

Town of Kentville Council Meeting

March 23, 2026, 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, February 23, 2026
 - (b) Special Council Meeting, March 9, 2026
4. RECOMMENDATIONS
 - (a) Bylaw 204 - Partial Tax Exemption (second reading)
 - (b) Recommended Sundry tax write off
 - (c) Investment Advisory Services Contract Extension
 - (d) Regional Sewer Budget
 - (e) Large Scale Housing Housekeeping Amendments (second reading)
 - (f) Rezone 160 Main Street (second reading)
 - (g) OHS Policy Statement
 - (h) Bylaw 300 – Repeal Idling Control (second reading)
 - (i) Bylaw 301 Chapter 99 - Repeal Smoke-Free Public Place (second reading)
 - (j) Council Committee and Commission Appointments
 - (k) Withdrawal from Valley Regional Enterprise Network (REN)
 - (l) Valley Region Solid Waste-Resource Management Authority-Guarantee
5. 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
6. CLOSED SESSION
 - (a) Municipal Government Act - Section 22(2)(c) – Personnel Matter
7. ADJOURNMENT



COUNCIL MEETING

Meeting Minutes: February 23, 2026

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 5:11 p.m.

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

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

REGRETS: Councillor Rob Baker

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 his deepest condolences, on behalf of the town of Kentville and council, to the passing of the mother of Deputy Mayor Debra Crowell, who passed away on the weekend at age 97. He noted that she had a very long and great life, and added that his thoughts were with Deputy Mayor Debra Crowell and her family at this time.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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Approved March 23, 2026

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(2) APPROVAL OF THE AGENDA

Item 4.b, Skateboard Kentville presentation, was postponed due to the weather and will be rescheduled in the following months.

Item 5.h, Taxation of business park property, was added.

It was moved by Councillor John Andrew, seconded by Deputy Mayor Debra Crowell that the agenda of February 23, 2026, be approved as updated.

MOTION CARRIED

(3) APPROVAL OF THE MINUTES

(a) January 27, 2026, Council Meeting Minutes

There being no changes, the minutes were approved.

(b) January 12, 2026, Special Council Meeting

There being no changes, the minutes were approved.

(4) INFORMATION REPORTS

(a) Downtown Kentville Business Community (KBC) presentation – Julie Ogilvie & Gary Morse

Julie Ogilvie, Executive Director of the downtown business community presented to Council regarding a proposed change to the KDCL funding model. She outlined that Council had advised in January that KDCL funding would be reduced from approximately \$141,758 to \$46,044, unless the downtown area rate was increased from 11.5 cents to 35 cents, effectively tripling the levy on downtown businesses.

KDCL characterized the proposed funding reduction as a 68% cut, stating it would fundamentally undermine the organization's ability to operate. She emphasized that KDCL's funding historically functioned as a shared investment model, with residential, commercial, and industrial taxpayers contributing through an economic development levy that cost the average household less than \$8 annually.

KDCL disputed the assertion that earlier funding mechanisms were not permitted under legislation, noting that previous funding was collected as a general economic development levy and granted to KDCL, which they stated is allowable under sections 56 and 75 of the Municipal Government Act. They noted Council's 2025 decision to shift to a commercial-only area rate, with the funding shortfall covered through general revenues for the current year.

The presenters argued that despite overall Town revenues increasing by approximately 7.8% due to assessment growth, KDCL funding is being significantly reduced. They

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stated KDCL's funding represents less than 1% of the Town's total revenue budget and that reducing it would not result in meaningful tax relief but would significantly reduce economic development capacity.

KDCL described its organizational structure, including one full-time Executive Director, part-time staff support, a volunteer board of nine business owners, and several subcommittees. They cautioned that at the proposed \$46,000 funding level, KDCL would be unsustainable and would be required to cease operations, referencing a previous defunding in 1999 that led to increased downtown vacancies.

The presentation detailed KDCL's activities and outcomes, including major seasonal activations (Multicultural Festival, Pumpkin People, Holly days, Winter Warm-Up), extensive promotional campaigns, grant programs, facade improvements, business support, advocacy, and over \$160,000 in external funding secured in recent years. KDCL also highlighted its role in advocacy for downtown businesses, including addressing concerns related to construction, safety, parking, and homelessness.

KDCL advised that reserves have been significantly depleted, with approximately \$15,000 remaining, and stated that to maintain current service levels in the next fiscal year, funding of approximately \$187,000 would be required. The presentation concluded with a request that Council give full consideration to KDCL's role, performance, and the long-term implications of reduced funding.

Deputy Mayor Debra Crowell asked:

- Why is there no line item for office rent in the 2025–26 and 2026–27 budgets? KDCL advised that office rent is not incurred because the Board President, Paul Dixon, provides office space at no cost. A \$5,000 placeholder was included in the current year budget in case new space was required, but free space continues to be available.
- What amount will remain in KDCL reserves as of March 31, 2026? KDLC responded, approximately \$15,000, assuming projected revenues and expenses materialize as outlined in the report.
- Is the projected \$36,131 deficit intended to be covered using reserves? KDLC responded that yes, the deficit is planned to be funded from KDCL's reserve balance.
- Does KDCL have audited financial statements available for Council review? KDLC advised that audited financial statements from the previous year are available and will be provided to Council upon request.

Councillor Samantha Hamilton asked:

- How many businesses operate downtown, and how many are KDCL members? KDLC responded that all businesses within the C1 zone are automatically members. Approximately 140 businesses and 17 organizations are listed on the downtown walking map.

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- How does KDCL ensure broad representation of differing views within the downtown business community?
KDCL gathers input through surveys, direct correspondence, and in-person outreach. Common themes and overarching concerns are identified and used to guide actions intended to reflect the majority of members.
- How does KDCL address board diversity?
KDCL actively seeks diversity across business types and sectors, in addition to traditional diversity considerations. The board includes representatives from various industries, such as retail, professional services, property management, construction, and real estate.
- How does KDCL's marketing differ from or complement Town-led marketing and events?
KDCL works in close coordination with the Town. While the Town often leads event delivery, KDCL focuses on strategic business activation, aiming to convert event traffic into downtown sales. The intent is to complement municipal events with business-focused strategies.
- How does KDCL ensure ongoing alignment and collaboration with the Town?
Alignment is maintained through regular communication, Town staff representation on the KDCL board, and a Council representative on the board. KDCL described this relationship as essential to the organization's operation.

Councillor Cate Savage asked:

- Could KDCL assist with the intake and evaluation of applications under a proposed Community Investment Fund, particularly for accessibility-related improvements?
Yes. KDCL confirmed it has a dedicated façade improvement subcommittee capable of administering evaluation and intake.
- Would KDCL recommend continued support for new business grants alongside façade programs?
Yes. KDCL stressed the importance of its new business stream, which provides up to \$2,500 in non-matching funding, often used for signage, and noted that more funding recently went to new businesses than to matching façade grants.

(Councillor Cate Savage's comments were limited by the Chair to questions only, as the item was for information.)

Councillor Cathy Maxwell asked:

- When was the C1 zone designated as KDCL's area of focus, and by which Council?
The designation was made by the Council of the day in 2013, when KDCL was reactivated. At that time, the decision was taken for KDCL to focus on downtown economic development, with broader economic development remaining a municipal responsibility.

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- When was the funding model established requiring contributions from all assessment categories, including residential and non-downtown businesses? The economic development levy was approved in 2013–2014, based on a report from the former CAO recommending a general tax levy (not an area rate) reflecting the town-wide benefit of a vibrant downtown.
- Have businesses outside the downtown core been surveyed regarding their support for paying the levy? KDCL advised it has not conducted a formal survey but noted that only one business outside the downtown core has raised concerns, and no objections have been received from businesses in the industrial park.

(5) RECOMMENDATIONS

(a) Large Scale Housing Housekeeping Amendments (First Reading)

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law related to the Large-Scale Housing and Community Development framework, as outlined in Appendix A of the staff report, and direct staff to schedule a Public Hearing.

MOTION CARRIED

(b) Rezone 160 Main Street (First Reading)

It was moved by Councillor John Andrew, seconded by Deputy Mayor Debra Crowell that Council give First Reading to the proposed map and text amendments to the Land Use Bylaw, to permit a change of use within an existing building and to rezone 160 Main Street (PID 55246573) from the One and Two Unit Dwelling (R2) Zone to the Medium Density Residential (R3) and direct staff to schedule a Public Hearing.

MOTION CARRIED

(c) Award Mitchell Brook Culvert Replacement

It was moved by Councillor Cathy Maxwell, seconded by Councillor Samantha Hamilton that Council approve the award of Mitchell Brook Culvert Replacement to Hughes Excavating Limited as per lowest bid in tender submission of \$600,000 including contingency & non-recoverable HST.

MOTION CARRIED

(d) Policy 110 - Targeted Income Property Tax Exemption

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council adopt the Targeted Income Tax Exemption Policy, as attached, effective for the 2026-2027 taxation year.

MOTION CARRIED

(e) Recommended Tax Write Offs

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve the write-off of outstanding property taxes including interest totaling \$ 1,474.33 for assessment account numbers 10738318 and 10992672 that were revested in Crown.

MOTION CARRIED

(f) Bylaw 204 - Partial Tax Exemption (First Reading)

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council Give first reading to Bylaw 204 respecting partial tax exemption.

MOTION CARRIED

(g) Nominating Committee Report

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve the following appointments to Committees and Water Commission effective February 23, 2026, to December 31, 2027:

Finance and Audit Committee:
Kabindra Adhikari

Water Commission:
Jaimie Peerless

Planning Advisory Committee:
Carol Goodwin

MOTION CARRIED

(h) Taxation of Business Park Property

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It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew that Council authorize the mayor to confirm with MLA John Lohr and the Nova Scotia Legislative Counsel Office that Town of Kentville is agreeable and supportive of the 1983 Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park, being Chapter 76 of the Acts of 1983, being amended by adding "classified as industrial or manufacturing, including food storage, processing and packaging businesses," immediately after "Kentville" the second time it appears.

Councillor Cathy Maxwell asked how many businesses were located in the business park, and how many would potentially be affected by a tax increase. Staff advised that an inventory has not been completed, but indicated that the vast majority of businesses in the business park would likely be subject to a tax increase, with only a small number falling under manufacturing or processing categories that may be treated differently.

Councillor Cate Savage asked if there was an understanding of why MLA John Lohr did not want industrial or manufacturing businesses included. CAO Chris McNeill stated that they had not spoken directly with the MLA on this matter and therefore could not speak to the rationale. The only comment previously received was that the MLA indicated he "couldn't do that to the bigger [businesses]," without further explanation.

Councillor Cate Savage asked if based on current estimates, would the proposed change generate approximately \$300,000 in additional revenue, and when would it take effect? It was confirmed that the estimate is approximately \$300,000 in additional revenue, and that the change would take effect April 1, 2026, impacting the 2026–27 fiscal year.

MOTION CARRIED

(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.

Councillor John Andrew thanked Town of Kentville CAO Chris McNeill, Kentville Fire Chief, Scott Hamilton, and Kings County CAO for signing the Intermunicipal Fire Services Agreement.

(7) ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.

Signed by Mayor Zebian

Approval Date



SPECIAL COUNCIL MEETING

Meeting Minutes: March 9, 2026

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

PRESENT: Mayor Andrew Zebian
Councillor Samantha Hamilton
Councillor Rob Baker
Councillor Cathy Maxwell
Councillor John Andrew

STAFF: Chris McNeill, Chief Administrative Officer
Victoria Martin, Deputy Clerk
Wanda Matthews, Director of Finance

REGRETS: Deputy Mayor Debra Crowell
Councillor Cate Savage

(1) CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 6:11 p.m. He respectfully acknowledged that Kentville is on the traditional and unceded land of the Mi'kmaq People. The Town honours their deep connection to this land, past, present, and future; and also recognizes and honours the contributions and heritage of African Nova Scotians whose ancestors have shaped and enriched this community for generations.

DECLARATIONS OF CONFLICT OF INTEREST

None

(2) APPROVAL OF THE AGENDA

It was moved by Councillor John Andrew, seconded by Councillor Cathy Maxwell that the agenda of March 9, 2026, be approved as presented.

MOTION CARRIED

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(3) NEW BUSINESS

a. Approval of 2026-2027 Capital Budget

Director Wanda Matthews presented the Town's proposed Capital Budget for municipal assets and sanitary sewer services. The water budget will be presented separately, pending the outcomes of an upcoming rate study and meetings scheduled for early April, which may affect future budgeting. The proposed capital budget focuses on:

- Renewing aging infrastructure
- Sustaining core services
- Maintaining affordability
- Aligning with Council's Strategic Priorities (2025–2029)

2026–2027 Capital Budget

- Total request: \$10.52 million
- Allocation aligned to strategic priorities as follows:
 - Investing in Infrastructure: Just over \$3 million
 - Investing in Growth and Development: \$2.535 million
 - IDEA-related initiatives: \$3.6945 million
 - Operational assets: Balance allocated to equipment and assets required to maintain core service levels

Five-Year Capital Plan (Total: \$47.66 million)

Major components include:

- Recreation facilities: Approximately \$10 million
- Town Hall accessibility and renovations: \$2.5 million
- Active Transportation project completion: \$1.125 million
- Donald E. Hiltz Connector Road: \$2 million
- Flood mitigation: \$8.937 million (approximately 50% of the five-year budget)
- Remaining funds are allocated to equipment, streets and roads, and sanitary sewers.

Financial Impact & Approval

- Senior leadership and the CAO are requesting approval to proceed with Year 1 funding (\$10.52 million).
- Debt servicing impacts have been reviewed and will remain within a low-risk range, with no significant impact on the Town's overall financial health.
- Funding for subsequent years is for planning purposes only, with formal approvals to occur in the applicable fiscal years.
- Certain future capital items may return to Council for early approval to allow adequate lead time for procurement and planning.

Council members expressed strong support and appreciation for the proposed capital budget and the process used to develop it:

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- Councillor Rob Baker emphasized the importance of “walking the talk” by aligning budget decisions with Council’s stated strategic priorities. He noted that the budget clearly reflects those priorities and thanked staff and directors for their collective work, describing the progress as rewarding and meaningful for the Town.
- Councillor Cathy Maxwell thanked staff and the broader team for their efforts, noting that in his nine years on Council, this was the first budget she had seen that truly aligned with Council’s strategic priorities. She expressed that the alignment and delivery on Council discussions was significant and greatly appreciated.
- Councillor John Andrew echoed previous comments, highlighting the strong continuity between Council’s strategic thinking and how funding is being allocated. He noted that this made the process positive and effective.
- Councillor Samantha Hamilton also expressed support, stating that the budget process was collaborative and well executed, and congratulated staff on a well-done budget.

It was moved by Councillor Rob Baker, seconded by Councillor Cathy Maxwell that Council approve the Town of Kentville 2026–2027 Capital Budget (General Fund and Sanitary Sewer) in the total amount of \$10,520,900, effective April 1, 2026. AND that Administration be authorized to proceed with the capital projects included in the approved 2026–2027 Capital Budget, subject to any conditions or limitations established by Council. AND that any incomplete 2025–2026 capital projects not already included in the 2026-2027 Capital Budget be carried forward with their approved 2025–2026 budgets.

MOTION CARRIED

b. Adoption of the 2027-2031 Capital Investment Plan

It was moved by Councillor John Andrew, seconded by Councillor Samantha Hamilton that Council adopt the Town of Kentville Capital Investment Plan (CIP) for 2027–2031 for planning purposes. AND that Administration be authorized to undertake long-term pre-planning activities for future-year capital projects identified in the CIP, as required. AND that annual capital budgets will be brought forward to Council for consideration and approval as part of each year’s capital budget process. AND that the CIP be used to support eligibility and planning requirements associated with federal and provincial funding programs.

MOTION CARRIED

Mayor Andrew Zebian thanked Town staff and the CAO for their work on the capital budget, noting that after participating in six budget cycles, this was the first to fully align with Council's stated priorities. The mayor recognized the significant effort involved, particularly in the context of broader provincial and external challenges and expressed pride in the work completed by staff.

Key outcomes highlighted included plans for:

- An accessible Town Hall
- A new recreational centre, potentially in partnership with the Town of Wolfville and the County of Kings
- Stormwater and infrastructure upgrades, along with other capital improvements

The budget process was described as the best experienced to date by the mayor, resulting in a strong and well-aligned budget. The remarks concluded with appreciation and thanks to staff for their dedication and work.

(4) ADJOURNMENT

There being no further business, the meeting was adjourned at 6:21 p.m.

Signed by Mayor Zebian

Approval Date

Partial Tax Exemption Bylaw

Meeting Date: March 23, 2026

Department: Finance

RECOMMENDATION

That Council Give second reading to Bylaw 204 respecting partial tax exemption.

SUMMARY

The Partial Tax Exemption bylaw has updated to remove properties that have been sold or reclassified by Property Valuation Services Corporation (PVSC). Staff have also reviewed the bylaw and has updated it for clarity and formatting.

LEGISLATION

Sections 71 (1) and 71 (2) of the Municipal Government Act which states:

Tax exemption policy for certain organizations

71 (1) The council may, by policy, be exempt from taxation, to the extent and under the conditions set out in the policy

(a) property

(i) of a named registered Canadian charitable organization, and

(ii) that is used directly and solely for a charitable purpose;

(b) property of a nonprofit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council;

(c) and (d) repealed 2001, c. 14, s. 3.

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

(2) The council may, by policy, to the extent and under the conditions set out in the policy, provide that the tax payable with respect to all or part of the taxable commercial property of any nonprofit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization named in the policy be reduced to the tax that would otherwise be payable if the property were residential property, inclusive of area rates.

BACKGROUND

As part of regular bylaw review, the Partial Tax Exemption bylaw has been reviewed by staff and updated.

BUDGET IMPLICATIONS

There is no impact on the Town's budget, as neither the affected property owners nor the scope of the exemption has been changed.

COMMUNICATION IMPLICATIONS

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



Town of Kentville Bylaw 204 Partial Tax Exemption

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

1. SHORT TITLE

This Bylaw shall be known as Bylaw 204 - Partial Tax Exemption Bylaw and may be cited as the "Partial Tax Exemption Bylaw".

2. DEFINITIONS

- 2.1. "Canadian charitable organization" means any organization registered as an active charity with the Canada Revenue Agency.
- 2.2. "Exemption" means a release of obligation from paying all or a portion of property taxes.
- 2.3. "Property Taxes" refers only to that portion of a property tax bill that is indicated to be residential tax, commercial tax, or resource tax.
- 2.4. "Town" means Town of Kentville.

3. GENERAL PROVISIONS

- 3.1. The property belonging to a named Canadian charitable organization that is used directly and solely for a charitable purpose and shall be granted a tax exemption to the extent and under the conditions listed in Schedule A of this Bylaw.
- 3.2. The property of a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations or institutions, if in the opinion of Council, the organization provides a service that might otherwise be a responsibility of the Council shall be granted shall be granted a tax exemption to the extent and under the conditions listed in Schedule A of this Bylaw.
- 3.3. The partial exemption provided in Section shall apply only to that portion of the property specified in Schedule A.

- 3.4. Unless Schedule A specifies that the tax exemption applies to a defined percentage of the property's assessment, the commercial tax payable shall be reduced to the amount that would otherwise be payable if the property were assessed as residential property.
- 3.5. When a property or part thereof, listed in Schedule A, ceases to be occupied by the owner for the purposes provided in 3.1 and 3.2, then the partial exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax, on such property or part thereof, for the remaining portion of the year.
- 3.6. Organizations seeking to make use of the tax exemption provided in section 3.1 and 3.2 shall make application to the Town outlining the services offered by the organization, the benefit to the community, current financial information and proof of charitable Status with Canada Revenue Agency.

4. REPEAL

Town of Kentville Tax Exemption Bylaw, Chapter 87, approved by Council on the 31st day of October, 2011, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading:	February 9, 2026
Date of advertisement of Notice of Intent to Consider:	March 10, 2026
Date of second reading:	March 23, 2026
Date of advertisement of Passage of Bylaw:	
Date of mailing a certified copy to Minister:	
Effective Date:	

I certify that this Partial Tax Exemption Bylaw was adopted by Council of the Town of Kentville on the _____ day of _____, 2026, and published as indicated above.

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

Mayor

Clerk

BYLAW 204 – Partial Tax Exemption

Schedule A

Property	Owner	Extent of Application
Land and Building 17 Crescent Avenue	Glooscap Curling Club	49% - Ice Shed and Land
Land and Buildings 85 River Street	Evangeline Child Care Centre	100% - the whole
Kings Court House Museum 37 Bridge Street	Kings Historical Society	100% - the whole
Fundy Interchurch Food Bank 50 Belcher Street	St. Joseph's Roman Catholic Church	100% - the whole
Land and Building 38 Gary Pearl Drive	Credit Union Rec Centre	100% the whole



TOWN OF KENTVILLE BY-LAW CHAPTER 87 PARTIAL TAX EXEMPTION

AUTHORITY

1. Municipal Government Act – Section 71 and Municipal Grants Act – Section 14 (1)(b)

TITLE

2. This Bylaw shall be known as Chapter 87 - Partial Tax Exemption Bylaw.

GENERAL PROVISIONS

3. The property of those non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations or institutions named in Schedule A to this Bylaw, that would otherwise be classified as commercial property, shall be taxed at the percentage of the assessed value of taxable residential property to which the tax rate applies, as is determined by the Council from year to year.
4. The partial exemption provided in Section 4.1 shall apply only to that portion of the property specified in Schedule A.
5. When a property or part thereof, listed in Schedule A, ceases to be occupied by the owner for the purposes provided in Section 4.1, then the partial exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax, on such property or part thereof, for the portion of the year then unexpired.

EFFECTIVE DATE

6. This Bylaw shall have effect commencing in the municipal taxation year 2011.

REPEAL

7. Chapter 39 – Tax Exemption Bylaw and any amendments are hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:	September 26, 2011
Date of advertisement of Notice of Intent to Consider:	October 4, 2011
Date of second reading:	October 31, 2011
*Date of advertisement of Passage of By-Law:	November 8, 2011
Date of mailing to Minister a certified copy of By-Law:	November 8, 2011

I certify that this Partial Tax Exemption Bylaw – Chapter 87 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

CHAPTER 87 – Partial Tax Exemption Bylaw

Schedule A

Property	Owner	Extent of Application
Land and Buildings Aberdeen Street	Kentville Masonic Association	30% of the whole
Land and Building Crescent Avenue	Glooscap Curling Club	49% - Ice Shed and Land
Land and Buildings River Street	Evangeline Child Care Centre	100% - the whole
Kings Court House Museum Cornwallis Street	Kings Historical Society	100% - the whole
Fundy Interchurch Food Bank Belcher Street	St. Joseph's Roman Catholic Church	100% - the whole
Land and Building Cornwallis Street	Open Arms Resource Centre Society	100%- the whole
Land and Building Gary Pearl Drive	Credit Union Rec Centre	100% the whole

Sundry Accounts Receivable Write-Off

Meeting Date: March 23, 2026
Department: Finance

RECOMMENDATION

That Council approve writing off outstanding sundry accounts receivable, including interest, totaling \$1,963.60 related to customer account – Kevin Davison.

SUMMARY

This sundry account relates to an arena rental invoice from February 12, 2024. The renter has refused payment, and all collection attempts over the past two years have failed. Per policy G50F, the Collection Officer recommends writing off this account (see the Officer's attached report).

BACKGROUND & DISCUSSION

The account has been managed by a collection agency for a minimum of one year; however, the likelihood of successful recovery has diminished. Town policy dictates that when an account is determined to be uncollectible, it should be written off the books of record.

Authority for write-offs exceeding \$500 resides with Council.

Retaining these uncollectible amounts would overstate receivables and distort the Town's financial statements

BUDGET IMPLICATIONS

The is no impact on the Town's budget, as forecasted allowances for uncollectible accounts are already embedded in the financial position at the time of this report.

Title: Investment Advisory Services Contract Extension

Meeting Date: March 23, 2026

Department: FINANCE

RECOMMENDATION

That Council approve a seven (7)-month extension of the investment advisory services agreement with TD Wealth, extending the term to October 31, 2026.

SUMMARY

This report provides the status of the investment advisory services agreement with TD Wealth. Staff recommend a seven (7)-month extension to allow sufficient time to evaluate the current service with the newly appointed Investment Advisory Committee and the Finance and Audit Committee. Staff will finalize a formal selection process for future advisory services. This work will be completed within the extension timeframe, with input and guidance from the Committees.

BACKGROUND

A request for proposals for investment advisory services was issued in 2017, resulting in TD Wealth being selected as the successful proponent. A four-year agreement was awarded in September 2017. Subsequent one-year extensions were approved in 2021 and 2022, followed by two additional extensions, one to September 2025 and one to March 31, 2026, with the final one approved by Council in September 2025.

The current approved Investment Advisory Committee terms of reference include expectations for the investment advisor and a reporting relationship with the Finance and Audit Committee. These documents will inform the scope and criteria for any future procurement process.

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

BUDGET IMPLICATIONS

It is anticipated that advisory fee adjustments will remain unchanged throughout this extension.

Respectfully Submitted,

Wanda Matthews,
Director of Finance



TO: Kentville Mayor & Council

SUBMITTED BY: Dave Bell, Director of Engineering & PW

DATE: March 23, 2026

SUBJECT: Regional Sewer Operating & Capital Budget Approval

ORIGIN

The Town of Kentville is one of four partners in the Kings Regional Sewer System which includes two other municipalities, the owner and manager The Municipality of the County of Kings as well as the Village of New Minas. One private industry, PepsiCo Canada situated in New Minas, that operates the Frito-Lay chip plant is also a partner in the Regional Sewer System.

BACKGROUND

The four partners begin budget meetings, typically early in the calendar year with proposed Operating and Capital budgets prepared and presented to the Committee by the County of Kings Finance and Operations staff. The Regional Sewer Committee (RSC) met on March 12th to present the latest Operating & Capital budgets after previous RSC meetings held in January and multiple Technical Sub-committee meetings in February & March suggested modifications to reach this latest proposed budget. Once an agreed upon budget is accepted by the RSC, the Partners in turn take the proposed budget to their respective Council, Commission or Board for approval and acceptance of the new budget.

DISCUSSION

In 2026/27 there is an overall \$217,900 (8.0%) increase proposed over last year’s operating budget, with the Town of Kentville’s increase set at \$113,500 over last year’s budget for a total amount of \$1,537,770. The overall 2026/27 Regional Sewer Operating & Capital budget is proposed at \$2,942,700 with Kentville assigned as a 52.2% user of the system.

See excerpts from the recently presented Regional Operating & Capital budget appended to the end of this recommendation.

POLICY IMPLICATIONS

N/A



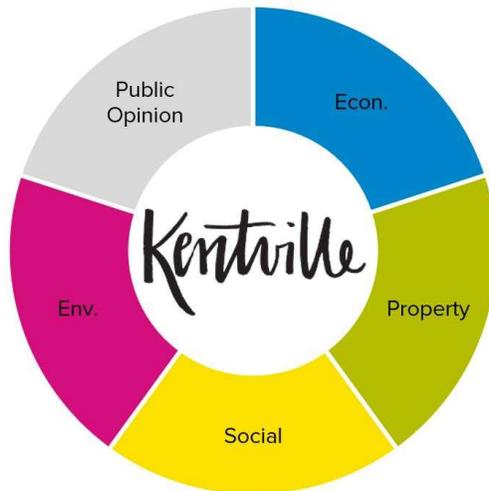
BUDGET IMPLICATION

Council approved an internal sewer rate review in the second quarter of 2025/26, leading to an immediate rate increase in the third quarter to address the projected Sanitary Sewer operating deficit. The review assumed an 8% year-over-year rise in the Regional Sewer contract. The Regional Operating & Capital budget aligns with the approved Sanitary Sewer Budget for this line item; however, there have been historical instances of Regional Sewer cost overruns, and projected water usage is currently below budgeted levels. Given the aging Regional system and ongoing major upgrades, additional rate reviews and potential increases are anticipated in the coming years.

RECOMMENDATION

That Council approve the 2026/27 Regional Sewer Budget in the amount of \$2,942,700 of which the Town of Kentville’s share is \$1,537,770 (52.2%) of which \$929,550 is Operating expenses and \$608,220 is Non-Operating, Principal & Interest charges on both short- & long-term debt from Capital improvements.

Town of Kentville Decision Wheel:



Appendix A - Proposed Regional Sewer Operating Budget 2026/27 Summary

Regional Sewer	Proposed Budget 2026/27	Approved Budget 2025/26	Change \$	Change %	Forecast 2025/26	Actual 2024/25
Revenue	\$ 2,942,700	\$ 2,724,800	\$ 217,900	8.0 %	\$ 3,012,000	\$ 2,018,087
Expenditures						
Salaries, Wages & Benefits	425,900	401,900	24,000	6.0 %	408,700	356,631
Materials, Supplies, Utilities	1,099,600	980,900	118,700	12.1 %	1,261,300	922,252
Purchased Services	103,300	100,600	2,700	2.7 %	100,600	66,301
Debt & Reserve Transfers	890,900	810,400	80,500	9.9 %	810,400	689,200
Debenture 44-A-1 Service	423,000	431,000	(8,000)	(1.9)%	431,000	-
Total Expenditures	2,942,700	2,724,800	217,900	8.0 %	3,012,000	2,034,384
Surplus (Deficit)	\$ -	\$ -	\$ -	- %	\$ -	\$ (16,298)

Contribution Detail	Proposed Budget 2026/27			
	Operating Costs	Capital	MFC 44-A-1	Total
Town of Kentville	\$ 929,550	\$ 383,220	\$ 225,000	\$1,537,770
Total Village of New Minas	301,880	205,120	-	507,000
PepsiCo Canada	213,400	109,870	81,000	404,270
Total County of Kings	183,970	192,690	117,000	493,660
Total Contributions	\$ 1,628,800	\$ 890,900	\$ 423,000	\$2,942,700

Non-Operating Expenses	Proposed Budget 2026/27
Debt & Reserve Transfers	
Debt Service (Existing Debt)	\$ 247,700
Debt Service (44-A-1)	423,000
Bridge Financing	109,200
Contribution to Depreciation Reserve	524,000
Study and Consulting Work	10,000
Total	\$ 1,313,900



Appendix B – Regional Sewer Detailed Operating Budget

Regional Sewer Proposed Operating Budget										
(in thousands) (,000)	2026/27 Budget Breakdown			Proposed Budget 2026/27	Forecast 2025/26	Approved Budget 2025/26	2026/27 Budget to Forecast		2026/27 Budget to 2025/26 Budget	
	Capital	Collection	Operating Treatment				\$	%	\$	%
Revenue										
Operating										
Town of Kentville				-						
OpEx & Existing Debt	383.2	223.9	705.7							
44-A-1 Debt Service	224.7									
Total TOK				1,537.5	1,574.1	1,424.0	(36.6)	(2.3)%	113.5	8.0%
Village of New Minas										
OpEx & Existing Debt	205.1	101.2	200.7							
44-A-1 Debt Service	-	-	-							
Total Village of New Minas				507.0	504.0	455.9	3.1	0.6%	51.1	11.2%
PepsiCo Canada										
OpEx & Existing Debt	109.9	30.3	183.1							
44-A-1 Debt Service	81.3									
Total PepsiCo Canada				404.5	438.5	396.7	(34.0)	(7.7)%	7.8	2.0%
County of Kings										
OpEx & Existing Debt	192.7	60.3	123.6							
44-A-1 Debt Service	117.1									
Total County of Kings				493.7	495.4	448.2	(1.7)	(0.3)%	45.5	10.2%
Total Revenue	1,313.9	415.6	1,213.2	2,942.7	3,012.0	2,724.8	(69.3)	(2.3)%	217.9	8.0%
Expenditures										
Operating										
Support Services	-	23.9	47.8	71.7	71.6	71.6	0.1	0.1%	0.1	0.1%
Insurance	-	9.4	18.9	28.3	26.2	26.2	2.1	8.0%	2.1	8.0%
Monitoring	-	5.5	2.8	8.3	8.3	8.3	-	0.0%	-	0.0%
Laboratory	-	-	4.1	4.1	4.1	4.1	-	0.0%	-	0.0%
Wages	-	117.0	233.9	350.9	342.9	338.2	8.0	2.3%	12.7	3.8%
Benefits	-	25.0	50.0	75.0	65.8	63.7	9.2	14.0%	11.3	17.7%
Power - Pumping	-	67.7	-	67.7	65.0	65.2	2.7	4.2%	2.5	3.8%
Treatment	-	-	75.0	75.0	74.4	74.4	0.6	0.8%	0.6	0.8%
Power - Treatment	-	-	495.6	495.6	570.0	427.9	(74.4)	(13.1)%	67.7	15.8%
Vehicle Expense	-	32.7	16.4	49.1	58.3	58.3	(9.2)	(15.8)%	(9.2)	(15.8)%
Maintenance	-	134.4	268.7	403.1	484.0	345.5	(80.9)	(16.7)%	57.6	16.7%
Total Operating	-	415.6	1,213.2	1,628.8	1,770.6	1,483.4	(141.8)	(8.0)%	145.4	9.8%
Non-operating										
Debenture - Interest	22.7	0.4	22.3	22.7	26.0	26.0	(3.3)	(12.7)%	(3.3)	(12.7)%
Debenture - Principal	225.0	25.0	200.0	225.0	225.0	225.0	-	0.0%	-	0.0%
Transfer to Depreciation Reserves	524.0	152.0	372.0	524.0	472.0	382.0	52.0	11.0%	142.0	37.2%
Consulting and Study Expense	10.0	10.0	-	10.0	-	90.0	10.0	0.0%	(80.0)	(88.9)%
Interest on Short-term Debt	109.2	28.1	81.2	109.2	87.4	87.4	21.8	24.9%	21.8	24.9%
Total non-operating	890.9	215.4	675.5	890.9	810.4	810.4	80.5	9.9%	80.5	9.9%
Debenture 44-A-1 Interest	188.0		188.0	188.0	196.0	196.0	(8.0)	(4.1)%	(8.0)	(4.1)%
Debenture 44-A-1 Principal	235.0		235.0	235.0	235.0	235.0	-	0.0%	-	0.0%
Segmented Debenture Service	423.0	-	423.0	423.0	431.0	431.0	(8.0)	(1.9)%	(8.0)	(1.9)%
Total Expenditures	1,313.9	631.0	2,311.7	2,942.7	3,012.0	2,724.8	(69.3)	(2.3)%	217.9	8.0%
Surplus (Deficit)				-	-	-				

Appendix C – Proposed Five Year Capital Plan

Regional Sewer Five-year Capital Plan		Actual	Budget					
		Ending WIP	CY	1	2	3	4	5
		2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/31
Projects								
14-4401	Regional Sewerlines	1,044,965						
	Replacement of sewer force mains from RG5 to Regional Sewer Plant	-						
	General Allowance for Sewerline Failures		250,000	100,000	250,000	100,000	250,000	
23-4403	Regional Lift Station Upgrades	9,334						
	Emergency Generator	100,000						
	Wet Well Wizard (RG7)	50,000	50,000					
	Wet Well Wizard (RG6)			110,000				
	General Allowance - Equipment and Structures	50,000	300,000	250,000	250,000	250,000	250,000	
	Grit Removal System RG2	1,110,000						
17-4401	Regional STP Aeration	304,693						
	Desludging Cells 3, 4, and 5	1,100,000	1,500,000	1,000,000	-	750,000	750,000	
	Emergency overflow weir & road							
	Regional Aeration	200,000	-	50,000	600,000			
	Biosolids Disposal - Geotubes		500,000	500,000	-	500,000	500,000	
	Sludge Cell Decommissioning		775,000					
23-4404	Regional STP Upgrades	8,806						
	Optimization studies; Pre-treatment							
	Rehabilitation of 4 overflow chambers & UV Light Replacements	250,000						
	General Allowance	50,000	100,000	100,000	100,000	100,000	100,000	
	Plant Equipment Upgrades	100,000			100,000			
	Process Upgrades (optimization)		350,000					
	Preliminary Design		600,000					
	Ultrasonic Algae Control		35,000					
	Screening Building Upgrades		40,000					
23-4401	Regional Equipment	-						
	Security upgrades related to cameras and fencing	300,000						
	Ongoing program of equipment purchases		100,000	100,000	100,000	100,000	100,000	
	Automated Hot Water Wash System for Drum Screens		100,000					
23-4402	Regional Consulting & Studies	-						
	"I and I" Study	90,000	10,000					
Total		1,367,797	3,400,000	4,710,000	2,210,000	1,400,000	1,800,000	1,950,000
Project Financing		2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/31
	Capital Reserve	18,139	1,150,000	350,000	200,000	450,000	200,000	350,000
	Operations	90,000	90,000	10,000	-	-	1,000,000	1,000,000
	Grant	674,829	1,248,647	-	-	-	-	-
	Debtenture	674,829	911,353	4,350,000	2,010,000	950,000	600,000	600,000
Total		1,367,797	3,400,000	4,710,000	2,210,000	1,400,000	1,800,000	1,950,000
Reserve Continuity								
	Opening Balance	1,066,949	1,057,096	379,073	636,491	668,440	515,344	800,644
	Contributions	579,600	810,400	890,900	1,069,080	1,282,896	1,539,475	1,847,370
	Debt Service	(253,754)	(251,022)	(174,251)	(837,131)	(985,993)	(1,054,174)	(1,114,471)
	Utilization	(125,417)	(1,150,000)	(350,000)	(200,000)	(450,000)	(200,000)	(350,000)
	Bridge Financing	(210,282)	(87,400)	(109,232)	-	-	-	-
	Closing Balance	1,057,096	379,073	636,491	668,440	515,344	800,644	1,183,544

Recommendation for the Proposed Municipal Planning Strategy and Land Use By-law Housekeeping Amendments re: Large-Scale Housing and Community Development

Staff Report

To: Council Advisory Committee

From: Planning & Development Department

Date: March 23, 2026

Recommendation

THAT Council give Second Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law related to the Large-Scale Housing and Community Development framework, as outlined in Appendix A of the staff report.

Purpose

The purpose of this report is to present proposed amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) related to Large-Scale Housing and Community Development.

The proposed amendments introduce definitions for coordinated residential development forms, clarify when Development Agreements are required, and align policy direction with regulatory implementation.

Background and Context

The Town is increasingly receiving residential development proposals that are large in scale, multi-phased, and complex in configuration. These proposals often function as integrated communities, incorporating multiple housing types, internal road networks, servicing infrastructure, and open space systems, and are typically developed over extended timeframes.

In October 2024, Council adopted amendments to the Land Use By-law intended to address specific development standards and implementation matters. Those amendments were regulatory in nature and did not include corresponding Municipal Planning Strategy policy provisions related to large-scale or comprehensive residential development.

During subsequent review, staff identified that certain Land Use By-law amendments adopted by Council in October 2024 were not included in the submission forwarded to

the Province. As a result, the amendments presented in this report include both previously adopted provisions and new amendments, consolidated for completeness, clarity, and proper statutory processing.

This report advances the necessary Municipal Planning Strategy amendment and consolidates related Land Use By-law provisions to establish a clear and consistent framework for the review of coordinated residential developments.

Overview of the Proposed Planning Framework

The proposed amendments establish a clear distinction between different forms of coordinated residential development based on scale, configuration, and planning implications, including:

- Large-Scale Housing and Community Development, intended to address area-scale residential developments that require comprehensive planning, subdivision, new public streets, and coordinated infrastructure phasing; and
- Multi-Unit Dwelling Community, intended to address coordinated multi-unit residential developments within established residential zones that function as unified projects.

Together, these definitions are intended to improve clarity for applicants, staff, Council, and the public regarding how coordinated residential developments are identified and reviewed.

Municipal Planning Strategy Amendment

To support the proposed framework, an amendment to Chapter 4 – General Land Use and Development of the Municipal Planning Strategy is proposed.

The amendment updates Policy GD-5 to add Large-Scale Housing and Community Development in the Large Lot Residential (R5) Zone as a form of development that may be considered only by Development Agreement, in accordance with the Municipal Government Act and Policies IM-10 and IM-11.

The proposed amendment builds on the existing intent of Policy GD-5, which identifies specific development forms for which Development Agreements are appropriate where conventional zoning may not be advantageous.

The proposed Municipal Planning Strategy amendment is provided in Appendix A.

Land Use By-law Amendments

Corresponding amendments to the Land Use By-law are proposed to implement and align with the Municipal Planning Strategy amendment. These include:

- The addition of definitions for Large-Scale Housing and Community Development and Multi-Unit Dwelling Community in Part 1 – Definitions;
- Amendments to Section 4.1.9 – Development Agreements to clarify when coordinated residential developments are to be considered by Development Agreement; and
- Amendments to Section 5.6.3 – Permitted Uses by Development Agreement within the Large Lot Residential (R5) Zone.

The proposed Land Use By-law amendments include both newly proposed text and provisions previously adopted by Council in October 2024 that were not submitted to the Province. All amendments are consolidated in Appendix A for clarity.

Relationship to Existing Planning Tools

The proposed amendments do not replace existing planning tools but clarify how they are applied to coordinated residential developments.

Zoning continues to regulate permitted uses and baseline development standards. Subdivision approval continues to regulate lot creation and public streets. Development Agreements provide the mechanism for addressing site-specific design, phasing, servicing, and integration matters for complex developments.

The framework does not establish site-specific zoning districts and does not, in itself, permit additional uses or density.

Public Participation and Statutory Process

As amendments to the Municipal Planning Strategy and Land Use By-law are being proposed, the statutory public participation process under the Municipal Government Act is required.

Subject to Council direction at First Reading, staff proceeded with a Public Hearing prior to Second Reading. Whereas this involves a Municipal Planning Strategy amendment, there is no appeal process. Only a Provincial review is required.

Conclusion

The proposed amendments establish a clear and coordinated framework for the review of complex residential developments and address identified gaps in existing policy and regulatory alignment. The consolidation of previously adopted and newly proposed provisions ensures clarity, transparency, and procedural completeness prior to Provincial submission.

Attachments

Appendix A:

- Proposed Municipal Planning Strategy Amendment (Policy GD-5)
- Proposed Land Use By-law Amendments
 - Part 1 – Definitions
 - Section 4.1.9 – Development Agreements
 - Section 5.6.3 – Large Lot Residential (R5) Zone

APPENDIX A Consolidated Municipal Planning Strategy and Land Use By-law Amendments

(Additions shown in green, deletions in red. Provisions previously adopted by Council in October 2024 but not submitted to the Province are identified accordingly.)

MUNICIPAL PLANNING STRATEGY

Chapter 4 General Land Use and Development

Section 4.2.4 Development Agreements

Kentville has used Development Agreements in a limited fashion since the adoption of the 1994 Municipal Planning Strategy and will continue to do so for specific uses. A Development Agreement is a contract between the Town and a property owner within Town. The purpose of the Agreement is to specify the standards and conditions that will govern development of the property, where conventional zoning may not be advantageous.

Policy GD-5 *It shall be the intention of Council* that the following uses be permitted only by Development Agreement in accordance with the Municipal Government Act and Policies IM-10 and IM-11:

- a) Mini Home Parks/Land Leased Communities in the Large Lot Residential (R5) Zone;
- b) The change in use of a non-conforming use of land or a non-conforming use in a structure, to another non-conforming use;
- c) The expansion, enlargement or alteration of a non-conforming structure; ~~and~~;
- d) Multi-unit dwelling community constructed on multiple adjoining lots or single lots within the High Density (R4) Zone at the developer's discretion; ~~and~~;
- e) **A Large-Scale Housing and Community Development in the Large Lot Residential (R5) Zone (proposed)**

LAND USE BYLAW

Part 1 Definitions

Large-Scale Housing and Community Development means a comprehensive residential development proposed on a large landholding, planned and implemented as an integrated community rather than as individual buildings or lots, and typically developed in phases.

Such developments may include a mix of housing types and densities, internal public or private roads, open space, active transportation connections, and supporting municipal or private infrastructure, and are characterized by the need for coordinated planning respecting land use, transportation, servicing, infrastructure phasing, and community integration.

For greater certainty, this definition applies where the scale or configuration of development would otherwise require subdivision approval or multiple development approvals, and where a Development Agreement is used to establish a comprehensive development framework for the lands.

Multi-Unit Dwelling Community means a coordinated residential development consisting of two or more dwelling units, which may be contained within one or more buildings or within multiple ground-oriented dwelling units, and which may be located on a single lot or on multiple adjoining lots.

A Multi-Unit Dwelling Community is characterized by shared access, parking, open space, or servicing infrastructure, is developed under common ownership or control, and is intended to function as a unified residential development within an established residential zone, rather than as a subdivision of individual residential lots.

For greater certainty, a Multi-Unit Dwelling Community shall include one or more shared amenity areas or common spaces intended for the collective use of residents, which may include landscaped open space, green space, recreational facilities, communal indoor or outdoor areas, or similar shared amenities.

Part 4 General Provisions

4.1 General Provisions for All Zones

4.1.9 Development Agreements

The following developments shall be considered only by development agreements in accordance with Policies IM-10 and IM-11 of the Municipal Planning Strategy:

- a) Mini-Home Parks/Land Leased Communities in the Large Lot Residential (R5) Zone;
- b) The change in use of a non-conforming use of land or a non-conforming use in a structure, to another non-conforming use; and
- c) The expansion, enlargement or alteration of a nonconforming structure.
- d) Multi-Unit Dwelling Community constructed on multiple adjoining lots or single lots within the High Density (R4) Zone at the developer's discretion; and,
- e) A Large-Scale Housing and Community Development in the Large Lot Residential (R5) Zone

Part 5 Residential Zones

5.6 Large Lot Residential (R5) Zone

5.6.3 Permitted Uses by Development Agreement

The following developments shall be considered only by development agreements in accordance with Policies IM-10 and IM-11 of the Municipal Planning Strategy

- a) Manufactured Home Parks/Land Lease Communities
- b) A Large-Scale Housing and Community Development (adopted)

Recommendation for the Amendment of the Land Use Bylaw Regarding the Rezoning (Map Amendment) of 160 Main Street (PID 55246573)

Staff Report

Meeting Date: March 23, 2026
Department: Planning and Development

FOR RECOMMENDATION

RECOMMENDATION

THAT

Council give Second Reading to the proposed map and text amendments to the Land Use Bylaw, to permit a change of use within an existing building and to rezone 160 Main Street (PID 55246573) from the One and Two Unit Dwelling (R2) Zone to the Medium Density Residential (R3).

BACKGROUND

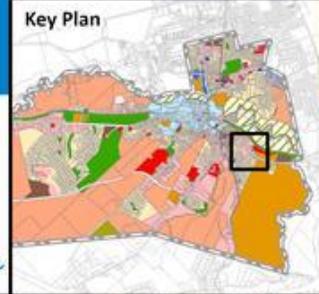
Stephen and Catherine Evans have applied to rezone 160 Main Street (PID 55246573) from the One- & Two-Unit Dwelling (R2) zone to a Medium Density Residential (R3) zone to facilitate a change of use of the existing two bed and breakfast units to dwelling units (Figure 1). A Land Use Bylaw text amendment will also be required to enable a change of use in an existing building (Appendix A).

The property is designated Residential in a primarily residential neighbourhood apart from several Institutional-designated properties further east (Oak Grove Cemetery, Agricultural Research Station) (Figure 2).

Adjacent properties are primarily zoned R2 with a single R1 lot being adjacent along the southern property boundary. A recently rezoned R3 property is located across the street (Figure 3).

Aerial Imagery Map 160 Main Street, PID 55246573

 Subject Property

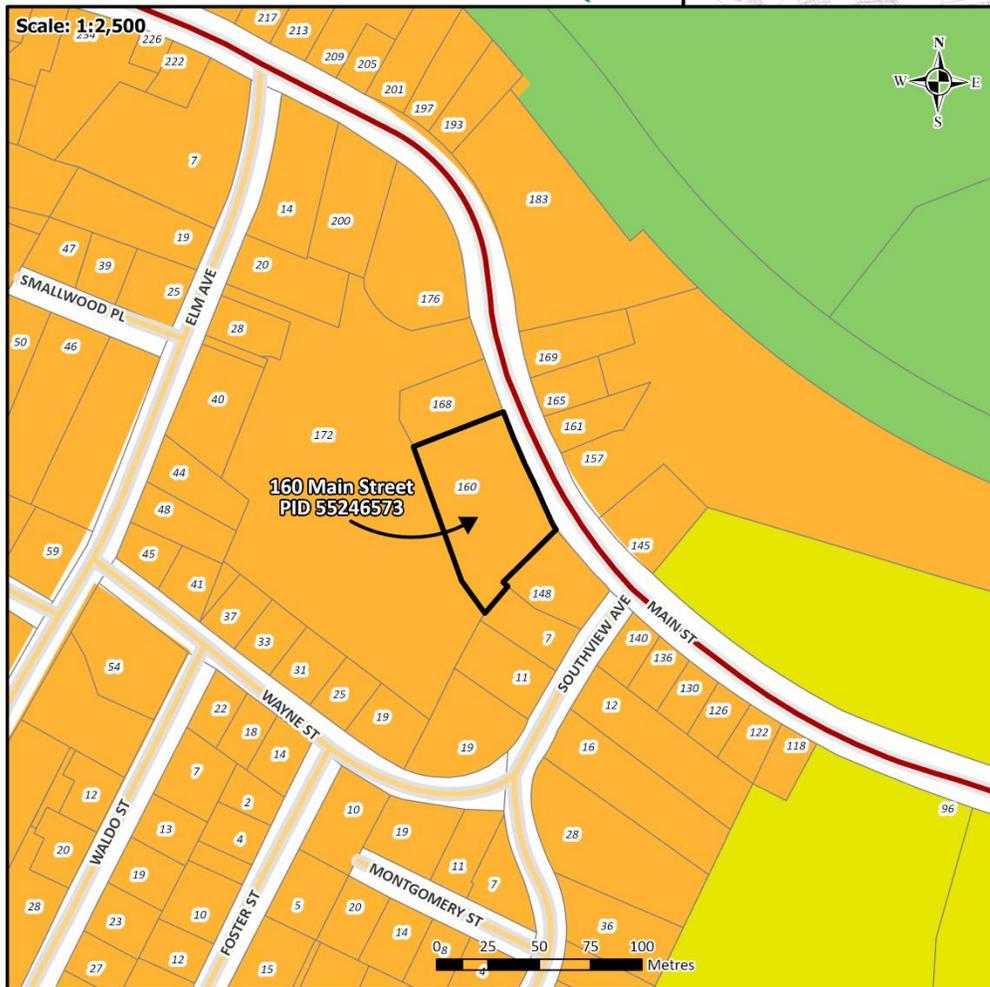
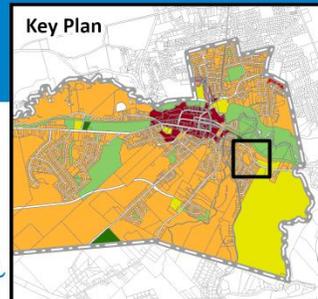


This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document 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

Figure 1: Area Context Map

General Future Land Use Map 160 Main Street, PID 55246573

- | | | |
|--|---|---|
|  Subject Property | Road Classifications | Generalized Future Land Use |
|  Property Lines |  Major Collector |  Open Space |
| |  Local Street |  Residential |
| | |  Institutional |

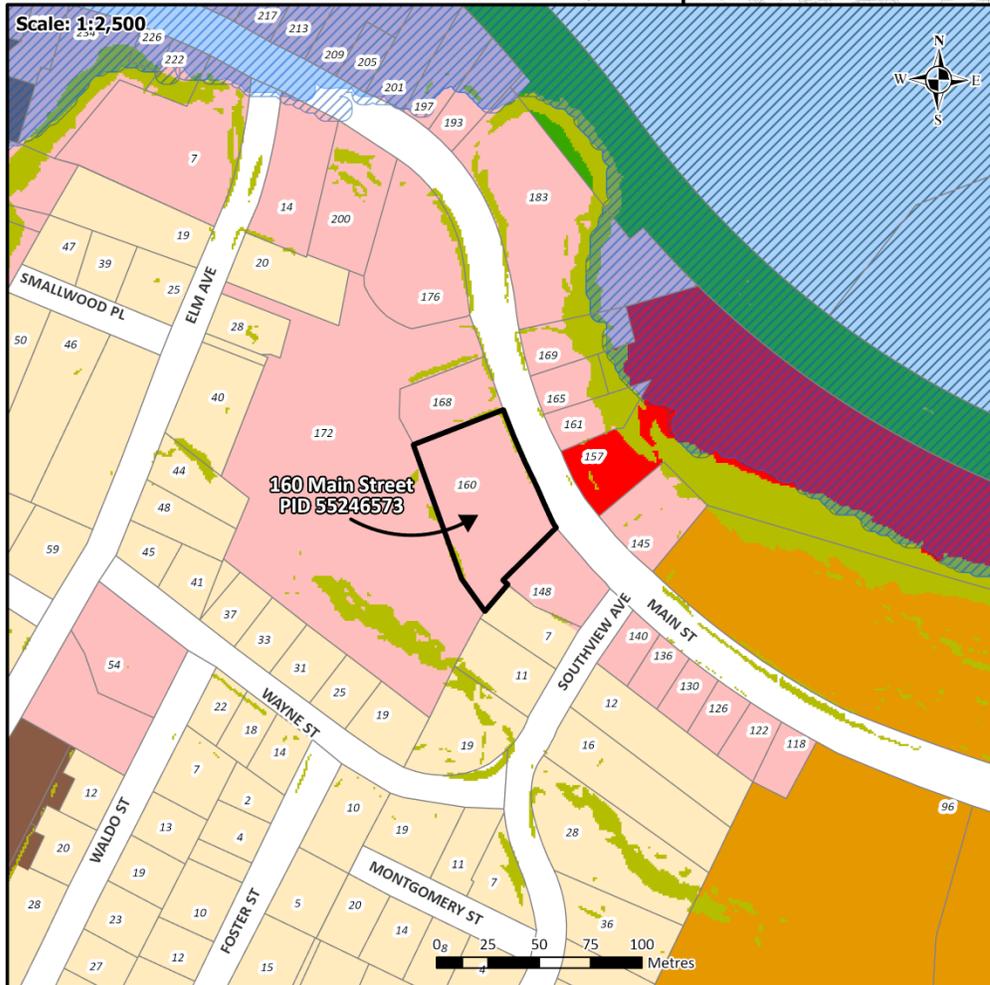
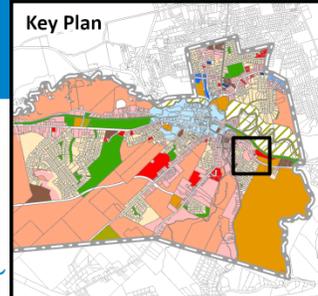


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Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

Figure 2: Land Use Designation Map

Zoning Map 160 Main Street, PID 55246573

- | | |
|---------------------------------------|------------------------------|
| R1 - Single Unit Dwelling Residential | P - Park and Open Space |
| R2 - One and Two Unit Dwelling Res | FW - Floodway Overlay |
| R3 - Medium Density Residential | FF - Floodway Fringe Overlay |
| R4 - High Density Residential | Slope >25% |
| O1 - Conservation | Property Lines |
| I - Institutional | Subject Property |



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document 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

Figure 2: Zoning Map

POLICY ANALYSIS

Municipal Planning Strategy

Although the proposed change of use from bed and breakfast units to residential units is occurring within existing buildings, the request is being advanced through a Land Use By-law text amendment to modify the permitted uses within the zone, rather than as a site-specific exception. The proposed text amendment would apply uniformly to all properties and is therefore appropriately considered under Section 15.9.1 of the Municipal Planning Strategy.

The text amendment is being accompanied by a rezoning to establish the appropriate density permissions necessary to support the proposed residential use. In accordance with Policy IM-6 of the Municipal Planning Strategy, non-site-specific text amendments that do not include a specific development proposal are evaluated based on their land-use planning implications and conformity with other MPS policies, with public participation. Provided the proposed amendment is consistent with the intent of the MPS, no MPS amendment is required. In this case, the application intent matches the language of the preamble for Section 15.9.1, specifically, an amendment may be considered *“at the request of an applicant who wishes to change the zone in order to accommodate a use or site configuration not originally contemplated.”*

15.9.1 Text Amendments

Policy IM-6 *It shall be the intention of Council to evaluate text amendments to the Land Use By-law that are not site specific and that do not include a specific development proposal by considering the land use planning implications and conformance with other Municipal Planning Strategy policies. Public participation for these amendments shall be limited to the requirements set out in the Municipal Government Act for Land Use By-law Amendments.*

Section 15.9.2 of the Municipal Planning Strategy states that the proposed rezoning will allow the property to be developed for more intensive use.

A rezoning or map amendment involves the rezoning of a particular property to another zone; usually in order to allow the property to develop to a more intensive use. This type of amendment may substantially alter the type of development and uses which may be permitted on that site. Because this type of amendment may involve a specific property and include a detailed development proposal, there is an opportunity for Council to assess the land use impacts of the proposed development as part of the rezoning application.

Council will, therefore, undertake a detailed evaluation of the proposed development prior to making a decision concerning a rezoning application. This detailed assessment will require that the applicant submit a conceptual development plan and details with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria that is specifically designed to assess rezoning applications.

Policy IM-7 provides a set of three conditions under which a rezoning application can be considered (in addition to it not being specifically prohibited in the Plan):

15.9.2.1 Rezoning Application Requirements

Policy IM-7 *It shall be the intention of Council* to consider amendments to the map of the Land Use By-law when the proposed zoning change is not specifically prohibited within this Plan and at least one of the following three conditions is true:

- a) the proposed zone is enabled by this Plan for use within the same designation.
- b) a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use By-law preparation process, resulting in a property being zoned inconsistent with stated policies in this Plan; or
- c) the land to be rezoned is adjacent to a designation that permits the proposed use.

The proposed rezoning, from One and Two Unit Residential (R2) zone to Medium Density Residential (R3) zone, satisfies Policy IM-7 (a) in that they are both within the Residential designation. The proposed zoning change is also not specifically prohibited in the MPS. This allows the proposed map amendment to be considered.

15.9.2.2 Evaluative Criteria for Rezoning's

Note that the evaluative criteria for review of rezoning applications were reduced to three during amendments made to the planning documents in October 2024.

Policy IM-8 *It shall be the intention of Council* when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

- a) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations;
- b) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP) and
- c) all existing buildings are in compliance with the proposed zone requirements.

Item (a) speaks to conforming with the intent of the MPS as well as other Town bylaws and regulations which will be further discussed below.

Item (b) does not apply in this case as the property is located outside of the SWPP area.

For Item (c), two buildings on the property are legal non-conforming and their status will not change through the rezoning.

MPS Section 3.2.2 Housing/Residential states that:

The housing objectives of this Strategy strive to facilitate a mix of quality housing types which reflect the diversified needs, income levels, ages and lifestyles of Town residents. A further objective of this strategy is to achieve a greater proportion of the regional housing market within the Town. The policies will address issues such as affordability, quality design, alternative housing needs and density in all residential areas while maintaining the character of existing residential neighborhoods within the town.

The proposed rezoning is to facilitate alternative housing needs.

Policy GD-4 (c) supports compact development as being a means to create efficient additional density with existing infrastructure:

Policy GD-4 *It shall be the intention of Council* to ensure that growth and development within the Town is efficient and cost effective by:

- a) Limiting development in un-serviced areas of the Town;
- b) Concentrating new development in adequately serviced and properly planned areas; and
- c) Encouraging and facilitating infill development on underutilized and existing undersized lots within the built up area of Town.

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

Rezoning from R2 to R3 represents a moderate increase in density (permitting buildings of up to 8-units) and a more efficient use of existing Town infrastructure. The lot dimensions are such that a future development proposal could allow a maximum of four 8-unit buildings. However, the existing property owners have stated that they value the existing configuration of the lot and have no desire to subdivide (Appendix B).

Land Use Bylaw

The Subject Property meets the minimum lot area and frontage requirements for the R3 zone. The proposed amendments would allow three units within two buildings, which is a permitted density within this zone.

The text amendment is further described in Appendix A.

Public Participation Review

A public participation meeting was held on January 22, 2026 Council Chambers. Notification of the meeting was advertised on the Town website on January 6, 2026. 9 people were in attendance for the meeting.

Questions and comments are described generally as follows:

Q1: What is the maximum amount of units the rezoning would allow?

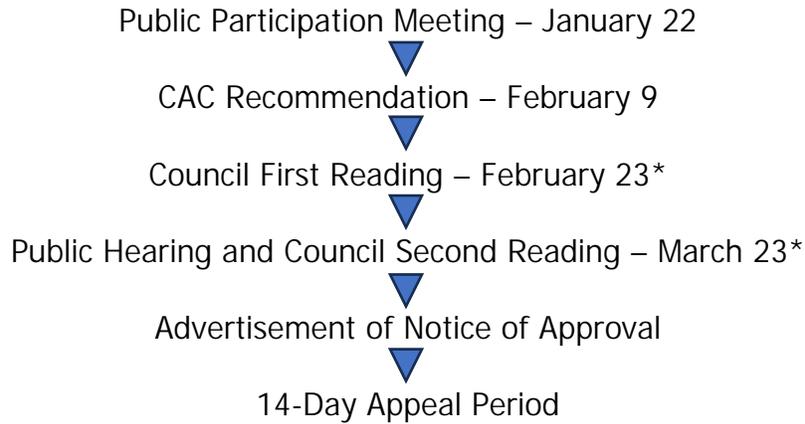
A: 32-units over 4 buildings.

Q2: Will a building permit be required for the change of use?

A: Yes.

The applicants did not attend the meeting but provided an indication of the intent of their application in correspondence (Appendix B).

Next Steps



*Anticipated dates; final dates set by Council

Legislative Authority

Municipal Government Act (MGA) - Section 210

Town of Kentville Municipal Planning Strategy (MPS) – Policies IM-6; IM-7; IM-8; IM-9; GD-4

Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

Appendix A – Land Use Bylaw Text Amendment

Appendix B – Correspondence from Applicant

APPENDIX A

4.1.10 Existing Buildings

Where a building has been erected on or before the effective date of this By-law on a lot having less than the minimum frontage or area, or having less than the minimum setback or side yard or rear yard required by this By-law, the building may be permitted a change of use, enlarged, reconstructed, repaired, or renovated provided that:

- a) the enlargement, reconstruction, repair, or renovation does not further reduce the front yard or side yard or rear yard that does not conform to this By-law; ~~and~~
- b) the change of use of an existing building may be permitted notwithstanding section 4.1.19; and
- c) all other applicable provisions of this By-law are satisfied.

APPENDIX B

January 26, 2026 - via Email

Hello Darren

Regarding our rezoning application R2 to R3 please convey the following message to Council at the next meeting:

This application for rezoning is a requirement for the town and is not something we would otherwise have been pursuing. It came about following an inspection by the Fire Department who then made Kentville aware of our situation. Until that point we were unaware that we were not compliant with zoning bylaws.

We purchased the property approximately 5 years ago as a single family dwelling with the intention that our oldest sons would occupy the two additional units in the carriage house to give them more independence. No changes to this arrangement have been made by us. The existing residential units have been the same for at least 20 years, dating back to when the property operated as a bed and breakfast. The property had not been operating as a b & b some years before we bought it and was not sold as a b & b.

We have no intention of further developing the property beyond its existing arrangement. We feel very strongly in favour of maintaining the character of the property and immediate neighbourhood. That is what we moved to Kentville for. Our main aim here is to become compliant with the bylaws and would be more than happy to keep the property zoned as R2 if that were allowable whilst keeping the two units in the carriage house for our growing up family.

Best regards

Stephen and Catherine Evans

Occupational Health and Safety Policy Statement

Meeting Date: March 23, 2026
Department: Administration

RECOMMENDATION

That Council approve the Occupational Health and Safety Policy Statement.

SUMMARY

The adoption of an OHS policy by Town of Kentville is required under the Nova Scotia Occupational Health and Safety Act. The current OHS Policy Statement was drafted in May 2022 in cooperation with Kentville management, the Joint Occupational Health and Safety Committee (JOHS) of Kentville, and Kentville employees. It was reviewed, updated, and approved by the JOHS Committee on March 4, 2026.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

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

Respectfully submitted,

Laura Jacobs,
Chair of the JOHS Committee

OHS POLICY STATEMENT

The adoption of this policy by the Town of Kentville is a requirement of the Nova Scotia Occupational Health and Safety Act. It is required to be reviewed on a yearly basis. The policy has been developed cooperatively with Town management, the Joint Occupational Health and Safety Committee of the Town, and Town employees.

Purpose and Goal

This policy is a commitment by the Town of Kentville to co-operate with its employees to provide a workplace where the personal health and safety of each Town employee is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal shall be zero accidents in the Town of Kentville workplace.

1.0 Policy Statements

This policy shall provide for the following:

1.1 The Town is committed to providing a healthy and safe work environment for its employees and will take every precaution reasonable in the circumstances to ensure the health and safety of its employees while at work. This will include the provision of appropriate training, equipment, and facilities to conduct work safely and the identification of hazards in the workplace.

1.2 The Town, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee and employees to create a healthy and safe work environment.

1.3 The Town and its employees shall ensure that safety is not compromised or placed in competition with issues of operating convenience.

2.0 Definitions

Note: Words that are italicized in this policy are defined in the Nova Scotia Occupational Health and Safety Act and shall carry the same meaning in this policy.

- a. "Town" means the Town of Kentville, a body corporate.
- b. "Act" means Occupational Health and Safety Act of the Province of Nova Scotia.
- c. "Workplace" means any place where an employee is or is likely to be engaged in any occupation, and includes any vehicle or mobile equipment used, or likely to be used, by an employee in an occupation

3.0 Responsibilities

3.2 The Chief Administrative Officer:

May appoint a Safety Coordinator who shall be responsible for promoting and encouraging safety in all Town workplaces (this may be in conjunction with other responsibilities of a Town employee).

3.3 Department heads, managers, and supervisory personnel will:

- a. ensure that employees, under their supervision, have reviewed and implemented the OHS program
- b. ensure that employees use safe work practices and receive training to protect their health and safety and that of their co-workers.
- c. ensure the safety of equipment and facilities

3.4 Employees of the Town are responsible for safety in the workplace and are required to:

- a. become familiar with the Act and the Town OHS program
- b. take every reasonable precaution in the circumstances to protect their own health and safety and that of others at or near the workplace
- c. cooperate with the Town, other employees and the Joint Occupational Health and Safety Committee
- d. follow all applicable health and safety regulations
- e. report any observed workplace hazards

Chief Administrative Officer, Chris McNeill

Date

Mayor Andrew Zebian

Date

Title: Repeal of Bylaw 77 - Idling Control

Meeting Date: March 23, 2026

Department: Administration

RECOMMENDATION

That Council give second 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.

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.

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 March, 2026.

SIGNED by the Mayor and Clerk this day of March, 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:	February 2, 2026
Date of second reading:	March 23, 2026
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: Repeal of Bylaw 99 - Smoke-free Public Places

Meeting Date: March 23, 2026

Department: Administration

RECOMMENDATION

That Council give Second 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 March, 2026.

SIGNED by the Mayor and Clerk this day of March, 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:	February 2, 2026
Date of second reading:	March 23, 2026
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
**Effective Date of the By-Law unless otherwise specified in the By-Law*

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**

Council Committee and Commission Appointments

Meeting Date: December 15, 2025
Department: Administration

BACKGROUND

On December 15, 2025, Council appointed council members to various committees for a two-year term ending on December 31, 2027. One such appointment was Councillor Samantha Hamilton to Kings Regional Emergency Management Organization, and Councillor Cate Savage as Alternate.

Staff were recently made aware that there are two full appointments from each of the four partner municipalities and no alternates. Therefore, we require an amendment to the previous approval to comply with the terms of reference for Kings Regional Emergency Measures Organization Advisory Committee.

RECOMMENDATION

That Council amend its previously approved motion of December 15, 2025, appointing Councillor Samantha Hamilton to Kings Regional Emergency Management Organization, and Councillor Cate Savage as Alternate, by removing the “ , Alternate” after the word Savage.

Current Motion

That Council approve the following appointments to Committees and Police Commission effective January 1, 2026, to December 31, 2027:

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

Title: Valley Regional Enterprise Network (VREN)

Meeting Date: March 23, 2026

Department: Administration

RECOMMENDATION: THAT Council provide 24 months' notice to Valley Regional Enterprise Network that it wishes to withdraw from the Inter-Municipal Service Agreement entered into on May 5, 2023.

SUMMARY

Currently there are up to five different groups or governments providing services related to economic development for Kentville. They are Kentville Development Corporation Limited (KBC), Valley REN, Annapolis Valley Chamber of Commerce, CBDC, and Town of Kentville. Town of Kentville funds itself and a majority of KBC and is a joint funding partner with numerous other partners in the Valley REN.

With increasing demands on the financial resources of the Town, it is felt appropriate to examine the benefits and opportunities that each provides and determine what is the most cost effective and beneficial for economic development going forward to benefit current and prospective future businesses, as well as the Town. Additionally, a review of Kentville's Strategic Priorities is important to consider and determine if the current funding models align with Kentville's future plans.

Council has recently had presentations from Valley REN and KBC and has reviewed its own community economic development operations. It is now time to analyze the benefits that each service provider brings to the table and determine what service level and opportunities the Town wants to see in 2026 and beyond and focus its efforts and budget funding going forward to strengthen that option.

LEGISLATION

Section 60(1) of the *Municipal Government Act* states that a municipality or a village may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the Indian Act (Canada) to provide or administer municipal or village services.

BACKGROUND

Province of Nova Scotia many years ago discontinued funding for Regional Development Authorities (RDA's) after several municipalities withdrew their support which led to reduced inter-municipal economic development cooperation, while others failed because of court and legal issues.

Following this, the province had an independent group recommend a new model of economic development which led to the creation of Regional Enterprise Networks (REN's). This new model had very regimented rules and controls in place which led some communities to not establish a REN and since then several others have either disbanded or re-configured into a different model that was given an okay from the province. Therefore, the original proposed REN model is only implemented ad hoc throughout Nova Scotia.

VALLEY REN

Two months ago, Valley REN made a presentation to Council concerning their workplan and project updates. This information is now before you as you consider the work that this organization does on behalf of Kentville businesses.

A new Valley REN agreement was entered into on May 5, 2023, with all municipalities in West Hants, Kings, Glooscap First Nation, and Town of Middleton participating. Municipality of the County of Annapolis and Town of Annapolis Royal are not party to the agreement. The agreement commits Kentville to annual funding of \$27,015.

Their Mandate

- Provide centralized access to regional "Valley" business and economic data, including proprietary research to assess the needs and performance of local businesses.
- Recommend and drive Annapolis Valley regional economic development strategies and measurable growth, with a view to reflecting the needs and goals of private business, municipalities and the Province.
- Act as "Opportunity Connectors" across the private and public sectors, so that the dreams of businesses and individuals can become a reality.
- Serve as supporters and enablers of regional competitiveness and investment readiness, by communicating the Valley's advantages and potential to local, provincial, national and international audiences.
- Recommend and drive Annapolis Valley regional economic development strategies and measurable growth, with a view to reflecting the needs and goals of private business, municipalities and the Province.

DISCUSSION

Council has now had two recent presentations from Valley REN related to the creation of a destination marketing organization and associated marketing levy, as well as an update on activities of the REN.

Valley REN's budget is fixed at a set amount based on matching provincial funding. Recently however, the REN's expenses have been exceeding these revenues and much of their reserves have now been spent, and it is expected that future requests for increased operating funding from them will come in the near future too. As well, the Province of Nova Scotia in their 2026-2027 budget announced a 20% reduction in funding to all REN's and a move away from core funding to project-based funding. This means that funding will now only be in place from year to year based on projects without any long-term provincial stability.

Recently, Town of Wolfville notified Valley REN that it will be giving notice before the end of March that it will be withdrawing from the REN. They are currently a similar funding partner to Kentville. With this and a 20% reduction in provincial funding, Valley REN will either be required to lay off one of more employees or request increased funding from the remaining municipalities.

If Council also wished to withdraw from the agreement, Section 38 of the agreement states that it must be done before the beginning of a fiscal year and takes effect 24 months thereafter. If a decision is made to withdraw, Kentville can continue to be a member for the following 24 months or it can pay out its two-year funding upfront and leave immediately. This would require a payment of \$54,030. If Kentville were to serve such notice, it cannot thereafter change its mind without paying a penalty to re-enter at a later date.

IMPACT ON STRATEGIC PRIORITIES

On October 27, 2025, Council approved its 4-Year Strategic Priorities Plan, of which several relate directly to investments in economic development. The following strategic priorities are identified as being fully or partially driven by economic and community development goals.

- Kentville will work with its neighbouring municipalities to plan for, design, build, and oversee the operation of a new modern, fully accessible, Kings County Regional Recreation Facility which will include an aquatic facility and
-

- arena that will provide opportunities for people of all abilities, ages, and incomes to participate in recreation and social activities of their choosing.
- Kentville is growing and so is the demand for public transportation. We will continue to invest strongly in public transportation with new more energy efficient buses, strengthen our investment in its drivers, employees and technology to improve reliability and timing, and work with our partner municipalities and other governments to enhance services while keeping public fees affordable.
 - Kentville will begin the process of reviewing and updating its 2019 Municipal Planning Strategy and Land Use Bylaw to bring it up to date to current legislated Nova Scotia planning requirements, as well as update the plan for sustainable development including housing, water, sewer and stormwater requirements, subdivision standards, parking, signage, and opportunities for future expansion of commercial and industrial areas with more development as-of-right.
 - With initial provincial and federal government funding commitments, Kentville will develop the lands designed as the future Donald Hiltz Connector Road to connect it to the MacDougall Heights subdivision and eventually Prospect Avenue, with a goal of increasing our housing stock by 500 units by 2035.
 - To support development in all parts of Kentville, Council is committed to extending water, sewer, and stormwater infrastructure to parts of Kentville where private developers are committed to investing in new housing immediately, with the Town being open to cost-sharing in infrastructure costs for designated affordable housing projects.
 - In order to support local businesses becoming inclusive and accessible, Kentville will establish a grant program for businesses to allow them to apply for municipal funding to make their business more physically and visually accessible, as well as opportunities to create more welcoming and diverse meeting spaces.
 - Our downtown business core and industrial park businesses are the driving forces for local employment and require our support. We will develop and implement a Kentville business marketing campaign and new façade program, including employee advertising campaigns to bring attention to our many employment opportunities and retail businesses offerings so residents can shop more locally.

These priorities need to be reflected in any future decisions of Council when Council considers how best to invest in economic development of Kentville over the next four years. None of these priorities are reflected in the current or future work of the Valley REN.

IMPORTANT DATES OR BENCHMARKS

If Kentville wishes to withdraw from Valley REN, it must serve notice to the Chair of the Board prior to March 31, 2026. Therefore, a council decision will need to be made in March, 2026.

The future of economic development activities and functions will thereafter take place during budget discussions and approvals in early April 2026, once Council makes its decisions on the future provision of economic development activities in Kentville.

OPTIONS FOR CONSIDERATION

1. Continue funding Valley REN at current level of \$27,015.
2. Discontinue funding Valley REN in 2028-2029 by serving notice now and continue paying \$27,015 in 2026-2027 and 2027-2028.
3. Discontinue funding Valley REN in 2028-2029 by serving notice now and paying out \$54,030 now.

BUDGET IMPLICATIONS

There will be no budget implications if we continue to fund Valley REN at status quo or service notice to withdrawal and continue to pay the required yearly amount each year for the next two years. If; however, we choose to withdraw and pay out our two-year contributions now, we will require an additional \$27,015 to be placed in the 2026-2027 operating budget.

COMMUNICATION IMPLICATIONS

Once a decision is made, we will notify Valley REN's Chairman of the Board of our decision.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer

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

Meeting Date: March 23, 2026
Department: FINANCE

RECOMMENDATION

That Council approve the guarantee resolution for Valley Region Solid Waste-Resource Management in the amount of \$ 34,717.

SUMMARY

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

BACKGROUND

Three capital projects have been completed in the 2025-2026 fiscal year that were approved capital projects to be financed by debentures from prior fiscal years' budgets. The Nova Scotia Department and Treasury Board's one year financing approval has expired on these projects and requires renewal to participate in the Spring 2026 debenture. Valley Waste borrowing resolutions require a guarantee resolution from each of its municipal partners at a specified percentage based on population, and uniform assessment. The Town of Kentville's estimated percentage is 8.10%. In order to move forward with the necessary financing, Council must address the renewal requirements and confirm its share of the obligation for the upcoming debenture issue.

The Valley Waste temporary borrowing resolution (TBR) is in the amount of \$428,835. The Town's share is \$34,717. This amount reflects Kentville's proportional commitment and ensures the Town continues to support regional waste management initiatives.

BUDGET IMPLICATIONS

There are no financial impacts outside of the capital budgets that have already been authorized for this municipal partner. For clarification, this request pertains to the approval and certification of the attached Temporary Borrowing Resolution, which aligns with the approved 2025-2026 capital forecast incorporated into the 2026-2027 budget.

Respectfully Submitted,
Wanda Matthews
Director of Finance

ATTACHMENTS :

Municipal Partner Guarantee Resolution and Kentville Guarantee

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 428,835

Capital Projects: Detailed in Schedule "B"

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

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, the Municipality of the County of Annapolis, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs has the approved the proposed guarantees;

BE IT THEREFORE RESOLVED

THAT under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs, the Authority borrow a sum or sums not to exceed four hundred twenty eight thousand eight hundred thirty five Dollars (\$ 428,835) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed four hundred twenty eight thousand eight hundred thirty five Dollars (\$ 428,835) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of February, 2026.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of February, 2026.


Chair


Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 428,835

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	58.28%	249,905
Municipality of the County of Annapolis	20.98%	89,961
Town of Kentville	8.10%	34,717
Town of Wolfville	7.19%	30,842
Town of Berwick	2.71%	11,632
Town of Middleton	1.90%	8,164
Town of Annapolis Royal	.84%	3,614
Total Capital Requirements for Borrowing Resolution	100	428,835.00

March 13th, 2026.

TOWN OF KENTVILLE

Mayor's Report

Council Meeting: March 23, 2026

Reporting Period: February 15 – March 12, 2026

During this reporting period, I attended and participated in meetings, community events, and regional engagements on behalf of the Town of Kentville.

February 15, 2026

Attended a groundbreaking ceremony in Wolfville for a new mosque alongside Member of Parliament Kody Blois, Mayor Corkum (County of Kings) and Mayor MacKay (Town of Wolfville).

February 16, 2026

Attended the Heritage Day open house hosted by the Kentville Historical Society, which was well attended and celebrated the community's local heritage.

February 17, 2026

Participated in a committee orientation session at Town Hall.

Also attended a virtual meeting regarding proposed changes to the Nova Scotia Fire Act. Since this meeting, there have been further edits.

February 18, 2026

Attended the Intermunicipal Services Agreement (IMSA) meeting. Key discussion items included:

- Administrative updates regarding the newly approved Tidal Transit Authority name and branding transition.
- Transit operations update, including the commissioning of Bus 74, expected to enter service in April, and ongoing fleet maintenance to improve reliability.
- Review and approval of the proposed 2026–2027 Tidal Transit operating and capital budget, including investments to strengthen service reliability and rider experience.
- Updates from Valley Waste, including capital project progress, facility improvements, and continued communication regarding curbside collection changes.

- Governance and audit matters, including direction for municipal CAOs to provide recommendations regarding audited statements and any required updates to agreements following the 2025 ownership change.

Chaired Nominating Committee meeting to discuss committee appointments, recommendations followed to CAC Meeting.

Kentville Water Commission Meeting : Operational Updates, Financial Report, Engineering Report

IN THE MATTER OF AN APPLICATION by the KENTVILLE WATER COMMISSION, for approval of amendment to its Schedule of Rates and Charges for Water and Water Services and amendments to its Schedule of Rules and Regulations. This matter will be considered in a public hearing as follows:

- Hearing starts: Tuesday, April 7, 2026 10:30 a.m.
- Hearing Location: Council Chambers, Kentville, 354 Main St. Kentville, Nova Scotia

February 19, 2026

Attended a Ramadan dinner hosted by the UMMA Mosque in Halifax, where many community leaders and public officials were present, including Member of Parliament Kody Blois and Lieutenant Governor of Nova Scotia, Mike Savage.

February 20, 2026

Attended the signing of a new 10 year Intermunicipal Service Agreement involving the Kentville Volunteer Fire Department and the County of Kings. It was encouraging to see this agreement finalized, and appreciation is extended to the Kentville Volunteer Fire Department and all involved for their work in bringing it forward.

February 23, 2026

Attended the regular Council meeting.

* Presentation from KDCL (KBC) with their financial ask for the 2026-2027 fiscal year.

a) Large Scale Housing Housekeeping Amendments (First Reading)

b) Rezone 160 Main Street (First Reading)

c) Award Mitchell Brook Culvert Replacement

d) Policy 110 - Targeted Income Property Tax Exemption

e) Recommended Tax Write Offs

f) Bylaw 204 - Partial Tax Exemption (First Reading)

g) Nominating Committee Report

February 25, 2026

Participated in the Anti-Bullying Day flag raising at Town Hall.

Also completed an interview with the Register regarding matters related to KBC.

February 26, 2026

Attended a capital budget meeting.

Also met with CAO Lindsay Young, the Economic Development Coordinator, and Deputy Clerk Victoria Martin to discuss Town social media and approaches to inappropriate online comments.

February 28, 2026

Participated in the Coldest Night of the Year walk with Deputy Mayor Cole and Councillor Maxwell.

March 4, 2026

Met with the CAO and Deputy Mayor to review the agenda for the upcoming CAC meeting.

March 9, 2026

Participated in filming a promotional video in Centre Square for the Engage Nova Scotia Quality of Life Survey with Lindsay Young.

Attended an NSFM session at Town Hall. Members of NSFM visited Town Hall to discuss some of their current ongoing projects.

Chaired Regular CAC meeting.

Chaired Special Council meeting where Council ratified the Town of Kentville's \$10.5 million capital budget.

This was, in my view, the best budget process I have been part of since being elected in 2020, and the most practical capital budget Council has considered during that time. What made this process stand out was that, for the first time, Council had clearly established strategic priorities in advance, and staff then brought forward a budget that was directly aligned with those priorities. That made for a much more focused, productive, and practical budget process.

The approved capital budget includes important investments that will benefit residents and strengthen the town over the long term. These include updates to Town Hall that will improve accessibility, stormwater management work, and infrastructure upgrades, including paving on Park Street. The budget also continues the Town's commitment toward a regional recreation facility, which will hopefully also become home to a new Kentville rink. I would like to recognize and thank staff and our CAO for the significant work that went into developing a budget that is both practical and clearly connected to Council's priorities.

March 11, 2026

Participated in an interview with the Advertiser regarding the capital budget.

Attended an Economic Development session at Town Hall.

March 12, 2026

Participated in follow-up discussions with the Advertiser regarding the new budget.

Debra Crowell Deputy Mayor March 2026

Highlights:

- ✓ First meeting of the Regional Recreation Steering Committee
- ✓ First presentation of Draft Town Operating Budget 2026/27

Committee and Commission Appointments:

Kings Point to Point

Kentville Water Commission

Finance and Audit Committee

Nomination Committee

Meetings:

- Meeting 1: March 4, 2026- CAC review- Mayor, CAO
- Meeting 2: March 9, 2026- Council Advisory Committee (missed due to illness- watched virtually)
- Meeting 3: March 11,2026- Economic Development educational session
- Meeting 4: March 17,2026- Economic Development educational session (con't)
- Meeting 5: March 23,2026- Council
- Meeting 6: March 25,2026- Regional Recreation Centre Steering Committee
- Meeting 7: March 26,2026- Public Participation meeting- Brison & Evans
- Meeting 8: March 31,2026- Town General Fund Draft Operating Budget meeting

Events

- Event 1: February 28, 2026- Coldest Night of the Year

Rob Baker, Councilor

March 23, 2026

Highlights:

1. Budget season – great planning and workshopping lead by CAO and Directors around Capital Budget and Economic Development - very different from last year – more complete picture of matching capital commitments to Strategic Priorities. Great preparation and presentation done by staff, Directors and CAO.
2. Economic Development workshopping with Town Council and staff. Very well received and healthy discussion.

Committee and Commission Appointments:

February 17 – Committee Orientation Session & Robert's Rules of Order

- A good session for committee members and chairs to know how to best run meetings and their responsibilities

February 18 – Walk the Block with Downtown Kentville

- Wonderful to get out with KBC and participants and be visible in Downtown Kentville

February 23 – Public Hearing: Early Permits

February 23 – Town of Kentville Council Meeting

February 24 – Bursary Committee Meeting

- The committee input on the form, evaluation criteria, communication and timelines for the TOK Graduating High School Student Bursary.

February 25 – Pink Shirt Day Flag Raising

- Nation wide Antbullying Day

February 26 – Capital Budget Workshop

March 2 & 9, - Volunteer Painter at Kentville Legion

March 4 – Registered and booked air transportation to Federation of Canadian Municipalities Conference in first week of June.

March 9 – NSFM Presentation to Council

March 9 – Town of Kentville Council Advisory Committee

March 11 – Economic Development Workshop 1

March 17 – Economic Development Workshop 2

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

NAME AND TITLE – Cathy Maxwell

COUNCIL MEETING DATE – March 17th,2026

Highlights: Highlights for this time period includes: Budget discussions and Community Economic Development discussions. Our new CAO and mayor are doing a great job presenting options for Council to weigh during these tough economic times.

Committee and Commission Appointments:

Committee 1: Water Commission Feb 18/26

Key Agenda Items – We looked at the financial report, at this time we are reporting a deficit of \$168,000. This will be covered by our reserves until the rate increase takes place. We also wrote off \$259.12 of uncollectable water bills. Once we know the results of the rate hearing we will be able to do the budget for water. With the dry summers and increased development, we are experiencing it looks like we will have to build another well and new water tower. These will help with the increased demand on the system. We will need to build in a cost for a hydrologist in our budget as that will be an integral part of updating our Source Water Protection Plan.

Committee 2: Annapolis Valley Trails Feb 26/26

Key Agenda Items/ Discussions and Decisions We looked again at the two structural models under consideration for the coalition's new direction. We also discussed what each unit needed to keep their section of the Harvest Moon Trail kept in good working order. After much discussion it was agreed that the Recreation Directors from each Municipal Unit would meet as a group and then report back to the large group suggestions for a way forward. The group is now looking at what steps are needed to close down the Annapolis Valley Trails Coalition, how other Destination Trails are managed and mapping out our path forward.

Committee 3: Homelessness Committee -March 9/26

Key Agenda Items/ Discussions and Decisions: The terms of reference have finally been finished, and it was agreed that we could report back to our groups unless a discussion is deemed confidential. We are still looking for a couple of folks to take lived experience spots. We are at our maximum for membership. A presentation was done by the group Homeless No More. After this presentation the membership felt there were several crossover areas between the two groups and that will need to be explored further. Several members were tasked with answering the questions raised at the Community Meeting and we will be getting those out to be public asap. A website is also being developed for public communication and once completed we will put up the link.

Committee 4 : Regional Sewer Committee March 12/26

Key Agenda Items/ Discussions and Decisions: The largest part of this meeting was a review of the capital projects that have taken place and those that will be done in the budget for this year. The Capital and Operating Budgets for the Regional Sewer were voted on by the committee and passed. They will now go to respective partners for approval. As many have noticed the sewer rates have gone up. This is due in large part to power increases, desludging that was only expected to have to be done every 20 years but actually needs to be done every 76-8 years. Of course, there are also other increases that have led to the cost increases such as insurance rates and pumping costs. It is expected that users will see increases over the next few years as well. Rates have remained stable for far too long not keeping up with costs.

Events and Meetings:

Feb 17/26 – Committee Orientation Session

Feb 18/26 – Water Commission

Feb 23/26 – Council Meeting

Feb 26/26 - Capital Budget Meeting

Feb 26/26 - Annapolis Valley Trail Coalition

Feb 28/26 – Coldest Night of the Year

March 9/26 -Valley Homelessness Committee

March 9 – CAC Meeting

March 11/26 Community Economic Development Options Workshop

March 12/26 Regional Sewer Meeting

March 17/26 Community Development Workshop 2

Cate Savage – Councillor Savage

Highlights:

Last Council Meeting – February 23rd

Last CAC – February 9th

Committee and Commission Appointments:

Committee 1:

IAC – Feb 11th

Meeting scheduled for March 18th

Committee 2:

PAC – no meeting as of yet

Committee 3: Bursary

February 24th – met with the committee – established TOR – a more fulsome report will be forthcoming in April – May

Committee 4: REMO

There was a meeting held on March 16th – I didn't attend and I understood I was an alternate – I am not so will commence attending in May 2026.

Events and Meetings:

Feb 25th – Flag raising – pink shirt day – bully awareness day

February 26th – Budget discussions – capital

February 28th – Coldest Night of the year – Open Arms – volunteer

March 11th – Council Economic Workshop development

March 17th – Council Economic Workshop development

Training and Development:

None for this past month