hamilton report on the latest meeting as I'm no longer on this committee.

Committee 4: Source Water Protection

No longer on this committee

Events and Meetings:

Jan 13th – attended the VCLA for supper and helped serve and clean up

Training and Development:

None for this past month



INVESTMENT ADVISORY COMMITTEE MEETING MINUTES

December 10, 2025, 8:30 a.m.

A meeting of the Investment Advisory Committee took place on Wednesday, December 10, 2025, at Town Hall, 354 Main Street, Kentville.

Present: Councillor Cate Savage, Chairperson
Deputy Mayor Debra Crowell
Chris Maynard, Public Member (8:33 a.m.)
Logan Morse, Public Member
Christopher MacRae, Investment Advisor
Chris McNeill, Chief Administrative Officer

1. Call to Order

The Chairperson called the meeting to order at 8:32 a.m.

2. Approval of the Agenda

It was moved by Deputy Mayor Debra Crowell and seconded by Logan Morse that the agenda be approved. Motion Carried Unanimously.

3. Approval of Minutes - November 12, 2025

It was moved by Logan Morse, seconded by Chris Maynard that the minutes be approved. Motion Carried Unanimously.

4. Advisor's Report - December 2025

Christopher MacRae started his report with a market update noting that there is a 99% probability of a .25% rate cut today with the federal announcement later today. He noted that productivity is driving this change.

Kentville's report is focused on raising money for future years. Page 3 of the TD Report notes an increase in dividends in Canadian Tire, Suncor, and others. Those issuing dividends expect to be able to pay those dividends forever.

It was noted that we don't own the market but rely on it for our investments. Currently, 59.4% of our investments are in bonds and 40.6% are in equities because of market performance of each. We started with closer to 30% in equities.

Chairperson Cate Savage asked if we should keep our equities at a maximum of 50% going forward. Christopher MacRae suggested that we may still be 24-28 months away from the market peak. Chairperson Cate Savage feels the markets will keep rallying.

Christopher MacRae said that he expects things to continue, but it's what we don't know is going to change each week that prevents us from being able to be more predictive. For instance, there are risks with Trump and CUSMA which has some aspects up for review in the first quarter of 2026, with the full agreement expiring in 2036.

Current cash in our money market account is \$527,000 which is set for a March payment plus other cash dividends. Bonds are maturing in 2026 for \$1.35 million, then \$970,000 in 2027, \$830,000 in 2028, and \$500,000 in each of 2029, 20230, and 2031. When these mature, it is expected that future bond rates will be lower and therefore the dividends will be lower going forward.

Our maximum equity exposure allowable by policy at this time is 50%.

Chairperson Cate Savage questioned if we would ever increase our equity to 60% in the future? Christopher MacRae noted that our current maximum is 50%.

Christopher MacRae noted that going forward he would like much broader investment portfolio options including real estate, hedge funds, etc. For the next few years, however, we are set and the only changes might be with shorter term GIC's. We currently have \$3 million in managed bonds.

Chris Maynard asked about our cash available now. It was noted that Page 5 of the investment report shows \$101,000 in uninvested cash, and this will increase when we pay out dividends in March. Logan Morse noted the confusion related to the report showing those that are maturing in February.

Christopher MacRae asked if there is a need to update the investment policy? He suggested that if interest rates stay higher, we will want to stay with the current investment path.

Our current portfolio is up 10.7% now, which is pushing above our weight two years in a row now, and we shouldn't expect that high a rate going forward.

We try to capture as much on the upside as we can and limit our exposure on the downsides.

Chairperson Cate Savage asked if TD does any forecast modelling for the future? A general discussion took place around the ability to do this and the desire to keep the \$15 million. In order to move to \$16 million in the next year, we will require a 10% return with our 40% bond position, but a third year that strong is unlikely. Part of the issue will be that some fixed incomes are coming due at higher rates than they will be able to be re-invested for. Discussion took place about a need for withdrawals in the future.

Christopher MacRae offered to review current investments and perpetual fund documents with any new committee members that may be appointed in the new year. Deputy Mayor Debra Crowell also suggested a review of Bill 20.

Chairperson Cate Savage thanked Chris Maynard for his service and advice on the Investment Committee as she noted he does not plan to re-offer for another term. Chris Maynard thanked Chairperson Cate Savage and expressed his enjoyment at being on the committee and the valuable knowledge he gleaned from it.

5. Next Meeting - January 14, 2026, 8:30 a.m.

It was agreed that the next meeting would be held on Wednesday, January 14, 2026, at 8:30 a.m. and will be held in person in the Council Chambers.

6. Adjournment

It was moved by Logan Morse that the meeting adjourn at 9:02 a.m.

Approved:

Chairperson

Date